

**DENR Memorandum Circular**  
**No. 2000-05**  
**March 09, 2000**

**SUBJECT : Delineation Of Responsibilities Between The Human Resources Management Service (HRMS) And The International Environmental Affairs Office (IEAO) On The Preparation Of The Necessary Papers For International Travel Of DENR Officials And Personnel.**

To facilitate the preparation and processing of the necessary papers for international travel involving DENR officials and personnel, the following delineation of responsibilities shall be observed by both the Human Resources Management Service (HRMS) and the International Environmental Affairs Office (IEAO):

- 1 . Nominations and international funding requests, as well as, requests for travel authority/travel authority (for officials lower than Assistant Secretary) and other related papers needed for participation to international commitment meetings and negotiations, as well as, activities and events related to these international commitments such as workshops, seminars, fora etc. shall be prepared by the IEAO. The Human Resources Management Service (HRMS) shall be provided copies of these documents.
2. Nominations and requests for travel authority and other related papers and communications for other foreign travels, scholarships, training programs, fellowships and study grants not covered by the IEAO shall be prepared only by the (HRMS).

For strict compliance of all concerned.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary