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MAY 30 2022

**DENR ADMINISTRATIVE ORDER**  
No. 2022 - 09

**SUBJECT : MANUAL OF AUTHORITIES ON HUMAN RESOURCE MATTERS**

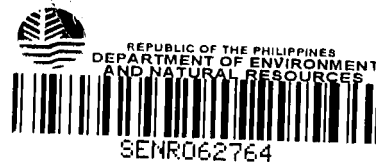
In the interest of the service, and in order to align delegated authorities of certain DENR Officials with the existing organizational structure, the Manual of Authorities on Human Resource Matters is hereby prescribed.

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



Publication: The Manila Times  
June 08, 2022

Acknowledgement: ONAR, U.P. Law Center  
June 08, 2022



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<b>SUBJECT: GENERAL PROVISIONS</b>	Section I Page 1 of 52
<b>TOPIC : PURPOSE AND OBJECTIVES</b>	

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.

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.

The objectives of this Manual are the following:

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; and
4. To guide customers and other concerned offices/agencies in transacting with the Department.

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

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SUBJECT: EMPLOYEE CAREER DEVELOPMENT				Section II
TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Page 5 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
c. Nominations/ Endorsement c.1. Central Office	Usec		Secretary or Delegated Official	
	ASec		Supervising Usec	
	Director		Supervising Asec/Usec	
	DC		Supervising Director	
c.2. Bureau	Below DC	DC/Immediate Supervisor	Supervising Director	
	BD		Supervising Asec/Usec	
	ABD & DC		BD	
c.3. Region	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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TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>d. Issuance of Special Order (Training/Seminar/Workshop/Course)</b>				
d.1. In-House				
• Initiated by Central	All levels	ASec Supervising HRDS	USec Supervising HRDS	
• Initiated by Region	All levels	ARD MS	RED	
• Initiated by Bureau	All levels	ABD	BD	
d.2. External				
	Third Level, PENRO, CENRO & DC	ASec Supervising HRDS, USec Field Ops	USec Supervising HRDS	
	Below DC	ASec Supervising HRDS	USec Supervising HRDS	
• Central Office		ABD	BD	
• Staff Bureau		ABD	BD RD	
• Line Bureau - Central - Regional Office		ARD MS	RED	
	Regional Office			
<b>e. Issuance of Training Certificate</b>				
e.1. Initiated by Central				
	Third Level, PENRO, CENRO and DC		ASec Supervising HRDS, USec Supervising HRDS	
	• All offices		Dir HRDS, ASec Supervising HRDS	
	Below DC		BD	
	• All Offices		RED	
e.2. Initiated by Bureau				
e.3. Initiated by Region				
e.4. ENRA Courses				
	All levels/offices		Secretary or Delegated Official	
	All levels/offices		RED	
	Central Office			
	• All levels			
	Regional Offices			
	• All levels			
<b>f. Memorandum of Agreement (Training)</b>				
	All levels and stakeholders	ASec Supervising HRDS/ USec Supervising HRDS	Secretary or Delegated Official	

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TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				Page 7 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>g. Learning and Development Plan</b>	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	
<b>h. Individual Development Plan</b>	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
TOPIC : OFFICIAL FOREIGN TRAVELS				Page 8 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Study Trips <sup>1</sup> and Non-study trips <sup>2</sup> 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
<b>a. Dissemination of Invitation</b> - All offices	All levels			
<b>a.1 Study Trips</b>				
a.1.1 Scholarship		Chief CDD	Dir HRDS	
a.1.2 Training		Chief TDD	Dir HRDS	
<b>a.2 Non-study trips</b>		Chief CDD	Dir HRDS	

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

<sup>2</sup> 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**

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>b. Nomination/ Endorsement of Nominees</b>  <b>b.1 Central Office</b>	USec  ASec, Director, DC and below	USec Supervising HRDS  ASec Supervising HRDS	Secretary or delegated official  USec Supervising HRDS	
<b>b.2 Bureau</b>	BD, ABD, DC  Below DC	Supervising USec  BD	Secretary or delegated official  USec Supervising HRDS	
<b>b.3.1 DENR Region</b>	RED, ARD, PENRO, CENRO, DC  Below DC	Supervising USec  RED	Secretary or delegated official  USec Supervising HRDS	
<b>b.3.2 Regional Line Bureau</b>	RD, DC  Below DC	Supervising USec  BD	Secretary or delegated official  USec Supervising HRDS	

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**SUBJECT : EMPLOYEE CAREER DEVELOPMENT**

**TOPIC : OFFICIAL FOREIGN TRAVELS**

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>b.4 Attached Agency</b>	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	
<b>c. Travel Authority</b>	All levels	USec Supervising HRDS	Secretary or delegated official	
<b>d. Service Obligation Contract</b>	All levels	ASec Supervising HRDS	USec Supervising HRDS	
<b>e. Memorandum of Agreement/ Understanding<sup>3</sup></b>	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.

