



July 21, 2015

DOH-CAR PERSONNEL ORDER
No. 2015- 912

SUBJECT: Reconstitution of the Grievance Committee of the DOH-CAR

In the interest of service, the Grievance Committee for the DOH-CAR Office is hereby reconstituted with the following composition and respective functions:

COMPOSITION:

Chair: **Ms. ARCELY D. SANCHEZ** – Supervising Administrative Officer

Members:

(1) **Dr. ERWIN A. BACLIG** - Medical Officer V, Chief, RLED

(2) **Dr. MA. LUISA PARAN** – Medical Officer V, Chief, LHSD

(3) **Atty. VERONICA ZANDRA L. de JESUS** – Attorney III
Second Level Representative

Engr. BASILIO C. MUNAR, Jr. –Licensing Officer III
Alternate Second Level Representative

(4) **Ms. ANNA ELAINE B. CAYAD-AN** – Health Program Researcher
First Level Representative

Ms. CARMENCITA SANCHEZ – Administrative Assistant III
Alternate First Level Representative

(5) **Ms. FRANCISCA P. CAYAT** – Administrative Officer V, Head, HRMDS
Bilis Aksyon Partner

Secretariat: **Ms. LOIDA L. RAMOS** – Administrative Assistant III

FUNCTIONS:

The Committee shall observe the prescribed procedures and policies on grievance machinery. It shall handle grievances between and among DOH-CAR officials and employees, and shall perform the following functions as embodied in CSC MC 02 2001:



The round metal gong of the Cordillera known locally as “gangsá” is a symbol of the upland people’s culture that has been passed on from generations to another.

The profile of a person blowing a “tangguyub” represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.


All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.

1. Follow the procedures and policies in the DOH-CAR Grievance Machinery,
2. Develop and implement pro-active measures or activities to prevent grievances, such as quarterly employee assembly, *talakayan* counseling, HRD interventions and other similar activities,
3. Conduct continuing information drive on grievance machinery among officials and employees in collaboration with the Human Resource Management and Development Section,
4. Conduct dialogue between and among the parties involved,
5. Conduct 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 the 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 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 accomplishment and status of un-resolved grievance to the Civil Service Commission Regional Office.

The Committee shall meet as often as the Chairperson deems necessary. The necessary MOOE funds for the conduct of meetings, investigation, including any related incidental expenses shall be charged against any available funds of this office, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately. The first and second level representatives shall serve the prescribed two-year tenure. All previous issuances inconsistent herewith are hereby revoked or rescinded.

For immediate compliance.


AMELITA M. PANGILINAN, MD, MPH
Director III
Officer-in-Charge