



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



MEMORANDUM FROM THE UNDERSECRETARY

FOR/TO : ALL DENR OFFICIALS/EMPLOYEES
SUBJECT : **CANCELLED/ POSTPONED OFFICIAL TRAVELS ABROAD**
DATE : **AUG 25 2005**

It has come to my attention that there are official travels that were cancelled/postponed but were not reported to this office thereby causing delay in the processing of subsequent requests for travel authorities.

Please be informed that travel authorities issued are officially recorded and treated as completed unless this office is informed otherwise.

In this connection, you are hereby instructed to officially inform this Office thru the Human Resource Development Service of official travel/s abroad that were cancelled/postponed with corresponding reason/s. This will facilitate the processing of request for travel authorities and update your travel records.

For your information and compliance.


ARMANDO A. DE CASTRO

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