



Republic of the Philippines

Department of Agriculture

**Fertilizer and Pesticide Authority**

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March 31, 2023

**SPECIAL ORDER**

No. 12

Series of 2023

**SUBJECT: COMPOSITION OF THE GRIEVANCE COMMITTEE OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA)**

In reference to the Civil Service Commission (CSC) Memorandum Circular No. 2, series of 2001, a Grievance Committee for the Fertilizer and Pesticide Authority (FPA) is hereby composed of the following officers and employees:

**Chairperson:** **Gina C. Tomimbang, CPA, DBA**  
Chief Administrative Officer

**Vice-Chairperson:** **Atty. Janelyn I. Aquino-Pabalate**  
Attorney IV

**Members:** **Jerolet C. Sahagun**  
Chemist V

**Rowena C. Reyes**  
Supervising Agriculturist - FRD

**Mirasol O. Bacarisas**  
Administrative Officer V

**Anjaneth B. Palcutito**  
Administrative Assistant III

**Secretariat:** **Madonna Bella C. Flavier**  
Administrative Officer V

**Jowee Estefan P. Gabiano**  
Board Secretary I

The committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties;



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2. Develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter, *talakayan*, counseling, Human Resource Section interventions and other similar activities;
3. Conduct a continuing information drive on grievance machinery among its officials and employees in coordination with the Human Resource Section;
4. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to the top management;
5. Submit quarterly report of its accomplishments and status of unresolved grievances to the CSC Regional Office.

This Order shall take effect immediately and shall remain in force until revoked in writing.

All orders and memoranda inconsistent herewith are deemed revoked.

  
**JULIETA B. LANSANGAN**  
Officer-in-Charge, Executive Director