



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

FEB 24 2020

**MEMORANDUM FROM THE SECRETARY**

TO : All Heads of Offices, Central Office  
All Bureau Directors  
All Regional Executive Directors  
All Heads of Attached Agencies

SUBJECT : **FOREIGN STUDY AND NON-STUDY TRIPS OF DENR OFFICIALS AND EMPLOYEES**

To facilitate the preparation and processing of necessary papers of **foreign study trips** (e.g. scholarships, fellowships, trainings, and studies abroad) and **non-study trips** (e.g. workshops, meetings and conferences not covered by DAO 2019-07 dated 27 June 2019) of all officials and employees in the Central, Regional and Field Offices, Bureaus and Attached Agencies under the Department of Environment and Natural Resources, please be guided by the following:

1. Heads of offices concerned shall ensure that the proposed travel complies with the following criteria:
  - a. The travel is essential to the effective performance of an official or employee's mandates or functions;
  - b. The travel is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
  - c. The projected expenses are not excessive or involve minimum expenditure (covering only pre-departure expenses, authorized clothing allowance, and insurance);
  - d. The presence of the official or employee is critical to the outcome of the official activity to be attended; and
  - e. The travel will not hamper the operational efficiency of the office.
  
2. All nominees for foreign trips shall possess the following qualifications:
  - a. Have at least two (2) years holding plantilla position at the time of application;
  - b. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating period;
  - c. Performing duties and responsibilities relevant to the field of study/travel being applied for;
  - d. Have no pending administrative case;
  - e. Have no pending application and nomination for other study and non-study trips;
  - f. Have not exceeded four (4) official foreign travels within a year;
  - g. Have submitted all the required reports from previous foreign travels thirty (30) working days upon completion of travel and based on the prescribed travel report format (Annex A) received by the HRDC Secretariat (electronic and physical document); and
  - h. Not a *delinquent scholar*<sup>1</sup>.

<sup>1</sup>Scholarship grantees who have not completed their program within the period stipulated in their contracts.

In addition, the nominees for study trips shall:


- a. Have not availed of any scholarship (local and foreign) in the past two (2) years prior to the awarding of grant;
  - b. Have completed the required service obligation from a previous scholarship grant; and
  - c. Have complied with the age requirement of the sponsoring agency.
3. The following documentary requirements shall be submitted through proper channels:
- a. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, to be 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 applicants/nominees must be concurred by supervising ASec and USec. (Annex B)
  - b. Resolution from HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
  - c. Invitation letter disseminated by the DENR/sponsoring agency;
  - d. Nomination letter from the head of agency and acceptance from the sponsoring agency, if applicable;
  - e. Service Record;
  - f. Certificate of No Pending Administrative Case;
  - g. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) (Annex C) stating:
    1. That the applicant has no pending scholarship nomination;
    2. That the nominee has not been a delinquent scholar from a previous scholarship grant; and
    3. That the nominee has submitted all the required reports from previous foreign travels.
  - h. Updated Personal Data Sheet with work experience sheet, duly signed by authorized person administering oath;
  - i. Self-Certification of official Travel History;

In addition, the nominees for study trips shall:

- a. Have rendered and completed the service obligation required under the previous scholarship; and
- b. Sign Service Obligation Contract (foreign study trip) (Annex D).

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. Incomplete documentary requirements shall not be accepted.

**FOR COMPLIANCE.**



**ROY A. CIMATU**



SEN058210

**Travel Report Template**



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**Date**

**MEMORANDUM FOR THE SECRETARY**

**THRU** : **The Chairperson, Human Resource Development Committee**  
**FROM** : **Name of Participant/Grantee**  
**SUBJECT** : **TRAVEL REPORT RE: (TITLE OF EVENT, LOCATION AND DURATION)**

