



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



JAN 31 2024

DENR ADMINISTRATIVE ORDER

No. 2024 - 03

SUBJECT : DELEGATION OF AUTHORITIES PERTAINING TO OFFICIAL FOREIGN TRAVELS OF OFFICERS AND EMPLOYEES OF THE LOCAL WATER UTILITIES ADMINISTRATION (LWUA) AND LOCAL WATER DISTRICTS (LWDs)

In the interest of the service and in accordance with the powers vested upon the DENR Secretary by virtue of Section 5.c of Executive Order No. 22 series of 2023 and pursuant to DENR Administrative Order (DAO) No. 2022-09 on the Manual of Authorities for Human Resource Matters, specifically page 10, the following authorities are hereby delegated, as follows:

SUBJECT : EMPLOYEE CAREER DEVELOPMENT				
TOPIC : OFFICIAL FOREIGN TRAVELS				
DESCRIPTION	LEVEL OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Nomination/ Endorsement of Nominees	Chairperson of the Board of Trustees, Administrator Board of Trustees Deputy Officers, Division Chiefs Rank-and-file employees	Undersecretary supervising HRDS	Secretary	EO 292 dated 25 July 1987; EO 77 dated 15 March 2019; DAO No. 2019- 07 dated 27 June 2019; DAO 2022-09 dated 30 May 2022; Executive Order No. 22, series of 2023
			Chairperson of the Board of Trustees	
			LWUA Administrator	
		LWUA Administrator	Immediate Supervisor	
Chairperson of the Board of Directors Board of Directors	LWUA Administrator Chairperson of the Board of Directors			

	General Managers Rank-and-File Employees	Chairperson of the Board of Directors	LWUA Administrator General Manager	
Travel Authority				EO 292 dated 25 July 1987; EO 77 dated 15 March 2019; DAO No. 2019-07 dated 27 June 2019; DAO 2022-09 dated 30 May 2022; Executive Order No. 22, series of 2023
a. Local Water Utilities Administration	Chairperson of the Board of Trustees, Administrator Board of Trustees Deputy Officers, Division Chiefs Rank-and-file employees	Undersecretary supervising HRDS LWUA Administrator Immediate Supervisor	Secretary Chairperson of the Board of Trustees Chairperson of the Board of Trustees LWUA Administrator	
b. Local Water Districts	Chairperson of the Board of Directors Board of Directors General Managers Rank-and-file employees		LWUA Administrator Chairperson of the Board of Directors LWUA Administrator General Manager	
Note: All requests for nomination and Travel Authority (TA) shall be endorsed by the HRDC or its counterpart. Copy of the approved TA shall be submitted to the HRDS for record purposes.				

This Order amends pertinent portions of DAO No. 2022-09 dated 30 May 2022. Other provisions of said DAO that are not inconsistent herewith shall remain in force.

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of copy thereof by the Office of the National Administrative Registrar, UP Law Center.

MARIA ANTONIA  LOYZAGA
Secretary

