



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

MEMORANDUM

FOR/TO : ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL CENTRAL OFFICE/SERVICE DIRECTORS
ALL BUREAU DIRECTORS
ALL HEADS OF ATTACHED AGENCIES
ALL REGIONAL EXECUTIVE DIRECTORS
ALL REGIONAL DIRECTORS
ALL PENROs AND CENROs
AND OTHER OFFICIALS

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : REITERATION OF TIMELINESS OF SUBMISSION OF REQUESTS FOR ISSUANCE OF TRAVEL AUTHORITY FOR PARTICIPATION TO INTERNATIONAL COMMITMENTS, FOREIGN STUDY AND NON-STUDY TRIPS OF DENR OFFICIALS AND EMPLOYEES

DATE : NOV 10 2023

In the interest of service, this Memorandum is hereby issued to reiterate the timeliness of submission of requests for issuance of Travel Authorities for the participation of DENR officials and employees to international commitments, foreign study and non-study trips. For this purpose, all officials concerned are hereby reminded of the following:

1. Submit requests for travel to the following Offices for processing:

OFFICES IN CHARGE	PURPOSE OF TRAVEL	TIMELINES OF SUBMISSION
Human Resource Development Committee Secretariat (c/o Training and Development Division)	Short Term Foreign Study Trip (such as training/workshops and study tours with training component)	Submit requests for nominations at least twenty (20) working days before the date of travel Submit requests for Travel Authority at least fifteen (15) working days before the date of travel

Human Resource Development Committee Secretariat (c/o Career Development Division)	Long Term Foreign Study Trip <i>(such as scholarships, fellowships, and other studies abroad)</i>	Submit requests for nominations at least twenty (20) working days before the date of travel
	Foreign Non-Study Trip <i>(such as meetings, conferences, fora, workshops and study tours without training component, and other non-study trips)</i>	Submit requests for Travel Authority at least fifteen (15) working days before the date of travel
Office of the Policy, Planning and International Affairs	International Commitment	Submit requests for Travel Authority at least fifteen (15) working days before the date of travel

Late submissions and incomplete documentary requirements shall strictly not be accepted for processing. All submitted requests and attachments shall then automatically be returned without action to originating offices.

- Once processed, submit requests for Travel Authorities to the Office of the Secretary (OSEC) **at least seven (7) working days** before the date of travel. Only the requests with concurrences and complete initials by Undersecretaries concerned shall be accepted for endorsement to the Secretary.

For strict compliance.


MARILOU G. ERNI

Enclosures:

- Memorandum dated 29 May 2023: Requirements by the Office of the Secretary re Submission of Requests for issuance of Travel Authority for Participation to International Commitments, Foreign Study and Non-Study Trips of DENR Officials and Employees
- Memorandum dated 28 February 2022: Reiterating the Memorandum from the Secretary No. 2019-570 re: International Travels of DENR Officials and Employees
- Memorandum dated 24 February 2020: Foreign Study and Non-Study Trips of DENR Officials and Employees
- Memorandum dated 18 July 2019: International Travels of DENR Officials and Employees
- DENR Administrative Order No. 2022-09: Manual of Authorities on Human Resource Matters
- DENR Administrative Order No. 2019-7 dated: Guidelines on the DENR Participation to International Commitments, Conference and Other Related Affairs