

INSTITUTIONAL DEVELOPMENT SECTION TRAINING AND DEVELOPMENT DIVISION

Nomination and Travel Authority for International Trainings/Foreign Trips

PROCESS FLOW

Administrative Staff

10 minutes

Office of the Chief, Training and Development Division

Receive the application, assess the completeness of the documentary requirements and attach a checklist. (Applications with incomplete documentary requirements will be returned to the applicant/ concerned office with attached checklist).



Division Chief

Training and Development Division

Conduct initial evaluation of the application documents and forward to the Executive and Institutional Development Section (IDS) appropriate action



Section Chief

Institutional Development Section

Review documents and assign to action officer/s for Completed Staff Work (CSW)



Action Officer

Institutional Development Section

Prepares the draft CSW (PowerPoint presentation, Notice of Meeting for the DENR Human Resource Development Committee (HRDC) members, and Resolution among others) for applications, to be evaluated during the HRDC Meeting



Section Chief

Institutional Development Section

Conduct initial review of the prepared CSW documents and endorse to the Division Chief for further review and approval



Division Chief

Training and Development Division

Review and comment further action on the CSW



Hyman Resource Development Committee

Department of Environment and Natural Resources

Deliberate the applications/ requests presented by

the HRDC Secretariat and sign the HRDC Resolution

1 hour

Action Officer

Institutional Development Section

Draft the Endorsement Memorandum, Nomination letter, Travel Authority and the Memorandum for disapproved requests based on the result of the HRDC meeting.



Division Chief

Training and Development Division

Perform final review and affix initial in the prepared Endorsement Memorandum, Nomination letter and the Memorandum for disapproved requests, then forward them to the releasing officer.



5 minutes

Office of the Chief, Training and Development Division

Prepares e-DATS, records document in the Log Book and releases documents to OD-HRDS receiving clerk.

Once the Nomination and Travel Authority signed, release the copies to concerned parties and furnish a copy of the documents to the concerned office.



Administrative Aide VI



FOR. WILSON E. HENSON Division Chief



BERNARDITA S. TUBANG Administrative Officer V







JENNIBELLE I. CYRIL REMO V. CHRISTINE IVY
SANTOS
REYES
S. INOCENCIO
DG. MAGCULANG
Administrative Officer IV Project Documentation
Project Development
Officer
Project Development
Project Support Officer



BERNARDITA S. TUBANG



FOR. WILSON E. HENSON Division Chief



JENNIBELLE I. CYRIL REMO V. CHRISTINE IVY S. INOCENCIO DG. MAGCULANG SANTOS inistrative Officer IV Project REYES





Administrative Aide VI



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REQUIREMENTS

GENERAL QUALIFICATIONS

- Have at least two (2) years holding plantilla position at the time of application;
- Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating period;
- Performing duties and responsibilities relevant to the field of study/ travel being applied for;
- Have no pending administrative case;
- Have no pending application and nomination for other study and non-study trips;
- Have not exceeded four (4) official foreign travels within a year;
- Have submitted all the required reports from previous foreign travels thirty (30) working days upon completion of travel and the report shall be based on the prescribed travel report format, to be received by the HRDC Secretariat; and,
- Not a delinquent scholar.

SPECIFIC QUALIFICATIONS

- Have not availed of any scholarship (local or foreign) in the past two (2) years prior to the awarding of grant;
- Have completed the required service obligation from a previous scholarship grant;
- Have complied with the age requirement of the sponsoring agency;
- Have rendered and completed the service obligation required under the previous scholarship; and,
- Sign Service Obligation Contract (foreign study trips).

ONLY DOCUMENTS WITH COMPLETE REQUIREMENTS WILL BE PROCESSED.

All requests shall be received by the HRDC Secretariat at least twenty (20) working days for nomination and fifteen (15) working days for travel authority before the date of travel, otherwise, said requests shall be automatically denied. Henceforth, no other request for nomination and travel authority shall be approved unless duly endorsed by the HRDC.

Contact Nos.: 8426-3852; (02) 8248-3367 loc. 1065, 1066, 1201 Email address: hrds-tdd@denr.gov.ph



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REQUIREMENTS

DOCUMENTARY QUALIFICATIONS

- Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC) attention: HRDC Secretariat, endorsed by Head of Office with justification on how the travel complies with minimum criteria for travel pursuant to EO 77 and other DENR requirements. Division Chief and above must be concurred by supervising ASec and USec (1 original copy)
- Resolution nominating the applicant (1 original copy)
- Invitation letter disseminated by the DENR/sponsoring agency (1 original/ printed/ photocopy)
- Nomination letter from the head of agency and acceptance from the sponsoring agency (if applicable) (1 original copy)
- Service Record; (1 original copy)
- 6 Certificate of No Pending Administrative Case (1 original copy)
- Certification from the Director supervising Human Resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating: (1 original copy):
 - a. That the applicant has no pending scholarship nomination;
 - b. That the nominee has not been a delinquent scholar from a previous scholarship grant; and
 - c. That the nominee has submitted all the required reports from previous foreign travels
- Updated Personal Data Sheet with work experience sheet, duly signed by authorized person administering Oath (1 original copy)
- Self-certification of official travel history (1 original copy)
- Travel Report from previous foreign travel, if any (1 original copy)
- Signed Service Obligation Contract (1 original copy)
- Certificate of Duties and Responsibilities (1 original/photocopy)
- 13 IPCR for 2 consecutive rating periods (1 photocopy)
- Signed Individual Development Plan if no record found in the TDD-HRDS database (1 photocopy)

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