



10 March 2026

**OFFICE ORDER NO. 02**  
Series of 2026

**CREATION OF THE FACT-FINDING COMMITTEE (FFC) FOR THE IMPLEMENTATION OF THE LRTA WHISTLEBLOWING POLICY**

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**I. RATIONALE**

In the interest of public service and to uphold the principles of transparency, accountability, and integrity within the Light Rail Transit Authority (LRTA), it is imperative to establish a dedicated mechanism for addressing reports of irregularities, unethical conduct, and violations that may undermine the organization's operations and public trust. The creation of the Fact-Finding Committee (FFC) is essential to ensure the effective implementation of the LRTA Whistleblowing Policy, which provides a secure and confidential platform for whistleblowers to report acts or omissions that are illegal, unethical, or grossly disadvantageous to LRTA, the State, or the public. This initiative aligns with LRTA commitment to fostering a culture of good governance and ethical standards, thereby enhancing institutional integrity and operational efficiency.

**II. LEGAL BASES**

This Office Order is issued pursuant to:

1. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2025-01 dated January 13, 2025, which establishes the Whistleblowing and Integrity Program (WHIP) for the GOCC Sector and repeals prior circulars (GCG MC Nos. 2014-04, 2016-02, and 2023-03);
2. Republic Act No. 10149 (GOCC Governance Act of 2011), which mandates GOCCs to promote transparency and accountability;
3. Executive Order No. 603, s. 1980, as amended, governing the creation and operations of LRTA;
4. The LRTA Whistleblowing Policy, approved by the LRTA Administrator, which institutionalizes the FFC as the primary body for handling whistleblowing reports; and,

**Address:**

5. Relevant provisions of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), and other applicable laws, rules, and regulations enforced by the Civil Service Commission (CSC) and GCG.

### III. OBJECTIVES

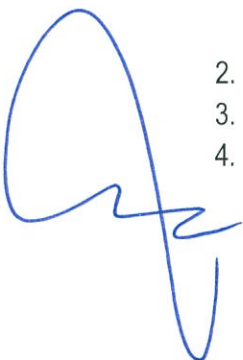
The primary objectives of the FFC are:

1. To provide a reliable and confidential mechanism for receiving, evaluating, and conducting preliminary fact-finding on whistleblowing reports concerning reportable conditions;
2. To promote a safe environment for whistleblowers by ensuring protection against retaliation and upholding confidentiality;
3. To facilitate the referral of substantiated reports to appropriate internal committees (e.g., Committee on Decorum and Investigation for sexual harassment cases, Administrative Disciplinary Committee) or external authorities (e.g., Office of the Ombudsman, National Bureau of Investigation) for further action;
4. To monitor the progress and outcomes of whistleblowing cases, recommending policy enhancements to strengthen LRTA integrity framework;
5. To align LRTA practices with national standards on good governance, thereby safeguarding public interest and resources.

### IV. AUTHORITY

The FFC shall be created under the authority of the LRTA Administrator, in accordance with Section 4.1 of the LRTA Whistleblowing Policy. The FFC shall operate independently in its fact-finding functions, subject to oversight by the LRTA Governance Committee and the Board of Directors. It shall have the authority to:

1. Access relevant documents, records, and personnel as necessary for preliminary evaluations, while adhering to data privacy laws (e.g., Republic Act No. 10173 or the Data Privacy Act of 2012);
2. Conduct meetings, interviews, and fact-finding activities in a confidential manner;
3. Recommend referrals, dismissals, or protective measures for whistleblowers; and,
4. Prepare quarterly reports for submission to the LRTA Governance Committee.



## V. COMPOSITION

The FFC shall be composed of officials and employees of LRTA, who shall serve for a term of two (2) years from the date of the Special Order designating their membership in the FFC, unless sooner removed therefrom or until their successors are appointed. Members may be reappointed for one succeeding term. In case of absence or incapacity of the Chairperson, the Vice-Chairperson shall act in his/her stead. The FFC shall be composed of Chairperson, Vice-Chairperson, and four (4) members. It shall be supported by a Secretariat.

Members shall be excluded from any proceedings in cases of conflict of interest, relationship to the parties involved, potential procedure, or bias. Any member found to have breached confidentiality, engaged in retaliation, or committed other serious violations shall be subject to removal from the FFC and appropriate administrative sanctions.

## VI. FUNCTIONS AND RESPONSIBILITIES

The FFC shall perform the following functions and responsibilities, as outlined in Section 4.1 of the LRTA Whistleblowing Policy:

1. Receive and docket all whistleblowing reports submitted through designated channels, ensuring secure and confidential handling;
2. Conduct preliminary evaluations within fifteen (15) calendar days to assess sufficiency in form, including verification of required elements such as the respondent's details, narration of facts, alleged violations, and supporting evidence;
3. Determine whether reports are referable (for endorsement to appropriate bodies) or non-referable (for dismissal, without prejudice to refile);
4. Undertake fact-finding activities, including gathering evidence and interviewing witnesses, when warranted;
5. Recommend or initiate referrals for administrative, disciplinary, or criminal actions, such as to the Committee on Decorum and Investigation (CODI) for sexual harassment, Administrative Disciplinary Committee (ADC) for other violations, or external agencies for criminal matters;
6. Implement protective measures against retaliation, including temporary reassignments or restricted contact orders;
7. Maintain comprehensive records and submit quarterly progress reports to the LRTA Governance Committee, detailing the number, nature, status, and outcomes of cases, as well as recommendations for improvements;
8. Ensure compliance with confidentiality protocols, data privacy requirements, and procedural safeguards against malicious filings;



9. Convene as needed, with the Chairperson presiding over meetings, and issue resolutions on evaluations;
10. Perform other tasks necessary to implement the Whistleblowing Policy effectively.

The FFC shall adhere to principles of good faith, impartiality, and due process in all proceedings.

**VII. REPEALING CLAUSE**

All previous orders, memoranda, circulars, issuances, or parts thereof that are inconsistent with the provisions of this Office Order are hereby repealed, amended, modified, or superseded accordingly.

**VIII. EFFECTIVITY**

This Office Order shall take effect immediately upon its issuance and shall remain in full force and effect until revoked, amended, or superseded by a subsequent issuance.

**ATTY. HERNANDO T. CABRERA**  
Administrator

