



Republic of the Philippines
Department of Environment and Natural Resources
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JAN 29 1999

SPECIAL ORDER
NO. 99-93
Series of 1999

**SUBJECT : CREATION OF A DENR COMMITTEE ON
INVESTIGATION (COI) AND ITS SECRETARIAT**

In the interest of the service, there is hereby created a Committee on Investigation (COI) to receive, assess, evaluate and investigate all administrative complaints against all officials and personnel of this Department, composed of the following :

Atty. Jimmy G. Pesigan	-	Chairman
Atty. Alfredo Nava	-	Vice-Chairman
Atty. Ricky Arzadon	-	Member
Mr. Rolando Castro	-	Member
Ms. Elvira Caparas	-	Member

All administrative complaints against officials and personnel of the DENR shall henceforth be referred to the COI for its appropriate action in accordance with this Order and pertinent Civil Service laws and regulations.

The COI shall be under the direct supervision of the Office of the Secretary and shall perform the following functions :

1. It shall receive all administrative complaints against officials and personnel of the DENR
2. Evaluate, assess and investigate administrative complaints to determine the existence of prima facie case to warrant the filing of appropriate formal charge/s against the respondent. In case of finding of prima facie case against the respondent, the COI shall forthwith prepare the corresponding administrative charge for signature of the Secretary or his authorized representative. In the event that the Committee shall find no prima facie case against the respondent, it shall cause the dismissal of the complaint, furnishing the complainant a copy of its findings.

3. In pursuit of its tasks, the COI may conduct fact finding investigation and in the process avail of the assistance of personnel of the DENR.
4. In cases where the respondent is a presidential appointee, the COI shall conduct the appropriate fact-finding investigation and submit report to the DENR Secretary for appropriate action.

The COI shall be assisted by a Secretariat to be composed of the following :

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|----|------------------------|---|----------------------|
| 1. | Atty. Conrado Rosario | - | Atty. III |
| 2. | Ms. Violeta G. Soriano | - | Encoder |
| 3. | Ms. Aida Irasusta | - | Records Custodian |
| 4. | Ms. Ofelia Villamor | - | Stenographer |
| 5. | Mr. Ami Jose Badaguas | - | Special Investigator |

The members of the COI and its Secretariat shall be entitled to reasonable travelling expenses, per diems and other incidental expenses in the performance of their duties under this Special Order chargeable against the funds of this Department, subject to existing accounting and auditing regulations.

Expenses to be incurred in the investigation of officials and personnel assigned to special projects shall be charged against the funds of the project where the official or personnel is assigned.

This Order takes effect immediately and revokes all other orders, instructions or directives inconsistent herewith.


ANTONIO H. CERILLES
Secretary