



MINISTRY OF
NATURAL RESOURCES

March 5, 1982

SPECIAL ORDER)
No. 247 :
Series of 1982)

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

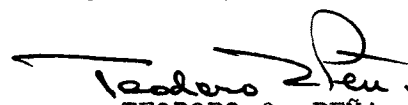
Pursuant to Civil Service Memorandum Circular No. 1, series of 1982 and National Budget Circular No. 340, providing the rules and regulations for a more aggressive implementation of the merit increase program in the national government, the MNR Employees Suggestions and Incentive Awards Committee shall now be composed of the following:

Antonio Y. Capay Assistant Secretary	- Chairman
Moreno B. Cruz Assistant Secretary Legal Affairs	- Vice-Chairman
All Service Chiefs	- Member
Chief of the Division where the proposed Awardee(s) are located	- Member
Chief, Personnel Division	- Secretary

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 increase.
- (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.


TEODORO Q. PEÑA
Minister