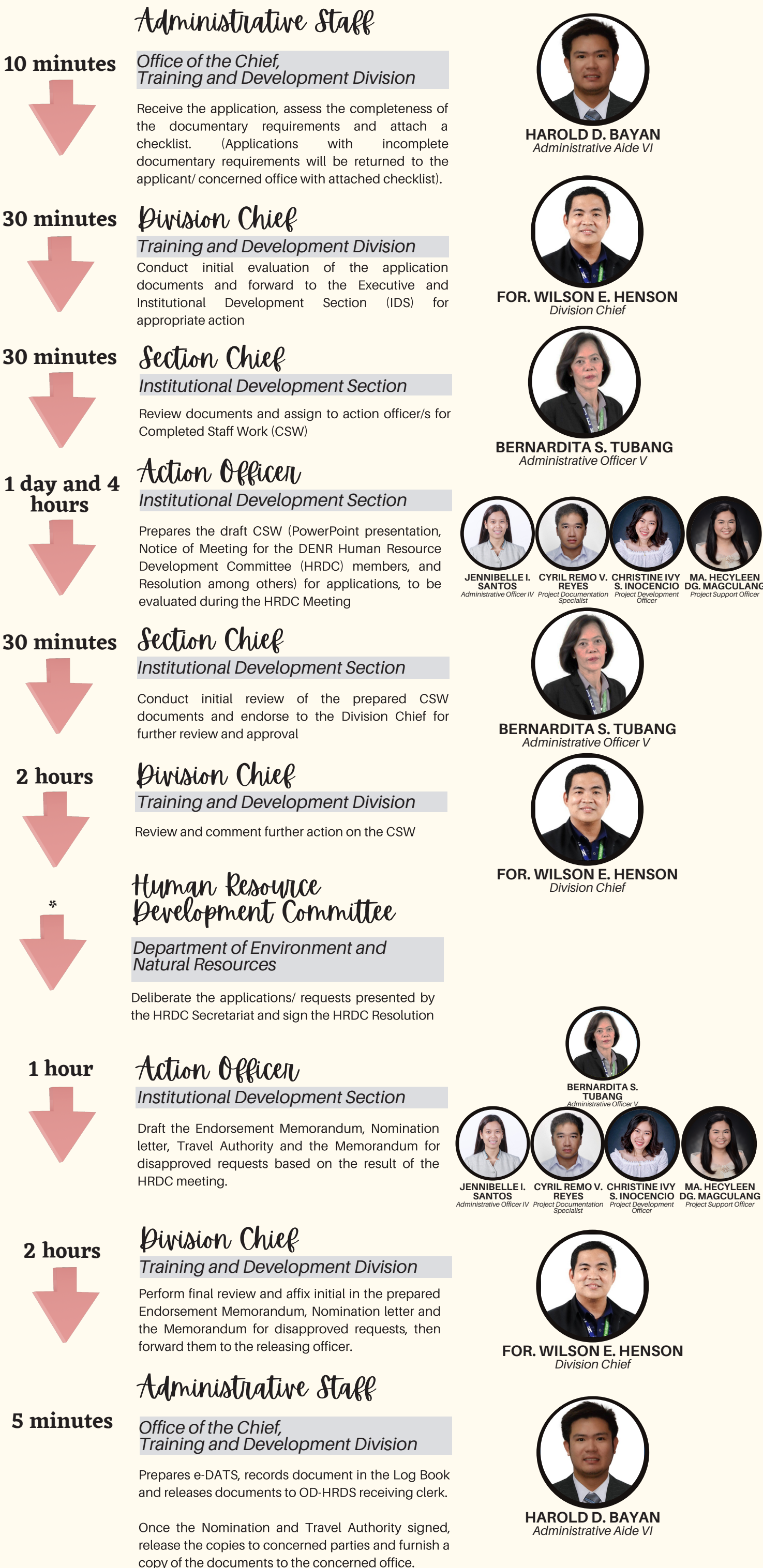




INSTITUTIONAL DEVELOPMENT SECTION
TRAINING AND DEVELOPMENT DIVISION

Nomination and Travel Authority for International Trainings/Foreign Trips

PROCESS FLOW





INSTITUTIONAL DEVELOPMENT SECTION
TRAINING AND DEVELOPMENT DIVISION

Nomination and Travel Authority for International Trainings/Foreign Trips

REQUIREMENTS

GENERAL QUALIFICATIONS

- 1 Have at least two (2) years holding plantilla position at the time of application;
- 2 Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating period;
- 3 Performing duties and responsibilities relevant to the field of study/travel being applied for;
- 4 Have no pending administrative case;
- 5 Have no pending application and nomination for other study and non-study trips;
- 6 Have not exceeded four (4) official foreign travels within a year;
- 7 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,
- 8 Not a delinquent scholar.

SPECIFIC QUALIFICATIONS

- 1 Have not availed of any scholarship (local or foreign) in the past two (2) years prior to the awarding of grant;
- 2 Have completed the required service obligation from a previous scholarship grant;
- 3 Have complied with the age requirement of the sponsoring agency;
- 4 Have rendered and completed the service obligation required under the previous scholarship; and,
- 5 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.



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REQUIREMENTS

DOCUMENTARY QUALIFICATIONS

- 1** 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)
- 2** Resolution nominating the applicant (1 original copy)
- 3** Invitation letter disseminated by the DENR/sponsoring agency (1 original/ printed/ photocopy)
- 4** Nomination letter from the head of agency and acceptance from the sponsoring agency (if applicable) (1 original copy)
- 5** Service Record; (1 original copy)
- 6** Certificate of No Pending Administrative Case (1 original copy)
- 7** 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
- 8** Updated Personal Data Sheet with work experience sheet, duly signed by authorized person administering Oath (1 original copy)
- 9** Self-certification of official travel history (1 original copy)
- 10** Travel Report from previous foreign travel, if any (1 original copy)
- 11** Signed Service Obligation Contract (1 original copy)
- 12** Certificate of Duties and Responsibilities (1 original/photocopy)
- 13** IPCR for 2 consecutive rating periods (1 photocopy)
- 14** Signed Individual Development Plan if no record found in the TDD-HRDS database (1 photocopy)

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