

REC'D
12/17/04 2:00PM



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

TO : The Bureau Directors (except PAWB)
All Heads of Attached Agencies (except LLDA)
All Heads of Units/Offices/Projects

FROM : The Undersecretary
Management and Technical Services

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

DATE : DEC 15 2004

This refers to our memorandum dated 22 October 2004 that requested your offices to submit CY 2005 Proposed/Tentative Schedule of Foreign Travels.

As of this date, we have received responses only from the Protected Areas and Wildlife Bureau (PAWB) and the Laguna Lake Development Authority (LLDA).

For those who have not yet submitted, we reiterate the submission of your 2005 foreign travel schedule to include the names, purpose, and dates of foreign travel. Forward your documents to the Human Resource Development Service on or before 20 December 2004.

For your compliance.


ROLANDO L. METIN

Memo
632