**I. Background and Highlights of the event**

\_\_\_\_\_

**II. Evaluation of the event**

\_\_\_\_\_

**III. Recommendations**

\_\_\_\_\_

**IV. Re-Entry Action Plan (if applicable)**

\_\_\_\_\_

**V. Other Matters and Attachment/s**

\_\_\_\_\_

**SIGNATURE OVER PRINTED NAME OF PARTICIPANT/GRANTEE**

**Noted by:**

**HEAD OF OFFICE**

Copy Furnished:  
ASec/USec Concerned

PARTS OF THE DOCUMENT	DESCRIPTION
I. Background and Highlights of the event	<ul style="list-style-type: none"> <li>- Background of the donor/partner agency/institution and the program/course (description, objectives etc.)</li> <li>- Subjects taken and/or highlights of the event</li> </ul>
II. Evaluation of the event	<ul style="list-style-type: none"> <li>- Include the participant's ideas and expectations on the event in both technical and administrative matters (<i>i.e., manner on how the course design was prepared; effectiveness of the lectures; efficiency of the overall administrative and logistic support, the allowances, social workers, student advisers, and accommodations</i>)</li> <li>- Issues and Challenges during the event</li> <li>- Evaluation should mention the importance of the event in relation to the agency's needs;</li> <li>- It should mention the need for modification in the coverage of the event which matches the agency's needs/expectations</li> <li>- Its relevance to the present work of the participant and applicability</li> </ul>
III. Recommendations	<ul style="list-style-type: none"> <li>- Suggestions and comments on the event attended for the improvement of the program.</li> <li>- Expound modifications on the course modules, lectures, site visits, accommodations, allowances, terms of the grant, among others.</li> <li>- Recommendations respond to the issues/problems earlier identified</li> </ul>
IV. Re-Entry Action Plan(if applicable)	<ul style="list-style-type: none"> <li>- Applicability of the learning gained (<i>e.g., how technology be transferred and/or applied</i>)</li> <li>- A set of activities to be undertaken within the unit/staff/office/agency</li> <li>- The Proposal may indicate the budgetary requirements for the implementation and assistance from the donor institute or the government coordinating authority to make proposal operational</li> </ul>
V. Other Matters and Attachment	<ul style="list-style-type: none"> <li>- A free-flowing discussion of other items that would contribute to improve/effectiveness of the certain activity/program</li> <li>- Special concern which a participant would wish to highlight</li> <li>- Attach Course Syllabus, Diploma/ Certificate of Completion/Participation, Certificate of Grades, and other related documents</li> </ul>

## REQUEST FOR NOMINATION/TRAVEL AUTHORITY TEMPLATE



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Date

## MEMORANDUM

**FOR :** The Chairperson, Human Resource Development Committee (HRDC)

**ATTENTION :** The HRDC Secretariat

**FROM :** The Head of Office

**SUBJECT :** REQUEST FOR NOMINATION/TA (NAME OF APPLICANT)  
 TITLE OF EVENT, LOCATION AND DURATION

**I. Background and Highlights of the Study** (Please indicate correct title of event and dates as stated in the invitation.)

\_\_\_\_\_

**II. Nomination details** (Please state name, designation, position, office of nominee)

\_\_\_\_\_

The participation of \_\_\_\_\_ satisfies the minimum criteria indicated in the EO 77 issued by the Office of the President on 15 March 2019 and the Memorandum from the Executive Secretary dated 03 January 2018:

Criteria	Justification
Section a (i): The purpose of the trip is <b>essential to the effective performance of an official or employee's mandates or functions.</b>	
Section a (ii): It is required to meet the needs of the department, agency, bureau or office, or there is <b>substantial benefit to be derived by the State.</b>	
Section a (iii): The presence of the official or employee is <b>critical to the outcome</b> of the meeting, conference, seminar, consultation or any official activity to be attended.	
Section a (iv): <b>The projected expenses are not excessive</b> or involve minimum expenditure (covering pre-departure expenses, clothing allowance, and insurance).	
Memo item 2: His/her absence will not hamper the operational efficiency of the office.	

Name of Authorized Signatory

Concurred by:

**Supervising ASec/USec**  
 (for DC and above nominees)

## CERTIFICATION TEMPLATE



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Date

## CERTIFICATION

**THIS IS TO CERTIFY that** (Please state name, designation, position, office of nominee) is a permanent employee of this Office.

