



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.

2. 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



MEMORANDUM

FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES,
DIRECTORS AND HEADS OF OFFICES, CENTRAL OFFICE
ALL BUREAU DIRECTORS
ALL REGIONAL EXECUTIVE DIRECTORS
ALL HEADS OF ATTACHED AGENCIES

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : 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

DATE : MAY 29 2023

In reference to the requests submitted to the Office of the Secretary (OSEC) for the issuance of Travel Authorities for the participation of DENR officials and employees to international commitments, foreign study and non-study trips, please be reminded of the following requirements:

1. All requests for Travel Authorities, complete with references and attachments as well as initials and concurrences by Undersecretaries concerned, shall be submitted to the OSEC **at least seven (7) working days** before the date of travel.

In case of late or rush requests submitted in less than seven (7) working days before the date of travel, a separate written explanation from the originating office shall be required to justify the approval.

2. All Supervising Undersecretaries concerned shall indicate written concurrences in the OSEC Routing Action Slip and affix initials in the documents (Memorandum for the Secretary, Travel Authority, etc.) based on the following:

UNDERSECRETARY IN CHARGE	SIGNING REQUIREMENTS
Undersecretary for Organizational Transformation and Human Resources	All requests for Travel Authorities
Undersecretary for Policy, Planning and International Affairs	All requests for Travel Authorities related to international commitments
Undersecretary for Field Operations - Luzon, Visayas and Environment	All requests for Travel Authorities for officials and employees from Luzon and Visayas Regional and Field Offices

Undersecretary for Field Operations – Mindanao	All requests for Travel Authorities for officials and employees from Mindanao Regional and Field Offices
Undersecretary for Legal and Administration	All requests for Travel Authorities for officials and employees of Services, Bureaus, Attached Agencies and other operating units under the supervision of the Undersecretaries concerned
Undersecretary for Field Operations - Luzon, Visayas and Environment	
Undersecretary for Integrated Environmental Science	
Undersecretary for Field Operations - Mindanao	
Undersecretary for Policy, Planning and International Affairs	
Undersecretary for Special Concerns and Legislative Affairs	
Undersecretary for Finance, Information Systems and Climate Change	

Documents shall be returned to originating offices for appropriate staff action in case of non-adherence to above requirements.

All issuances inconsistent herewith are hereby superseded by this Memorandum.

For consideration.


MARILOU G. ERNI



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (02) 8920-0689 / 8925-8275 / 0917-885-3367 / 0917-868-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Regional Executive Directors
All Heads of Attached Agencies

FROM : The Undersecretary
Policy, Planning and International Affairs

SUBJECT : **REITERATING THE MEMORANDUM FROM THE
SECRETARY NO. 2019-570 RE: INTERNATIONAL TRAVELS
OF DENR OFFICIALS AND EMPLOYEES**

DATE : FEB 26 2022

This is to reiterate the Memorandum from the Secretary No. 2019-570 re: *"International Travels of DENR Officials and Employees,"* and the Memorandum from the undersigned re: *"International Travels of DENR Officials and Employees within the Purview of the International Agreements/Commitments,"* dated 24 June 2019 for the guidance of all concerned.

The following international travels shall be processed by the Office of the Undersecretary for Policy, Planning and International Affairs:

1. Ministerial Meetings to be attended by the Secretary's duly designated representative;
2. Senior Officials' Meetings to be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
3. Preparatory and Working Group meetings that are prelude to High-level meetings to be attended by the DENR official whose rank is not lower than Division Chief; and
4. Negotiations and discussions on the details of existing and new projects within the purview of the international agreements/commitments involving high-level official/DENR official whose rank is not lower than a Director.

Travels not covered under the items as stated above shall be processed and endorsed by the Undersecretary for Administration, Human Resources and Legislative Affairs.

Requests for Travel Authority shall be submitted to the Undersecretary for Policy, Planning and International Affairs, thru the Director for Policy and Planning Service. It shall be accompanied by the following supporting documents, to wit:

1. Request for nomination endorsed by the Head of Office and concerned Asec/Usec, with justification indicating that the nominee satisfies the minimum criteria specified under Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel," to wit:
 - The purpose of the trip is essential to the effective performance of an official or employee's mandates or functions;
 - It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
 - The presence of the official or employee is critical to the outcome of the official meeting/activity to be attended;
 - The projected expenses are not excessive or involve minimum expenditure; and
 - The travel shall not hamper the operational efficiency of the agency.
2. Invitation letter from the organizer;
3. Certification of Actual Duties and Responsibilities;
4. Travel History (within 24 months) and travel report of previous travel;
5. Service Record;
6. Certificate of No Pending Case; and
7. Updated Personal Data Sheet.

To avoid any delays in the processing of necessary travel documents, please ensure complete submission of the aforementioned supporting documents to the undersigned for possible endorsement to the Office of the Secretary.

For your information and appropriate action, please.


ATTY. JONAS R. LEONES



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
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM FROM THE SECRETARY

TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Regional Directors
All Heads of Attached Agencies

SUBJECT : **INTERNATIONAL TRAVELS OF DENR OFFICIALS AND EMPLOYEES**

DATE : JUL 18 2019

To facilitate the preparation and processing of necessary papers for international travels as well as to closely monitor and ensure participation and compliance of the Department to international commitments and agreements, please be guided by the following:

The Office of the Undersecretary for Policy, Planning and International Affairs shall process international travels covering the following:

1. Ministerial Meetings to be attended by the Secretary's duly designated representative;
2. Senior Officials' Meetings to be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
3. Preparatory and Working Group meetings that are prelude to High-level meetings to be attended by the DENR official whose rank is not lower than Division Chief; and
4. Negotiations and discussions on the details of existing and new projects within the purview of the international agreements/ commitments involving high-level officials/ DENR official whose rank is not lower than a Director.

All other travels not included in the aforementioned, requests for nomination and issuance of travel authorities shall be processed and endorsed by the Undersecretary for Administration, Finance, Human Resources, Information Systems, Legal, Legislative Affairs and Anti-Corruption.

FOR COMPLIANCE.

