



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

No. 70  
Series of 2021

**SUBJECT : RECONSTITUTION OF THE DA-OSEC GRIEVANCE COMMITTEE**

In the interest of service, the DA-OSEC Grievance Committee is hereby reconstituted and shall be composed of the following officials and representatives:

**Chairman** : Director, Administrative Service


**Vice-Chair** : Director, Legal Service

**Members** :  
1. Chief, Personnel Division  
2. Chief, Human Resource Development Division (HRDD)  
3. Representative from career rank-and-file employees (DAEA)  
Second Level  
4. Representative from career rank-and-file employees (DAEA)  
First Level  
5. Bilis Aksyon Partner (BAP)

**Secretariat** : Personnel Division

**Functions of the Committee:**

1. Develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter, "talakayan" counseling, Human Resource Development interventions and other similar activities.
2. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.
3. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties.
4. Submit quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Field Office.

  
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This Order shall take effect immediately and shall remain in force until revoked in writing.

All orders and memoranda inconsistent herewith are deemed revoked.

Done this 20th day of October, 2021.



**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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