



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM FROM THE SECRETARY**

TO : Undersecretary for Management and Technical Services  
Assistant Secretary for Foreign Assisted Projects  
Heads of Attached Agencies  
Bureau Directors

SUBJECT : **NOMINATIONS FOR FOREIGN TRAVELS, TRAININGS,  
WORKSHOPS**

DATE : OCT 20 2004

You are hereby directed to consider the following criteria in nominating staff and personnel to participate in foreign travels, trainings, workshops, conventions, not otherwise disallowed by Administrative Order No. 103;

1. relevance of the training, workshop, convention to the actual duties or area of assignment of the nominee;
2. performance of the nominee (based on the performance evaluation system); and,
3. such other standards being used by your bureau/office.

In your Memorandum for the undersigned include an evaluation of the nominee against the foregoing criteria, apart from the standard format being adopted. Failure to include the evaluation may be a ground for disapproval of the request for foreign travel.

All requests for foreign travels shall be endorsed to the undersigned by the Undersecretary for Management and Technical Services.

For strict compliance.

  
**MICHAEL T. DEFENSOR**

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