



Republic of the Philippines

**MINISTRY OF
NATURAL RESOURCES**

May 20, 1981

SPECIAL ORDER

No. 131
Series of 1981

SUBJECT: Composition and function of the
Employees Suggestions and Incentive
Awards Committee to undertake the
implementation of Merit Increase in
the Ministry of Natural Resources

Pursuant to Civil Service Memorandum Circular No. 1, series of 1981 and National Budget Circular No. 340, providing the rules and regulations for a more aggressive implementation of the merit increase program in the national government, the MNR Employees Suggestions and Incentive Awards Committee shall now be composed of the following:

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| Arnold B. Caoili Acting Assistant Secretary for Personnel Management and Development | - Chairman |
| Alejandro G. Rodriguez Acting Chief, Adm. Service | - Member |
| Antonio C. Elum OIC, Legal Service | - Member |
| Pedro G. Pangilinan Chief, Personnel Division | - Member |
| Chief of Division where the proposed awardee(s) are located | - Member |

The Committee shall perform the following functions:

- a) Receive recommendations for deserved awards supported by corroborative evidences and other justifications for evaluation and consideration following set guidelines adopted and consistent with the rules on merit increases
- b) Evaluate and recommend to the Head of Agency deserving employees who shall be given merit increases and the amounts of increases to be granted.
- c) Receive, investigate and hear complaints/protests on particular merit increase awards proposals and submit findings to the Head of Agency for proper resolution/disposition.
- d) Keep and maintain complete records of meetings and other proceedings and deliberations which shall be made available for inspection and scrutiny by the Ministry of the Budget and the Civil Service Commission for further determination of compliance with the rules and regulations.

This Order takes effect immediately and supersedes all previous orders on the matter.


JOSE J. LEIDO, JR.
Minister