

**DENR Memorandum Circular
No. 7
June 23, 1988**

**SUBJECT : Delegation of Authority Regarding
Personnel Matters**

Pursuant to existing laws and to maintain efficient and effective conduct of administrative functions in the Department Proper, it is directed that the following specific functions be performed by the Department Service Chief, Administrative Service and other officials, in addition to their regular duties, as indicated.

Specific Functions	Performing Officials		Approving Officials
	Recommending Officials (Signature or Initial)		
1. Application for leave of absence with or without communication as well as maternity leave with or without pay of officials and employees below Division Chief.			
- 15 days or less	Division concerned	Chief	Chief, Personnel Division
- more than 15 days but less than 30 days	- do-		Service Chief Concerned
- above 30 days	- do-		Administrative Service Chief

Application for leave shall be coursed to the Personnel Division for notation purposes before it shall be forwarded to the official concerned for approval.

2. Payrolls and Chief Personnel Administrative Service
vouchers covering Division Chief
payment of salaries,
wages and other
claims for
compensation of
officials and
employees

This Order shall take effect immediately. All previous orders, memoranda and other administrative issuances inconsistent herewith are hereby modified or amended.

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