



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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 : The Undersecretaries, Assistant Secretaries, Heads of Offices
Heads of Attached Agencies
Regional Executive Directors, Regions 1-12, NCR, CAR
and CARAGA
Regional Directors, MGB and EMB
Bureau Directors

SUBJECT : **Dissemination of Invitations and Nominations to Travels
Abroad**

DATE : **NOV 29 2005**

It has been observed that there are officials who disseminate invitations to foreign scholarships/trainings/workshops and related activities and/or nominate officials/employees to organizers of said undertakings abroad.

These actions violate Memorandum from the Secretary dated January 12, 2004 and Memorandum Order No. 2003-01 dated March 17, 2003. The authority to disseminate and nominate fall within the functional authority of the undersigned as Chairman of the DENR Scholarship Committee and pursuant to Special Order No. 2005-12, dated January 14, 2005.

In this connection, all invitations to, and requests for foreign travels including documentary requirements should be forwarded to this Office for evaluation and processing, otherwise such will be a ground for non-issuance of travel authority.

For your information and appropriate action.


ARMANDO A. DE CASTRO

- memo 315