



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Regional Executive Directors
All Heads of Attached Agencies

FROM : The Undersecretary
Policy, Planning and International Affairs

SUBJECT : **REITERATING THE MEMORANDUM FROM THE
SECRETARY NO. 2019-570 RE: INTERNATIONAL TRAVELS
OF DENR OFFICIALS AND EMPLOYEES**

DATE : FEB 26 2022

This is to reiterate the Memorandum from the Secretary No. 2019-570 re: "*International Travels of DENR Officials and Employees*," and the Memorandum from the undersigned re: "*International Travels of DENR Officials and Employees within the Purview of the International Agreements/Commitments*," dated 24 June 2019 for the guidance of all concerned.

The following international travels shall be processed by the Office of the Undersecretary for Policy, Planning and International Affairs:

1. Ministerial Meetings to be attended by the Secretary's duly designated representative;
2. Senior Officials' Meetings to be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
3. Preparatory and Working Group meetings that are prelude to High-level meetings to be attended by the DENR official whose rank is not lower than Division Chief; and
4. Negotiations and discussions on the details of existing and new projects within the purview of the international agreements/commitments involving high-level official/DENR official whose rank is not lower than a Director.

Travels not covered under the items as stated above shall be processed and endorsed by the Undersecretary for Administration, Human Resources and Legislative Affairs.

Requests for Travel Authority shall be submitted to the Undersecretary for Policy, Planning and International Affairs, thru the Director for Policy and Planning Service. It shall be accompanied by the following supporting documents, to wit:

1. Request for nomination endorsed by the Head of Office and concerned Asec/Usec, with justification indicating that the nominee satisfies the minimum criteria specified under Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel," to wit:
 - The purpose of the trip is essential to the effective performance of an official or employee's mandates or functions;
 - It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
 - The presence of the official or employee is critical to the outcome of the official meeting/activity to be attended;
 - The projected expenses are not excessive or involve minimum expenditure; and
 - The travel shall not hamper the operational efficiency of the agency.
2. Invitation letter from the organizer;
3. Certification of Actual Duties and Responsibilities;
4. Travel History (within 24 months) and travel report of previous travel;
5. Service Record;
6. Certificate of No Pending Case; and
7. Updated Personal Data Sheet.

To avoid any delays in the processing of necessary travel documents, please ensure complete submission of the aforementioned supporting documents to the undersigned for possible endorsement to the Office of the Secretary.

For your information and appropriate action, please.


ATTY. JONAS R. LEONES



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
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MEMORANDUM FROM THE SECRETARY

TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Regional Directors
All Heads of Attached Agencies

SUBJECT : INTERNATIONAL TRAVELS OF DENR OFFICIALS AND EMPLOYEES

DATE : JUL 18 2019

To facilitate the preparation and processing of necessary papers for international travels as well as to closely monitor and ensure participation and compliance of the Department to international commitments and agreements, please be guided by the following:

The Office of the Undersecretary for Policy, Planning and International Affairs shall process international travels covering the following:

1. Ministerial Meetings to be attended by the Secretary's duly designated representative;
2. Senior Officials' Meetings to be attended by an Undersecretary or DENR Official whose rank is not lower than a Director;
3. Preparatory and Working Group meetings that are prelude to High-level meetings to be attended by the DENR official whose rank is not lower than Division Chief; and
4. Negotiations and discussions on the details of existing and new projects within the purview of the international agreements/ commitments involving high-level officials/ DENR official whose rank is not lower than a Director.

All other travels not included in the aforementioned, requests for nomination and issuance of travel authorities shall be processed and endorsed by the Undersecretary for Administration, Finance, Human Resources, Information Systems, Legal, Legislative Affairs and Anti-Corruption.

FOR COMPLIANCE.



ROY A. CIMATU

MEMO NO. 2019-570





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MEMORANDUM

FOR/TO : **All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Regional Directors
All Heads of Attached Agencies**

FROM : **The Undersecretary
Policy, Planning and International Affairs**

SUBJECT : **INTERNATIONAL TRAVELS OF DENR OFFICIALS
AND EMPLOYEES WITHIN THE PURVIEW OF THE
INTERNATIONAL AGREEMENTS/ COMMITMENTS**

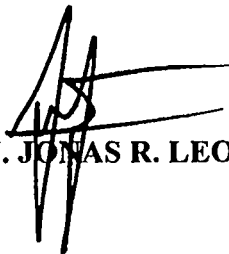
DATE : **JUN 24 2019**

To facilitate the efficient processing of travel documents of DENR officials to meetings in compliance of the Department to international commitments and agreements, requests for travel authority shall be accompanied by the following supporting documents, to wit:

1. Request for nomination endorsed by the Head of Office and concerned ASEC/Usec (Annex A), with justification indicating that the nominee satisfies the minimum criteria specified under Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel," to wit:
 - The purpose of the trip is essential the effective performance of an official or employee's mandates or functions;
 - It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
 - The presence of the official or employee is critical to the outcome of the official meeting/activity to be attended;
 - The projected expenses are not excessive or involve minimum expenditure; and
 - The travel shall not hamper the operational efficiency of the agency.
2. Invitation letter from the organizer (Annex B);
3. Certification of Actual Duties and Responsibilities (Annex C);
4. Travel History (within 24 months) and travel report of previous travel (Annex D);
5. Service Record (Annex E);
6. Certificate of No Pending Case (Annex F);
7. Updated Personal Data Sheet (Annex G);

In order not to delay the processing of necessary travel documents, please ensure complete submission of the aforementioned supporting documents to the Office of the Undersecretary for Policy, Planning and International Affairs thru the Policy and Planning Service. The same shall be reviewed for possible endorsement to the Office of the Secretary.

For information and guidance, please.



ATTY. JONAS R. LEONES