



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 12
Series of 2016

PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 8, SERIES OF 2014,
WHICH CREATED THE GRIEVANCE MACHINERY
IN THE CITY GOVERNMENT OF MUNTINLUPA,
ITS COMPOSITION AND FUNCTIONS.

WHEREAS, Section 455 (b), (1), (x) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(e)nsure that all executive officials and employees of the city faithfully discharge their duties and functions as provided by law and this Code, and cause to be instituted administrative or judicial proceedings against any official or employee of the city who may have committed an offense in the performance of his official duties;"

WHEREAS, the Civil Service Commission (CSC) Resolution No. 010113, dated 10 January 2001 and CSC Memorandum No. 02, series of 2001, provide for the Revised Policies on the Settlement of Grievance in the Public Sector;

WHEREAS, the City Government of Muntinlupa adopts the preceding instruments as bases for the espousal of a Grievance Machinery;

WHEREAS, a grievance refers to any work-related issue giving rise to employee dissatisfaction;

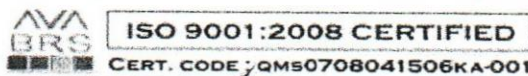
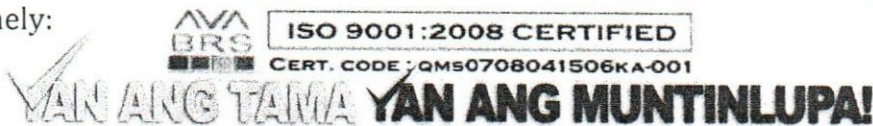
WHEREAS, Executive Order No. 8, Series of 2014, was signed on 10 March 2014 and it created the Grievance Machinery of the City Government of Muntinlupa;

WHEREAS, there is a need to amend said Executive Order in order to reflect the changes in the composition of its members;

NOW, THEREFORE, I, ATTY. JAIME R. FRESNEDI, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Composition.

Section 1 of Executive Order No. 8, Series of 2016 is hereby amended, and the Grievance Machinery of the City Government of Muntinlupa shall be composed of the following, namely:





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1. **Glenda Zamora-Aniñon**,
OIC, City Human Resources
Management Department : Chairperson
2. **Zosimo D. Tabajonda, Jr.**
OIC, City Anti-Graft Office : Vice Chairperson
3. **Roger John P. Smith** : Member
4. **Ronaldo Sanchez** : First Level Representative
5. **Lorna V. Sagum** : Second Level Representative

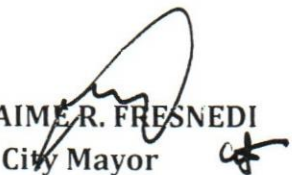
Section 2. Secretariat

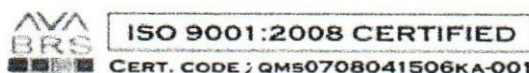
Section 3, *supra*, is hereby amended to read as follows, namely:

The Secretariat of the Grievance Machinery shall come from the staff members of the City Human Resources Management Department with Maria Theresa Rowena S. Yap as its head. The Secretariat shall ensure the compliance of the Grievance Machinery to the functions set forth under Section 2, *supra*; set its periodic meetings; provide the venue and logistical support therefor; write down, record and disseminate to all concerned the minutes of each meeting; and shall follow through with all sought assistance from related government departments, offices or agencies, or private individuals and groups.

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 30th day of August 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor 



YAN ANG TAMA YAN ANG MUNTINLUPA!