



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM NO. 219

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T O: All College Deans

R E: Grievance Machinery in Every College

In order to create a work atmosphere in every college which is conducive to good supervisor-employee relations, relationships among employees and for improved employee morale, it is suggested that there is an operational grievance machinery in every college of this University which is expected to pick up any sign of employee discontent and act and mediate it the soonest possible time.

As such, every college is directed to create its own grievance committee which will be reoriented by the university grievance committee of its role and function in dispute settlement.

As a general policy, grievances at the college level should be settled by the college grievance committee. Only grievances which fail to be settled at the college level will be forwarded to the University grievance committee.

Attached please find a copy of the approved grievance machinery of LSU. All deans are required to submit the names of the chairman and members of the college grievance committee to the Office of the Director for Administration not later than October 15, 2003. After which, the university grievance committee is directed to conduct an orientation among the college grievance committees.

Please be guided accordingly.


PACIENCIA P. MILAN
President