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DEC 01 2003

SPECIAL ORDER
No. 2003-978

**SUBJECT: AMENDMENT TO DENR S.O. NO. 2002-03 ON THE
GRIEVANCE COMMITTEE IN THE CENTRAL OFFICE**

In line with Special Order No. 2003-454 on major assignments of DENR Undersecretaries and Assistant Secretaries, S.O. No. 2002-03 reconstituting the DENR Grievance Committee in the Central Office is amended as follows:


- Assistant Secretary for General Legal Services - Chair
- Director, Human Resource Management Service - Member
- Director, Administrative Service - Member
- Two Representatives from the Rank-and-File
(One for the 1st level and another for 2nd level who shall serve
for a term of two years) - Members

The Chief of the Personnel Division with the assistance of a staff member, shall act as Secretariat and shall be the custodian of all records of the Committee.

The Committee is hereby authorized to seek the assistance of any DENR official or employee in pursuance of this Order and shall be guided by CSC MC No. 02, S. 2001 in the performance of its functions. It shall find the best way to address specific grievances.

All grievance cases shall be attended to in the most expeditious manner so as to dispense timely action.

This Order takes effect immediately and revokes previous Orders inconsistent herewith.


ELISEA G. GOZUN
Secretary