

position suitable to their qualifications. Records of awards as well as letters of commendations received shall be kept in employees' personnel folders.

SEC. 14. Each department or agency shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses will be incurred in the granting of both monetary and non-monetary awards.

SEC. 15. The Commission shall report annually the results of the Suggestions and Incentive Award Program together with recommendations to the President. The head of each department or agency shall submit to the Commission by the first week of January, a consolidated report on Suggestions and Incentive Award Program of the department or agency during the preceding year.

RULE XI EMPLOYEE RELATIONS AND SERVICES

SECTION 1. Each head of department or agency shall be responsible for the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale. For this purpose, the head of each department or agency shall make provisions for the establishment of units responsible for the maintenance of employee health, welfare, counseling, recreation and similar activities, including the establishment of employee organization/union.

SEC. 2. Each head of department or agency shall provide a system of informing employees concerning their rights and privileges including the right to self-organization and their obligations and conduct required of all government officers and employees.

SEC. 3. Each head of department or agency shall encourage.

- (a) Discussion of ideas among officers and employees through the administrative hierarchy through assemblies, congresses, dialogues, and other allied forms of discussion, as well as their participation, to the greatest degree practicable, in the development of policies and other matters affecting them and their work;
- (b) Voluntary conduct of employee activities, such as athletics, and such others as may fall into the social, recreational, financial, food production and livelihood categories which are conducive to employee well-being and consistent with the interest of public service.

RULE XII COMPLAINTS AND GRIEVANCES

SECTION 1. For purposes of this Rule, the following terms are defined as follows:

- (a) **Complaint** - means an employee's expressed (written or spoken) feelings of dissatisfaction with some aspects of his working conditions, relationships or status which are outside his control. This does not include those involving disciplinary actions which are governed by separated rules.
- (b) **Grievance** - refers to a complaint in writing which has, in the first instance and in the employee's opinion, been ignored, overridden or dropped without due consideration.