



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336

MEMO-ADM-2018-AUG-06

August 6, 2018

SPECIAL ORDER NO. 246
Series of 2018

In pursuance to Civil Service Commission (CSC) Memorandum Circular No. 2, Series of 2001, and in consonance with the provisions of the Sugar Regulatory Administration's Grievance Machinery as approved by the Civil Service Commission on August 14, 2009, a **Grievance Committee for SRA - Luzon, Visayas and Mindanao** is hereby reconstituted, and is composed of the following officers and employees:

Chairperson : **Mr. LUIS M. MARAJAS**
OIC - Office of the Deputy Administrator, Administrative and Finance

Members : **Mr. NARCISO R. CABALQUINTO, JR.**
OIC - General Administrative Division

Ms. ROSARIO F. MOTUS
OIC - General Administrative Division
SRA - Visayas

Ms. CONCEPCION C. RUBY
Records Officer III - SUGAREAP- 2nd Level Representative

ALTERNATE: Mr. ANTONINO I. SANTOS
Internal Auditor II

Ms. JENNIFER ROSE D. BOYERO
Clerk III - SUGAREAP 1ST Level Representative

Secretariat : **Ms. ANITA C. MORTEGA**
Human resource Management Officer III
SRA - Luzon and Mindanao

Ms. LUCILLE MAE M. SY
Human resource Management Officer III
SRA - Visayas

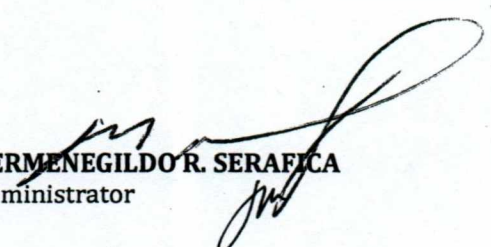
The committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies. Membership in the grievance Committee shall be considered part of the member's regular duties;

2. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted when warranted, "talakayan", counseling and other activities with the intervention of the SUGAREAP. Minutes of the proceedings of these activities shall be documented for audit purposes;
3. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the Human resource personnel;
4. Conduct dialogue between and among the parties involved;
5. 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. Provided however, that where the object of the grievance is the Grievance Committee, the aggrieved party may submit the grievance to 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 of the Final Action on the 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 accomplishments and status of unresolved grievances for approval to the Administrator before it is submitted to the Civil Service Commission Regional Office concerned.

In furtherance, the Committee is authorized, whenever is necessary, to seek the assistance of any or all officials and employees in the performance and discharge of its functions, duties and responsibilities.

All other issuances and orders which are inconsistent or contrary to this Order are hereby revoked, amended or modified accordingly.


HERMENEGILDO R. SERAFICA
Administrator