



23 February 2023

MEMORANDUM NO. 520
Series of 2023

T O: **Dr. Beatriz S. Belonias** - Chairperson
Atty. Rysan C. Guinocor - Co-Chairperson
Dr. Elwin Jay V. Yu - Member
Ms. Christie T. Tauy - Member
Dr. Leo A. Mamolo - Member
Engr. Florentino F. Morales Jr. - Member
Ms. Letty Jean C. Lor - Secretary

R E: **University Grievance Committee**

In reference to the revised Policies on the Settlement of Grievance in the Public Sector contained in Civil Service Commission (CSC) Resolution No. 010113 dated January 10, 2001, and implemented through CSC Memorandum Circular No. 02, s. 2001, the University hereby creates the Grievance Committee dated February 3, 2021, and with Dr. Beatriz S. Belonias as Chairperson, Atty. Rysan C. Guinocor as Co-Chairperson and the rest as members, please constitute yourselves into the Grievance Committee to formulate and implement the best way to address specific grievances pertaining to the work-related issues of the employee in the university, effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

Specifically, the committee is tasked to do the following:

1. Establish internal procedures and strategies related to grievance;
2. Develop and implement proactive measures or activities to prevent grievance, such as employee assembly which shall be conducted at least once every quarter, "talakayan", counseling, HRD interventions and other similar activities. Minutes of the proceedings of these activities shall be documented for audit purposes;
3. Conduct a continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;
4. Conduct dialogue between and among parties involved;
5. 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;
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information; history and final action taken by the agency on the grievance; and
8. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

The Chairperson is directed to meet the committee members to discuss your responsibilities and plans for submission to this office.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAF
OVPAA
OVPREI
OVPPRGAS
OVPSAS
OUS
Deans
Directors
ODF/Budget
ODAS
Accounting
ODHRM/RSPPRO
COA
IASO
Records
File