



MAR 10 2022

OFFICE ORDER No. 2022-043
Series of 2022

Subject: **Creation of Alternative Dispute Resolution (ADR) Committee**

Effective immediately, in connection with Executive Order No. 97, s. 2012, the Alternative Dispute Resolution (ADR) Committee is hereby created:

Membership:

Chair : Vic P. Alvaro
Vice Chair : Gwen P. Enciso-Kyamko

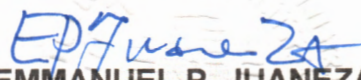
Members : Xerxes D. Adzuara
Nollie B. Alamillo
Jona E. Andal
Milagros A. Robles
Anafel B. Tio
May Flor C. Abuedo
Virginia P. Cabonce

Secretariat : Julio H. Colina

Duties and Responsibilities:

1. Adopt/create an administrative dispute resolution (ADR) mechanism in Administrative Committee cases;
2. Publish the Rules on Administrative Dispute Resolution in NEA Administrative Cases;
3. Review periodically the administrative dispute resolution processes and develop specific procedures to reduce delay in decision-making, to institutionalize the use of ADR processes prior to litigation, to facilitate self-representation, and expand non-lawyer counseling and representation where appropriate;
4. Review the administrative dispute resolution processes that may create or induce prejudice on the part of the decision-makers that may result in injustice to persons who appear before administrative dispute resolution bodies; regularly train all fact-finders, administrative hearing officers, and other decision makers to eliminate such prejudice; and establish appropriate mechanisms to receive and resolve complaints of such prejudice from persons who appear before administrative dispute resolution bodies;
5. Propose the enactment of new laws to minimize litigation so as not unduly burden the courts. The agency's proposed legislation and regulations shall provide a clear legal standard for affected conduct rather than a general standard, and shall promote simplification and burden reduction;
6. Submit progress report on the use of ADR and the changes made to ADR laws; and
7. Such other functions necessary to the fulfillment of the objectives of ADR.

All expenses to be incurred in the performance of their duties shall be charged against the proper funds of this Office subject to the usual accounting and auditing rules and regulations.


EMMANUEL P. JUANEZA
Administrator