ROY A. CIMATU

MEMO NO. 2019-570





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
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR/TO : **All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Regional Directors
All Heads of Attached Agencies**

FROM : **The Undersecretary
Policy, Planning and International Affairs**

SUBJECT : **INTERNATIONAL TRAVELS OF DENR OFFICIALS
AND EMPLOYEES WITHIN THE PURVIEW OF THE
INTERNATIONAL AGREEMENTS/ COMMITMENTS**

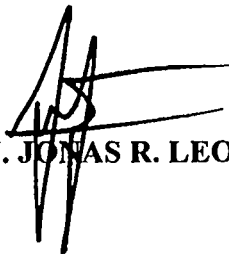
DATE : **JUN 24 2019**

To facilitate the efficient processing of travel documents of DENR officials to meetings in compliance of the Department to international commitments and agreements, requests for travel authority shall be accompanied by the following supporting documents, to wit:

1. Request for nomination endorsed by the Head of Office and concerned ASEC/Usec (Annex A), with justification indicating that the nominee satisfies the minimum criteria specified under Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel," to wit:
 - The purpose of the trip is essential the effective performance of an official or employee's mandates or functions;
 - It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
 - The presence of the official or employee is critical to the outcome of the official meeting/activity to be attended;
 - The projected expenses are not excessive or involve minimum expenditure; and
 - The travel shall not hamper the operational efficiency of the agency.
2. Invitation letter from the organizer (Annex B);
3. Certification of Actual Duties and Responsibilities (Annex C);
4. Travel History (within 24 months) and travel report of previous travel (Annex D);
5. Service Record (Annex E);
6. Certificate of No Pending Case (Annex F);
7. Updated Personal Data Sheet (Annex G);

In order not to delay the processing of necessary travel documents, please ensure complete submission of the aforementioned supporting documents to the Office of the Undersecretary for Policy, Planning and International Affairs thru the Policy and Planning Service. The same shall be reviewed for possible endorsement to the Office of the Secretary.

For information and guidance, please.



ATTY. JONAS R. LEONES



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

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*¹.

¹Scholarship 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



Travel Report Template



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

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"> - Background of the donor/partner agency/institution and the program/course (description, objectives etc.) - Subjects taken and/or highlights of the event
II. Evaluation of the event	<ul style="list-style-type: none"> - 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>) - Issues and Challenges during the event - Evaluation should mention the importance of the event in relation to the agency's needs; - It should mention the need for modification in the coverage of the event which matches the agency's needs/expectations - Its relevance to the present work of the participant and applicability
III. Recommendations	<ul style="list-style-type: none"> - Suggestions and comments on the event attended for the improvement of the program. - Expound modifications on the course modules, lectures, site visits, accommodations, allowances, terms of the grant, among others. - Recommendations respond to the issues/problems earlier identified
IV. Re-Entry Action Plan(if applicable)	<ul style="list-style-type: none"> - Applicability of the learning gained (<i>e.g., how technology be transferred and/or applied</i>) - A set of activities to be undertaken within the unit/staff/office/agency - 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
V. Other Matters and Attachment	<ul style="list-style-type: none"> - A free-flowing discussion of other items that would contribute to improve/effectiveness of the certain activity/program - Special concern which a participant would wish to highlight - Attach Course Syllabus, Diploma/ Certificate of Completion/Participation, Certificate of Grades, and other related documents

REQUEST FOR NOMINATION/TRAVEL AUTHORITY TEMPLATE



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

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 essential to the effective performance of an official or employee's mandates or functions.	
Section a (ii): It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State.	
Section a (iii): The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended.	
Section a (iv): The projected expenses are not excessive 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



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

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:

a. Transportation (GOP; Local & International)	P.....	\$.....
b. Tuition fees & other fees	P	\$.....
c. Allowances (GOP & sponsor)	P	\$.....
Clothing	P	\$.....
Living/Stipends	P	\$.....
Establishment	P	\$.....
Books	P	\$.....

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 and the sponsor.

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
Legal, Administration, Finance, Human Resources,
Information Systems, Legal

Grantee

Guarantor
(close relative)

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 Residence Certificate 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 _____, 2019.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM FROM THE SECRETARY

TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Regional Directors
All Heads of Attached Agencies

SUBJECT : INTERNATIONAL TRAVELS OF DENR OFFICIALS AND EMPLOYEES

DATE : JUL 18 2019

To facilitate the preparation and processing of necessary papers for international travels as well as to closely monitor and ensure participation and compliance of the Department to international commitments and agreements, please be guided by the following:

The Office of the Undersecretary for Policy, Planning and International Affairs shall process international travels covering the following:

1. Ministerial Meetings to be attended by the Secretary's duly designated representative;
2. Senior Officials' Meetings to be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
3. Preparatory and Working Group meetings that are prelude to High-level meetings to be attended by the DENR official whose rank is not lower than Division Chief; and
4. Negotiations and discussions on the details of existing and new projects within the purview of the international agreements/ commitments involving high-level officials/ DENR official whose rank is not lower than a Director.

All other travels not included in the aforementioned, requests for nomination and issuance of travel authorities shall be processed and endorsed by the Undersecretary for Administration, Finance, Human Resources, Information Systems, Legal, Legislative Affairs and Anti-Corruption.

FOR COMPLIANCE.


ROY A. CIMATU

MEMO NO. 2019-570





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
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MAY 30 2022

DENR ADMINISTRATIVE ORDER
No. 2022 - 09

SUBJECT : MANUAL OF AUTHORITIES ON HUMAN RESOURCE MATTERS

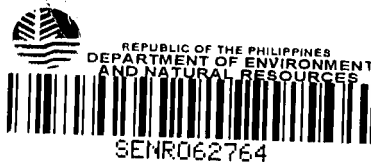
In the interest of the service, and in order to align delegated authorities of certain DENR Officials with the existing organizational structure, the Manual of Authorities on Human Resource Matters is hereby prescribed.

The attached Manual shall enhance transparency/accountability and serve as reference to expedite the processing/approval of documents pertaining to human resource matters. It shall provide guidance to officials and employees on the delegated authorities at the Central and Regional/Field Offices, Bureaus, including relevant concerns of the Attached Agencies.

This Order supersedes DENR Administrative Order No. 2014-03 dated 26 March 2014 and all other issuances inconsistent herewith involving delegated authority.

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


JIM C. SAMPULNA, CESO I
Acting Secretary



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June 08, 2022



Department of Environment and Natural Resources
Manual of Authorities on Human Resource Matters

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HUMAN RESOURCE DEVELOPMENT

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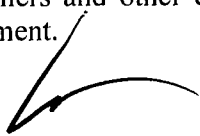
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SUBJECT: GENERAL PROVISIONS TOPIC : PURPOSE AND OBJECTIVES	Section I Page 1 of 52
<p>In line with the thrust of the government to comply with the administrative reforms for good governance, the DENR adopts this Manual of Authorities for Human Resources Development to define the limits of authority at various levels of management from the Secretary down to the lowest level of supervision. All other approving authorities not included in this Manual remain with the Secretary.</p> <p>The DENR Manual of Authorities for Human Resources Development is in compliance with the provisions of the Republic Act No. 11032 (Ease of Doing Business Act), RA 9485 (Anti-Red Tape Act of 2007), pertinent guidelines, circulars, policies, rules and regulations issued by the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA) and other relevant government offices.</p> <p>The objectives of this Manual are the following:</p> <ol style="list-style-type: none">1. To clarify the level of authority in the Central Office, Bureaus, Attached Agencies, Regional Offices, PENROs and CENROs pursuant to applicable guidelines, circulars, policies, rules and regulations of CSC/DBM/COA and relevant government offices;2. To enhance the efficiency and ethical standards of the human resource development services, policies, procedures, systems, competencies, and practices;3. To promote transparency, accountability and DENR core values of discipline, excellence, nobility, and responsibility between and among all officials and employees of the Department; and4. To guide customers and other concerned offices/agencies in transacting with the Department. 	