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



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TOPIC : LOCAL SCHOLARSHIP				Page 11 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>DENR Local Scholarship and other Local Scholarship grants<sup>4</sup></b>  <b>1. Dissemination of Invitation/ Scholarship Announcement</b>  - 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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<sup>4</sup> 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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DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>2. Nomination/ Endorsement of Nominees</b> 2.1 DENR Funded (full or partial) <b>- Central Office</b>	Usec	Usec Supervising HRDS	Secretary delegated official or	
	ASec, Director, DC and below	ASec Supervising HRDS	Usec Supervising HRDS	
<b>- Bureau</b>	BD, ABD, DC	Supervising Usec	Secretary delegated official or	
	Below DC	BD	Usec Supervising HRDS	
<b>- DENR Region</b>	RED, ARD, PENRO, CENRO, DC	Supervising Usec	Secretary delegated official or	
	Below DC	RED	Usec Supervising HRDS	
<b>- Regional Line Bureau</b>	RD, DC	Supervising Usec	Secretary delegated official or	
	Below DC	BD	Usec Supervising HRDS	
<b>- Attached Agency</b>	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising Usec	Secretary delegated official or	
	Below DC	Head of AA	Usec Supervising HRDS	

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

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TOPIC : LOCAL SCHOLARSHIP				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>3. Special Order Authorizing the Scholarship Grant</b>				
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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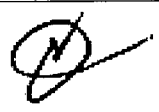

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**SUBJECT : EMPLOYEE CAREER DEVELOPMENT**

**TOPIC : LOCAL SCHOLARSHIP**

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

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**SUBJECT: EMPLOYEE CAREER DEVELOPMENT**

**TOPIC : STUDY LEAVE PRIVILEGE**

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<b>Study Leave Privilege<sup>5</sup></b>				
<b>1. Application for Study Leave</b>				
- <b>Central Office</b>	U Sec, Director  A Sec,  DC and below	Supervising U Sec  A Sec Supervising HRDS	Secretary or delegated official  U Sec Supervising HRDS	
- <b>Bureau</b>	BD, ABD, DC  Below DC	Supervising U Sec  ABD	Secretary or delegated official  BD	
- <b>DENR Region</b>	RED,  ARD, PENRO, CENRO, DC  Below DC	Supervising U Sec  RED  ARD MS	Secretary or delegated official  U Sec Supervising HRDS  RED	

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<sup>5</sup> 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.





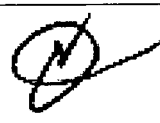
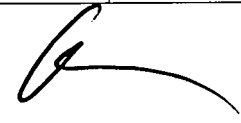
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**SUBJECT: EMPLOYEE CAREER DEVELOPMENT**

**TOPIC : STUDY LEAVE PRIVILEGE**

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
- Bureau	BD, ABD, DC  Below DC	Supervising USec  ABD	Secretary delegated official or  BD	
- DENR Region	RED,  ARD, PENRO, CENRO, DC  Below DC	Supervising USec  RED  ARD MS	Secretary delegated official or  USec Supervising HRDS  RED	
- Regional Line Bureau	RD  DC  Below DC	BD  BD  Chief AO	Secretary delegated official or  USec Supervising HRDS  RD	
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC  Below DC	Supervising USec  DC/Director	Secretary delegated official or  Head of AA	

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SUBJECT: <b>Human Resource Actions</b>			SECTION III Page 19 of 52
TOPIC : <b>PERMISSION TO PURSUE ACADEMIC STUDIES</b>			
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
U Sec		Secretary	
ASec/Service Director/RED/BD	Supervising U Sec	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			Section III Page 21 of 52
TOPIC : APPOINTMENT*			
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

TOPIC : APPOINTMENT

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**

**TOPIC : DESIGNATION**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
<p>1. Officer –in- Charge (OIC)</p> <p>a.30 days and above</p> <p>a.1. Third Level</p> <p>Usec</p> <p>Asec/RED/BD/Service Director/RD/ARD/ABD</p> <p>a.2. PENRO / CENRO</p> <p>a.3.Division Chief</p> <p>Central Office</p> <p>Bureau – S</p> <p>Bureau – L/EMB/MGB RO</p>	<p>Supervising Usec</p> <p>RED/Usec FO</p> <p>Service Director, Supervising ASec, Supervising Usec, ASec Supervising HRDS</p> <p>BD, Supervising ASec, ASec Supervising HRDS</p> <p>RED, BD, Supervising ASec, ASec Supervising HRDS</p>	<p>Secretary</p> <p>Usec Supervising HRDS</p> <p>Usec Supervising HRDS</p> <p>Usec Supervising HRDS</p> <p>Usec Supervising HRDS</p>	<p>CSC Resolution No.1800692 dated July 3, 2018 Rule IV Section 13 letter c.</p>

