

**DENR Memorandum Circular
No. 5
May 19, 1988**

**SUBJECT : CREATION OF DENR APPEALS BOARD
AND PRESCRIBING THE PROCEDURES
GOVERNING THE REVIEW/
EVALUATION OF APPEALS/
COMPLAINTS THROUGH TO THE
BOARD.**

Pursuant to the Memorandum of the President dated October 2, 1987, and Memorandum Circular No. 5, dated 17 March 1988 of the Civil Service Commission, a Reorganization Appeals Board is hereby create to be Composed of the following:

- CHAIRMAN - Assistant Secretary
ROMULO SAN JUAN
- VICE CHAIRMAN - Assistant Secretary
RENATO DE RUEDA
- MEMBERS - Assistant Secretary for
Management Services
ATTY. ANTONIO S. TRIA
- Assistant Director for
Forest Management Bureau
ATTY. LOPE REYES
- Legal Service Chief
ATTY. ANTONIO ELUM

The DENR Personnel Division shall provide secretariat services to the Board.

All cases submitted to the Board shall be resolved subject to the following guidelines:

1. Publication or posting of appeals procedure promulgated by

the Secretary;

2. Adherence to due process;
3. Disposition within thirty (30) days from submission of the case;
4. Written notification of the action taken and the grounds thereof.

To carry out the above guidelines, the following specific procedures in the review/evaluation of appeals/complaints are hereby promulgated:

1. Within five (5) days from the completion of the new Plantilla of Personnel (NPP), the same shall be made known to all concerned by the DENR Placement Committee and the Secretary;
2. Officials and employees who are not included in the NPP or who feel aggrieved may, within five (5) days, from knowledge or notice of the NPP, appeal be deemed filed on the date of receipt stamped on the appeal/complaint, if filed personally, and in case the same is sent by mail, on the date shown by the postmark on the envelope;
3. The appeal/complaint shall be properly docketed by the DENR Secretariat in a docket book and all appeals/complaint numbered consecutively as they are received;
4. The appeal shall specifically set forth the grounds thereof, the name(s) of the personnel and/or position(s) in the NPP which are the subject of the appeal;
5. Within five (5) days from the receipt of the appeal the Board shall deliberate on the same, observing due process in all its proceedings. The Board shall render a decision within thirty (30) days from submission of the case for resolution. Written notification of the action taken and the grounds thereof shall be sent to the appellant/complaint;

6. The decision of the Appeals Board may be appealed by the aggrieved party to the Civil Service Commission within fifteen (15) days from receipt thereof;
7. These procedures shall be posted in prominent places in all DENR Bureau/Offices and given widest publicity possible;
8. Strict adherence to the herein procedures shall at all time be observed.

This Memorandum takes effect immediately and shall remain in force unless revoked in writing.

(Sgd.) FULGENCIO S. FACTORAN, JR.
Secretary