



## GRIEVANCE MACHINERY

Composition:

- |                      |  |
|----------------------|--|
| 1. RUDITO P. MUYCO   | -Designated Chairperson                          |
| 2. JURIE E. PURAZO   | -Representative from one of the Dept             |
| 3. ALVIN T. ASUNCION | -Representative from one of the Dept.            |
| 4. MELVIN BALLENTES  | -Union Representative 2 <sup>nd</sup> level      |
| 5. JOAN MARIE AYCO   | - Alternate Representative 2 <sup>nd</sup> level |
| 6. RONALD BATISLAONG | -Union Representative 1 <sup>st</sup> level      |
| 7. ROY PILVERA       | - Alternate Representative 1 <sup>st</sup> level |
| 8. JOSE GILBERT EYAN | -Designated as Bilis Action Partner              |
| 9. NOEME IBANEZ      | -Representative on Legal Matters                 |

## HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD (HRMPSB) (Hiring up to Division Manager)

Composition:

- |                                |  |
|--------------------------------|--|
| 1. JURIE E. PURAZO             | -Chairperson/Head of Admin Depart.               |
| 2. CHERRY DAGAANG/GILBERT EYAN | -HRM Practitioner                                |
| 3. LUNINGNING GRAZA            | -Union Representative 2 <sup>nd</sup> level      |
| 4. ERNIE ARMEJE                | - Alternate Representative 2 <sup>nd</sup> level |
| 5. ROY PILVERA                 | -Union Representative 1 <sup>st</sup> level      |
| 6. SHERYLL MORCILLA            | - Alternate Representative 1 <sup>st</sup> level |
| 7. Department/Division Head    | -Rep. from Department/Division where vacancy is  |
| 8. HURRY DANOY                 | -HRMPSB Secretariat                              |

## HRMPSB Executive Managerial Positions

1. SKWD Board of Directors:
2. JOSE GILBERT EYAN - Technical Support/HRMP
3. MA. THERESA REYES - Secretariat /BOD Secretary

## PERFORMANCE MANAGEMENT TEAM ( PMT )

### Composition:

- |                            |  |
|----------------------------|--|
| ✓ 1. TERESITA J. JAINGA    | -Chairperson/Authorized Representative of SKWD<br>Head |
| ✓ 2. REGINA B. DOMIDER     | -Finance   |
| ✓ 3. JOSE GILBERT EYAN     | -HR Practitioner Head                                  |
| ✓ 4. CHERRY B. DAGAANG     | -Personnel Management                                  |
| ✓ 5. JHOPN-JHON OLIPAS     | -Union Representative 2 <sup>nd</sup> level            |
| ✓ 6. ERNIE ARMEJE          | -Alternate Representative 2 <sup>nd</sup> Level        |
| ✓ 7. IRIS EASTHER PANZO    | -Union Representative 1 <sup>st</sup> level            |
| ✓ 8. SHAREEN MAE DELA PEÑA | -Alternate Representative 1 <sup>st</sup> level        |
| ✓ 9. MELVIN BALLENTES      | - Commercial Department Representative                 |
| ✓ 10. AGNES SERILO         | -Engineering Department Representative                 |
| ✓ 11. MA. JINKEE ABELLERA  | -Isulan & Esperanza Representative                     |
| ✓ 12. CHERRY DAGAANG       | -Secretariat   |

## COMMITTEE ON DECORUM AND INVESTAGATION OF SEXUAL HARASSMENT ( CODI )

### Composition:

- |                            |  |
|----------------------------|--|
| ✓ 1. RUDITO P. MUYCO       | -Authorized Representative                       |
| ✓ 2. JOSE GILBERT EYAN     | -HR Practitioner                                 |
| ✓ 3. JOAQUIN ROBLES        | -Representative on Legal Matters                 |
| ✓ 4. MA. JINKEE ABELLERA   | -Union Representative 2 <sup>nd</sup> level      |
| ✓ 5. ENGR. BILLY FLOTIBLES | - Alternate Representative 2 <sup>nd</sup> level |
| ✓ 6. CHERRY FINK GUARINO   | -Union Representative 1 <sup>st</sup> level      |
| ✓ 7. JAY ARTIEDA           | - Alternate Representative 1 <sup>st</sup> level |
| ✓ 8. IRIS EASTHER PANZO    | - Secretariat                                    |