Designation –movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position on a concurrent capacity or on a full-time basis (CSC Resolution No.1800692 dated July 3, 2018)

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SUBJECT: HUMAN RESOURCE ACTIONS

TOPIC : DESIGNATION

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			Section III Page 25 of 52
TOPIC : DESIGNATION			
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	

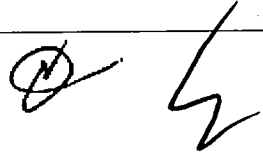
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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 26 of 52
TOPIC : DESIGNATION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	Chief AO	RD	
PENR Office/ CENR Office	PENRO	RED	



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 Page 28 of 52	
TOPIC : DETAIL <sup>3</sup> / SECONDMENT <sup>4</sup>			
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
DENR RO	RED/Service Director /Supervising ASec / USec, ASec Supervising HRDS	Secretary	Executive/Managerial Positions
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
<p>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)</p> <p>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)</p> <p>Note:</p> <ol style="list-style-type: none"><li>1. MOU shall be approved / signed by Heads of respective agencies.</li><li>2. Application for renewal of secondment should be filed three (3) months before expiration of the approved MOA and subject to CSC approval</li></ol>			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 29 of 52
TOPIC : RESIGNATION/TRANSFER			
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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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 30 of 52
TOPIC : RETIREMENT			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Optional <sup>6</sup>			
1. Third Level			1. RA 10154 s. 2011 dated July 14, 2011 as implemented by CSC MC No. 07, 2013
Usec		Secretary	
A Sec/Service Director/ RED/BD/ARD/ ABD/RD	Supervising Usec	Usec Supervising HRDS	2. DBM – GSIS Joint Circular 2013-1 dated March 8, 2013
2. PENRO /CENRO	A Sec Supervising HRDS	Usec Supervising HRDS	
3. Division Chief	Service Director/Head of Office, A Sec Supervising HRDS	USEC Supervising HRDS	
4. Below Division Chief	Director HRDS	USEC Supervising HRDS	
Central Office			
Bureau Proper	ABD	BD	
DENR RO/PENR office/CENR Office	ARD MS	RED	
EMB/MGB RO	RD	BD	
5. Compulsory retirement – when one reaches the age of 65 years old and has satisfied the service requirement upon retirement.			
6. Optional retirement under the following conditions:			
a. When one has rendered at least 15 years of service and is at least 60 years of age at the time of retirement (RA 8291).			
b. Those who entered government service on or before May 31, 1997 and has rendered at least 20 years of service (RA 1616).			
c. When one reaches magic 87, where the length of service and age at the time of retirement totals 87 (RA 660)			

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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			Section III Page 32 of 52
TOPIC : NOTICE OF SALARY ADJUSTMENT / STEP INCREMENT			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Step Increment for Meritorious Performance /Length of Service			
A. Third Level	A Sec Supervising HRDS	U Sec Supervising HRDS	CSC – DBM Joint Circular No. 1 s.2012 dated 03 Sept. 2012  a. Length of Service  b. Meritorious Performance
PENRO/CENRO	ARD MS	RED	
B. Division Chief			
Central Office	Director HRDS	A Sec Supervising HRDS	
Bureau Proper	ABD	BD	
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**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
II. Salary Adjustment			RA no. 8439 Magna Carta for Scientist, Engineers, Researchers and other Science and Technology Personnel In Government
A. Third Level*/PENRO/ CENRO / Division Chief			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO / PENR Office/ CENR Office	ARD MS	RED	
EMB/MGB RO	RD	BD	
B. Below Division Chief			
Central Office	Chief PDiv.	Director HRDS	
Bureau Proper	Chief AO (Admin) / AOV (HRMO)	ABD	
DENR RO/PENR Office /CENR Office	Chief AO (Admin)	ARD MS	
EMB/MGB RO	Chief AO	ABD	

\*Includes third level officials assigned at the RO and Bureaus

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**SUBJECT: HUMAN RESOURCE ACTIONS**

