



MEMORANDUM

FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES,
DIRECTORS AND HEADS OF OFFICES, CENTRAL OFFICE
ALL BUREAU DIRECTORS
ALL REGIONAL EXECUTIVE DIRECTORS
ALL HEADS OF ATTACHED AGENCIES

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : REQUIREMENTS BY THE OFFICE OF THE SECRETARY RE
SUBMISSION OF REQUESTS FOR ISSUANCE OF TRAVEL
AUTHORITY FOR PARTICIPATION TO INTERNATIONAL
COMMITMENTS, FOREIGN STUDY AND NON-STUDY TRIPS
OF DENR OFFICIALS AND EMPLOYEES

DATE : MAY 29 2023

In reference to the requests submitted to the Office of the Secretary (OSEC) for the issuance of Travel Authorities for the participation of DENR officials and employees to international commitments, foreign study and non-study trips, please be reminded of the following requirements:

1. All requests for Travel Authorities, complete with references and attachments as well as initials and concurrences by Undersecretaries concerned, shall be submitted to the OSEC **at least seven (7) working days** before the date of travel.

In case of late or rush requests submitted in less than seven (7) working days before the date of travel, a separate written explanation from the originating office shall be required to justify the approval.

2. All Supervising Undersecretaries concerned shall indicate written concurrences in the OSEC Routing Action Slip and affix initials in the documents (Memorandum for the Secretary, Travel Authority, etc.) based on the following:

UNDERSECRETARY IN CHARGE	SIGNING REQUIREMENTS
Undersecretary for Organizational Transformation and Human Resources	All requests for Travel Authorities
Undersecretary for Policy, Planning and International Affairs	All requests for Travel Authorities related to international commitments
Undersecretary for Field Operations - Luzon, Visayas and Environment	All requests for Travel Authorities for officials and employees from Luzon and Visayas Regional and Field Offices

Undersecretary for Field Operations – Mindanao	All requests for Travel Authorities for officials and employees from Mindanao Regional and Field Offices
Undersecretary for Legal and Administration	All requests for Travel Authorities for officials and employees of Services, Bureaus, Attached Agencies and other operating units under the supervision of the Undersecretaries concerned
Undersecretary for Field Operations - Luzon, Visayas and Environment	
Undersecretary for Integrated Environmental Science	
Undersecretary for Field Operations - Mindanao	
Undersecretary for Policy, Planning and International Affairs	
Undersecretary for Special Concerns and Legislative Affairs	
Undersecretary for Finance, Information Systems and Climate Change	

Documents shall be returned to originating offices for appropriate staff action in case of non-adherence to above requirements.

All issuances inconsistent herewith are hereby superseded by this Memorandum.

For consideration.


MARILOU G. ERNI