



Public Sector Labor-Management Council

Civil Service Commission Central Office Building
Batasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City
Telefax No. 931-4149

GUIDELINES IN THE ESTABLISHMENT OF EMPLOYEES' ORGANIZATION TRANSITION GROUP (EOTG)

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Number: 8, s. 2023

Promulgated: July 14, 2023

RESOLUTION

WHEREAS, Section 2 (5), Article IX B of the Constitution provides that the right to self-organization shall not be denied to government employees;

WHEREAS, Section 15 of Executive Order No. 180 constituted the Public Sector Labor-Management Council (Council) to implement the policy of the State on the exercise of the right of government employees to self-organization, through the promulgation of the necessary rules and regulations;

WHEREAS, Section 1(j) Rule III of EO 180 provides that the treasurer of an EO and every officer thereof who is responsible for its account e.g. collection, management, disbursement, custody or control of the funds and other properties of the organization shall render the employees' organization and its members all the money received and disbursed from the assumption of office to the last day of the rendition of such account within thirty (30) days or such other time as may be required by a resolution of the majority of the members of an employees' organization and upon vacating the office; and

WHEREAS, it is essential that there is a smooth turn-over of the organization's official and financial documents e.g. assets, records and other relevant documents to the new set of elected officers to sustain the ongoing programs for the rank-and-file employees.

WHEREFORE, the Council **RESOLVES** as it hereby **RESOLVED** that in the absence of any provision in the Constitution and By-Laws of the employees' organization, the following guidelines shall apply in the establishment of an Employees' Organization Transition Group (EOTG) to promote supportive and harmonious relationship among the outgoing and incoming officers of the Employees' Organizations:

- 1.0 This policy shall apply to all Registered Employees' Organizations;
- 2.0 Composition of the EOTG;

COMPOSITION	MEMBERSHIP	
	Outgoing Officers' Representatives	Incoming Officers' Representatives
Chairperson	Secretary	Secretary
Vice Chairperson	To be chosen by the EO's general membership within ten (10) working days after the proclamation of the new set of officers	
Members (3)	1. Treasurer	Treasurer
	2. Agency's Human Resource Management Officer	
	3. Auditor	Auditor

3.0 Duties and Responsibilities of the EOTG;

3.1 The EOTG shall gather, secure, and preserve all official documents/ records of EO's official transactions, such as, but not limited to the following documents:

- a. Updated Constitution and By-Laws,
- b. Certificates (Registration, Accreditation and the latest CNA Registration),
- c. Annual Audited Financial Report,
- d. Statement of Receipts and Expenditures,
- e. Inventory of Members,
- f. Resolutions/Orders,
- g. Annual Accomplishments, and
- h. Other vital documents.

3.2 Organize a simple turn-over activity within fifteen (15) days after the creation of the EOTG which shall include a briefing on the EO's accomplishments;

3.3 Within thirty (30) calendar days upon transition, the new president together with the other officers of the EO shall submit to DOLE-BLR and CSC-HRRO the Reportorial Requirements pursuant to Rule VI. REPORTORIAL REQUIREMENTS OF EMPLOYEES' ORGANIZATIONS of the Implementing Rules and Regulations of Executive Order No. 180; and

3.4 Perform other related functions.

This Resolution shall take effect after fifteen (15) days from its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City.

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Chairperson, Civil Service Commission
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FOR

AMENAH F. PANGANDAMAN
Secretary, Department of Budget and Management
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DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF THE SECRETARY
RECEIVED

Attested by:


MA. THERESA C. FERNANDEZ
Director IV, Human Resource Relations Office
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Head, PSLMC Secretariat

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