This further certifies that as per records on file in this Office, Mr/Ms. \_\_\_\_\_ is cleared of the following:

- a. That the applicant has No Pending Administrative Case;
- b. That the applicant has No Pending Scholarship Nomination (foreign study trip);
- c. That the applicant has rendered and completed the service obligation required under the previous foreign study trip;
- d. That the nominee has not been a delinquent scholar from a previous scholarship grant; and
- e. That the nominee has submitted all the required reports from previous foreign travels.

This certification is issued upon request of the above-named person for whatever purpose it may serve.

Done this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

**Name of Authorized Signatory**  
**(ARD-MS/Director/DC supervising HR)**

ANNEX D

SERVICE OBLIGATION CONTRACT

The Government of the Philippines through the Department of Environment and Natural Resources represented by ATTY. ERNESTO D. ADOBO, JR. with principal office at Visayas Avenue, Diliman, Quezon City, hereinafter referred to as the GRANTOR;

\_\_\_\_\_, of legal age, Filipino, Single, presently residing at \_\_\_\_\_, hereinafter called the GRANTEE;

\_\_\_\_\_, of legal age, Filipino, Married, presently residing at \_\_\_\_\_, hereinafter called as the GUARANTOR.

WITNESSETH:

That pursuant to the provisions of E.O. 129 as amended by E.O. 367 and E.O. 77 and in consideration of the grant and acceptance by the GRANTEE of a scholarship/training award to undergo \_\_\_\_\_ on \_\_\_\_\_ official \_\_\_\_\_ time \_\_\_\_\_ a \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_, the GRANTEE hereby agrees to fulfil the following terms and conditions:

- 1. That the Grantee shall keep up with the standards of scholarship or award;
2. That the Grantee shall conduct him/herself in a manner as not to bring disgrace or dishonor to him/herself and/or his/her country;
3. That the Grantee shall return immediately to the Philippines and report to his/her office upon the completion or termination of the grant;
4. That the Grantee shall submit to his/her office, and to other concerned offices a completion report on his/her grant within fifteen (15) working days after completion of grant, as per attached outline;
5. That the Grantee shall serve DENR for the period of \_\_\_\_\_ as exigencies of the service required per Section 2 of E.O. 367;
6. That the Grantee accepts the value of the fellowship as per attached documents which shall include the following:

Table with 3 columns: Item description, P (Php), and \$ (Dollar). Rows include: a. Transportation (GOP; Local & International), b. Tuition fees & other fees, c. Allowances (GOP & sponsor) with sub-items: Clothing, Living/Stipends, Establishment, Books.



Pre-Departure Expenses P .....3,500.00..... \$.....

d. Salaries, other emoluments  
& adjustments P ..... \$.....

TOTAL P ..... \$.....

*Note: The total value of the study grant will be computed based on the actual cost received from the GOP.*

7. That should the Grantee fail to comply with the foregoing conditions through his/her fault or wilful neglect, resignation, voluntary retirement or other causes within his/her control, he/she shall refund to his/her office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 8.

Proportionate refund shall be allowed, provided that the Grantee has served DENR at least 75% of his/her total service obligation;

7. That the Grantee shall have a guarantor as his/her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should he/she fail to comply with the conditions set forth.

**IN WITNESS WHEREOF**, we have hereunder set our hands this ..... day of ....., 2020, at .....

**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary  
Administration, Finance, Human Resources,  
and Information Systems

\_\_\_\_\_ Grantee

\_\_\_\_\_ Guarantor  
(Relative of the Grantee)

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
QUEZON CITY, METRO MANILA} S.S

**BEFORE ME**, this \_\_\_ day of \_\_\_\_\_, 2020 in \_\_\_\_\_, Philippines, personally appeared Atty. Ernesto D. Adobo, Jr., with Passport/CTC/ID No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_; \_\_\_\_\_ with Passport/CTC/ID No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, respectively known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2020.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.