



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-6626 loc. 2012 - 2014

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SPECIAL ORDER  
No. 2004 - 797

SUBJECT : **RECONSTITUTION OF THE GRIEVANCE COMMITTEE  
IN THE CENTRAL OFFICE**

In the interest of the service, S.O. Nos. 2003-978 and 2004-169 reconstituting the DENR Grievance Committee in the Central Office are amended/revoked as follows:

- |  |                               |
|--|-------------------------------|
| Assistant Secretary for Administrative Legal Service   | - Chairperson                 |
| Director, Administrative Service   | - Vice-Chairperson            |
| Director, Human Resource Development Service   | - Member                      |
| The Assistant Chief, Personnel Investigation Division,<br>Legal Service  | - Member                      |
| Two Representatives from the Rank-and-File<br>(One for the 1 <sup>st</sup> level and another for 2 <sup>nd</sup> level who<br>shall serve for a term of two years) | - Member                      |
| The OIC, Welfare and Discipline Section, Personnel<br>Division   | - <i>Bilis Aksyon</i> Partner |

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.

In addition, the Committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies;
2. Develop and implement pro-active measures or activities to prevent grievances such as employee assembly, counseling and other HRD interventions;
3. Conduct dialogue between and among the parties involved;
4. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved.

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/amends previous Orders inconsistent herewith.

  
**MICHAEL T. DEFENSOR**  
Secretary