



Department of National Defense  
PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



4 February 2021

HR ORDER NO. 06

Series of 2021

ADMINISTRATIVE DISCIPLINE COMMITTEE

In the exigency and best interest of the service, effective immediately, an ADMINISTRATIVE DISCIPLINE COMMITTEE (ADC) is hereby created with the following membership and functions:

A. For Employees below SG 24:

CHAIRMAN: (a) ANNIE N. BERSAMIRA - *received order 15 Feb. 2021*  
or an alternate from among appointive or designated management officers

MEMBERS: (b) Concerned Immediate Superior of Respondent  
or his/her designated alternate  
(c) President or Designated representative from Employees' Association

B. For Employees/Officers Appointed or Designated to SG 24 and above: *Recd 15 Feb 2021*

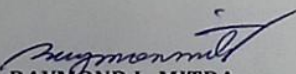
CHAIRMAN: (a) JOSEFA R. CABANGANGAN  
or an alternate from among appointive or designated management officers

MEMBERS: (b) at least two (2) or more appointive or designated Management Officers

The Administrative Discipline Committee:

1. Shall be convened by the Chairman by summoning the members on jury duty within five (5) days from receipt of a written complaint, report or other directive requiring a preliminary/fact-finding investigation or examination of submitted documents to determine whether a prima facie case exists to initiate an administrative discipline against the party complained of;
2. May admit, summon or obtain the appearance or submission of witnesses and other testimonies with the duration of the investigation which shall not exceed twenty (20) days.
3. Shall submit within five (5) days from termination of its fact finding, an Investigation Report with recommendation and the complete records of the case to the disciplining Authority who shall render a decision or resolution accordingly.
4. The Chairman for SG 24 above shall be the **Primary**, and the Chairman for SG 24 below shall be the **Alternate** representative in all matters as may be determined and requested relative to submission of a report on programs and activities of this Corporation pertaining to Alternative Dispute Resolution (ADR).

For compliance and implementation.

  
RAYMOND L. MITRA  
Acting President and CEO