



Republic of the Philippines
Province of Davao de Oro

MUNICIPALITY OF MONKAYO
OFFICE OF THE MUNICIPAL MAYOR

2nd Floor, Unity Building, J. Martin St., Government Center, Poblacion, Monkayo, Davao de Oro

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EXECUTIVE ORDER NO. 2022 - 003

**REORGANIZING FURTHER THE FACT-FINDING COMMITTEE OF THE
LOCAL GOVERNMENT OF MONKAYO, DAVAO DE ORO**

WHEREAS, pursuant to Civil Service Commission (CSC) Resolution No. 99-1936 otherwise known as the Uniform Rules on Administrative Cases in the Civil Service, it is a mandate in every government agency including local governments to institute a mechanism to resolve administrative cases including disciplinary and non-disciplinary actions against its officers and employees;

WHEREAS, Memorandum Circular No. 19 s. 1999 re: Revised Uniform Rules on Administrative Cases in the Civil Service provides: "CSC Resolution 99-1936 dated August 31, 1999 shall govern the conduct of disciplinary and non-disciplinary proceedings in administrative cases brought before the Civil Service Commission and other government agencies, except where special law provides otherwise. Further, the settlement of charges and or cases of an erring employee shall be subject to a preliminary investigation and due proves of laws and rules on the agency level;

WHEREAS, consistent with this administration's commitment and thrust of responsive local governance, accountability and transparency in its dealing must be upheld and a topmost priority in this administration. As such, there is a need to strengthen its existing mechanisms in the implementation of redress and bureaucratic efficiency, as such this reorganization;

WHEREAS, the local government of Monkayo under this administration has previously created its Fact-Finding Committee through Executive Order No. 2017-034 dated June 16, 2017 and was subsequently reorganized through Executive Order No. 2020-047 dated September 21, 2020. However, due to some changes and developments in the bureaucracy, it necessitates for the reorganization of the same. Hence, this Order;

NOW, THEREFORE, I, **RAMIL L. GENTUGAYA**, Municipal Mayor, Municipality of Monkayo, Davao de Oro, by virtue of the powers vested in me by law, do hereby **ORDER REORGANIZING FURTHER THE FACT-FINDING COMMITTEE OF THE LOCAL GOVERNMENT OF MONKAYO, DAVAO DE ORO**

SECTION I. COMPOSITION

CHAIRPERSON: **RAMIL L. GENTUGAYA**
Municipal Mayor

VICE CHAIRPERSON: **RAUL B. BASAÑES**
Municipal Administrator

MEMBERS:

ENGR. SUNSHINE G. PAULIN, Ph.D.
OIC – Human Resource Management Officer

RENANTE P. RUCABO
Vice President
Monkayo Employees' Union

MARILOU M. AMORA
Administrative Officer V
(Second Level Representative)

PELAGIO C. ALISASIS, JR.
Administrative Aide III
(First Level Representative)

HEAD of the DEPARTMENT, where the employee being complained is assigned

SECRETARIAT:

| | |
|------------------------|--|
| ROSIE S. RABI | Administrative Officer IV (MEU Secretary) |
| NIDA F. JAGONOS | Administrative Aide IV (Focal Person, Personnel Inspection and Audit) |
| ROSEMARIE ALEJO | Clerk |

SECTION II. RESPONSIBILITIES OF THE COMMITTEE. Conduct hearing and investigation within ten (10) working days upon receipt of any complaint and submit resolution of the case to the Local Chief Executive for the final and appropriate/applicable action, in accordance with existing regulations and laws.

SECTION IV. EFFECTIVITY. This Order shall take effect immediately and shall remain in full force unless otherwise amended, modified or repealed accordingly.

DONE this 10th day of February, 2022 at Monkayo, Davao de Oro.


RAMIL L. GENTUGAYA
Municipal Mayor