

Short-term Foreign Trips

Process flow

Dissemination of Invitation

Short-term foreign trips shall refer to any study trip with a duration of less than six (6) months that require a service obligation from the employee.

STEP 01

Application

The RMD-AS receives the invitation from the requesting office/employee



STEP 02

Processing

The TDD evaluates and drafts memo disseminating the invitation or regret letter, if disapproved (1-2 days)



Approval

The Director HRDS reviews and initials the memo invitation, to be forwarded to ASEC supervising HRDS (1 day)

The ASEC supervising HRDS reviews and signs the memo invitation (1 day)

STEP 03



STEP 04

Dissemination

The TDD scans and records the signed invitation to the database, and forwards to RMD for dissemination (1 day).

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.

Incomplete documentary requirements shall not be accepted. No other request for nomination and travel authority shall be approved unless duly endorsed by the HRDC.

For list of documentary requirements:
DENR Memo-2020-187 (Foreign Study and Non-Study Trips)



TRAINING AND DEVELOPMENT DIVISION HUMAN RESOURCE DEVELOPMENT SERVICE

Contact Nos.: 8426-3852; (02) 8248-3367 loc. 1065, 1066, 1201

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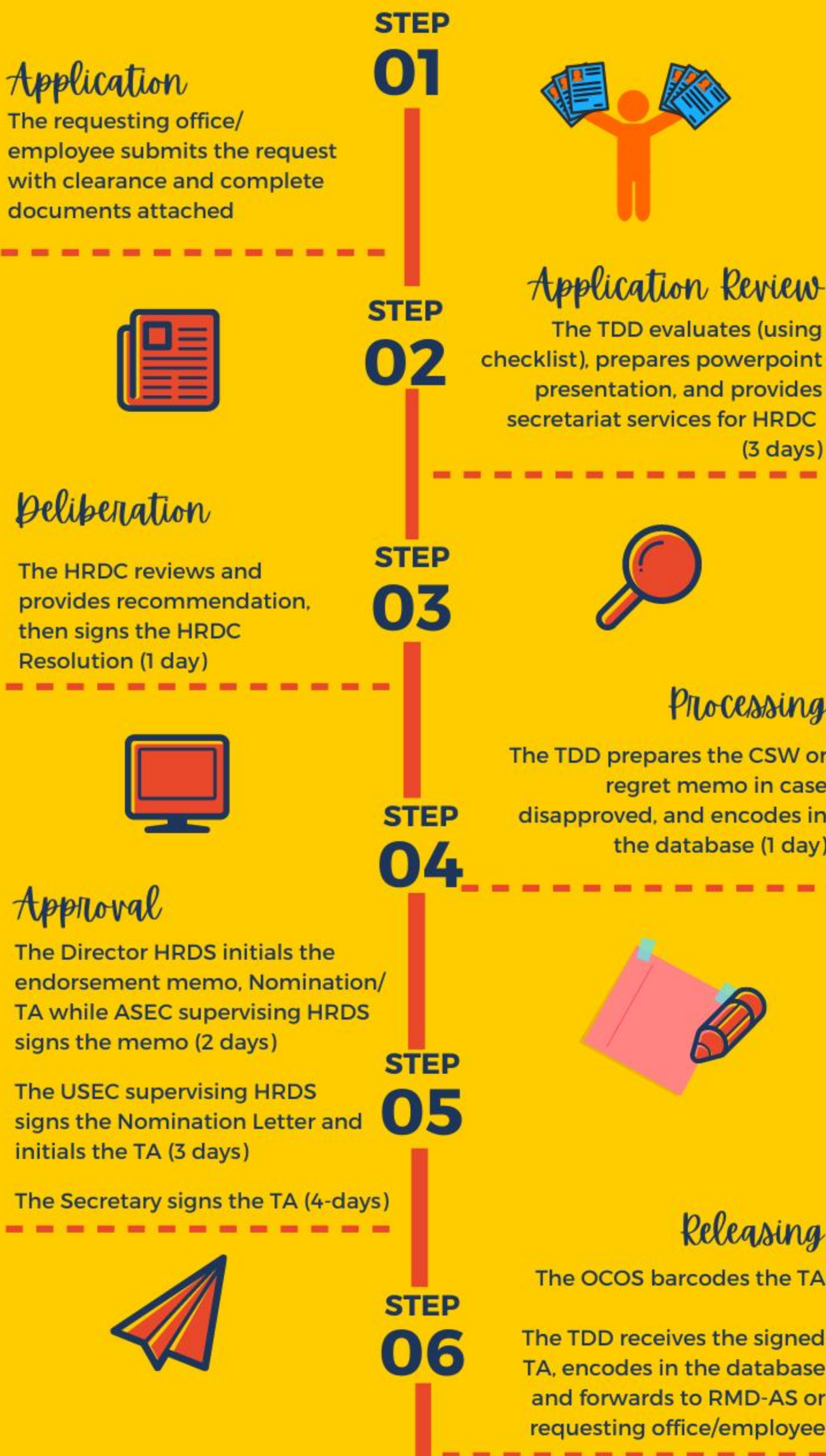
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Process flow

Nomination and Travel Authority

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