



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



MEMORANDUM

FOR/TO : ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL CENTRAL OFFICE DIRECTORS
ALL HEADS OF BUREAUS/ATTACHED AGENCIES
ALL REGIONAL EXECUTIVE DIRECTORS

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : STRICT IMPLEMENTATION OF TIMELINES FOR SUBMISSION
OF REQUESTS FOR TRAVEL AUTHORITIES FOR APPROVAL
OF THE SECRETARY

DATE : MAY 17 2024

In the interest of service and pursuant to Memoranda dated 29 May and 10 November 2023 issued by the Office of the Secretary (OSEC) thru the Office of the Chief of Staff (OCOS), the timelines have been clarified for the submission of requests for Travel Authorities for participation of DENR officials and employees to international commitments, foreign study and non-study trips.

To ensure strict implementation of the timelines, this Memorandum is hereby issued to reiterate that 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 and received at 4th Floor, Reception Area at least **seven (7) working days** before the intended date of travel.

In case of late or rush submissions, the Supervising Undersecretary for the traveling official(s)/employee(s) shall be requested to submit directly to the Secretary, with corresponding explanation for late or rush submission, for consideration and approval of the Secretary.

All existing directives inconsistent herewith are hereby superseded by this Memorandum.

For strict compliance.


MARLOU G. ERNI

MEMO NO. 2024 - 443