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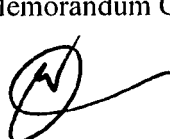
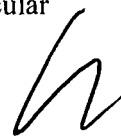


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ACRONYMS

AA	Attached Agency
ABD	Assistant Bureau Director
AO	Administrative Officer
AOR	Area of Responsibility
ARD	Assistant Regional Director
ARD MS	Assistant Regional Director for Management Services
ARD TS	Assistant Regional Director for Technical Services
ASec	Assistant Secretary
BD	Bureau Director
Bureau-L	Line Bureau
Bureau-S	Staff Bureau
CENR office	Community of Environment and Natural Resources Office
CENRO	Community of Environment and Natural Resources Officer
Chief AO	Chief Administrative Officer
Chief MSD	Chief Management Services Division (PENRO)
Chief PDiv.	Chief Personnel Division (CO)
Chief CDD	Chief Career Development Division (CO)
Chief TDD	Chief Training and Development Division (CO)
COCs	Compensatory Overtime Credits
COS	Chief of Staff
CO HRMPSB	Central Office Human Resource Merit Promotion and Selection Board
CSC	Civil Service Commission
CTO	Compensatory Time Off
DAO	Department Administrative Order
DENR	Department of Environment and Natural Resources
DENR MSPP	Department of Environment and Natural Resources Merit Selection and Promotion Plan
DepEd	Department of Education
Dir	Director
EMB	Environmental Management Bureau
EO	Executive Order
FO	Field Operations
HRDC	Human Resource Development Committee
HRMO	Human Resource Management Officer
HRDS	Human Resource Development Service
HRMPSB	Human Resource Merit Promotion and Selection Board
IRR	Implementing Rules and Regulations
MC	Memorandum Circular

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Memo	Memorandum
MGB	Mines and Geosciences Bureau
MOA	Memorandum of Agreement
OIC	Officer-in-Charge
PD	Presidential Decree
PENR Office	Provincial Environment and Natural Resources Office
PENRO	Provincial Environment and Natural Resources Officer
PPS	Policy and Planning Service
PSIPOP	Personal Service Itemization and Plantilla of Personnel
RA	Republic Act
RED	Regional Executive Director
RD	Regional Director
RO	Regional Office
SO	Special Order
TESDA	Technical Education and Skills Development Authority
USec	Undersecretary

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SUBJECT: **GENERAL PROVISIONS**

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TOPIC : **MEANING OF AUTHORITIES**

The action of approving authorities indicated in this Manual is based on due diligence and Completed Staff Work (e.g. processed by the concerned staff/personnel). In cases where further approval of higher authorities and agencies external to the Department is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.

The symbol and terms as used in this Manual shall mean as follows:

- a. The comma (,) shall mean that the preceding officials' initial while the last official signs;
- b. The bar (/) shall mean that concerned official signs;
- c. The "or" shall mean that the second official shall sign in the absence of the first authorized official;
- d. The "and" shall mean that both officials sign;
- e. "Supervising" ASec/USec means that the concerned official signs depending on their respective management portfolios and the delegated subject matter;
- f. "Authorized" means that an office order has been issued by the Secretary/Head of Office authorizing him/her to sign.



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SUBJECT: GENERAL PROVISIONS

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Page 3 of 52

TOPIC : DELEGATED AUTHORITY

Delegated authority set forth in this Manual cannot be further delegated without prior approval of the Secretary, or the President of the Philippines in cases where authority is delegated to the Secretary.

The Secretary may further delegate authority to certain officials through the issuance of a Special Order expressly defining such authority. The authority pertains to the position rather than the person and is consistent with the approved hierarchical structure of the organization.

Authority granted to each position is limited to transactions within its areas of responsibility and consistent with department policies, and government rules and regulations. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and on their behalf as provided under Section 5.c of RA 6713.

In cases where the relevant issuances or the legal bases are not indicated, it is understood that the Administrative Order accompanying this Manual of Authorities will serve as such.



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SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Section II Page 4 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Training Design				
a.1. DENR Central Office Initiated <ul style="list-style-type: none"> • Cross-Visit/ Learning Visit • Exchange Program 	All levels and stakeholders All levels and stakeholders All levels and stakeholders	DC Dir HRDS ASec HRDS	Service Dir/ Concerned ASec/ Concerned USec ASec Supervising HRDS USec Supervising HRDS	
a.2. Initiated by Bureau	All levels	ABD	BD	
a.3. Initiated by Regional Office (Including PENRO/CENRO)	All levels <ul style="list-style-type: none"> • Within the Region • Cross-Visit/ Learning Visit 	ARD MS ARD MS	RED RED	
b. Dissemination of Learning and Development Invitations	All Levels <ul style="list-style-type: none"> • Central Office • Bureau • Regional Office 	Chief TDD ABD ARD MS	Dir HRDS BD RED	



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SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Section II Page 5 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
c. Nominations/ Endorsement c.1. Central Office c.2. Bureau c.3. Region	Usec		Secretary or Delegated Official	
	ASec		Supervising Usec	
	Director		Supervising Asec/Usec	
	DC		Supervising Director	
	Below DC	DC/Immediate Supervisor	Supervising Director	
	BD		Supervising Asec/Usec	
	ABD & DC		BD	
	Below DC	DC/Immediate Supervisor	BD	
	RED		Usec Field Ops	
	ARD, RD, PENRO, CENRO & DC		RED	
	Below DC - Regional Office - PENRO - CENRO		DC DC CENRO	






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SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Section II Page 6 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
d. Issuance of Special Order (Training/ Seminar/Workshop/ Course) d.1. In-House <ul style="list-style-type: none"> Initiated by Central Initiated by Region Initiated by Bureau d.2. External	All levels All levels All levels Third Level, PENRO, CENRO & DC Below DC <ul style="list-style-type: none"> Central Office Staff Bureau Line Bureau <ul style="list-style-type: none"> Central Regional Office Regional Office	ASec Supervising HRDS ABD ASec Supervising HRDS, USec Field Ops ASec Supervising HRDS ABD ABD ABD MS	USec Supervising HRDS RED BD USec Supervising HRDS USec Supervising HRDS BD BD RD RED	
e. Issuance of Training Certificate e.1. Initiated by Central e.2. Initiated by Bureau e.3. Initiated by Region e.4. ENRA Courses	Third Level, PENRO, CENRO and DC <ul style="list-style-type: none"> All offices Below DC <ul style="list-style-type: none"> All Offices All levels/offices All levels/offices Central Office <ul style="list-style-type: none"> All levels Regional Offices <ul style="list-style-type: none"> All levels 		ASec Supervising HRDS, USec Supervising HRDS Dir HRDS, ASec Supervising HRDS BD RED Secretary or Delegated Official RED	
f. Memorandum of Agreement (Training)	All levels and stakeholders	ASec Supervising HRDS/ USec Supervising HRDS	Secretary or Delegated Official	

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SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Section II Page 7 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
g. Learning and Development Plan	Department wide	ASec Supervising HRDS	USec Supervising HRDS	
	Central Office	Dir HRDS	ASec Supervising HRDS	
	Region	ARD MS	RED	
	Bureau (including EMB, MGB ROs)	ABD	BD	
h. Individual Development Plan	PENR Officer		ARD MS	
	CENR Officer		PENRO	
	DC			
	Central Office		Service Dir	
	Regional Office		ARD MS	
	PENR Office		PENRO	
	Staff Bureau		ABD	
	Line Bureau			
	- Central		ABD	
	- Regional		RD	
	Below DC			
	Central Office		DC	
	Executive/Other Office		Dir/ASec/USec	
	Region		DC	
	PENR Office		DC	
	CENR Office		CENRO	
	Bureau		DC	
	EMB/MGB Region		DC	
• All Agencies of the Government shall review and formulate their human resource development and training programs to make the same responsive to their organizational needs, human resource requirements, and capability development and skills training of their personnel.				

