

[PPC CIRCULAR NO. 97-26, July 09, 1997]

DEVOLUTION OF FUNCTIONS AND RESPONSIBILITIES IN THE CONDUCT OF ADMINISTRATIVE DISCIPLINE AND PROCEDURE

Pursuant to Board Resolution Nos. 96-125 and 96-126 dated 19 September 1996, approving the deployment of Postal Inspectors to the Regions, the following functions and responsibilities in the conduct of administrative discipline are hereby devolved to the Regional Directors and their Regional Legal Officer and District Postal Inspectors, to wit:

I. FACT FINDING INVESTIGATION

1.1 Investigate matters involving disciplinary action against officers and employees with Salary Grade 23 and below. The grounds for disciplinary action are provided for in Sec. 1, Rule V of PPC's Disciplinary Rules and Procedures.

1.2 In cases of complaints against officers and employees with Salary Grade 24 and above but below the rank of Regional Director, the investigation shall be conducted by the Postal Inspectors in the Inspection Service under the supervision and control of the Director thereof.

1.3 The District Postal Inspector concerned may, however, motu proprio conduct an investigation of complaints/information received in their jurisdictional district. The fact-finding investigation report shall be submitted to the Regional Director, a copy shall be furnished the Postmaster General thru the Director, Inspection Service, Central office, for purposes of monitoring and technical supervision during the fact-finding investigation stage.

FORMAL CHARGE

2.1 Upon receipt of the fact-finding investigation report, the Regional Legal Officer shall evaluate the evidence both documentary and testimonial to find out if a prima facie case exists against the respondent officer or employee with Salary Grade 23 to warrant the filing of a formal charge.

2.2 If a prima facie case exists against the respondent officer or employee, a formal charge shall be prepared for signature of the Regional Director, copy furnished the Legal Service, Central Office.

2.3 If the officer or employee involved in the investigation carries Salary Grade 24 and above, the fact-finding investigation report shall be submitted to the Legal Service Central Office, which shall evaluate the sufficiency of evidence to warrant the filing of a formal charge.

3. PREVENTIVE SUSPENSION