



MEMORANDUM

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

FROM : THE UNDERSECRETARY AND CHIEF OF STAFF

SUBJECT : REQUEST FOR INPUTS AND COMMENTS RE PROPOSED DELEGATION OF APPROVING AUTHORITY FOR COMMON DENR DOCUMENTS AND AMENDING CERTAIN PROVISIONS UNDER DENR ADMINISTRATIVE ORDER (DAO) NOS. 2014-03, 2022-09, 2022-10, DENR MEMORANDUM ORDER NO. 2023-01 AND MEMORANDUM NO. 2023-372

DATE : MAY 17 2024

In the interest of service and to streamline the approval process for documents, the Office of the Chief of Staff (OCOS) through the Document Management and Operations Support (DMOS) prepared the proposed **Delegation of Approving Authority for Common DENR Documents** and amending certain provisions under DAO Nos. 2014-03 (Manual of Authorities on Human Resources Development and Administrative Matters), 2022-09 (Manual of Authorities on Human Resource Matters), 2022-10 (Manual of Authorities on Technical Matters), DENR Memorandum Order No. 2023-01 (Additional Guidelines for Projects Applying for an Environmental Compliance Certificate (ECC) which are within or with close proximity to Protected Areas (PAs) and/or Ramsar Sites), and Memorandum No. 2023-372 (Release of Statements or Press Releases concerning the Department's Plans, Programs and Policy Direction) (*see attached matrix*). This initiative is also in compliance with the instruction during the Executive Committee Meeting No. 2024-06 held on 12 February 2024 at SEDA Hotel, Quezon City on the need to explore delegation of approving authorities from the Secretary to Undersecretaries concerned.

In this regard, the undersigned respectfully requests for the assistance of your good offices to submit inputs and comments on the attached matrix via email to osec@denr.gov.ph copy furnish the Director, DMOS, jperez@denr.gov.ph, not later than 31 May 2024.

Further, respective offices can submit proposed additional documents commonly signed by the Secretary that can be considered for delegation by following this format:

DOCUMENT	EXISTING APPROVING AUTHORITY	REFERENCE FOR THE EXISTING APPROVING AUTHORITY	PROPOSED APPROVING AUTHORITY	
			RECOMMENDED BY	APPROVED BY
	Secretary			
	Secretary			
	Secretary			

For consideration.


MABILOU G. ERNI

MEMO NO. 2024 - 445

DELEGATION OF APPROVING AUTHORITY FOR COMMON DENR DOCUMENTS AND AMENDING CERTAIN PROVISIONS UNDER DENR ADMINISTRATIVE ORDER (DAO) NOS. 2014-03, 2022-09, 2022-10, DENR MEMORANDUM ORDER NO. 2023-01 AND MEMORANDUM NO. 2023-372

References to be amended:

- DENR Administrative Order No. 2014-03 (Manual of Authorities on Human Resources Development and Administrative Matters)
- DAO No. 2022-09 (Manual of Authorities on Human Resource Matters)
- DAO No. 2022-10 (Manual of Authorities on Technical Matters),
- DENR Memorandum Order No. 2023-01 (Additional Guidelines for Projects Applying for an Environmental Compliance Certificate (ECC) which are within or with close proximity to Protected Areas (PAs) and/or Ramsar Sites)
- DENR Memorandum No. 2023-372 (Release of Statements or Press Releases concerning the Department's Plans, Programs and Policy Direction):

DOCUMENT	EXISTING APPROVING AUTHORITY	PROPOSED APPROVING AUTHORITY	
		RECOMMENDED BY	APPROVED BY
SUBJECT: HUMAN RESOURCES DEVELOPMENT TOPIC: ISSUANCE OF SPECIAL ORDER			
Special Order on Creation of Inter-Agency/Inter-Office Committees, Technical Working Groups, etc. ¹ <ul style="list-style-type: none"> • Usec, Asec, Dir (Central Office) • Division Chief and below (Central Office) 	Secretary/COS Secretary/COS	Supervising Undersecretary Supervising Assistant Secretary or Director	Secretary Supervising Undersecretary

¹ DAO No. 2014-03, page 35, Delegation of authority to certain officials (e.g. deputation, etc.) - All Offices

<p>Special Order on Central Office Representation to External Councils, Boards, Committees, Technical Working Groups, etc. ²</p> <ul style="list-style-type: none"> • Usec, Asec, Dir (Central Office) • Division Chief and below (Central Office only) 	<p>Secretary</p> <p>Secretary</p>	<p>Supervising Undersecretary</p> <p>Supervising Undersecretary</p>	<p>Secretary</p> <p>Supervising Undersecretary for Human Resources</p>
<p>SUBJECT: EMPLOYEE CAREER DEVELOPMENT TOPIC: OFFICIAL FOREIGN TRAVELS</p>			
<p>Travel Authority³</p> <ul style="list-style-type: none"> • Usec, Asec, Dir/ RED /BD /RD/ ARD /ABD • Division Chief and below (all offices) 	<p>Secretary or delegated official</p> <p>Secretary or delegated official</p>	<p>Supervising Undersecretary for Human Resources (foreign study or non-study trips); or Supervising Undersecretary for International Affairs (international commitments)</p> <p>Supervising Assistant Secretary for Human Resources (foreign study or non-study trips); or</p>	<p>Secretary</p> <p>Supervising Undersecretary for Human Resources</p>

² DAO No. 2014-03, page 35, Creation of Committee (e.g. Investigation Committees, Ad Hoc and Task Forces) - Central Office

