

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

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

SUBJECT : **APPROVING AUTHORITY OF LOCAL TRAVEL ORDERS**

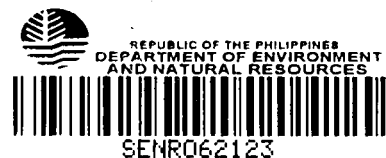
DATE : **MAR 15 2022**

In view of the recent amendments to the guidelines on the nationwide implementation of the Alert Level System for COVID-19 response issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) and placing the National Capital Region and other 38 areas under Alert Level 1, all DENR Offices are in 100% on site and in full operation.

Thus, the processing and approval of local travel orders shall be based on DENR Administrative Order No. 2014-03 or the existing manual of authorities on Human Resources Development and Administrative Matters. This memorandum shall likewise revoke DENR Special Order No. 2020-188 issued on 05 June 2020 regarding the Delegation of Authority to Approve Travel Orders during the period of State of National Emergency due to COVID-19 Pandemic.

FOR COMPLIANCE.

JIM O. SAMPULNA





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126 MAR 2014

ADMINISTRATIVE ORDER
NO. 2014 - 03

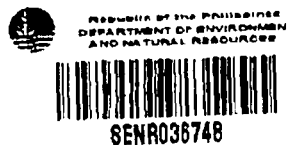
**SUBJECT : MANUAL OF AUTHORITIES ON HUMAN
RESOURCES DEVELOPMENT AND
ADMINISTRATIVE MATTERS**

In the interest of service and in line with the implementation of the DBM-approved DENR Rationalization Plan pursuant to Executive Order 366, a Manual of Authorities on Human Resources Development and Administrative Matters is hereby prescribed.

The attached Manual shall enhance transparency/accountability and serve as reference to expedite the processing/approval of documents pertaining to Human Resources Development and Administrative Matters. It shall provide guidance to officials and employees on the delegated authorities at the Central Office, Bureaus, Regional Offices, PENROs and CENROs.

This Order shall take effect immediately and supersede/revoke all orders and issuances inconsistent herewith.


RAMON J.P. PAJE
Secretary *art*



Let's Go Green !!!



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ant

Department of Environment and Natural Resources
Manual of Authorities
on Human Resources Development and Administrative Matters



SUBJECT: HUMAN RESOURCES DEVELOPMENT (B. Personnel Action)			SECTION III Page 30 of 50 Ref.: A5
TOPIC: TRAVEL			LEGAL BASES
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
1. Local Travel ¹¹			Executive Order No. 298 dated 23 March 2004
a. Above thirty (30) days			
All Levels	USEC AIS	Secretary/COS	
b. Eight (8) days to thirty (30) days			
<u>b.1 Central Office</u>			
ASEC/USEC	USEC AIS	Secretary/COS	
Service Dirs. and Div. Chiefs	ASEC HRDIS	USEC AIS	
Below Div. Chief	Dir HRDS	ASEC HRDIS	
<u>b.2 Bureau - S & L</u>			
BDs	USEC AIS	Secretary/COS	
ABDs	ASEC HRDIS	USEC AIS	
Div. Chief and below	ABD	BD	
<u>b.3 (outside the AOR)</u>			
b.3.1 EMB/MGB Regional Office			
RD	ASEC HRDIS	USEC AIS	
Div. Chief and below	BD	ASEC HRDIS	

11. Travel Order (TO) should be numbered at Administrative Service (CO), PDiv /Section/Unit at the Bureaus and Regions for control purposes. Payment shall be subject to the liquidation of previous travel. Unliquidated amount shall be effected thru payroll deduction.

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Department of Environment and Natural Resources
Manual of Authorities
on Human Resources Development and Administrative Matters



SUBJECT: HUMAN RESOURCES DEVELOPMENT (B. Personnel Action)			SECTION III
TOPIC: TRAVEL			Page 31 of 50
			Ref.: A5
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
b.3.2 DENR Regional Office			Executive Order No. 298 dated 23 March 2004
RD/ARD	ASEC FO	USEC FO	
PENR Officer/ CENR Officer	RD	ASEC FO	
Div. Chief and below	ARD MS	RD	
b.4 within the Region			
b.4.1 EMB/MGB Regional Office			
RD and All Personnel		RD	
b.4.2 DENR Regional Office			
RD/ARD		RD	
PENR Officer/ CENR Officer/ Div. Chiefs and below		RD	
c. Seven (7) days and Below			
c.1 Central Office			
ASEC/USEC	Concerned USEC	Secretary/COS	
Service Directors	Concerned ASEC	Concerned USEC	
Div. Chief	Concerned Dir	Concerned ASEC	
Below Div. Chief	Concerned DC	Concerned Dir	
c.2 Bureau - S & L			
BDs		Secretary/COS	
ABDs		BD	
Div. Chief and below	ABD	BD	

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Department of Environment and Natural Resources
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<u>c.3 (outside the AOR)</u>			
c.3.1 EMB/MGB Regional Office			
RD		BD	
Div. Chief and below	RD	BD	
c.3.2 DENR Regional Office			
RD/ARD	RD	USEC FO	
PENR Officer/CENR Officer	ARD MS	RD	
Div. Chiefs and below	ARD MS / PENRO	RD	
2. Foreign Travels¹²			
USEC/ASEC/Dirs. II, III & IV	USEC AIS	Secretary	
PENR Officer/CENR Officer	ASEC HRDIS/ USEC FO	USEC AIS	
Div. Chiefs and below	Dir HRDS	ASEC HRDIS	

12. Personal Foreign Travel shall seek for Travel Authority (TA) from concerned USEC/ASEC recommended by the concerned Director. TA should be numbered by HRDS for control purposes. Those travelling for 1 month (30days) or more are required to secure an Office Clearance and approved Leave of Absence. For official foreign travels, payment shall be subject to the liquidation of previous travel. Unliquidated amounts shall be effected thru payroll deduction.

ant



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JUN 05 2020

SPECIAL ORDER
No. 2020- 188


SUBJECT: DELEGATION OF AUTHORITY TO APPROVE TRAVEL ORDERS DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC

In the interest of the service and in view of the need to deliver essential/critical services in the Department pursuant to Executive Order No. 112 dated 30 April 2020 entitled "An Enhanced Community Quarantine in High-Risk Geographic Areas of the Philippines and a General Community Quarantine in the Rest of the Country, and the "Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines", the approval of travel orders during the period of state of national emergency due to COVID-19 pandemic is hereby delegated to the following officials:

Office	Level of Position	Approving Official
Central Office	Undersecretaries, Assistant Secretaries, Heads of Attached Agencies, Regional Executive Directors and Bureau Directors	Secretary
	Service Directors, Asst. Directors, Executive Directors, Staff Directors and Division Chiefs	Undersecretary for Legal, Administration, Finance, Human Resources and Information Systems
	Below Division Chief	Assistant Secretary for Administration, Human Resources and Legislative Affairs
Regional Offices (including MGB and EMB Regional Offices, PENROs and CENROs)	All levels	Regional Executive Director
Bureaus	All levels	Bureau Director
Attached Agencies	All levels	Heads of Attached Agency

The issuance of travel orders shall be limited to employees who shall perform urgent assignments and conduct field works (e.g. field validation, monitoring and enforcement, patrolling, assessment, inspection) which are essential and critical in the attainment of work targets and commitments of the Department. Offices shall ensure that employees on travel are provided with appropriate personal protective equipment and comply with security and health protocols.

This Order takes effect immediately.


ROY A. CIMATU
Secretary

