

**DENR Memorandum Circular  
No. 6  
June 23, 1988**

**SUBJECT : Amendment of Memo Circular  
No. 3 Delegation of Authority to Regional  
Executive Directors and other Officers.**

Memorandum Circular No. 3, Series of 1988 dated March 18, 1988 is hereby amended as follows:

Functions/Authority	Recommending Officials (Signatories or Initial)	Approving Officials
1. Request for obligation allotment Local Travel of REDs outside their region not exceeding 7 days	Regional Budget Officer	Regional Finance Services Chief Regional Executive Director (RED)
2. Local travels of REDs outside their region for more than 7 days but less than 30 days	-	Respective Asec for Operations
3. Application for Retirement and dropping from the rolls of employees whose appointment were signed /approved by Regional Director/RED	Regional Administrative Service Chief	Regional Executive Director (RED)
4. Cash Advances for Salaries and Wages	Regional Service Chief	Finance RED or any RTD that the RED may designate

This Circular takes effect immediately.

**(Sgd.) FULGENCIO S. FACTORAN, JR.**  
Secretary