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Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
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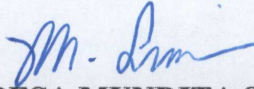
**SUBJECT : FEEDBACK ON THE STATUS OF OFFICIAL TRAVEL ABROAD
AND SUBMISSION OF TRAVEL REPORT**

The Human Resources Development Unit (HRDU) of the BMB maintains a database of official travels abroad for each permanent employee, and updates it periodically. The data is submitted to the Human Resource Development Service (HRDS) of the DENR Central Office as part of the Annual Report, and used as a source of information when preparing the Certificate of Travels Attended, a required document for official travels outside the country.

At present, the HRDU have been receiving requests to revise the certificate to include/exclude certain travels. Therefore, all officials and employees are hereby instructed to inform HRDU on the cancellation of their official travel abroad so HRDU can have an updated record, and prevent unnecessary revisions that may cause delay in the issuance of the certificate.

Likewise, all officials and employees of BMB are hereby directed to submit a copy of their official travel report to HRDU to serve as reference in the preparation of reports to be submitted to the DENR Central Office.

For immediate compliance.


THERESA MUNDITA S. LIM
Director

