



EXECUTIVE ORDER NO. 17
Series of 2023

**AN EXECUTIVE ORDER RECONSTITUTING THE COMPOSITION OF
THE GENERAL SANTOS CITY ADMINISTRATIVE BOARD**

WHEREAS, Executive Order No. 52, Series of 2021 provides for the establishment of rules of procedure in the conduct of disciplinary cases in the Local Government Unit of General Santos City including the composition, powers and functions of the Administrative Board and its Secretariat;

WHEREAS, with this administration, there is a need to reconstitute the composition of the Administrative Board;

NOW THEREFORE, I, LORELIE G. PACQUIAO, City Mayor of General Santos, by virtue of the powers vested in me by existing law and the sovereign will of the people, do hereby order:

Section 1. Rule VIII and Rule IX of Executive Order No. 53, Series of 2021 are hereby amended to read as follows:

Section 1. Composition. - The composition of the General Santos City Administrative Board shall be reconstituted as follows:

RULE VIII

**THE GENERAL SANTOS CITY GOVERNMENT ADMINISTRATIVE
BOARD COMPOSITION, POWERS AND FUNCTIONS AND ITS
SECRETARIAT**

a) Administrative Board I

Chairperson: City Mayor or his / her duly authorized representative

Hearing Officer: Designated by the City Mayor

Members:

- Department Head (of the worker under investigation) or his / her alternate duly designated by the City Mayor;
- Head of Human Resource Management and Development Office (HRMDO) or his/ her duly authorized representative; and
- Union representative (first or second level) who shall be chosen by the president of the duly accredited employees association, depending on the level of the employee under investigation.

b) Administrative Board II

Chairperson: City Vice Mayor or his / her duly authorized representative

Hearing Officer: Designated by the City Vice Mayor

Members:

- Department Head (of the worker under investigation) or his/her alternate duly designated by the City Vice Mayor;



- Head of Human Resource Management and Development Office (HRMDO) or his/ her duly authorized representative; and
- Union representative (first or second level) who shall be chosen by the president of the duly accredited employees association, depending on the level of the employee under investigation.

The City Mayor shall designate/appoint a temporary chairperson if the Chairperson is a party to a case.

SECTION 2. POWERS AND FUNCTIONS. - The Administrative Board shall have the following powers and functions:

1. Assist the disciplining authority in the formulation of administrative policies and procedures necessary for the development of a more effective and efficient administration of the City Government;
2. Assist in the evaluation and settlement of salient administrative concerns confronting the disciplining authority;
3. Conduct continuously, assessment, evaluation and monitoring of the implementation of administrative policies and procedures thereby recommending improvements for the approval of the disciplining authority;
4. Formulate policies, procedures, systems, and rules and regulations that the Board may deem necessary for it to function as expected subject to the approval of the disciplining authority;
5. Hear and study administrative cases ie. complaints for or against any employee that may be endorsed by the disciplining authority;
6. Do other related functions as may be directed by the disciplining authority for the improvement of the administrative system of the City Government.

SECTION 3. SECRETARIAT. The Human Resource Management and Development Office (HRMDO) shall be the Secretariat and repository of the records of the Administrative Board whose functions shall be as follows:

- a. Send notices to the parties involved;
- b. Schedule meetings / hearings;
- c. Document meetings/ hearings;
- d. Furnish documents to respective parties and the Board;
- e. Prepare and submit reports;
- f. Conduct orientation on the administrative guidelines;
- g. Gather feedback/suggestions and submit the same to the board for consideration of the disciplining authority.

Rule IX

HEARING OFFICER

SECTION 4. DESIGNATION AND ROLE OF HEARING OFFICER. - The Hearing Officer shall be designated by the City Mayor. He/she must be a member of the Integrated Bar of the Philippines (IBP) and official of the City who shall have the following functions:

- Ensure that the foregoing rules of procedure and the 2017 Rules on Administrative Cases in the Civil Service are being observed;
- Aid and guide the Administrative Board, as well as the parties and their counsels, with respect to the rules of procedure in the conduct of its



proceeding to attain an efficient, fair and expeditious resolution of the case;

SECTION 5. NON-INVOLVEMENT OF HEARING OFFICER IN THE DELIBERATION OF THE ADMINISTRATIVE BOARD. - The Hearing Officer shall not in any way participate or be involved in the deliberation or formulation of appropriate penalty of the Administrative Board for consideration of the disciplining authority.

SECTION 2. REPEALING CLAUSE. All orders, memoranda, rules and regulations or any part/s thereof, inconsistent with the provisions of this order are hereby revoked or modified accordingly.

SECTION 3. SEPARABILITY CLAUSE. If any provision thereof is held invalid or unconstitutional, the remainder of this Order not otherwise affected shall remain in full force and effect.

SECTION 4. EFFECTIVITY. This order shall take effect immediately.

Done this 6 day of FEBRUARY, 2023 at General Santos City, Philippines.

LORELIE GERONIMO PACQUIAO
City Mayor

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Sangguniang Panlungsod