



# CENTRAL LUZON STATE UNIVERSITY

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## Office of the President

Memorandum No.: 07-15-2014 (01)

**TO :** Dr. Angelita V. Seeping  
Prof. Milagros A. Santos  
Prof. Thelma B. Estera

**FROM:** The University President

**DATE :** July 15, 2014

**SUBJECT:** Reconstitution of the Grievance Committee for Performance Based Incentive System (PBIS), Issues, Concerns and Complaints

With Dr. Angelita V. Seeping as Chair, effective immediately until April 30, 2015, you are hereby reconstituted as the PBIS Grievance Committee.

In the performance of your duties and responsibilities, please be guided by the following:

1. Issues, concerns and complaints must be in writing duly signed by the concerned faculty/staff.
2. Matters raised must be specific.
3. Upon receipt of the issue/concerns/complaint, the Committee has 15 calendar days to come up with recommendation/s. The same shall be forwarded to the Presidential Management Group (PMG).
4. The PMG has 15 calendar days to act on the recommendation/s. The decision of the PMG shall be final and executor.
5. The concerned faculty/staff shall be furnished a copy of all PMG decisions.

All issuances inconsistent with this memorandum are hereby rescinded.

For compliance.

  
**RUBEN C. SEVILLEJA**  
President

cc:  
4VPs  
Records  
PMG Secretariat