**TOPIC : LEAVE OF ABSENCE**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. One year			
All Levels	U Sec Supervising HRDS	Secretary or delegated official	
2. 30 days but not to exceed one year			
2.a U Sec		Secretary	
A Sec/Director/ RED/BD/ARD/ABD /RD/PENRO/CENRO	Supervising USEC	U Sec supervising HRDS	
2.b Division Chief			
Central Office	Service Director	A Sec supervising HRDS	
Bureau Proper	BD	A Sec supervising HRDS	
DENR RO/PENR Office	RED/Usec FO	A Sec supervising HRDS	
EMB/MGB RO	RD/BD	A Sec 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**

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

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
<b>REHABILITATION LEAVE /MAGNA CARTA/ MATERNITY LEAVE</b>			
<b>i. Rehabilitation Leave (Max. of six (6) months)</b>			
Central Office	ASec Supervising HRDS	USec Supervising HRDS	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
Bureau Proper	BD	USec Supervising HRDS	
EMB/MGB RO	BD	USec Supervising HRDS	
DENR RO/PENR Office /CENR Office	RED	USec Supervising HRDS	
<b>ii. Magna Carta of Women</b>			
Central office	Chief PDiv	Director HRDS	CSC MC 25 s. 2010 (RA 9710)
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO/PENR Office/ CENR Office	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 38 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
ii. Maternity Leave			
Central Office	Director HRDS	ASec Supervising HRDS	Republic Act No. 11210
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO (Admin)	RD	
DENR RO /PENR Office/ CENR Office	ARD MS	RED	
iii. Personal Travel Authority			
U Sec		Secretary	
ASec, Directors/ RED/BD/ RD/ ARD/ABD	Supervising ASec/Supervising U Sec, ASec Supervising HRDS	U Sec 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			Section III Page 39 of 52
TOPIC : TERMINAL LEAVE			
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: <b>HUMAN RESOURCE ACTIONS</b>			Section III Page 40 of 52
TOPIC : <b>MONETIZATION OF LEAVE*</b>			
<b>DESCRIPTION</b>	<b>RECOMMENDING APPROVAL</b>	<b>APPROVING AUTHORITY</b>	<b>LEGAL BASES</b>
<b>A. 30 days and above</b>			
All levels			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD	BD	
DENR RO/PENR Office/ CENR Office	ARD MS	RED	
<b>B. Below 30 Days</b>			
Central Office	Division Chief/Immediate Supervisor	Director HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO	Division Chief/Immediate Supervisor ARD MS	RED	
PENR Office / CENR Office	PENRO/ARD MS	RED	



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 41 of 52
TOPIC : OFFICE CLEARANCE			
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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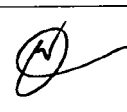
SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 42 of 52	
TOPIC : TRAVEL				
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES	
<b>1. Local Travel <sup>11</sup></b>				
<b>a. More than 30 days</b>				
USec		Secretary	Executive Order No. 77 dated 15 March 2019	
ASec/Directors	Supervising 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>b. Eight (8) days to thirty (30) days</b>				
<b>b.1 Central Office</b>				
USec		Secretary		
ASec/Directors	Supervising ASec	Supervising USec		
Division Chiefs	Service Director	Supervising ASec		

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 43 of 52
TOPIC : TRAVEL			
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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TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO			Executive Order No. 298 dated 23 March 2004
RED	A Sec FO	U Sec FO	
ARD	RED	A Sec FO	
PENRO / CENRO Division Chief and below	ARD MS	RED	
b. 3.2 within the AOR			
EMB/MGB RO			
RD		RED	
Division Chief and Below	Chief AO	RD	
DENR RO			
RED		A Sec FO	
ARD		RED	
PENRO/CENRO /Division Chief and below	ARD MS	RED	
c. Seven (7) days and Below			
c.1 Central Office			
U Sec		Secretary	
A Sec		Supervising U Sec	

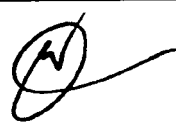
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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 45 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Directors	Supervising ASEC	Supervising USec	
Division Chief	SD	Supervising ASEC	
Below Division Chief	DC	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	
Division Chief-RO	ARD MS	RED	
Division Chief-PENR Office	Supervising ARD	PENRO	

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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 Page 48 of 52
TOPIC : OVERTIME SERVICES/COMPENSATORY TIME OFF/OFFSETTING PRIVILEGE			
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	

*(Handwritten signatures and initials)*



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 51 of 52
TOPIC : DROPPING FROM THE ROLLS <sup>15</sup>			
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.			

*[Handwritten signatures and initials]*



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<b>SUBJECT: HUMAN RESOURCE ACTIONS</b>  <b>TOPIC : DISMISSAL</b>			Section III Page 52 of 52
<b>DESCRIPTION</b>	<b>RECOMMENDING APPROVAL</b>	<b>APPROVING AUTHORITY</b>	<b>LEGAL BASES</b>
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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