



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2023-05-0016 *x*

**RECONSTITUTING THE COMPOSITION OF THE PERSONNEL
ADMINISTRATIVE DISCIPLINARY INVESTIGATION COMMITTEE (PADIC)
SECRETARIAT, AMENDING FOR THE PURPOSE DEPARTMENT ORDER NO.
DO2021-09-0013**

WHEREAS, to promote just, speedy, and inexpensive disposition of administrative cases and to create a comprehensive compilation of rules and procedures in harmony with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), Department Order (DO) No. DO2021-09-0013, titled "*Omnibus Rules of Procedure in the Disposition of Administrative Cases and Settlement of Grievances Involving Personnel of the Department of Energy*" was issued;

WHEREAS, to hasten the procedures and ensure the integrity of legal documents and pieces of evidence, among others, in dispensing administrative cases, the composition of the PADIC Secretariat as provided in Section 6.4 of the aforementioned DO is hereby amended, to read as follows:

Section. 6.4. The Committee shall have a Secretariat which shall be composed of the following persons:

Head Secretariat: One (1) personnel (preferably a graduate of Bachelor of Law/Juris Doctor) from the Legal Services (LS) to be designated by the Director of LS.

Members: Three (3) personnel from the Human Resource Management Division to be designated by the Administrative Services (AS) Director.

In the case of human resource action (i.e., promotion, transfer, reassignment, retirement, resignation, etc.) of any member of the Committee Secretariat, his/her replacement shall be designated by the Director of LS or AS, as the case may be.

This Order amends Section 6.4 of DO No. DO2021-09-0013 and shall take effect immediately. It shall remain in force and effect until modified or revoked in writing by the undersigned or any competent authority.

Issued this ___ day of May 2023 at the Department of Energy, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary



MAY 24 2023