## PERSONNEL DEVELOPMENT COMMITTEE (PDC)

### Composition:

- |                        |  |
|------------------------|--|
| ✓ 1. NOEME IBANEZ      | -Chairperson                                     |
| ✓ 2. IRIS ESTHER PANZO | -In-charge Personnel Development/Secretariat     |
| ✓ 3. JOSE GILBERT EYAN | -HRMP Representative                             |
| ✓ 3. EVELYN ATOK       | -Union Representative 2 <sup>nd</sup> level      |
| ✓ 4. NORICAR DAPAT     | - Alternate Representative 2 <sup>nd</sup> level |
| ✓ 5. IVY BALLENTES     | -Union Representative 1 <sup>st</sup> level      |
| ✓ 6. SHIELA PARREÑO    | - Alternate Representative 1 <sup>st</sup> level |

**FOCAL POINT SYSTEM:**

**Focal Person: Engr. Jose D. Tabuga, Jr.**

**Executive Committee Members:**

1. JURIE PURAZO
2. TERESITA JAINGA
3. REGINA DOMIDER
4. RUDITO MUYCO
5. JOSE GILBERT EYAN
6. ALVIN ASUNCION

**Technical Working Group:**

1. ENGR. AGNES SERILO- Chairperson
2. ENGR. PEARL ANGELI BERNARDINO
3. MA. JINKEE ABELLERA
4. NORICAR DAPAT
5. IVY BALLENTES
6. ENGR. BILLY FLOTIBLES
7. NOEME IBAÑEZ
8. REYNAN MAR NERI
9. ERNIE ARMEJE
10. JHON-JHON OLIPAS
11. IRIS EASTER PANZO - Secretariat

**PBB/ARTA COMMITTEE**

**Composition:**

- |                          |  |
|--------------------------|--|
| 1. Regina Domider-       | Executive Committee Chairperson/Focal Person |
| 2. Rudito Muyco-         | Member Executive Committee                   |
| 3. Jurie Purazo          | Member Executive Committee                   |
| 4. Jose Gilbert Eyan     | Member Executive Committee/Facilitator       |
| 5. Agnes Serilo          | Member Executive Committee                   |
| 6. Evelyn Atok           | Chairperson TWG- Budget                      |
| 7. Melvin Ballentes      | Member TWG- Union President                  |
| 8. Reynan Mar Neri       | Member TWG- Accounting                       |
| 9. Ernie Armeje          | Member- TWG- ISO/TS                          |
| 10. Jhon-Jhon Olipas     | Member-TWG- Procurement/TS/IATF Contact      |
| 11. Ivy Ballentes        | Member -TWG- Commercial                      |
| 12. Billy Flotibles      | Member- TWG- Engineering                     |
| 13. Iris Easter Panzo    | Secretariat- HR                              |
| 14. Christian Dasmariñas | Secretariat- Finance                         |
| 15. Ma. Theresa Reyes    | Secretariat- OGM                             |



STATEMENT OF ASSET LIABILITIES AND NETWORTH REVIEW COMMITTEE:

Composition:

- |                           |  |
|---------------------------|--|
| ✓1. JURIE PURAZO          | Chairperson/Administrative Department Head     |
| ✓2. JOSE GILBERT EYAN     | HRMP   |
| ✓3. MELVIN BALLENTES      | Commercial Department Rep.                     |
| ✓4. NOEMI IBANEZ          | Eng'g Department Rep./Legal matters            |
| ✓5. ERNIE ARMEJE          | 2 <sup>nd</sup> Level Representative           |
| ✓6. REYNAN MAR NERI       | 2 <sup>nd</sup> level alternate Representative |
| ✓7. SHAREEN MAE DELA PEÑA | 1 <sup>ST</sup> Level Representative           |
| ✓8. JAYSON WABINGA        | 1 <sup>ST</sup> Level alternate Representative |
| ✓9. HURRY DANOY           | Secretariat                                    |

DATA PRIVACY OFFICER (DPO)

- |                       |                        |
|-----------------------|------------------------|
| ✓1. JOSE GILBERT EYAN | HRMP                   |
| ✓2. REYNAN MAR NERI   | Admin/Accounting       |
| ✓2. ERNIE ARMEJE      | Commercial Department  |
| ✓3. SHIELA PARREÑO    | Engineering Department |

You are therefore directed to study policies and guidelines of the committees you are in and to ensure fair implementation of the same, for you to perform your function effectively and with efficiency.

For your information and guidance,

  
ENGR. JOSE D. TABUGA, JR.  
General Manager