



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAR 17 2003

DENR MEMORANDUM ORDER

NO. 2003 - 01

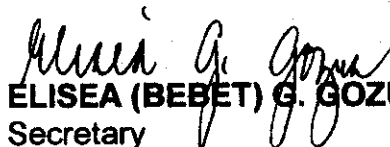
SUBJECT : Requests for Foreign Travel Nominations and Authorities

To streamline operations and to avoid duplications of functions, the following guidelines are issued as regards foreign travels:

- a. All invitations to attendance of international conferences, seminars, workshops, meetings, and foreign training courses and scholarships (which are not NEDA-coordinated) and nominations thereto must be forwarded to the Office of the Secretary.
- b. Direct nomination by the Heads of offices/units, attached agencies, and Bureau Directors and field officials to the above-mentioned activities is not allowed.
- c. Until a new arrangement is adopted, the Human Resource Management Service (HRMS) shall undertake processing of travel documents/authorities of accepted participants whose nominations have observed the proper procedures.

This memorandum supersedes all other orders, circulars and issuances consistent herewith. The undersigned shall issue additional guidelines/instructions as may be deemed necessary.

For strict compliance.


ELISEA (BEBET) G. GOZUN
Secretary