

CLARIFICATION ON SECTION 3, CHAPTER XI (ADMINISTRATIVE APPEAL), DECS ORDER NO. 33, S. 1999

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1. The Notice of Appeal which shall specifically state the date of the Decision appealed from and the date of receipt thereof (under Section 3(a) of DECS Order No. 33, s. 1999) shall be filed with the Office that made the decision.
2. The Appeal Memorandum containing the grounds relied upon for the appeal, together with the certified true copy of the Decision, Resolution or Order appealed from, to be submitted within ten (10) days from the date of filing of the Notice of Appeal and the Proof of Payment of appeal fee in the amount of One Hundred Pesos (P100.00) (under Section 3 (b) of the said Order) shall be filed together with the notice of appeal also with the office that made the decision.
3. The Decision, Resolution or Order of the Regional Director shall be appealed to the Secretary and the Decision, Resolution or Order of the latter shall be appealed to the Civil Service Commission.
4. Upon receipt of the notice of appeal, the Regional Director who made the decision shall transmit the same together with the appeal memorandum and the complete records of the case, with his/her comment thereon, if any, within fifteen (15) days, to the Office of the Secretary.
5. Immediate dissemination of this Memorandum is desired for the information and guidance of all concerned.

Adopted: 26 April 2001

(SGD.) RAMON C. BACANI

Undersecretary

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