




MEMORANDUM CIRCULAR NO. 2 <sup>187</sup>  
Series of 1987

In view of the misapprehension of certain employees on the Grievance Committee created under Special Order No. 186, Series of 1986, dated September 29, 1986, the following guidelines are observed:

1. The Grievance Committee was intended as a management mechanism to receive complaints or grievances against any official or employee of the Ministry filed by parties who like to remain anonymous but wish that perceived anomalies or conduct unbecoming of some officials or employees be corrected;
2. Once the Grievance Committee assumes jurisdiction, the concerned parties shall be called to give them the chance to explain their side. If the case does not warrant any formal investigation, then the official or employee concerned shall nevertheless be properly advised to make his actions more responsive to better public perception. On the other hand, if the complaint or grievance is serious and there appears to be a prima facie case, then the complainant shall be advised to shed his/her anonymity and make a formal complaint with the Legal Division, for further investigation;
3. In the event that the complainant refuses to make a formal complaint, then the case is considered terminated without prejudice to any further action by the complainant;
4. The functions of the Legal Division in the investigation of administrative cases shall remain and be exercised in accordance with law.

Diliman, Quezon City, January 6, 1987.

  
EMERSON T. ALVAREZ  
Minister