



2 March 2018

**MEMORANDUM NO. 170**

Series of 2018

**T O:** Dr. Lourdes B. Cano - Chairperson  
Dr. Antonio P. Abamo - Member (Academic Unit Head)  
Ms. Lcuella 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 Administration against any officer or employee of the government at all times at the lowest level possible;
2. 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;
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