



Republic of the Philippines
Department of Environment and Natural Resources
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FEB 05 2018

MEMORANDUM

FOR/TO : All DENR Officials and Employees

FROM : The Undersecretary
Administration, Finance, Human Resources, Information Systems,
Legal, Legislative Affairs and Anti-Corruption

SUBJECT : **PRESCRIBING THE USE OF STANDARD FORMAT FOR
TRAVEL REPORTS ON OFFICIAL FOREIGN TRIPS**

In accordance with Memorandum from the Office of the President dated January 03, 2018 and existing laws, rules and regulations on official foreign trips of all government officials and employees, and to ensure timely submission of travel reports to the Office of the President, the use of the attached travel report format for the following foreign travels is hereby prescribed:

1. All foreign travels involving international commitments and other non-study trips (**Annex A**) pursuant to Executive Order (E.O.) Nos. 248-A, s. 1995 and 298, s. 2004 as amended, the travel report format shall contain the: (1) *Background*, (2) *Highlights of the Activity/Meeting*, (3) *International Issues and Commitment/s*, (4) *Final Agreements and/or Recommendations*, (5) *Proposal and/or Action Plan*, and (6) *Attachments*.

Travel reports involving international commitments, including reports of the delegation, shall be submitted to the Office of the Secretary, through the Office of the Undersecretary for Policy, Planning and International Affairs (PPIA), *within fifteen (15) days* after their participation to the activity. Any member of the delegation may submit a supplementary report following the same timeline and procedure.

Travel reports involving meetings, workshops and other non-study trips shall be submitted to the Office of the Secretary, through this Office, *within fifteen (15) days* after the activity.

2. All foreign travels involving scholarships, trainings, and other study trips (**Annex B**) pursuant to Executive Order (EO) Nos. 129, s. 1968 and 367, s. 1989 as amended, the travel report format shall contain the: (1) *Background and Highlights of the Study*, (2) *Evaluation of the Study*, (3) *Recommendations*, (4) *Application of newly-acquired Knowledge and Skills*, and (5) *Attachments*.

All reports involving study trips shall be submitted to the Office of the Secretary, through this Office, *within fifteen (15) days* after the activity.

The Career Development Division of the Human Resource Development Service shall be furnished with a copy of all travel reports, for monitoring and record purposes.

Non-submission of the foregoing requirements, as well as non-compliance with other applicable laws, rules and regulations, shall be sufficient ground for the outright denial or non-processing of requests for travel authority.

For guidance and strict compliance.


ATTY. ERNESTO D. ADOBO, JR., *CESO I*

**TRAVEL REPORT
FORMAT**

For Foreign Travels involving International Commitments and Other Non-Study Trips



Republic of the Philippines
Department of Environment and Natural Resources

Date

MEMORANDUM

FOR/TO:

FROM:

SUBJECT:

_____.

I. Background

_____.

II. Highlights of the Activity/ Meeting

_____.

III. International Issues and Commitments

_____.

IV. Final Agreements and Recommendations

_____.

V. Proposal and/or Action Plan

_____.

VI. Attachments

_____.

Name of Signatory

cc:

PARTS OF THE TRAVEL REPORT DESCRIPTION

For Foreign Travels Involving International Commitments and Other Non-Study Trips

PARTS OF THE DOCUMENT	DESCRIPTION
I. Background	<ul style="list-style-type: none"> - Brief description on how the trip satisfied all of the minimum criteria specified in the OP's directives on foreign travels - Information about the donor/partner agency/institution and the meeting (description, objectives etc.) - Role and/or commitments of the country - Highlights of the previous meeting (title, venue and duration) - Participants in the previous meeting - Previous Agreements
II. Highlights of the Activity/Meeting	<ul style="list-style-type: none"> - Agenda of the meeting/activity - Key objectives and expected output - Discussions and activities - Highlights of the issues, challenges, dialogues between and among participants represented by member countries and/or stakeholders - Strategies in addressing issues - Collective agreements
III. International Issues and Commitments	<ul style="list-style-type: none"> - Country's issues and challenges - Specific roles and strategies in addressing issues - Discussion on the commitments of the country and/or department - Specific activities that the country and department have arranged as well as indicative plans relative to the action plan and subsequent meetings
IV. Final Agreements and Recommendations	<ul style="list-style-type: none"> - Final agreements and commitments by the country and/or department and partner institutions - Suggestions and comments on the activity attended - Importance and effects in relation to the priorities of the Philippine Development Plan
V. Proposal and/or Action Plan <i>(if applicable)</i>	<ul style="list-style-type: none"> - Proposal or Action Plan that includes a set of activities to be undertaken within the unit/office/agency, resources needed, budgetary requirements for the implementation and assistance from the donor institute or the government coordinating authority to make proposal operational, and timeframe
VI. Attachments	<ul style="list-style-type: none"> - Attach Agenda/Programme, Certificate of Completion/Participation, Minutes and other related documents

**TRAVEL REPORT
FORMAT**

For Foreign Travels Involving Scholarships, Trainings, and Other Study Trips



Republic of the Philippines
Department of Environment and Natural Resources

Date

MEMORANDUM

FOR/TO:

FROM:

SUBJECT:

_____.

I. Background and Highlights of the Study

_____.

II. Evaluation of the Study

_____.

III. Recommendations

_____.

IV. Application of Newly-Acquired Knowledge and Skills

_____.

V. Attachments

_____.

Name of Signatory

cc:

PARTS OF THE TRAVEL REPORT DESCRIPTION

For Scholarships, Trainings and other Study Trips

PARTS OF THE DOCUMENT	DESCRIPTION
I. Background and Highlights of the Study	<ul style="list-style-type: none"> - Brief description on how the trip satisfied all of the minimum criteria specified in the OP's directives on foreign travels - Background of the donor/partner agency/institution and the program (description, objectives etc.) - Subjects taken and highlights of the study/training
II. Evaluation of the Study	<ul style="list-style-type: none"> - Its relevance to the present work/function of the scholar - Include the scholar's ideas and expectations on the study/training in both technical and administrative matters (<i>i.e., manner on how the course design was prepared; effectiveness of the lectures; efficiency of the overall administrative and logistic support, the allowances, social workers, student advisers, and accommodations</i>) - Issues and Challenges during the study/training - Evaluation should mention the importance of the study/training in relation to the priorities of the Philippine Development Plan and the Department's learning needs - It should mention the need for modification in the coverage of the study/training which matches the Department's learning needs and expectations
III. Recommendations	<ul style="list-style-type: none"> - Suggestions and comments on the study/training attended for the improvement of the program - Expound modifications on the course modules, lectures, site visits, accommodations, allowances, terms of the grant, among others. - Recommendations respond to the issues/problems earlier identified
IV. Application of Newly-Acquired Knowledge and Skills	<ul style="list-style-type: none"> - Applicability of the learnings gained (<i>e.g., how technology be transferred and/or applied</i>) to present work/function of the scholar and to programs of the Department - Action Plan or Proposal that includes a set of activities to be undertaken within the unit/office/agency, resources needed, budgetary requirements for the implementation to make proposal operational, and timeframe
V. Attachments	<ul style="list-style-type: none"> - Attach Course Syllabus, Diploma/ Certificate of Completion/Participation, Certificate of Grades, and other related documents