



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



MEMORANDUM

FOR : THE OFFICE OF THE UNDERSECRETARIES
THE OFFICE OF THE ASSISTANT SECRETARIES
THE OFFICE OF SERVICE DIRECTORS
Central Office

THE REGIONAL EXECUTIVE DIRECTORS
DENR Regions 1-13, CAR, NCR

THE BUREAU DIRECTORS
FMB, BMB, LMB, ERDB, EMB, MGB

THE EXECUTIVE DIRECTORS
RBCO, MBCO, CARP-NCO, PRCMO, LLO,
Document Management and Operations Support,
Indigenous Peoples Concerns-Mindanao and BARMM Affairs
and Special Concerns

FROM : THE OIC-DIRECTOR
Financial and Management Service (FMS)

SUBJECT : INFORMATION DISSEMINATION AND ROLLOUT OF THE
REVISED GUIDELINES ON THE PAYMENT OF CLAIMS FOR
OFFICIAL LOCAL TRAVELS

DATE : 06 NOV 2024

This has reference to DENR Memorandum Circular No. 2024-04 or the Revised Guidelines on the Payment of Claims for Official Local Travels. To provide a uniform reference in processing the claims for Daily Travel Expenses, Transportation and Miscellaneous Expenses of all DENR officials, employees and Contract of Service (COS)/Job Order (JO) personnel, an information dissemination or rollout of the internal guidelines shall be held on November 19, 2024.

In this connection, we request that all issues, concerns and or clarifications on the subject policy that your office would like to include in the discussion, be sent to ecbobis@denr.gov.ph on or before November 8, 2024.

Our personnel from Management Division shall coordinate with your respective office regarding the scheduled meeting. Should there be further concern or clarification on this matter, your staff may coordinate with Ms. Elvie C. Bobis or Mr. Genesis Bauzon at Tel. No. 8926-6998 or at VOIP No. 1028.

For consideration.


IMELDA R. DELA CRUZ