



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Davao

**FILE MAYOR'S  
OFFICE**

760-11 00, LMO (P)

**EXECUTIVE ORDER NO. 43**  
Series of 2019

**AN ORDER RECONSTITUTING THE MEMBERS OF THE CENTRAL GRIEVANCE COMMITTEE UNDER THE CITY GOVERNMENT OF DAVAO**

**WHEREAS**, Civil Service Commission Resolution No. 010113 dated January 10, 2001, adopts the Revised Policies on Grievance Machinery which seeks to promote harmony and productivity in the workplace, thus, resulting in good supervisor-employee relations and improved employee morale;

**WHEREAS**, the Grievance Machinery shall serve as a mechanism to address grievance between and among plantilla officials and employees;

**WHEREAS**, the City Government of Davao shall establish a separate Grievance Committee in every Department as well as a Central Grievance Committee for the whole agency;

**WHEREAS**, MC No. 2 s. 2001 provides for the revision on the policies on the settlement of grievances in the public sector;

**WHEREAS**, Executive Order No. 19, series of 2017 reconstituted the membership of the Central Grievance Committee;

**WHEREAS**, there is a need to reconstitute the membership of the City Government of Davao Central Grievance Committee in compliance of existing laws and applicable issuances;

**NOW, THEREFORE, I, SARA Z. DUTERTE**, Mayor of the City of Davao by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. COMPOSITION.** The Central Grievance Committee (GCG) Members is hereby reconstituted and shall be composed of the following, to wit:

**Chairperson** The highest official responsible for the Human Resource Management

- Members**
- a.) The Local Chief Executive or his/her duly designated representative
  - b.) Two (2) Department Heads chosen from among themselves through a general assembly or any mode of selection to be conducted for this purpose shall act as member;
  - c.) Two (2) members from the rank and file. The first level and second level representative chosen from accredited and recognized employees union. The 1<sup>st</sup> level shall participate in the resolution of the grievance of 1<sup>st</sup> level employees while the 2<sup>nd</sup> level representative shall act in resolving the

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grievance of 2nd level employees; and  
d.) The Bilis Action Partner duly designated.

The Human Resource Management Office shall extend secretarial services to the Central Grievance Committee.

**Section 2. FUNCTIONS.** The Central Grievance Committee (CGC) shall have the following functions:

1. Develop and implement pro-active measures that would prevent grievance such as the conduct of employee assemblies, counseling, interventions and other similar activities;
2. Conduct continuing information drive on the grievance machinery among its officials and employees;
3. Conduct investigation and hearing within ten (10) working days from receipt of the grievance and render decision within five (5) working days after the investigation;
4. Establish its own internal rules, procedures and strategies to perform its mandated functions, subject to applicable and existing laws, rules, regulations, and other issuances and
5. Submit to the Civil Service Commission a quarterly report of its accomplishment and status of all grievances.

**Section 3. OTHER MACHINERY.** The basic policies, objectives, functions, and scope of the Grievance Machinery as enumerated in Executive Order No. 11, s. 2013 shall be retained.

**Section 4. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 18 OCT 2019 at Davao City, Philippines.

  
**SARA Z. DUTERTE**  
City Mayor

Attested by:

  
**ATTY. ZULEIKA T. LOPEZ**  
City Administrator

