



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

SPECIAL ORDER NO. 238 Series of 1991

SUBJECT: Creation and Comp

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Pursuant to Civil Service Memorandum Circular No. 45 dated October 6, 1990 and to the provisions of PD No. 807, Section 35, the Department of Environment and Natural Resources (DENR) Grievance and Complaints Committee is hereby created to be composed of the following:

- Chairman Chief, Legal Service
- Members: Head Executive Assistant
- Chief, Administrative Service
- Chief, Personnel Investigation Division, Legal Service

As such, the Committee's functions are to set rules and regulations in handling grievances in accordance with CSC rules and regulations, and to provide an opportunity for mutual understanding or solution to genuine or baseless complaints.

The Committee is hereby authorized to seek the assistance of any employee or official in any Service/Division/Office in pursuance of this Order.

The Personnel Division shall serve as the Secretariat and shall keep all the records of the proceedings of the Committee.

This Order is effective immediately.

Signature of Fulgencio S. Factoran, Jr.
FULGENCIO S. FACTORAN, JR.