



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

OFFICE OF THE MAYOR

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3003 or 3004
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EXECUTIVE ORDER NO. 0044
Series of 2025

AN ORDER ADOPTING THE 2025 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE(RACCS) FOR IMPLEMENTATION IN THE MUNICIPAL GOVERNMENT OF LOS BANOS (MGLB)

WHEREAS, the 1987 Constitution of the Republic of the Philippines clearly mandates that public office is a public trust. This means that all public officers and employees must be accountable to the people they serve. They are required to act with integrity, honesty and transparency, and they must uphold the highest standards of public service at all times.

WHEREAS, Section 444 paragraph (x) of RA 7160, otherwise known as the Local Government Code of 1991, provides among others, the powers of the Municipal Mayor to wit: *"Ensure that all executive officials and employees of the municipality faithfully discharge their duties and functions as provided by law and this Code, and cause to be instituted administrative or judicial proceedings against any official or employee of the municipality who may have committed an offense in the performance of his official duties."*

WHEREAS, the Civil Service Commission (CSC) has issued the 2025 Rules on Administrative Cases in the Civil Service (RACCS) through CSC Resolution No.2500357. These rules took effect on August 4, 2025, which was designed to provide clear, comprehensive, and systematic procedures for handling administrative cases within the Civil Service.

WHEREAS, the Municipal Government of Los Baños (MGLB) recognizes the critical need to adopt these rules. By doing so, the MGLB aims to ensure due process, transparency, and consistency in resolving administrative cases that involve public officials and employees of the Local Government Unit.

WHEREAS, adopting and implementing the 2025 RACCS will not only promote effective governance but also enhance accountability among public officials and employees. It is vital that all administrative proceedings within the MGLB align with national standards and regulations.

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of Los Baños, Laguna, by virtue of the powers vested in me by law, do hereby ordain the following:

SECTION 1. ADOPTION OF THE 2025 RACCS

The **2025 Rules on Administrative Cases in the Civil Service (RACCS)**, as issued by the CSC pursuant to Resolution No. 2500357 and promulgated on 30 April 2025, is hereby officially adopted by the Municipal Government of Los Baños (MGLB). All administrative cases involving appointed officials and employees (*permanent, temporary, and casual appointees*) of the MGLB shall be governed by the procedures and provisions set forth in the 2025 RACCS.



SECTION 2. SCOPE AND COVERAGE

This Executive Order shall cover all appointed officials and employees of the MGLB, regardless of their employment status. This includes those in career or non-career service, as well as those individuals holding temporary, permanent, and casual appointments. By encompassing all types of employment, the MGLB ensures that every public servant is subject to the same standards and procedures, thereby promoting equality and fairness in the treatment of all employees.

SECTION 3. PROCEDURES AND ADMINISTRATIVE CASES

The following procedures shall be observed in the handling of the administrative cases within MGLB:

1. **Filing of Complaints.** Any person may file a complaint against any official or employee of the MGLB for any act or omission that constitutes a violation of the rules and regulations governing public service. Complaints must be submitted in writing, under oath and should include all relevant details and evidence to support the claims made. This submission must adhere to the specific requirements outlined in the 2025 Rules on Administrative Cases in Civil Service (RACCS).
2. **Preliminary Investigation.** Upon receipt of a complaint, a preliminary investigation shall be conducted to determine whether there is sufficient basis to proceed with the case. This investigation is a critical step in the process and will involve gathering of evidence, interviewing witnesses, and reviewing relevant documents. The goal of this investigation is to ascertain whether there is enough evidence to warrant further action. If the investigation reveals sufficient grounds, the case will proceed to the next stage.
3. **Formal Charge or Notice of Charge.** If the preliminary investigation finds sufficient grounds for the complaint, formal charges shall be filed against the respondent. The respondent will be notified of the charges and will be given an opportunity to respond to the allegations made against him. This response is crucial, as it allows the respondent to present their side of the story and any evidence they may have to counter the claims.
4. **Hearing.** A hearing shall be conducted to allow both parties to present their evidence and arguments. This process will be fair and impartial, ensuring that both the complainant and the respondent have the opportunity to be heard.
5. **Decision.** After the hearing, a decision shall be rendered based on the evidence presented. The decision will outline the findings of fact, conclusions of law, and the appropriate penalties, if any to be imposed.



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6. **Appeal.** The respondent shall have the right to appeal the decision to the appropriate authority within the prescribed period. The appeal process will be conducted in accordance with the provisions set forth in the 2025 RACCS.
7. **Implementation of Penalties.** If the decision is upheld, the penalties shall be implemented promptly. The MGLB is committed to ensuring that all disciplinary actions are carried out in a timely manner to maintain the integrity of the public service.
8. **Monitoring and Review.** The MGLB shall regularly monitor the implementation of these procedures and review them as necessary to ensure their effectiveness and compliance with the 2025 RACCS.

By adopting these procedures, the MGLB aims to create a transparent and Accountable administrative process that serves the best interests of the public and upholds the values of integrity and professionalism in public service.

SECTION 4. CREATION OF THE MGLB ADMINISTRATIVE DISCIPLINE COMMITTEE

An **Administrative Discipline Committee (ADC)** shall be established to assist in the investigation and resolution of administrative cases in accordance with the provision of the 2025 RACCS. This committee will play a vital role in ensuring that the processes are conducted fairly and transparently. Administrative cases filed before the committee shall be heard and decided based on the 2025 RACCS.

SECTION 5. SEPARABILITY CLAUSE

If any section or provision of this Executive Order is declared invalid or unconstitutional, the remaining provisions shall continue to be in full force and effect.

SECTION 6. EFFECTIVITY

This Executive Order shall take effect immediately upon signing hereof and shall remain in force until revoked, amended or repealed by the undersigned. The prompt implementation of this Order is essential for ensuring that the MGLB can begin to apply the 2025 RACCS and its administrative process without delay.

DONE in the Municipality of Los Baños, Laguna, this 23rd of October 2025.


HON. NEIL ANDREW N. NOCON
Municipal Mayor