



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



JAN 31 2024

**DENR ADMINISTRATIVE ORDER**

No. 2024 - 03

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

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

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

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

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

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

MARIA ANTONIA VULO LOYZAGA  
Secretary

Publication: The Manila Times  
May 17, 2024

Acknowledgement: ONAR, U.P. Law Center  
May 21, 2024

