



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 3 '88
Series of 1988

PP
3/24/88

SUBJECT: GUIDELINES GOVERNING PETITIONS FOR
RECONSIDERATION TO THE DAR REORGANIZATION
APPEALS BOARD

Pursuant to the Memorandum of the President dated October 2, 1987, and in order to provide a systematic and orderly disposition of Petitions for Reconsideration filed by permanent DAR employees who may not be satisfied with the recommendation/s of the DAR Placement Committee, the following guidelines and procedures are hereby issued:

1. The DAR Placement Committee created under Special Order No. 292-'87 shall cause the publication of its recommendations by posting the same on a Bulletin Board provided for the purpose in the DAR Central, Regional, Provincial and Municipal Offices for a period of fifteen (15) days; PROVIDED, however, that should the recommendation be for the termination of the services of a permanent employee, the employee concerned shall be duly notified in writing.
2. Any permanent employee who is not satisfied with or who feels aggrieved by the recommendation/s of the Placement Committee may petition the DAR Reorganization Appeals Board to reconsider said recommendation by accomplishing and submitting the attached form (Annex "A") within fifteen (15) days from receipt of written notice or posting, as the case may be.
3. Petitions for Reconsideration may be filed directly with the Reorganization Appeals Board or with the Office of the Regional Director concerned who shall, within five (5) days from receipt thereof, forward the same to the Reorganization Appeals Board for resolution.
4. The Board may, in its discretion, call the Petitioner for interview if there is a need to verify or further clarify factual and other issues relevant to his Petition.

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5. The Board shall decide the Petition within fifteen (15) days from receipt of the Petition and shall submit its recommendation to the Secretary for final action.
6. This Circular modifies paragraph 10 of Department Memorandum dated February 4, 1988 (Subject: Procedural Guidelines for the Review of Staffing Recommendations to the Placement Committee) insofar as appeals arising from the recommendation/s of the Placement Committee are concerned. Such appeals may now be made within fifteen (15) days from receipt of notice or posting of such recommendation/s, prior to approval by the Secretary.
7. All other issuances or parts thereof inconsistent herewith are hereby modified or revoked accordingly.

For strict compliance and guidance of all concerned.


PHILIP ELLA JUICO
Secretary

Encl. a/s



Republika ng Pilipinas
MINISTRI NG REFORMANG PANSAKAHAN
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon
Pilipinas, D-505

In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

REORGANIZATION APPEALS BOARD

RE: PETITION FOR RECONSIDERATION OF THE
RECOMMENDATION OF THE DAR PLACEMENT
COMMITTEE

(Subject of Petition)

Petitioner

Position

The undersigned permanent employee of the Department of Agrarian Reform hereby respectfully petitions for the reconsideration of the above-cited recommendation of the DAR Placement Committee for the following reasons:

1. That I have been in the government service for _____ years;
2. That I believe I am qualified for the position of _____ (State relevant qualifications to the position desired, including training, civil service eligibility/ies, experience; state reasons why you believe your petition is meritorious. Attach proof.)

WHEREFORE, it is respectfully requested that _____

Date and Place

Petitioner

SUBSCRIBED AND SWORN to before me this _____
day of _____, 1988, affiant exhibiting to me
his/her Residence Certificate No. _____ issued at
_____ on _____.

Notary Public