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MEMORANDUM CIRCULAR
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**SUBJECT : GUIDELINES ON AVAILING SARS – CoV - 2
SCREENING TEST FOR THE OFFICIAL TRAVEL
OF DENR OFFICIALS AND EMPLOYEES**

In the interest of the service and to ensure the operations of the Department is not affected by the strict implementation of local and foreign travel protocol, guidelines on the availing the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-COV-2) testing services of DENR officials and employees with authorized travel order is hereby issued.

I. RATIONALE

The Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 79, Series of 2020, provides guidelines on interzonal and intrazonal movement. Government officials are considered as Authorized Persons Outside Their Residences (APOR). However, despite of easing the travel restrictions, there are provinces, cities and municipalities that require result of SARS-CoV-2 as proof that government officials/employees are free from COVID-19 infection before allowing anyone to enter in their respective jurisdictions to prevent the risk of community transmission.

To comply with this requirements and travel order issued by the Department, officials/employees are required to undergo and secure SARS-CoV-2 testing. Currently, the DENR officials/personnel with official travel shoulder the laboratory fee of the said test. Thus, it is imperative for the Department to have guidelines that will serve as basis in the procurement of the said test for its officials and employees.

II. OBJECTIVE

This memorandum aims to provide interim guidelines on the availment of SARS-CoV-2 test for official travel of DENR officials and employees.

III. SCOPE

These guidelines shall cover all authorized travels of the officials and employees of the DENR Central Office.

IV. DOCUMENTARY REQUIREMENTS

All officials and employees shall provide the Human Resource Development Service copy of the approved travel order and itinerary of travel, five days before to the scheduled departure. The Health and Wellness shall be responsible for the scheduling/appointment of the test with the Department of Health accredited laboratory/facility. Attached is the process flow in availing the SARS-CoV-2 test.

V. PAYMENT OF LABORATORY FEES

Payment of the laboratory fees shall be shouldered by the Department.

For guidance and strict implementation of all concerned.


ATTY. ERNESTO D. ADOBO, JR., *CESO I*

PROCESS FLOW

