



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

SPECIAL ORDER

No. 853

Series of 2022

**SUBJECT : RECONSTITUTION OF THE DA- CENTRAL OFFICE
GRIEVANCE COMMITTEE**

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

Chairperson : Assistant Secretary for Administration

Co-Chair : Director, Administrative Service

Vice-Chair : Director, Legal Service

Alternate Vice-Chair : Director, Financial and Management Service

Members : Chief, Personnel Division
Supervising Administrative Officer (Alternate)

Chief, Human Resource Development Division
Supervising Administrative Officer (Alternate)

Representative from career rank and file employees
(DAEA) Second Level

Representative from career rank and file employees
(DAEA) First Level

Bilis Aksyon Partner (BAP)

Secretariat : Personnel Division

Functions of the Committee:

1. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the member's regular duties.
2. 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, HRD interventions and other similar activities.

3. Conduct investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation, provided however, that where the subject of the grievance is the grievance committee itself, the aggrieved party may submit the grievance to top management.
4. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned within ten (10) days after the end of each quarter.

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, 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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