



ADMINISTRATIVE ORDER NO. 12
Series of 2016

**“AN ORDER CREATING THE PROVINCIAL GRIEVANCE COMMITTEE (PGC) OF
THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE”**

WHEREAS, the Provincial Grievance Committee (PGC) has been created pursuant to Section 37 of the Omnibus Rules, Implementing Book V of Executive Order No. 282 and other pertinent Civil Service Laws to handle work-related issues giving rise to employee dissatisfaction on the areas of non-implementation of policies, practices and procedures on economic and financial issues, recruitment and other personnel movements/actions, physical working conditions, interpersonal relationships and linkages, protests on appointments and all other matters giving rise to employee dissatisfaction and discontentment not covered by the Revised Rules on Administrative Cases in the Civil Service (RRACCS) and other laws;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor of Davao del Norte, by virtue of the power vested in me by law, do order the following:

SECTION 1. *Creation and Composition of the Provincial Grievance Committee (PGC) of Davao del Norte.* The Provincial Grievance Committee (PGC shall be composed of the following:

- Chairperson : **P.G. DEPARTMENT HEAD**
Provincial General Services Office
This Province
- Co-Chairperson: **P.G. DEPARTMENT HEAD**
Provincial Human Resource Mgt. Office
This Province
- Members : **2ND LEVEL EMPLOYEE REPRESENTATIVE**
This Province
- 1ST LEVEL EMPLOYEE REPRESENTATIVE**
This Province
- REPRESENTATIVE, DAVAO DEL NORTE
PROVINCIAL GOVERNMENT EMPLOYEES
ASSOCIATION (DPGEA)**
This Province



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SECTION 2. *Functions and responsibilities of the Provincial Grievance Committee (PGC).* The Provincial Grievance Committee (PGC) shall perform the following functions:

- 2.1 Develop, recommend and subsequently implement pro-active measures that would prevent grievance, such as regular employee assembly, HRD interventions and other similar activities;
- 2.2 Conduct a continuing information drive on grievance machinery among its officials and employees;
- 2.3 Conduct hearing for the purpose of settlement;
- 2.4 In the case of settled grievances, prepare the necessary documentation/documents and submit the same to the proper authorities;
- 2.5 In the case of unsettled grievances, prepare the needed documentation/documents and forward the same to the Provincial Administrative and Investigation Committee (PAIC) for appropriate action;
- 2.6 Establish PGC internal procedures/strategies and proceedings not bound by legal rules and technicalities;
- 2.7 Perform other functions pursuant to the Revised Policies on Grievance Machinery per Resolution No. 010113 of the Civil Service Commission; and
- 2.8 Perform other functions as assigned by the Governor.

SECTION 3. SECRETARIAT. The Secretariat of PGC shall be the staff of the Provincial Legal Office.

SECTION 4. REPEALING CLAUSE. Any order and other local issuances inconsistent herewith are hereby repealed accordingly.

SECTION V. EFFECTIVITY. This order shall take effect immediately.

Issued at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte on this 20th day of July, 2016.


ANTONIO RAFAEL G. DEL ROSARIO
Governor