

**DENR Memorandum Order
No. 99-23
October 25, 1999**

**SUBJECT : Coordination of All Request for
Travel Authorities With The
Human Resource Management
Service.**

To strengthen the Department's human resource management system and evolve a responsive foreign scholarship program, all requests for travel authorities for scholarships, training programs, fellowships, meetings, conferences, study grants and all other foreign travels shall be prepared only by the Human Resource Management Service (HRMS), Management Service Office.

Henceforth, this Office shall exercise its authority to deny request for any travel authority if it does not pass through/process by HRMS.

This Circular shall take effect immediately for strict compliance of all concerned.

(Sgd.) ANTONIO H. CERILLES
Secretary