



Republic of the Philippines  
Department of Environment and Natural Resources  
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MEMORANDUM

TO : THE RED/BUREAU DIRECTORS  
DENR Regional Offices and Bureaus

FROM : Assistant Secretary for General Legal Services &  
Chairperson, Central Office Grievance Committee

SUBJECT : **SUBMISSION OF A COPY OF SPECIAL ORDER  
CREATING THE REGIONAL/BUREAU GRIEVANCE  
COMMITTEES**

DATE : FEB 26 2004

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Pursuant to the Civil Service Commission-approved Internal Rules of DENR Grievance Machinery and the Memorandum from the OIC dated November 4, 2003 relative to the decentralization of settlement/disposition of grievances, please submit to the Secretariat of the Central Office Grievance Committee, Chief of Personnel Division, a copy of the Special Order creating your respective Grievance Committees.

In the absence of such, you are enjoined to create a Grievance Committee in your office and submit the corresponding S.O. to the Secretariat on or before March 31, 2004.

For compliance.

  
**MYLENE G. ALBANO**