



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**EMPLOYEES' COMPENSATION COMMISSION**  
4<sup>th</sup> & 5<sup>th</sup> Floor, ECC Bldg. 355 Sen. Gil J. Puyat Avenue, City of Makati

Tel No. 899-4251\* Fax No. 897-7597\* E-mail: [info@ecc.gov.ph](mailto:info@ecc.gov.ph)\* Website: <http://www.ecc.gov.ph>

**OFFICE ORDER NO. 15-235**  
Series of 2015

**RECONSTITUTION OF THE ECC GRIEVANCE COMMITTEE**

In the interest of the service and pursuant to CSC Memorandum Circular No. 2, s. 2001 and the approved ECC Grievance Machinery dated September 2, 2002, an ECC Grievance Committee is hereby created composed of the following

- |                    |                          |   |
|--------------------|--------------------------|---|
| Chairman           | -                        | <b>ATTY. JONATHAN T. VILLASOTO</b><br>OIC, Deputy Executive Director              |
| Members            | -                        | <b>MARIBEL S.T. OLIVEROS</b><br>Chief, Administrative Division                    |
|                    | -                        | <b>AURORA I. QUILANDRINO</b><br>Chief, Policy, Programs Systems & mgt. Division   |
|                    | -                        | <b>MA. CECILIA E. MAULION</b><br>Chief Information and Public Assistance Division |
| EU Representatives |                          | <b>Second Level Positions</b>   |
|                    | Principal                | - <b>JAY GALASINAO</b>  |
|                    | Alternate                | - <b>YVES AGBULOS</b>   |
|                    |                          | <b>First Level Positions</b>  |
|                    | Principal                | - <b>ALBERT CASALME</b>   |
| Alternate          | - <b>ROSANNA JACINTO</b> |   |
| Secretariat        | -                        | HR – Administrative Division  |

**Duties and Responsibilities:**

In addition to finding the best way to address specific grievance, the committee shall have the following duties and responsibilities:

- a. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;

- b. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan," counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;
- c. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;
- d. Conduct dialogue between and among the parties involved;
- e. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;
- f. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
- g. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain, among the other things, the following information: history and final action taken by the agency on the grievance; and
- h. Submit quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

This Order shall take effect immediately and shall supersede any other issuances inconsistent herewith.

  
**STELLA Z. BANAWIS**  
 Executive Director

March 27, 2015  
 City of Makati

DIVISION	SIGNATURE	DIVISION	SIGNATURE	DIVISION	SIGNATURE
OED		IPAD		RECORDS	
DED/APPEALS		PPSMD			
WCPRD		FINANCE			