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SUBJECT : EMPLOYEE CAREER DEVELOPMENT				Section II Page 8 of 52
TOPIC : OFFICIAL FOREIGN TRAVELS				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Study Trips ¹ and Non-study trips ² not covered by DAO 2019-07				EO 77 dated 15 March 2019; DAO No. 2019 -07 dated 27 June 2019; Memo from the Secretary dated 18 July 2019; Memo from the Secretary dated 24 February 2020
a. Dissemination of Invitation - All offices	All levels			
a.1 Study Trips				
a.1.1 Scholarship		Chief CDD	Dir HRDS	
a.1.2 Training		Chief TDD	Dir HRDS	
a.2 Non-study trips		Chief CDD	Dir HRDS	

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¹ Scholarships, fellowships, trainings and studies abroad which are grant-funded or undertaken at minimal cost to the government

² Workshops, meetings, conferences and other related travels not covered by DAO 2019-07 dated 27 June 2019 and Memorandum from the Secretary dated 18 July 2019



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SUBJECT : EMPLOYEE CAREER DEVELOPMENT TOPIC : OFFICIAL FOREIGN TRAVELS				Section II Page 9 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
b. Nomination/ Endorsement of Nominees b.1 Central Office	USec	USec Supervising HRDS	Secretary or delegated official	
	ASec, Director, DC and below	ASec Supervising HRDS	USec Supervising HRDS	
b.2 Bureau	BD, ABD, DC	Supervising USec	Secretary or delegated official	
	Below DC	BD	USec Supervising HRDS	
b.3.1 DENR Region	RED, ARD, PENRO, CENRO, DC	Supervising USec	Secretary or delegated official	
	Below DC	RED	USec Supervising HRDS	
b.3.2 Regional Line Bureau	RD, DC	Supervising USec	Secretary or delegated official	
	Below DC	BD	USec Supervising HRDS	

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SUBJECT : EMPLOYEE CAREER DEVELOPMENT				Section II
TOPIC : OFFICIAL FOREIGN TRAVELS				Page 10 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
b.4 Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising USec	Secretary or delegated official	
	Below DC	Head of AA	USec Supervising HRDS	
c. Travel Authority	All levels	USec Supervising HRDS	Secretary or delegated official	
d. Service Obligation Contract	All levels	ASec Supervising HRDS	USec Supervising HRDS	
e. Memorandum of Agreement/ Understanding ³	All levels and partner institution	USec Supervising HRDS	Secretary or delegated official	
Note: All requests for nomination and Travel Authority (TA) shall be endorsed by the HRDC/HRDC Counterpart. TA shall be numbered by HRDS for control purposes.				

³ Memorandum of Agreement/Understanding involving scholarships, fellowships, trainings, studies and other related HRD interventions.



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SUBJECT : EMPLOYEE CAREER DEVELOPMENT				Section II Page 11 of 52
TOPIC : LOCAL SCHOLARSHIP				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR Local Scholarship and other Local Scholarship grants⁴ 1. Dissemination of Invitation/ Scholarship Announcement - All Offices	All Levels	Chief CDD	Dir HRDS	DAO No. 06, s. 1991 dated 04 March 1991 as amended by DAO No. 96-15 dated 12 April 2014, DAO No. 2000-77 dated 06 November 2000, and DAO No. 2003-40 dated 20 Aug 2003

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⁴ Scholarship grants that are fully or partially funded by DENR and other government offices and academic institutions such as those implemented by the DOST, DAP, NDCP, among others.



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SUBJECT : EMPLOYEE CAREER DEVELOPMENT				Section II Page 12 of 52
TOPIC : LOCAL SCHOLARSHIP				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
2. Nomination/ Endorsement of Nominees 2.1 DENR Funded (full or partial) - Central Office	USec	USec Supervising HRDS	Secretary or delegated official	
	ASec, Director, DC and below	ASec Supervising HRDS	USec Supervising HRDS	
- Bureau	BD, ABD, DC	Supervising USec	Secretary or delegated official	
	Below DC	BD	USec Supervising HRDS	
- DENR Region	RED, ARD, PENRO, CENRO, DC	Supervising USec	Secretary or delegated official	
	Below DC	RED	USec Supervising HRDS	
- Regional Line Bureau	RD, DC	Supervising USec	Secretary or delegated official	
	Below DC	BD	USec Supervising HRDS	
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising USec	Secretary or delegated official	
	Below DC	Head of AA	USec Supervising HRDS	

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

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SUBJECT : EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL SCHOLARSHIP			Section II Page 13 of 52
2.2 Non-DENR Funded - Central Office	U Sec	U Sec Supervising HRDS	Secretary or delegated official
	ASec, Director, DC and below	ASec Supervising HRDS	U Sec Supervising HRDS
- Bureau	BD, ABD, DC	Supervising U Sec	Secretary or delegated official
	Below DC	HRDC Counterpart	BD
- DENR Region	RED, ARD, PENRO, CENRO, DC	Supervising U Sec	Secretary or delegated official
	Below DC	HRDC Counterpart	RED
- Regional Line Bureau	RD, DC	Supervising U Sec	Secretary or delegated official
	Below DC	HRDC Counterpart	BD
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising U Sec	Secretary or delegated official
	Below DC	HRDC Counterpart	Heads of AA

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SUBJECT : EMPLOYEE CAREER DEVELOPMENT				Section II
TOPIC : LOCAL SCHOLARSHIP				Page 14 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
3. Special Order Authorizing the Scholarship Grant				
3.1 DENR Funded - All Offices	All levels	ASec Supervising HRDS	USec Supervising HRDS	
3.2 Non-DENR Funded - All Offices	USec, ASec, Director, DC	ASec Supervising HRDS	USec Supervising HRDS	
3.2.1 Central Office	Below DC	ASec Supervising HRDS	USec Supervising HRDS	
3.2.2 Bureaus	Below DC	ABD	BD	
3.2.3. DENR Region	Below DC	ARD	RED	
3.2.4 Regional Line Bureau	Below DC	RD	BD	
3.2.5 Attached Agency	Below DC	DC/Director	Head of AA	

