

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
4th & 5th 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* Website: <http://www.ecc.gov.ph>

OFFICE ORDER NO. 15 - 439
Series of 2015

RECONSTITUTION OF ADMINISTRATIVE COMPLAINTS COMMITTEE

In the interest of the service, ECC Administrative Complaints Committee is hereby reconstituted as follows:



Chairman	-	ATTY. JONATHAN T. VILLASOTO OIC, Deputy Executive Director
Members	-	MARIBEL S.T. OLIVEROS Chief, Administrative Division
	-	DIANNE LILIBETH BAUTISTA Board Secretary
	-	Employees' Union Representative
Secretariat	-	Atty. Michelle Anne B. Recto Attorney II, Appeals Division
		Raquel E. Campugan Admin Officer IV, Admin Division

The members of the above committee shall have the following functions guided by the Revised Rules on Administrative Cases in the Civil Service (RRACCS):

1. Handles and conducts preliminary investigation of all complaints against officials and employees, who are non-presidential appointees;
2. Evaluates sufficiency of form and substance of a complaint;
3. Submits investigation reports and recommendation to the disciplining authority;
4. Issues, summons, subpoenas and notices, interlocutory orders, by authority of the Executive Director;
5. Receives evidence and pleadings and other documents relative to the complaint;
6. Takes custody of records pertinent to the conduct of the investigation and ensures their confidentiality;
7. Discharges duties and responsibilities in accordance with RRACCS and as authorized by the disciplining authority.

The ACC shall submit to the undersigned a monthly report of accomplishment within three (3) days after each reference month.

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


STELLA Z. BANAWIS
Executive Director *per* 

June 1, 2015
City of Makati

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