³ DAO No. 2022-09, page 10, Travel Authority - all levels

		Supervising Undersecretary for International Affairs (international commitments)	
SUBJECT: ENVIRONMENTAL MANAGEMENT			
Issuance of the DENR Certificate of Recognition for Environmental Laboratories⁴	Secretary	Director, Environmental Management Bureau thru Supervising Undersecretary for Integrated Environmental Science and Supervising Undersecretary for Special Concerns	Supervising Undersecretary for Environment (Luzon, Visayas or Mindanao)
Technical Scoping Checklist⁵	Secretary	Director, Environmental Management Bureau thru Supervising Undersecretary for Integrated Environmental Science and Supervising Undersecretary for Special Concerns	Supervising Undersecretary for Environment (Luzon, Visayas or Mindanao)
SUBJECT: MINES AND GEOSCIENCES			
Exploration Permit (EP) ⁶			
<ul style="list-style-type: none"> Approval / Issuance of EP (3rd and further renewal) 	Secretary	Director, Mines and Geosciences Bureau thru	Supervising Undersecretary for Mining (Luzon,

⁴ DAO No. 2022-10, page 59, Issuance of the DENR Secretary Certificate of Recognition for Environmental Laboratories

⁵ DMO No. 2023-01, Clearance of OSEC Prior to Final Formal Scoping Checklist

⁶ DAO No. 2022-10, pages 62 to 63

<ul style="list-style-type: none"> • Issuance of Order of Denial of Exploration Permit / EP Renewal Application • Resolution of Appeal from Denial of EP / Renewal Application (Denial by MGB Director) • Issuance of Cancellation of EP (EP Renewed by MGB Director or Secretary) 		<p>Supervising Undersecretary for Integrated Environmental Science</p> <p>Supervising Undersecretary for Special Concerns</p>	<p>Visayas or Mindanao)</p>
<p>Mineral Agreement (MA)</p> <ul style="list-style-type: none"> • Approval/Issuance of MA • Approval/Issuance of MA Renewal • Approval of Conversion of Mineral Production Sharing Agreement (MPSA) into Joint Venture Agreement and Co-Production Agreement of vice-versa • Approval/Issuance of Denial of MA (Renewal Application) • Issuance of Cancellation 	<p>Secretary</p>	<p>Director, Mines and Geosciences Bureau thru Supervising Undersecretary for Integrated Environmental Science Supervising Undersecretary for Special Concerns</p>	<p>Supervising Undersecretary for Mining (Luzon, Visayas or Mindanao)</p>
<p>OTHER COMMON DENR DOCUMENTS</p>			
<p>After Travel Report for Foreign Travels</p> <ul style="list-style-type: none"> • Usec (all foreign travels) • Asec and below (foreign study or non-study trips) 	<p>Secretary</p> <p>Secretary</p>	<p>Supervising Undersecretary</p> <p>Supervising Undersecretary</p>	<p>Secretary</p> <p>Supervising Undersecretary for Human Resources</p>

<ul style="list-style-type: none"> • Asec and below (international commitments) 	Secretary	Supervising Undersecretary	Supervising Undersecretary for International Affairs
After Meeting Report / Post Activity Report <ul style="list-style-type: none"> • Usec • Asec and Dir • Division Chief and below 	Secretary Secretary Supervising Undersecretary	Supervising Undersecretary Supervising Assistant Secretary or Director Supervising Assistant Secretary or Director	Secretary Supervising Undersecretary Supervising Undersecretary
Press Release / Statement⁷ <ul style="list-style-type: none"> • Central Office • Bureau / Attached Agency • Regional Office, PENRO, CENRO 	Secretary Secretary Secretary	Supervising Undersecretary or Assistant Secretary for media affairs Supervising Undersecretary for the Bureau / Attached Agency Supervising Undersecretary for Field Operations (Luzon, Visayas or Mindanao)	Secretary Supervising Undersecretary or Assistant Secretary for media affairs Supervising Undersecretary or Assistant Secretary for media affairs

⁷ DENR Memo No. 2023-372, "All officials are hereby instructed to secure written clearance from the Office of the Secretary"

<p>Recipient of Internal Audit Findings</p> <ul style="list-style-type: none"> • Office of Usec • Office of Asec, Dir • Bureau / Attached Agency • Regional Office, PENRO, CENRO 	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p>	<p>Director, Internal Audit Service</p> <p>Director, Internal Audit Service</p> <p>Director, Internal Audit Service</p> <p>Director, Internal Audit Service</p>	<p>Secretary</p> <p>Supervising Undersecretary</p> <p>Supervising Undersecretary</p> <p>Supervising Undersecretary for Field Operations (Luzon, Visayas or Mindanao)</p>
<p>Invitation letter / Reply letter / Transmittal of Reports, Comments or Recommendations</p> <ul style="list-style-type: none"> • Addressed to the President, Vice President, Executive Secretary, Undersecretary of the Presidential Management Staff, Department Secretary / Senior Undersecretary, Senator, Congressman / Congresswoman, Head of Agency / Organization / Institution, Ambassador, Head of International Organization, and other High-Ranking / Senior Official ⁸ 	<p>No existing policy</p>	<p>Supervising Undersecretary</p>	<p>Secretary</p>

⁸ For acknowledgement letter indicating that the request has been forwarded to concerned office for appropriate action, the Supervising Undersecretary may sign the letter.

<ul style="list-style-type: none"> • Addressed to Local Chief Executive 	<p>No existing policy</p>	<p>Supervising Undersecretary (for letters to be signed by the Secretary)</p>	<p>Secretary or Supervising Undersecretary</p>
<ul style="list-style-type: none"> • Addressed to Undersecretary or Assistant Secretary of other Office 	<p>No existing policy</p>	<p>Supervising Director</p>	<p>Supervising Undersecretary or Assistant Secretary</p>
<ul style="list-style-type: none"> • Addressed to Director, Division Chief, or Technical Representative 	<p>No existing policy</p>	<p>Supervising Division Chief</p>	<p>Supervising Director</p>