



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

TO : The Bureau Directors
All Heads of Attached Agencies
All Heads of Units/Offices/Projects

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **PROPOSED/TENTATIVE SCHEDULE OF FOREIGN TRAVELS**

DATE : **OCT 22 2004**

It has been observed that a number of requests for travel authorities for foreign travels (international commitments, seminars, meetings, workshop and study tours) submitted to this Office are so close to the date of travel. Among other things, this practice limits the time for proper evaluation and processing of documents. Oftentimes, our attention is called by the Department of Foreign Affairs and the Office of the President regarding processing period of travel documents.

To give all concerned offices enough time for processing, submit a proposed/tentative schedule of foreign travels including the names of employees to represent DENR for the last quarter of CY 2004 and the whole year of 2005. Forward your documents to the Human Resource Development Service not later than 15 November 2004.

For your compliance.

ROLANDO L. METIN

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