

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

MEMO-AFD-GAD/HRS-2021-Feb-006

February 9, 2021

SPECIAL ORDER NO. 15
Series of 2021

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 2, series of 2001, and in accordance with the Sugar Regulatory Administration (SRA) Grievance Machinery approved by the CSC on August 14, 2009, a **Grievance Committee** is hereby reconstituted as follows:

LUZON AND MINDANAO

Chairperson : **ATTY. BRANDO D. NOROÑA**
Deputy Administrator II for Administration and Finance

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

Mr. LUISITO C. MALAGKIT
OIC, Manager III, Regulation Department

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

MS. JENNIFER MARIE D. BOYERO
Clerk III - SUGAREAP 1st Level Representative

Secretariat : **MS. ANITA C. MORTEGA**
HRMO III

VISAYAS

Chairperson : **ENGR. DOROTHY B. RODRIGO**
OIC, Manager III, Administrative and Finance Department

Members : **Mr. WILFREDO R. MONARES**
OIC, Manager III, Regulation Department

Ms. HELEN B. LOBATON
OIC, Extension Services Division - Visayas

Ms. MA. LOURDES C. ALMODIENTE
Senior Science Research Specialist
SUGAREAP 2nd Level Representative

Ms. ANABELLE A. ESPENIDO
Property Custodian - SUGAREAP 1st Level Representative

Secretariat : **MS. LUCILLE MAE M. SY**
HRMO II



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"A food-secure Philippines with prosperous farmers and fisherfolk"

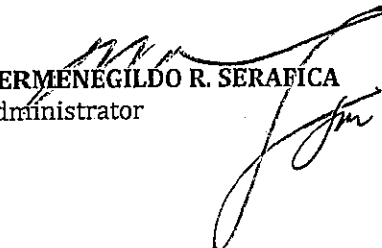
The Committee shall have the following responsibilities:

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 present 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 conducted 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 in writing 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 a Certification on 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.

Further, the Committee is likewise, whenever necessary, to enlist the assistance of any or all officials or employee in the performance of its function.

All other issuances inconsistent with or contrary to this Special Order are hereby revoked, amended or modified accordingly.

This order shall take effect immediately.


HERMENEGILDO R. SERAFICA
Administrator