



REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE CITY MAYOR**  
CITY OF DAVAO

**EXECUTIVE ORDER NO. 15**  
Series of 2024

**AN ORDER RECONSTITUTING THE MEMBERS OF THE CENTRAL GRIEVANCE COMMITTEE UNDER THE CITY GOVERNMENT OF DAVAO**

**WHEREAS**, Civil Service Commission (CSC) Resolution No. 010113 dated January 10, 2001, adopts the Revised Policies on Grievance Machinery which seeks to promote harmony and productivity in the workplace, thus, resulting in good supervisor-employee relations and improved employee morale;

**WHEREAS**, the Grievance Machinery shall serve as a mechanism to address grievances between and among plantilla officials and employees;

**WHEREAS**, the City Government of Davao shall establish a separate Grievance Committee in every office as well as a Central Grievance Committee for the whole agency;

**WHEREAS**, CSC Memorandum Circular No. 2, Series of 2001 provides for the revision of the policies on the settlement of grievances in the public sector;

**WHEREAS**, Executive Order No. 43, Series of 2019 – An Order Reconstituting the Members of the Central Grievance Committee Under the City Government of Davao was issued on October 18, 2019;

**WHEREAS**, there is a need to reconstitute the membership of the City Government of Davao Central Grievance Committee in compliance with existing laws and applicable issuances.

**NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE**, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. RECONSTITUTION AND COMPOSITION.** The Central Grievance Committee (CGC) is hereby reconstituted and shall be composed of the following members, to wit:

Chairperson: City Mayor or his duly authorized representative  
Co-Chairperson: Head, Human Resource Management Office  
Members:

- Two (2) Department Heads chosen among themselves through a general assembly or any mode of selection to be conducted for this purpose
- Representative, 1<sup>st</sup> Level of the duly recognized employees' union (DaCHEA)
- Representative, 2<sup>nd</sup> Level of the duly recognized employees' union (DaCHEA)
- Bilis Action Partner (BAP)



The 1<sup>st</sup> level representative shall participate in the resolution of the grievance of 1<sup>st</sup> level employees while the 2<sup>nd</sup> level representative shall act in resolving the grievance of 2<sup>nd</sup> level employees.

**SECTION 2. TERM OF MEMBERS.** The Central Grievance Committee (CGC) members shall perform their duties and responsibilities for a maximum of two (2) years only, unless earlier removed or suspended by the City Mayor for a justifiable cause.

**SECTION 3. FUNCTIONS.** The Central Grievance Committee (CGC) shall have the following duties and responsibilities:

- a. Develop and implement proactive measures to prevent grievances through the conduct of employee assemblies, counseling, and other similar activities in coordination with the Mental Health Program and Learning and Development interventions.
- b. Conduct continuing information drive on the grievance machinery among officials and employees.
- c. 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.
- d. Establish its own internal rules, procedures, and strategies to perform the mandated functions, subject to applicable and existing laws, rules, regulations, and other issuances.
- e. Review the Internal Rules and Regulations (IRR) of the Central Grievance Committee.

**SECTION 4. SECRETARIAT.** The Human Resource Management Office shall extend secretarial services to the Central Grievance Committee.

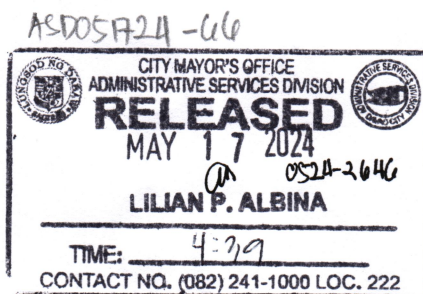
**SECTION 5. FUNDING/OPERATING COSTS.** All costs pertaining to the operation of the committee shall be charged to available funds of the City Government subject to the usual accounting and auditing rules and regulations.

**SECTION 6. SEPARABILITY CLAUSE.** If any part or provision of this Executive Order shall be declared invalid, the other portions or provisions hereof which are not affected thereby shall continue in full force and effect.

**SECTION 7. REPEALING CLAUSE.** All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 8. EFFECTIVITY.** This Executive Order shall take effect immediately and shall remain effective unless sooner revoked or modified.

Done this MAY 17 2024 in the City of Davao, Philippines.



  
**SEBASTIAN Z. DUTERTE**  
City Mayor *8 dah*

Attested by:

  
**ATTY. FRANCIS MARK H. LAYOG**  
Acting City Administrator



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