



Republic of the Philippines  
**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
General Luna Street corner Muralla Street  
Intramuros, Manila, Philippines



## Office of the University President

### **P A M A N T A S A N** **Administrative Order** **No. 9, s. 2015**

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1. In the interest of the service and pursuant to the **University Grievance Machinery** promulgated by virtue of *Civil Service Commission Resolution No. 010113* dated 10 January 2001 and implemented through *Civil Service Commission Memorandum Circular No. 02, Series of 2001*, the following Grievance Committees created by **Board Resolution No. 3706** dated 23 October 2014 and constituted under Pamantasan Administrative Order No. 30, series of 2014 (PAO no.30, s. 2014) are hereby reconstituted, to wit:

#### 1.1. **Grievance Committee for Administrative Personnel**

Chairperson : **Vice President, Administration**

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

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. **Grievance Committee for Academic Personnel**

Chairperson : **Vice President, Academic Affairs**

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

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

2. The Grievance Committee concerned shall have authority to hear and decide, on appeal, all complaints and grievances falling within their respective jurisdictions, which complaints or grievances were initially submitted to and decided by the "next higher supervisor" as provided by the *University Grievance Machinery*.



2.1. As defined by Section 1, Rule XII of the *Omnibus Rules Implementing Book V of Executive Order No. 292*, a **Complaint** means an employee's expressed (written or spoken) feelings of dissatisfaction with some aspects of his working conditions, relationships or status which are outside his control. **This does not include those involving disciplinary actions which are governed by separate rules.** A **Grievance** refers to a complaint in writing which has, in the first instance and in the employee's opinion, been ignored, overridden or dropped without due consideration.

2.2. The Grievance Committees constituted by virtue of this Order shall abide by the provisions of *Rule XII of the Omnibus Rules Implementing Book V of E.O. 292* as well as the provisions and procedures laid down by the *University Grievance Machinery*.

2.3. The Alternating Members of the Grievance 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. 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.

4. Except for PAO No. 30, Series of 2014 which is hereby modified accordingly, all other administrative issuances inconsistent with this Order are hereby deemed superseded and repealed accordingly.

5. 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*