

DENR Memorandum Circular
No. 9
Sept. 08, 1988

SUBJECT : **Creating the DENR Reorganization Appeals Board to assist the Secretary in there view evaluation of appeals brought in connection with the on-going reorganization.**

Pursuant to Republic Act No. 6656 and the Rules on Government Reorganization issued by the Civil Service Commission to implement the same, a DENR Reorganization Appeals Board is hereby created to be composed of the following:

- CHAIRMAN - ROMULO D. SAN JUAN
Assistant Secretary for Legal Affairs
- VICE CHAIRMAN- RENATO DE RUEDA
Assistant Secretary for Operations-
Visayas
- MEMBERS - ANTONIO S. TRIA
Assistant Secretary for Management
Services
- LOPE D. REYES
Assistant Director,
Forest Management Bureau
- ANTONIO C. ELUM
Legal Services Chief
- ROMULO A. REDULA
President, DENR
Employees Association

The Appeals Board shall be an advisory body which shall assist the Secretary in the resolution of appeals filed by any officer or employee aggrieved by the appointments made or whose services were terminated

in connection with the DENR Reorganization.

1. Any officer or employee aggrieved by any appointment made may file an appeal to the Secretary, thru the DENR Appeals Board, within ten (10) days from the last day of posting of the appointment by the Personnel Officer /appointments shall be posted for a period of fifteen (15) days. Any officer or employee whose services were terminated may also appeal to the Secretary, thru the DENR Appeals Board, within ten (10) days from receipt of his notice of termination.
2. The DENR Personnel Division shall provide Secretariat services to the Board.
3. The following specific procedures in the review of appeals are hereby promulgated:
 - 3.1 The appeal shall be properly docketed by the Secretariat in a docket book and all appeals numbered consecutively as they are received. An appeal is deemed filed on the date of receipt stamped on the appeal if filed personally, and in case the same is sent by mail, on the date shown by the postmark on the envelope.
 - 3.2 The appeal shall specifically set forth the grounds therefor, the name (s) of the personnel and/or positions which are the subject of the appeal
 - 3.3 Upon receipt of the appeal, the Board shall deliberate on the same, observing due process in all its proceedings. The Board shall render a report stating therein its findings as well as its recommendation to the Secretary who shall render a decision thereon. Written notification of the action taken on the appeal and the grounds therefor shall be sent to the parties concerned.
 - 3.4 The decision of the Secretary may be appealed by the aggrieved party to the Civil Service Commission within ten (10) days from his receipt of the decision.
 - 3.5 These procedures shall be posted in prominent places in all DENR Bureau/Offices and be given widest publicity.

The Memorandum takes effect immediately and supersedes Memorandum Circular No. 5, series of 1988.

FULGENCIO S. FACTORAN, JR.
Secretary