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# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



1 June 2001

## MEMORANDUM NO. 92

Series of 2001

T O: Ms. Lourdes Cano - Chairman *on 6/14*  
Dr. Andresito Acabal - Member  
Dr. Buenaventura Dargantes - Member *6/14*  
Dr. Antonio Acedo, Jr. - Member *6/14*  
Dr. Virgenita Albarico - Member *6/14*  
Ms. Teresita Quiñanola - Secretary, Non-voting Member *6/14*

R E: Grievance Committee

With Ms. Lourdes B. Cano as Chairman, please constitute yourselves into a Grievance Committee effective immediately until December 31, 2001. Drs. Antonio Acedo, Jr. and Virgenita Albarico are representatives of the ViSCA Faculty Association (VFA). As a committee, your duties and responsibilities are as follows:

1. Resolve expeditiously the complaints or grievances filed by ViSCA 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 working days from receipt of the grievance and render a decision within five working days after the investigation.
3. Submit a quarterly report of its accomplishments and status of unresolved grievances to the CSC Regional Office.

For compliance.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President