



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : All Regional Executive Directors
All Bureau Directors
All Regional Directors
All Heads of Attached Agencies

FROM : **THE UNDERSECRETARY**
Organizational Transformation and Human Resources

SUBJECT : **REQUESTS FOR AUTHORITY TO TRAVEL ABROAD
(PERSONAL)**

DATE : **SEP 07 2023**

Please be guided that requests for issuance of Authority for Personal Travel Abroad of third level incumbents and OICs shall require the endorsement of the respective Supervising Undersecretaries and Approval from the Secretary.

Further, you shall indicate in your requests that your absence will not hamper the operations of the office and the recommended person to be designated as Officer-In-Charge during the period of the travel.

For information and strict compliance.


AUGUSTO D. DELA PEÑA