



Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONG BAYAN
LALAWIGAN NG BULACAN

EXECUTIVE ORDER NO. 16

ESTABLISHING MUNICIPALGRIEVANCE MACHINERY

WHEREAS, CSC Resolution No. 010113 dated January 10, 2001, outlined the Revised Policies on the Settlement of Grievance in the Public Sector to carry out the provisions of the Omnibus Rules Implementing Book V of EO No. 292, otherwise known as the Administrative Code of 1987;

WHEREAS, Section 83 of the Local Government Code of 1991 mandates that the local chief executive shall establish a procedure to inquire into, act upon, resolve or settle complaints and grievances presented by local government employees;

WHEREAS, the municipal government of Baliwag, Bulacan, aimed to establish a working environment where the officials and employees work together amicably and productively.

NOW, THEREFORE, I, FERDINAND V. ESTRELLA, Municipal Mayor, Municipality of Baliwag, Bulacan, by virtue of the powers vested in me by law, do hereby order:

I. BASIC POLICIES

1. The Municipality of Baliwag, Bulacan shall adopt proactive measures to maintain a positive organizational climate and establish machinery that shall address grievances between and among its officials and employees.
2. The Municipality of Baliwag, Bulacan shall likewise adopt and implement the policy of conciliation and/or mediation to promote harmony, cordial relationship in the workplace, so much so that grave or petty disputes among personnel or their superiors, if any, shall be expeditiously resolved in the highest professional manner, thereby, fostering productivity of all employees in the Municipality. The institution of the same would dissolve the fear of partiality, bias and discrimination especially at the lowest hierarchy of position level.

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2. A grievance whether verbal or written, shall be resolved expeditiously at all times.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Grievance proceedings shall not be bound by legal rules and technicalities and the services of a legal counsel shall not be allowed.
5. A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate Superior.

The latter shall, within five (5) working days from date to presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate superior, the grievance shall be presented to the next higher superior.

6. Grievance refers to work-related issues giving rise to employee dissatisfaction. The following cases shall be acted upon through the grievance machinery:

a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and other related terms and conditions;

b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and other related issues that affect them;

c. Physical working conditions;

d. Interpersonal relationships and linkages;

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