



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

PAMANTASAN
Administrative Order
No. 42, S. 2015

1. In the interest of the service and to enable the University to expediently and effectively comply with the procedural guidelines set by the Civil Service Commission in the disposition of disciplinary cases, the University shall strictly adhere to and comply with the provisions of the ***Revised Rules on Administrative Cases in the Civil Service (RRACCS)*** in dealing with disciplinary administrative cases brought to the University for appropriate action. Moreover, the following procedures, shall likewise be observed:

- 1.1. The University Legal Counsel shall designate one lawyer from his Office who shall act as the Investigating Officer to conduct the required preliminary investigation on the complaint filed against a University employee.
- 1.2. If a *prima facie* case is established during the investigation, the Investigating Officer shall make the proper recommendation for the issuance of either a formal charge or a notice of charge against the complained University personnel, subject to the approval of the PLM Board of Regents.
- 1.3. A formal investigation shall then be conducted by the University Legal Counsel as Hearing Officer. The procedures prescribed by the *RRACCS* shall be complied with in the conduct of the formal investigation.
- 1.4. After the conclusion of the formal investigation, the Hearing Officer shall then submit the required Formal Investigation Report to the Board of Regents for its Decision and appropriate action.

2. The Investigation Committee for Administrative Personnel and the Investigation Committee for Academic Personnel, which were previously created by Pamantasan Administrative Order No. 31, series of 2014 and Pamantasan Administrative Order No.28, series of 2015, are hereby abolished. The functions of the said committees shall henceforth be performed by the Investigating Officer and Hearing Officer cited above.

3. The Human Resources and Development Office (HRDO) shall ensure that copies of this Order are furnished to all recognized employees unions in the University and all administrative and academic units of the University. The HRDO shall cause the publication of this Order in the PLM Webpage.



4. All administrative issuances inconsistent with this Order are hereby deemed superseded and repealed accordingly.

5. This Order shall take effect immediately.

Signed this 16th day of July, 2015 in the City of Manila.

(Sgd.)

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