



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

To : ALL REGIONAL EXECUTIVE DIRECTORS  
Subject : **TRAVEL/S OUTSIDE OF REGIONAL ASSIGNMENT**  
Date : 15 August 2005

In line with the policy of continuously adopting austerity measures in government and to optimize the presence of key officials in the region, you are hereby instructed to clear your travel/s outside of regional assignment from the undersigned or the Undersecretary for Management and Technical Services.

Moreover, travel to Central Office must be done only upon instruction from the undersigned. In cases where you deemed that travel is necessary, such travel must be coordinated and cleared first from the undersigned or the Undersecretary for Management and Technical Services.

Travel authority of other key officers under your administrative supervision to Central Office and outside of regional assignment can be issued if said travel is deemed urgent or extremely important for the good of public service.

It is expected that this policy be strictly observed to optimize the field presence of key officers and save on precious travel expenses.

For your information and compliance.

  
**MICHAEL T. DEFENSOR**



*Meas 226*

**Let's Go Green**