



**EXECUTIVE ORDER NO. 41**  
Series of 2025

**REORGANIZATION OF THE GRIEVANCE COMMITTEE  
OF THE MUNICIPALITY OF CONCEPCION, TARLAC**

**WHEREAS**, Resolution No. 010113 of the Civil Service Commission dated January 10, 2002 known as the Revised Policies on Settlement of Grievance in the Public Sector, implemented through CSC Memorandum Circular No. 02, Series of 2001, requires all agencies of the government to establish a grievance machinery to address grievance between and among government officials and employees;

**WHEREAS**, Executive No. 26, Series of 2022 and Executive Order No. 60, Series of 2024 of the Municipality of Concepcion, Tarlac were issued which reorganized the composition of the Grievance Committee in the Local Government Unit of Concepcion, Tarlac. However, there is a need to reorganize it to include members considering that some of the members are no longer incumbent or designated, and to provide efficient and appropriate processes to expeditiously settle disputes and grievances at all times at the lowest level possible in the Municipality of Concepcion, Tarlac;

**NOW THEREFORE, I, NOEL L. VILLANUEVA**, Municipal Mayor, by virtue of the powers vested in by the law, do hereby reorganize the Grievance Committee of the Municipality of Concepcion, Tarlac, to wit:

**SECTION 1. COMPOSITION**

The Grievance Committee shall be composed of:

**CHAIRPERSON**

**NOEL L. VILLANUEVA** Municipal Mayor  
and/or

**ATTY. MYLA M. MATIC** Municipal Legal Officer  
(as duly authorized representative)

**MEMBERS**

**FLORA C. PEREZ** MHRMO Officer  
**JOY ANNE W. LORENZO** MGSO Officer  
**WALTER GLENN U. LOMBOY** COMEA 2<sup>nd</sup> Level Representative  
**MICHELLE TORRES** COMEA 1<sup>st</sup> Level Representative  
**RENATO M. LINDO** "Bilis Aksyon Partner"

**SECRETARIAT**

Municipal Human Resource and Management Office

**SECTION 2. FUNCTIONS**

1. Address work related issues and may conduct investigation and hearing in accordance with the implementing guidelines of the grievance machinery.





Republic of the Philippines  
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Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

2. Establish its own procedures and strategies and settle grievances and dispute at the lowest level in the organization.
3. Develop and implement pro-active measures or activities- to prevent grievance such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes.
4. Conduct continuing information drive on the Grievance Machinery among officials and employees.
5. Conduct dialogue between and among the parties involved.
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved.
7. Issue final certification on the Final Action on the Grievance (CFAG). which shall contain, among other things, the history and final action taken by the agency on the grievance.
8. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

Membership in the grievance committee shall be considered part of the members' regular duties and does not require additional compensation.

**SECTION 3. REPEALING CLAUSE**

All orders, issuances, rules and regulations or parts thereof, which are inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

**SECTION 4. EFFECTIVITY**

This Executive Order shall take effect immediately.

Done this 20<sup>th</sup> day of October 2025 at Concepcion, Tarlac.

**NOEL. L. VILLANUEVA**  
Municipal Mayor

