



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAVITE
CITY OF DASMARIÑAS

KOLEHIYO NG LUNGSOD NG DASMARIÑAS
City College of Dasmariñas



OFFICE OF THE PRESIDENT

EXECUTIVE ORDER

No. 13 s. o. 2025

5 June 2025



CAROL R. CAMPANER

To: **THE KLD COMMUNITY**
[Signature]
From: **DR. JUANITO O. CABANIAS, LPT**
President/College Administrator
Subject: **POLICIES AND STANDARDS**

Greetings!

Effective immediately, everyone is hereby directed and is enjoined to religiously observe the policies and standards in raising and lodging any issues, concerns, complaints/grievances against an academic teaching faculty.

1. Any issues, concerns, complaints/grievances should be lodged first at the Institute/Department level. A formal communication should be addressed to the Immediate Head first.
2. The Immediate Head, responsible for the operations of the Institute/Department, in his or her capacity performs his/her role and determines if mediation may still be done. If not possible, he or she should refer and endorse the matter to the Institute/Department Grievance Committee.
3. The Institute/Department Grievance Committee convenes and determines the probable cause, merit of the case and summons all concerned and weighs all testimonies, then comes up with the results and recommendations.
4. The results are then forwarded through a formal report signed by all members of the Institute/Department Grievance Committee to the Immediate Head of the Institute/Department.
5. The Immediate Head decides on the matter. If the issue is not settled at the Institute/Department level, and the Immediate Head based on the pieces of evidence presented believes and is convinced that the case is strong and should proceed, then he or she would refer and endorse the matter to the Institutional Grievance and Ethics Committee for appropriate action.
6. The Institutional Grievance and Ethics Committee convenes and investigates on the case presented in accordance with the provisions stipulated in the Faculty Manual.
7. The Institutional Grievance and Ethics Committee prepares its reports, findings and recommendations/resolutions and file copies are provided to offices concerned.



Building the foundation for the
Dasmariñeños

Brgy. Burol Main, City of Dasmariñas, Cavite, Philippines 4114
www.kld.edu.ph



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8. The Institutional Grievance and Ethics Committee then endorses to the Human Resource Management Office the findings and recommendations/resolutions for the implementation of decision or sanction.

N.B. *The complaints lodged at KLD are treated as administrative cases in nature and not as criminal cases. Presence of a lawyer is not necessary. Any criminal cases must be filed at any appropriate court.*

For strict compliance.

cc: File



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