

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 18, 1994

MEMORANDUM NO. 112  
Series of 1994

T O: All Dept./Office Heads, Center Directors and  
ViSCA Staff

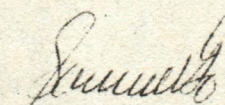
SUBJECT: Approved Grievance Procedure of ViSCA

Attached please find ViSCA's Grievance Procedure as approved by the ViSCA Board of Trustees.

Any ViSCA staff member who has legitimate complaint/grievance is advised to follow the steps outlined in the approved Grievance Procedure of the College.

Perpetrators of any other form of protest or complaint not consistent with the approved procedure will be subject to administrative action.

Please be guided accordingly.

  
SAMUEL S. GO  
President



GRIEVANCE PROCEDURE OF THE VISAYAS STATE COLLEGE OF AGRICULTURE  
AS APPROVED BY THE VISCA BOARD OF TRUSTEES

Section 34 of Chapter V of EO No. 292 dated Nov. 23, 1989 states that "employees shall have the right to present their complaint or grievances to management and have them adjudicated as expeditiously as possible in the best interest of the agency, the government as a whole, and the employees concerned." Section 5, Rule XII of Civil Service Omnibus Rules Implementing Book V of EO 292 directs heads of agencies to install a grievance machinery in every office.

VisCA employees therefore shall have the right to present their complaints or grievances to the Administration and have them adjudicated as expeditiously as possible in the best interest of all concerned. Such complaints or grievances shall be resolved at the lowest administrative level in the college but the staff have the right to appeal such decision to the higher authority.

1. Oral Discussion - A complainant shall present orally his complaints to his immediate supervisor who shall within three (3) working days from the date of presentation, inform the employee orally of his decision.

2. Grievance in writing -

- 2.2. If the employee is not satisfied with the oral decision, he may submit his grievances in writing within five (5) working days from receipt of the oral decision of his immediate supervisor to the higher supervisor. The grievance shall pass through his immediate supervisor, who shall forward the grievance with his comments within five (5) working days to the next higher supervisor, as the case may be, who shall within five (5) working days from receipt thereof inform the employee in writing through the immediate supervisor of his decision. Provided, however, that where the object of the grievance is the immediate supervisor, the complainant may bring the grievance to the next higher supervisor who shall take proper action within five (5) working days from receipt of the complaint.

- 2.3. If the complainant is not satisfied with the decision of the higher supervisor, he may appeal his grievance to the Grievance Committee within five (5) working days from receipt of the decision, through the higher supervisor. The higher supervisor shall make the necessary comments and forward the grievance within five (5) days to the Grievance Committee who shall, within ten (10) working days from receipt of the grievance, conduct an investigation and hearing. The Grievance Committee shall furnish the complainant with a copy of its decision



within five (5) working days after the investigation and hearing, thru the higher supervisor and immediate supervisor; Provided, however, that where the object of the complaint is the higher supervisor, the complainant may bring his case directly to the Grievance Committee.

- 2.4. If the complainant is not satisfied with the decision of the Grievance Committee he may elevate his grievance through the Committee to the College President within five (5) working days from receipt of the decision, who shall make the decision within ten (10) working days after the receipt of the grievance; provided, however, that where the object of the complaint is the College President, the complainant may bring his grievance directly to the ViSCA Board of Trustees.
- 2.5. If the complainant is not satisfied with the decision of the ViSCA Board of Trustees, he may appeal or elevate his grievance to the Civil Service Commission. The Commission shall, if necessary, conduct an investigation and hearing and render a decision within fifteen (15) days from receipt of the grievance.
- 2.6. The aggrieved party may file a petition for reconsideration with the Civil Service Commission within five (5) working days from receipt of the decision. Such petition shall be resolved within five (5) working days from receipt thereof.
- 2.7. The Commission's decision is final, binding and executory unless appeal from said decision is brought to the proper court.
- 2.8. Appeal to the courts by either party shall be in accordance with the rules of court.
3. The Grievance Committee shall be composed of the following according to Sec. 11, Rule XII, Complaints and Grievances (Civil Service Omnibus Rules).
  - 3.1. For complaints/grievances existing between and among individual employee and supervisor.
    - 3.1.1. Vice President for Administration representing top management
    - 3.1.2. Higher supervisor except those complained of
    - 3.1.3. Member of the rank and file



3.2. For complaints/grievances existing between the management and recognized union

3.2.1. Vice President for Administration representing top management

3.2.2. One higher supervisor

3.2.3. One member of the association

4. Contents of the written grievance include:

- 4.1. Name of the complainant
- 4.2. Position Title
- 4.3. Designation (if needed)
- 4.4. Present Section or Division of Assignment
- 4.5. Immediate Supervisor
- 4.6. Present unit or assignment
- 4.7. Higher supervisor
- 4.8. Nature of Grievance (in brief)
- 4.9. Adjustment Desired
- 4.10. Signature of the employee
- 4.11. Date of filing at the lowest level in the agency

5. Unless appealed, the decision of the concerned authorities shall take effect immediately and/or upon receipt of the decision of all parties involved.

All records involving complaints and grievances shall be kept by the Personnel Officer and by the records keeper of the recognized negotiating unit.