



**Office of the University President**

**P A M A N T A S A N**  
**Administrative Order**  
**No. 8, s. 2015**

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1. In the interest of the service and pursuant to Title I(A), Chapter 7 of Book V of *Executive Order No. 292*; Rule XIV of the *Omnibus Rules Implementing Book V of E.O. 292*; and *the Revised Rules on Administrative Cases in the Civil Service (RRACCS)*, the following Investigation Committees created by virtue of *Board Resolution No. 3706* dated 23 October 2014; and Constituted under Pamantasan Administrative Order No. 31, series of 2014 (PAO No. 31, s. 2014) are hereby reconstituted as follows:

**1.1. Investigation Committee for Administrative Personnel**

Chairperson : **Vice President, Administration**

Members : **Head, Human Resources  
and Development Office**

**One (1) Lawyer from the  
Office of the University Legal Counsel**

Alternating  
Members : **Executive Vice President  
Representing the 3<sup>rd</sup> Level Officers**

**One (1) Representative from the Recognized  
2<sup>nd</sup> Level Employees' Organization**

**One (1) Representative from the Recognized  
1<sup>st</sup> Level Employees' Organization**

**1.2. Investigation Committee for Academic Personnel**

Chairperson : **Vice President, Academic Affairs**

Members : **Head, Human Resources  
and Development Office**

**One (1) Lawyer from the  
Office of the University Legal Counsel**

**One (1) Representative from the  
Recognized Faculty Association**



2. The Investigation Committee concerned shall have authority to hear and investigate complaints involving disciplinary actions against University officials and employees falling within their respective jurisdictions, and make the proper recommendation for the appropriate resolution or decision of the said complaints by the University President.

2.1. Pursuant to the pertinent provisions of *E.O. 292*, the *Omnibus Rules Implementing Book V of E.O. 292*, and the *RRACS*, no complaint against a University official or employee shall be given due course unless the same is in writing, subscribed and sworn to by the complainant. No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegation therein or supported by documentary or direct evidence, in which case the person complained of may be required to comment.

2.2. The Investigation Committees shall abide by the provisions of Title I(A), Chapter 7 of Book V of *Executive Order No. 292*; Rule XIV of the *Omnibus Rules Implementing Book V of E.O. 292*; and *the Revised Rules on Administrative Cases in the Civil Service (RRACCS)*.

2.3. The Alternating Members of the Investigating Committee for Administration shall correspondingly sit as members of the Committee whenever the complaint or grievance submitted for resolution to the Committee involves an employee from the employment level that they represent.

3. All University administrative and academic personnel are hereby notified that that the ***Revised Rules on Administrative Cases in the Civil Service (RRACCS)*** shall be the applicable rules and procedures for all administrative complaints filed against any university administrative and academic personnel.

4. The Human Resources and Development Office (HRDO) shall ensure that copies of this Order are furnished to all existing unions in the University, the Committee members concerned, and all administrative and academic units of the University. The HRDO shall cause the publication of this Order in the PLM Webpage.

5. Except for PAO No. 31, Series of 2014 which is hereby modified accordingly, all other administrative issuances inconsistent with this Order are hereby deemed superseded and repealed accordingly.

6. This Order shall take effect immediately.

Signed this 20<sup>th</sup> day of February, 2015 at the City of Manila.

(Sgd.)

**MA. LEONORA VASQUEZ-DE JESUS, Ph.D.**  
*University President*