



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



**ADVISORY**

FOR : All Heads of Offices  
➤ Central Office  
➤ Regional Offices  
➤ PENROs

FROM : The OIC Director  
Financial and Management Service

SUBJECT : **CONDUCT OF ONLINE LECTURE ON THE APPROVED  
GUIDELINES AND STANDARD OPERATING PROCEDURE  
(SOP)**

DATE : **08 MAR 2024**

In line with the commitment of the Financial and Management Service to ensure the delivery of quality service and contribute to the continuing organizational development of the Department, the Management Division will conduct online lectures on **April 3, 2024, at 9:00 am** via Zoom platform. This lecture aims to introduce the newly implemented Guidelines and SOP.

The lecture will cover the following topics:

- A. Guidelines on the Claim for Transportation and Freight Expenses of DENR officials and employees reassigned/ transferred to other DENR Offices
- B. Procedure on the Monitoring and Request for Authority to Write-Off of Dormant Receivable Accounts Unliquidated Fund Transfer and Cash Advance
- C. Guidelines on the Turn-over of Accountabilities

In this regard, the Heads of Offices are requested to nominate learners, as follows:

Central Office	1 (one) representative per Office/Division
Regional Office	1 (one) representative from Administrative Division 1 (one) representative from Finance Division
PENRO	2 (two) representatives

The nominated learners shall complete the pre-registration form which can be accessed through a link or QR Code provided below.

MEMO NO. 2024-233



<https://bit.ly/2024LECTURE>

The Management Division would greatly appreciate receiving the names of the learners by March 15, 2024. For questions or assistance, please contact **Ms. Honey May Parungao** of the Management Division at Telephone No. 8926-6998 or VoIP No. 1028/1027.

For information.

  
**IMELDA R. DELA CRUZ**