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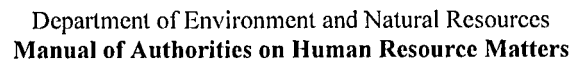
SUBJECT : EMPLOYEE CAREER DEVELOPMENT TOPIC : LOCAL SCHOLARSHIP				Section II Page 15 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
4. Service Obligation Contract 4.1 DENR Funded (full or partial) - All Offices 4.2 Non-DENR Funded - All Offices 4.2.1 Central Office 4.2.2 Bureaus 4.2.3. DENR Region 4.2.4 Regional Line Bureau 4.2.5 Attached Agency	All levels USec, ASec, Director, DC Below DC Below DC Below DC Below DC	ASec Supervising HRDS ASec Supervising HRDS ASec Supervising HRDS ABD ARD RD DC/Director	USec Supervising HRDS USec Supervising HRDS USec Supervising HRDS BD RED BD Head of AA	
5. Memorandum of Agreement/ Understanding	All levels and partner institution	USec Supervising HRDS	Secretary delegated official or	




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SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : STUDY LEAVE PRIVILEGE				Section II Page 16 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Study Leave Privilege⁵				
1. Application for Study Leave - Central Office	USec, ASec, Director DC and below	Supervising USec ASec Supervising HRDS	Secretary or delegated official USec Supervising HRDS	
- Bureau	BD, ABD, DC Below DC	Supervising USec ABD	Secretary or delegated official BD	
- DENR Region	RED, ARD, PENRO, CENRO, DC Below DC	Supervising USec RED ARD MS	Secretary or delegated official USec Supervising HRDS RED	

⁵ The study leave is a time-off from work for a certain period with pay for qualified officials and employees to help them prepare for board/bar examinations and thesis writing leading to completion of master's degree.



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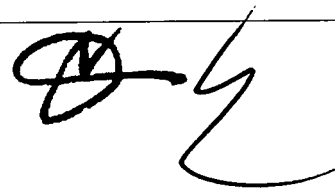
SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC : STUDY LEAVE PRIVILEGE				Section II Page 18 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
- Bureau	BD, ABD, DC	Supervising USec	Secretary or delegated official	
	Below DC	ABD	BD	
- DENR Region	RED,	Supervising USec	Secretary or delegated official	
	ARD, PENRO, CENRO, DC	RED	USec Supervising HRDS	
	Below DC	ARD MS	RED	
- Regional Line Bureau	RD	BD	Secretary or delegated official	
	DC	BD	USec Supervising HRDS	
	Below DC	Chief AO	RD	
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising USec	Secretary or delegated official	
	Below DC	DC/Director	Head of AA	

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SUBJECT: Human Resource Actions TOPIC : PERMISSION TO PURSUE ACADEMIC STUDIES			SECTION III Page 19 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Central Office USEC ASec/ Service Director/ RED/BD/ARD/ABD/RD Division Chief Below Division Chief	Supervising USec Service Director Division Chief/Head of Office	Secretary USec Supervising HRDS ASec Supervising HRDS Director, HRDS	
2. Regional Office/ PENRO/ CENRO All Levels	Division Chief/ Head of Office	Regional Executive Director	
3. Bureau Proper	Division Chief/ Immediate Supervisor	Bureau Director	
4. EMB/MGB RO	Division Chief/ Immediate Supervisor	Regional Director	
*Third level officers assigned in ROs and Bureaus			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 20 of 52
TOPIC : PERMISSION TO PRACTICE PROFESSION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Third Level			CSC Resolution No.1800692 dated July 3, 2018 Rule XII Section 136
USec		Secretary	
ASec/Service Director/RED/BD	Supervising USec	USEC Supervising HRDS	
ARD	RED	USEC Supervising HRDS	
ABD	BD	USEC Supervising HRDS	
RD	RED, BD	USEC Supervising HRDS	
2. PENRO/ CENRO	ARD MS	RED	
3. Division Chief			
Central Office	Service Director	USEC supervising HRDS	
DENR RO	ARD MS	RED	
PENR Office/ CENR Office	PENRO	ARD MS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
4. Below DC Central Office	Service Director	ASEC supervising HRDS	
RO	ARD MS	RED	
PENR Office / CENR Office	PENRO	RED	
Bureau Proper	Chief AO	ABD	
EMB/MGB RO	Chief AO	RD	

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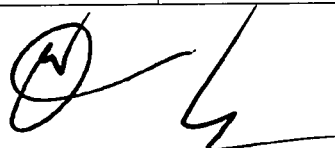
SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : APPOINTMENT*			Section III Page 21 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Third Level	Secretary	President	
b.PENRO		Secretary or delegated official	
c.CENRO		Secretary or delegated official	
d.Division Chief Central Office Bureau – S& L /EMB/MGB RO DENR RO PENR Office		Secretary or delegated official Secretary or delegated official Secretary or delegated official Secretary or delegated official	
e. Below division chief Central Office Bureau Proper EMB/MGB RO DENR RO PENR Office/CENR Office		Secretary or delegated official BD BD RED RED	DENR MSPP CSC Resolution No.1800692
*Subject to Approval of HRMPSB as per DENR MSPP HRMPSB docs to course thru Service Director			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III
TOPIC : APPOINTMENT			Page 22 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
f. Approval of Contract of Service/Job Orders			
Central Office	Head of office	Supervising USec	
Bureau	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENR Office	Chief MSD	PENRO	
CENR Office	CENRO	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 23 of 52
TOPIC : DESIGNATION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Officer –in- Charge (OIC) a.30 days and above a.1. Third Level USec Asec/RED/BD/Service Director/RD/ARD/ABD <			



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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : DESIGNATION			Section III Page 24 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO/PENR Office	RED, Supervising ASec, ASec Supervising HRDS	USec Supervising HRDS	
a.4.Below Division Chief			
Central Office	Service Director, ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD, RED	BD	
DENR RO	ARD MS	RED	
PENR Office/CENR Office	PENRO, ARD MS	RED	

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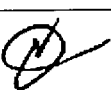

SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : DESIGNATION			Section III Page 25 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below 30 days (Within the AOR)*			
b.1 Third Level USec		Secretary	
ASec/RED/BD/Service Director/	Supervising USec	USec Supervising HRDS	
RD	BD	RED	
ARD		RED	
ABD		BD	
PENRO/CENRO	ARD MS	RED	
b.2 Division Chief			
Central Office	Service Director, Supervising Assistant Secretary/ Undersecretary	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO/PENR Office	ARD MS	RED	
b.3.Below Division Chief Level(Within the AOR)			
Central Office	Service Director	USec Supervising HRDS	
Bureau Proper	ABD	BD	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 26 of 52
TOPIC : DESIGNATION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	Chief AO	RD	
PENR Office/ CENR Office	PENRO	RED	
Note: Designation up to 30 days shall be limited to emergency cases			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 27 of 52	
TOPIC : REASSIGNMENT / RECALL				
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES	
1.Third Level USec ASec/Service Director/RED/BD/ARD/ ABD/ARD/RD	Supervising USec	Secretary USec supervising HRDS	CSC Resolution No.1800692 dated July 3, 2018 Rule IV section 13.A	
2.PENRO/CENRO	RED, Supervising Asec FO, Supervising USec FO	USec supervising HRDS		
3. Division chief	RED/BD/Service Director/ ASec/ USec	USec Supervising HRDS		
4. Below Division Chief -Across DENR Organizational Structure	RED/Service Director /Supervising ASec / ASec Supervising HRDS	USec Supervising HRDS		
-Within Central Office	Service Director /Supervising ASec / USec, ASec Supervising HRDS	USec Supervising HRDS		
-Within Bureau Proper	ABD	BD		
- Within the Region	ARD MS	RED		
-Within EMB/MGB RO	RD, RED	BD		
-Within the Province	PENRO	RED		
- Within the Region	ARD MS	RED		
-Within the Province	PENRO	RED		
Reassignment – is the movement of employee across the organizational structure within the same department of agency, which does not involve a reduction in rank status or salary. (CSC Resolution No. 1800692 dated July 3, 2018 section 13.a)				

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III
TOPIC : DETAIL ³ / SECONDMENT ⁴			Page 28 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.All Levels Central Office	Service Director /Supervising ASec / USec, ASec Supervising HRDS	Secretary	CESB Resolution no. 1464 Guidelines on Secondment of Career Executive Service Officers (CESOs), Third Level Eligibles and Officials/Employees Occupying Second Level Executive/Managerial Positions
DENR RO	RED/Service Director /Supervising ASec / USec, ASec Supervising HRDS	Secretary	
Bureau	BD/Supervising ASec / USec, ASec Supervising HRDS	Secretary	
EO 292 Rules on Personnel Actions			
CSC Resolution No.1800692 dated July 3, 2018 Rule IV section 13.B			
3. Detail - temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status or salary. (CSC Resolution No. 1800692 dated July 3, 2018 section 13.b)			
4. Secondment – movement of an employee from one department or agency to another, which is temporary in nature and may or may not require issuance of an appointment, but may either involve a reduction or increase in compensation. Payment of compensation shall be charged to the recipient agency up to one (1) year. (CSC MC No. 40 series 1998 dated December 1998 and CSC Resolution No. 06 – 1165 dated 05 July 2006)			
Note:			
1. MOU shall be approved / signed by Heads of respective agencies.			
2. Application for renewal of secondment should be filed three (3) months before expiration of the approved MOA and subject to CSC approval			

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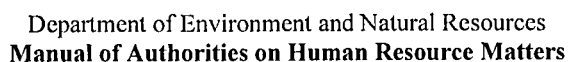
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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : RESIGNATION/TRANSFER			Section III Page 29 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Acceptance of Resignation			CSC Resolution No. 1800692 dated July 3, 2018 Rule X Section 104
1. Third Level	Secretary or delegated official	President	
2. PENR Office, CENR Officer	USec FO, ASec Supervising HRDS	USec Supervising HRDS	
1. Division Chief	Immediate Supervisor, ASec Supervising HRDS	USec Supervising HRDS	
2. Below Division Chief			
Central Office	Service Director/Head of Office, ASec Supervising HRDS	USEC supervising HRDS	
Bureau Proper	Division Chief, ABD	BD	
EMB/MGB RO	Division Chief, RD	BD	
DENR RO	ARD MS	RED	
PENR Office/CENR Office	CENRO, PENRO	RED	

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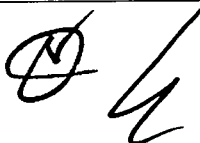


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SUBJECT: HUMAN RESOURCE ACTIONS			Section III
TOPIC : PAYROLL(SALARY AND BENEFITS)			Page 31 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Central Office	Chief P Div./Assistant Division Chief PD*	Director HRDS	
Bureau Proper	Chief AO/AO V (HRMO)	ABD	
DENR RO	Chief AO (Admin)	ARD MS	
EMB/MGB RO	Chief AO	RD	
PENR Office/CENR Office	Chief MSD	PENRO or Authorized Officer	
*In case of Designation of Chief PDiv			

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : NOTICE OF SALARY ADJUSTMENT / STEP INCREMENT			Section III Page 32 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Step Increment for Meritorious Performance /Length of Service			
A. Third Level	ASec Supervising HRDS	USec Supervising HRDS	CSC – DBM Joint Circular No. 1 s.2012 dated 03 Sept. 2012
PENRO/CENRO	ARD MS	RED	
B. Division Chief			
Central Office	Director HRDS	ASec Supervising HRDS	a. Length of Service
Bureau Proper	ABD	BD	b. Meritorious Performance
DENR RO/PENR Office/CENR Office	ARD MS	RED	
EMB/MGB RO	RD	BD	
C. Below Division Chief			
Central Office	Chief PDiv	Dir HRDS	
Bureau Proper	AO V (Personnel Unit)/Chief AO	ABD	
DENR RO/PENR office	Chief Admin Division	ARD MS	
EMB/MGB RO	RD	ABD	

*Includes third level officials assigned at the RO and Bureaus



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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : SALARY ADJUSTMENT / STEP INCREMENT			Section III Page 33 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
II. Salary Adjustment A. Third Level*/PENRO/ CENRO / Division Chief Central Office Bureau Proper DENR RO / PENR Office/CENR Office EMB/MGB RO B. Below Division Chief Central Office Bureau Proper DENR RO/PENR Office /CENR Office EMB/MGB RO	Director HRDS ABD ARD MS RD Chief PDiv. Chief AO (Admin) / AOV (HRMO) Chief AO (Admin) Chief AO	ASec Supervising HRDS BD RED BD Director HRDS ABD ARD MS ABD	RA no. 8439 Magna Carta for Scientist, Engineers, Researchers and other Science and Technology Personnel In Government
*Includes third level officials assigned at the RO and Bureaus			

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : LEAVE OF ABSENCE			Section III Page 34 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. One year			
All Levels	USec Supervising HRDS	Secretary or delegated official	
2. 30 days but not to exceed one year			
2.a USec		Secretary	
ASec/Director/ RED/BD/ARD/ABD /RD/PENRO/CENRO	Supervising USEC	USec supervising HRDS	
2.b Division Chief			
Central Office	Service Director	ASec supervising HRDS	
Bureau Proper	BD	ASec supervising HRDS	
DENR RO/PENR Office	RED/Usec FO	ASec supervising HRDS	
EMB/MGB RO	RD/BD	ASec supervising HRDS	
2.c Below Division Chief			
Central Office	Division Chief/Head of Office	Director HRDS	
Bureau proper	ABD	BD	

