



**Republic of the Philippines**  
**Department of Education**  
National Capital Region  
Schools Division Office of Las Piñas City

**COMPLAINANT WALK-IN FORM**

**I. Complainant's Information**

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Contact Number : \_\_\_\_\_ Age: \_\_\_\_\_  
Email Address : \_\_\_\_\_ Gender: \_\_\_\_\_  
Date : \_\_\_\_\_ Time: \_\_\_\_\_ Citizenship: \_\_\_\_\_

**II. Complaint Against**

- Private School : \_\_\_\_\_
- Public School : \_\_\_\_\_
- Principal : \_\_\_\_\_
- Teacher/s : \_\_\_\_\_
- Non-Teaching Personnel/s : \_\_\_\_\_
- Disciplining Authority : \_\_\_\_\_
- Others : \_\_\_\_\_

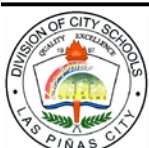
**III. Nature of Complaint**

**A. Grievance Machinery**

- Non-implementation of policies on
  - a.) economic and financial issues and
  - b.) other terms and conditions of employment
- Non-implementation of policies, practices and procedures from recruitment, promotion, detail, transfer, retirement, termination, layoffs and other related issues.
- Inadequate physical working conditions
- Poor interpersonal relationships and linkages
- All other matters giving rise to employee dissatisfaction and discontent.

**B. Administrative Proceedings**

- Dishonesty
- Oppression
- Neglect of Duty
- Misconduct
- Disgraceful and Immoral Conduct
- Being notoriously undesirable
- Discourtesy in the course of official duties
- Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons or committing acts punishable under anti-graft laws.
- Inefficiency and Incompetency in the performance of official duties
- Conviction of a crime involving moral turpitude.
- Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children.
- Violation of existing Civil Service Law and Rules or reasonable office regulations
- Falsification of official documents
- Habitual Drunkenness
- Gambling prohibited by law
- Refusal to perform official duty or render overtime service
- Disqualified, immoral or dishonest conduct prior to entering the service
- Physical or mental incapacity or disability due to immoral vicious habit
- Borrowing money by superior officers from subordinate or lending by subordinate to superior officers
- Lending money at usurious rates of interest
- Contracting loans of money or other property from persons with whom the office of the employees concerned has business relations
- Insubordination
- Willful failure to pay just debts or willful failure to pay taxes due the government
- Pursuit of private-business, vocation or profession without the permission required by the Civil Service rules and regulations
- Engaging directly or indirectly in partisan political activities by one holding a non-political office.



- Conduct prejudicial to the best interest of the service
- Lobbying for personal interest or gain in legislative halls or offices without authority
- Frequent unauthorized absence or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.
- Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases of there is no prior authority.
- Nepotism as defined in Section 59, Chapter 8, Subtitle A, Title I, Book V of E.O. No. 292
- Sexual Harassment as defined and penalized under CSC Resolution No. 01-0940.

***IV. Narrative***

***V. Prayer***