



Republic of the Philippines
Department of Environment and Natural Resources
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DEC 17 2021

MEMORANDUM

FOR/TO : All DENR Officials and Employees

FROM : The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : CLEARANCE TO PURSUE ACADEMIC STUDIES UNDER PERSONAL CAPACITY

In line with the Department's priority to support and provide opportunities for the professional growth and development of its human resource, officials and employees shall be allowed to pursue academic/post-graduate degree in their own capacity.

Related to this and in order to ensure that office operations shall not be hampered while pursuing post-graduate studies, ALL OFFICIALS and EMPLOYEES are advised to observe and adhere to the following:

1. Inform and seek the approval of respective Head of Office through a letter of intent/memo request which shall be submitted at least fifteen (15) working days prior to the date of enrollment;
2. The Head of Office shall endorse the request to the approving authority (*as indicated in the Manual of Authorities (Section III p. 9 attached)*), through the Personnel Division, subject to compliance to the following process and requirements:
 - a. The official or employee is doing satisfactory work in his/her job with a performance rating of at least "Very Satisfactory" (VS) for the previous rating period;
 - b. The official or employee should only enroll for classes scheduled during weekends (Saturdays and Sundays) or after working/office hours during weekdays (Mondays-Fridays);
 - c. Request for alternative work arrangements to comply with academic requirements may be granted, subject to the approval of the Head of Office. However, the employee is still subject to the 40-hour requirement per week of the CSC; and
 - d. The required performance rating must be maintained on the duration of the academic/post-graduate degree.
3. Upon approval, the official/employee must submit the registration form/schedule of classes for the semester/term duly signed by the authorized school representative to the Head of Office, copy furnished Personnel Division, prior to the start of classes.

Non-compliance to the abovementioned guidelines shall be ground for disapproval of the request, possible disciplinary action and/or disqualification for scholarship and study leave privileges.

For your information and strict compliance.


ATTY. ERNESTO D. ADOBO, JR., *CESO I*

SUBJECT: HUMAN RESOURCES DEVELOPMENT
(A. Personnel Career Development)
TOPIC: PERMISSION TO STUDY

SECTION III
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DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level	Concerned USEC	Secretary or USEC AIS
2. PENR Officer/CENR Officer	ASEC FO, ASEC HRDIS, USEC FO	USEC AIS
3. Division Chief	Dir HRDS	ASEC HRDIS
4. Below Division Chief		
<u>4.a SG 18-23</u>		
Central Office	Dir HRDS	ASEC HRDIS
Bureau S and L	ABD	BD
EMB/MGB Regional	Chief AO	RD
Region/PENRO/CENRO	ARD MS	RD
<u>4.b Below SG 18</u>		
Central office	Dir HRDS	ASEC HRDIS
Bureau - S and L	ABD	BD
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