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : LEAVE OF ABSENCE			Section III Page 35 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	RD, RED	BD	
PENR Office/ CENR Office	PENRO, ARD MS	RED	
3.Below 30 Days			
3.a USec		Secretary	
ASec/Service Director /RED/BD	Supervising USec	USec supervising HRDS	
RD	ABD	BD	
ARD		RED	
ABD		BD	
3.b PENRO/CENRO	ARD MS	RED	
3.c Division Chief			
Central Office	Service Director, Supervising ASec, Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
EMB/MGB RO	RD	BD	
PENR Office/ CENR Office	Chief MSD	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 36 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
3.d Below Division Chief			
Central office	Division Chief/Head of Office	Director HRDS	
ERDB Research Center	Center Head, Chief AO	ABD	
BMB/LMB/FMB	Administrative Officer V (Personnel Unit)	ABD	
Bureau Proper	Chief AO	ABD	
EMB/MGB RO	Chief AO	RD	
DENR RO	Division Chief/ Immediate Supervisor	ARD MS	
PENR Office	Division Chief/ Immediate Supervisor	PENRO	
CENR Office		CENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 37 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
REHABILITATION LEAVE /MAGNA CARTA/ MATERNITY LEAVE			
i. Rehabilitation Leave (Max. of six (6) months)			CSC - DBM Joint Circular No.01 S. 2006. Guidelines for Availing of the Rehabilitation Privilege as amended by CSC-DBM Joint Circular no. 1, s. 2015 section 3.2
Central Office	ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	BD	USec Supervising HRDS	
EMB/MGB RO	BD	USec Supervising HRDS	
DENR RO/PENR Office /CENR Office	RED	USec Supervising HRDS	
ii. Magna Carta of Women			
Central office	Chief PDiv	Director HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO/PENR Office/ CENR Office	ARD MS	RED	CSC MC 25 s. 2010 (RA 9710)

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : LEAVE OF ABSENCE			Section III Page 38 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
ii. Maternity Leave Central Office Bureau Proper EMB/MGB RO DENR RO /PENR Office/ CENR Office	Director HRDS ABD Chief AO (Admin) ARD MS	ASec Supervising HRDS BD RD RED	Republic Act No. 11210
iii. Personal Travel Authority USec		Secretary	
ASec,Directors/ RED/BD/ RD/ ARD/ABD	Supervising ASec/Supervising USec, ASec Supervising HRDS	USec Supervising HRDS	
PENRO/CENRO	RED	ASec Supervising HRDS	
Division Chief and Below			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	BD	ASec Supervising HRDS	
DENR RO/PENR Office/ CENR Office	RED	ASec Supervising HRDS	
EMB/MGB RO	BD	ASec Supervising HRDS	



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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : TERMINAL LEAVE			Section III Page 39 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
TERMINAL LEAVE			
1. USEC		Secretary	CSC Memorandum Circular No. 7 s. 2013
2. ASEC/Director	ASec Supervising HRDS	USEC Supervising HRDS	
3. PENRO/CENRO	RED	USEC Supervising HRDS	DAO No. 2008 – 12 dated 15 July 2008
4. Division Chief and Below			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB /MGB RO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENRO/CENRO	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : MONETIZATION OF LEAVE*			Section III Page 40 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
A. 30 days and above All levels Central Office Bureau Proper EMB/MGB RO DENR RO/PENR Office/ CENR Office	Director HRDS ABD RD ARD MS	ASec Supervising HRDS BD BD RED	
B. Below 30 Days Central Office Bureau Proper EMB/MGB RO DENR RO PENR Office / CENR Office	Division Chief/Immediate Supervisor ABD Chief AO Division Chief/Immediate Supervisor ARD MS PENRO/ARD MS	Director HRDS BD RD RED RED	


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SUBJECT: HUMAN RESOURCE ACTIONS			Section III
TOPIC : OFFICE CLEARANCE			Page 41 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.USec		Secretary	
2. ASec/Directors	ASEC Supervising HRDS, USEC Supervising HRDS	USec Supervising HRDS	
3.PENRO/CENRO	ARD MS	RED	
4.Division Chief			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
EMB/MGB RO	RD	BD	
PENR Office	PENRO	RED	
5.Below Division Chief			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGBRO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENR Office / CENR Office	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 42 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Local Travel ¹¹			
a. More than 30 days			Executive Order No. 77 dated 15 March 2019
USec		Secretary	
ASec/Directors	Supervising USec	USec Supervising HRDS	
PENR Officer /CENR Officer/	ARD MS	RED* (with clearance from Asec FO)	
Division Chief Central Office	Service Director/Immediate Supervisor	USec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
PENR Office	PENRO	RED	
Below DC			
Central Office	Service Director/Immediate Supervisor	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	Immediate Supervisor, ARD MS	RED	
PENR/CENR Office	Immediate Supervisor, PENRO, ARD MS	RED	
b. Eight (8) days to thirty (30) days			
b.1 Central Office			
USec		Secretary	
ASec/Directors	Supervising ASec	Supervising USec	
Division Chiefs	Service Director	Supervising ASec	

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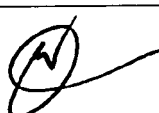

SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : TRAVEL			Section III Page 43 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below Division Chief	Immediate Supervisor	Service Director	
b.2 Bureau Proper			
BDs		Supervising USec	
ABDs	BD	Supervising Usec	
Division Chief and Below	ABD	BD	
b.3 Regional Office			
b.3.1 Outside the AOR			
EMB/MGB RO			
RD	RED	BD	
Division Chief	RD, RED	BD	
Below Division Chief	Chief AO	RD	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 44 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO			Executive Order No. 298 dated 23 March 2004
RED	ASec FO	USec FO	
ARD	RED	ASec FO	
PENRO / CENRO	ARD MS	RED	
Division Chief and below			
b. 3.2 within the AOR			
EMB/MGB RO			
RD		RED	
Division Chief and Below	Chief AO	RD	
DENR RO			
RED		ASec FO	
ARD		RED	
PENRO/CENRO /Division Chief and below	ARD MS	RED	
c. Seven (7) days and Below			
c.1 Central Office			
USec		Secretary	
ASec		Supervising USec	

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : TRAVEL			Section III Page 45 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Directors	Supervising ASEC	Supervising USec	
Division Chief	SD	Supervising ASEC	
Below Division Chief	DC	SD/Head of Office	
c.2 Bureau Proper			
BDs		Supervising USEC	
ABDs		BD	
Research Center Heads/Division Chief and below	ABD	BD	
Research Center Personnel		Research Center Head	
c.3 Regional office			
RED		Supervising ASec	
ARD/RD		RED	
PENRO		RED	
	ARD MS	RED	
Division Chief-RO	Supervising ARD	PENRO	
Division Chief-PENR Office			



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 46 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below Division Chief– RO	DC/HOF	Supervising ARD	
CENRO	Chief MSD	PENRO	
Below Division Chief PENR Office	Supervising DC/HOF	PENRO	
Below Division Chief CENR Office	Assistant CENRO (DMO IV/ Supervising ECOMs)	CENRO	

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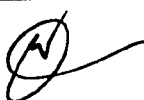

SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 47 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
c.3 (outside the AOR)			
c.3.1 EMB/MGB RO			
RD		RED	
Division Chief		RD	
Below Division Chief*	Immediate Supervisor	RD	
c.3.2 DENR RO			
ARD		RED	
Division Chief	Supervising ARD	RED	
Below DC	DC/Immediate Supervisor	Supervising ARD	
c.3.3 PENR Office DC/ CENR Office			
PENRO		RED	
CENRO/DC		PENRO	
Below DC PENR Office	Immediate Supervisor	PENRO	
Below DC CENR Office	Immediate Supervisor	CENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III
TOPIC : OVERTIME SERVICES/COMPENSATORY TIME OFF/OFFSETTING PRIVILEGE			Page 48 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.Signs / approves Authority to Render Overtime Services			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	Division Chief/ABD	BD	
EMB/MGB RO	Division Chief	RD	
DENR RO	ARD MS	RED	
PENR Office/ CENR Office	Chief MSD	PENRO	
2. Availment of COC			
Central Office	Division Chief/ HOF	Director HRDS	
Bureau Proper	AO V (Personnel Unit)	ABD	
EMB/MGB RO	Immediate Supervisor	RD	
DENR RO	Chief AO	ARD MS	
PENR Office / CENR Office	Immediate Supervisor	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 49 of 52
TOPIC : CREATION OF COMMITTEE AND AD HOC BODIES			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Creation of Committee (e.g. Investigation Committees, Ad Hoc and Task Forces)			
Central Office	Supervising ASec/USec, ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RED	BD	
DENR RO/PENR Office/ CENR Office	ARD MS/TS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 50 of 52
TOPIC : PREVENTIVE SUSPENSION / FORMAL CHARGE SHEET			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.Third Level Appointee	Secretary	President	
2. PENRO	USec Supervising HRDS	Secretary or delegated official	
3. Division Chief*/CENRO	USec Supervising HRDS	Secretary or delegated official	
4.Below Division Chief			
Central Office	Legal Affairs Service Director	Secretary or delegated official	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	

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Manual of Authorities on Human Resource Matters

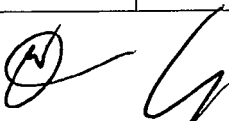
SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 51 of 52
TOPIC : DROPPING FROM THE ROLLS ¹⁵			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Third level	Secretary	President	
2. PENRO/CENRO	ASec Supervising HRDS	Secretary	
3. Division Chief	ASec Supervising HRDS	Secretary	
4. Below Division Chief			
Central Office	ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	ABD	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	
15. After due process, the Human Resource Development Service shall inform CSC/CESB/OP of actions taken.			

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : DISMISSAL			Section III Page 52 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Third Level	Secretary	President	
b. PENRO/CENRO	ASec Supervising HRDS	Secretary or delegated official	
c. Division Chief and below	ASec Supervising HRDS	Secretary or delegated official	
d. Below Division Chief			
Central Office	ASec supervising HRDS	Secretary or delegated official	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD, RED	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	

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Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

DENR ADMINISTRATIVE ORDER
No. 2019 - 07

JUN 27 2019

**SUBJECT : GUIDELINES ON THE DENR PARTICIPATION TO
INTERNATIONAL COMMITMENTS, CONFERENCES
AND OTHER RELATED AFFAIRS**

Pursuant to Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel" and DENR Administrative Order (DAO) No. 2009-18 or "Transfer of International Affairs Functions to the Planning and Policy Studies Office," the following guidelines are hereby issued for the guidance and compliance of all concerned.

SECTION 1. Basic Policy. It is the policy of the State to ensure that the official local or foreign travels shall cover the following criteria: (1) it is essential to the effective performance of an official or employees mandates or functions; (2) it is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to derived by the State; (3) the presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and (4) the projected expenses are not excessive or involve minimum expenditure.

SECTION 2. Objectives.

- 2.1 To provide a rational mechanism in the formulation of the national position to pursue during conferences or related affairs.
- 2.2 To provide a system of organizing the delegation to conferences, meetings, negotiations and related events.
- 2.3 To provide for an efficient and facilitative preparation and processing of necessary documents for international travel of the delegates to international conferences, meetings, negotiations and related affairs.

SECTION 3. Scope and Coverage. This Order covers the participation of DENR officials and employees to High-level Meetings, including Preparatory and Working Group meetings, and Technical and Experts Group meetings in the fulfilment of Environment and Natural Resources (ENR) International Agreements/Commitments. This shall also include invitations for speaking engagements or receiving awards from foreign governments/institutions or international agencies/organizations provided that these are within the purview of the international agreements/commitments as enumerated below and are funded by the inviting entity.

These international agreements/commitments are classified into the following:

- 3.1 United Nations (UN) Conventions;

- 3.2 Asia Pacific Agreements;
- 3.3 Association of Southeast Asian Nations (ASEAN) and sub-regional cooperation; and
- 3.4 Other Multilateral and Bilateral Agreements entered into by the Philippines not covered by the above classifications such as RAMSAR and CITES.

SECTION 4. Formulation of the Philippine Position to the Conference Agenda.

The formulation of the Philippine position to conferences shall follow the policy formulation process under DAO No. 2016-09, and shall be subject to approval of the Secretary or the Undersecretary for Policy, Planning and International Affairs.

SECTION 5. Organization of the Conference Delegation. The following procedures shall be observed in organizing the delegation:

- 5.1 Ministerial meetings shall be attended by the Secretary or a DENR official whose rank is not lower than an Assistant Secretary;
- 5.2 Senior Officials' meetings shall be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
- 5.3 Technical conferences shall be attended by the Heads of Bureaus or Attached Agencies or Assistant Head or the concerned Division Chief; and
- 5.4 The size of the delegation shall be organized at the minimum level. For support staff deemed necessary in the attendance to the above affairs, the most relevant Bureau or Attached Agency shall recommend a technical personnel in addition to those identified by the attendees themselves.

SECTION 6. Preparation and Processing of Necessary Travel Documents. The preparation and processing of the necessary papers for international travel involving DENR officials and personnel such as nominations and international funding requests, as well as requests for travel authority and other related papers needed for participation to international commitment conferences and meetings and negotiations shall be prepared by the Policy and Planning Service – Policy Studies Division and will be endorsed by the Undersecretary for Policy, Planning and International Affairs to the Office of the Secretary for approval and signature. The Human Resources Development Service (HRDS) shall be provided copies of travel authority on a quarterly basis for incorporation to the report to the President.

All nominations and requests for travel authority and other related papers and communications for other foreign travels, scholarships, training programs, fellowships, study grants, workshops, seminars not covered in Section 3 shall be prepared by the HRDS.

SECTION 7. Repealing Clause. All existing Orders, Memoranda and Circular or portions thereof which are inconsistent herewith are hereby revoked or amended accordingly.

SECTION 8. Separability Clause. If any provision of this Order shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

SECTION 9. Effectivity. This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgment of receipt of a copy hereof by the Office of the National Administrative Register (ONAR) and the UP Law Center.


ROY A. CIMATU
Secretary



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