



28 December 2016

MEMORANDUM NO. 349
Series of 2016

T O: Dr. Lourdes B. Cano - Chairperson
Dr. Antonio P. Abamo - Member (Academic Unit Head)
Ms. Louella C. Ampac - Member (Administrative Unit Head)
Atty. Rysan C. Guinocor - Member (REABAP)
ADPA Representative - Member (Representative Administrative Staff)
VSUFA Representative - Member (Representative Faculty)
Ms. Teresita L. Quiñanola - Secretary, Non-voting Member

R E: Reconstitution of the Grievance Committee

With Dr. Lourdes B. Cano as Chairperson and Ms. Teresita L. Quiñanola as Secretary, please reconstitute yourselves into a Grievance Committee with the following duties and responsibilities:

1. Resolve expeditiously the complaints or grievances filed by VSU employees to the Administrative against any officer of employee of the government at all times at the lowest level possible;
2. Conduct an investigation and hearing within ten working days from receipt of the grievance and render a decision within five (5) working days after the investigation;
3. Submit quarterly report of its accomplishments and status of unresolved grievances to the CSC Regional Office.

Attached is a copy of the Grievance Machinery of the university for your guidance.

Please be guided accordingly.


EDGARDO E. TULIN
President