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MAY 30 2022

DENR ADMINISTRATIVE ORDER
No. 2022 - 09

SUBJECT : MANUAL OF AUTHORITIES ON HUMAN RESOURCE MATTERS

In the interest of the service, and in order to align delegated authorities of certain DENR Officials with the existing organizational structure, the Manual of Authorities on Human Resource Matters is hereby prescribed.

The attached Manual shall enhance transparency/accountability and serve as reference to expedite the processing/approval of documents pertaining to human resource matters. It shall provide guidance to officials and employees on the delegated authorities at the Central and Regional/Field Offices, Bureaus, including relevant concerns of the Attached Agencies.

This Order supersedes DENR Administrative Order No. 2014-03 dated 26 March 2014 and all other issuances inconsistent herewith involving delegated authority.

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Register, UP Law Center.


JIM O. SAMPULNA, CESO I
Acting Secretary





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TOPIC : PURPOSE AND OBJECTIVES

In line with the thrust of the government to comply with the administrative reforms for good governance, the DENR adopts this Manual of Authorities for Human Resources Development to define the limits of authority at various levels of management from the Secretary down to the lowest level of supervision. All other approving authorities not included in this Manual remain with the Secretary.

The DENR Manual of Authorities for Human Resources Development is in compliance with the provisions of the Republic Act No. 11032 (Ease of Doing Business Act), RA 9485 (Anti-Red Tape Act of 2007), pertinent guidelines, circulars, policies, rules and regulations issued by the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA) and other relevant government offices.

The objectives of this Manual are the following:

1. To clarify the level of authority in the Central Office, Bureaus, Attached Agencies, Regional Offices, PENROs and CENROs pursuant to applicable guidelines, circulars, policies, rules and regulations of CSC/DBM/COA and relevant government offices;
2. To enhance the efficiency and ethical standards of the human resource development services, policies, procedures, systems, competencies, and practices;
3. To promote transparency, accountability and DENR core values of discipline, excellence, nobility, and responsibility between and among all officials and employees of the Department; and
4. To guide customers and other concerned offices/agencies in transacting with the Department.

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ACRONYMS

AA	Attached Agency
ABD	Assistant Bureau Director
AO	Administrative Officer
AOR	Area of Responsibility
ARD	Assistant Regional Director
ARD MS	Assistant Regional Director for Management Services
ARD TS	Assistant Regional Director for Technical Services
ASec	Assistant Secretary
BD	Bureau Director
Bureau-L	Line Bureau
Bureau-S	Staff Bureau
CENR office	Community of Environment and Natural Resources Office
CENRO	Community of Environment and Natural Resources Officer
Chief AO	Chief Administrative Officer
Chief MSD	Chief Management Services Division (PENRO)
Chief PDiv.	Chief Personnel Division (CO)
Chief CDD	Chief Career Development Division (CO)
Chief TDD	Chief Training and Development Division (CO)
COCs	Compensatory Overtime Credits
COS	Chief of Staff
CO HRMPSB	Central Office Human Resource Merit Promotion and Selection Board
CSC	Civil Service Commission
CTO	Compensatory Time Off
DAO	Department Administrative Order
DENR	Department of Environment and Natural Resources
DENR MSPP	Department of Environment and Natural Resources Merit Selection and Promotion Plan
DepEd	Department of Education
Dir	Director
EMB	Environmental Management Bureau
EO	Executive Order
FO	Field Operations
HRDC	Human Resource Development Committee
HRMO	Human Resource Management Officer
HRDS	Human Resource Development Service
HRMPSB	Human Resource Merit Promotion and Selection Board
IRR	Implementing Rules and Regulations
MC	Memorandum Circular

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Memo	Memorandum
MGB	Mines and Geosciences Bureau
MOA	Memorandum of Agreement
OIC	Officer-in-Charge
PD	Presidential Decree
PENR Office	Provincial Environment and Natural Resources Office
PENRO	Provincial Environment and Natural Resources Officer
PPS	Policy and Planning Service
PSIPOP	Personal Service Itemization and Plantilla of Personnel
RA	Republic Act
RED	Regional Executive Director
RD	Regional Director
RO	Regional Office
SO	Special Order
TESDA	Technical Education and Skills Development Authority
USec	Undersecretary

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TOPIC : **MEANING OF AUTHORITIES**

The action of approving authorities indicated in this Manual is based on due diligence and Completed Staff Work (e.g. processed by the concerned staff/personnel). In cases where further approval of higher authorities and agencies external to the Department is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.

The symbol and terms as used in this Manual shall mean as follows:

- a. The comma (,) shall mean that the preceding officials' initial while the last official signs;
- b. The bar (/) shall mean that concerned official signs;
- c. The "or" shall mean that the second official shall sign in the absence of the first authorized official;
- d. The "and" shall mean that both officials sign;
- e. "Supervising" ASec/USec means that the concerned official signs depending on their respective management portfolios and the delegated subject matter;
- f. "Authorized" means that an office order has been issued by the Secretary/Head of Office authorizing him/her to sign.



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TOPIC : DELEGATED AUTHORITY

Delegated authority set forth in this Manual cannot be further delegated without prior approval of the Secretary, or the President of the Philippines in cases where authority is delegated to the Secretary.

The Secretary may further delegate authority to certain officials through the issuance of a Special Order expressly defining such authority. The authority pertains to the position rather than the person and is consistent with the approved hierarchical structure of the organization.

Authority granted to each position is limited to transactions within its areas of responsibility and consistent with department policies, and government rules and regulations. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and on their behalf as provided under Section 5.c of RA 6713.

In cases where the relevant issuances or the legal bases are not indicated, it is understood that the Administrative Order accompanying this Manual of Authorities will serve as such.

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SUBJECT: EMPLOYEE CAREER DEVELOPMENT				Section II Page 4 of 52
TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Training Design				
a.1. DENR Central Office Initiated	All levels and stakeholders	DC	Service Dir/ Concerned ASec/ Concerned USec	
<ul style="list-style-type: none"> ● Cross-Visit/ Learning Visit ● Exchange Program 	All levels and stakeholders	Dir HRDS	ASec Supervising HRDS	
	All levels and stakeholders	ASec HRDS	USec Supervising HRDS	
a.2. Initiated by Bureau	All levels	ABD	BD	
a.3. Initiated by Regional Office (Including PENRO/CENRO)	All levels	ARD MS	RED	
	<ul style="list-style-type: none"> ● Within the Region ● Cross-Visit/ Learning Visit 	ARD MS	RED	
b. Dissemination of Learning and Development Invitations				
	All Levels			
	<ul style="list-style-type: none"> ● Central Office ● Bureau ● Regional Office 	Chief TDD	Dir HRDS	
		ABD	BD	
		ARD MS	RED	

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TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE					
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES	
c. Nominations/ Endorsement c.1. Central Office	U Sec		Secretary or Delegated Official		
	A Sec		Supervising U Sec		
	Director		Supervising Asec/U Sec		
	DC		Supervising Director		
	Below DC	DC/Immediate Supervisor	Supervising Director		
	c.2. Bureau	BD		Supervising Asec/Usec	
		ABD & DC		BD	
		Below DC	DC/Immediate Supervisor	BD	
	c.3. Region	RED		U Sec Field Ops	
		ARD, RD, PENRO, CENRO & DC		RED	
Below DC - Regional Office - PENRO - CENRO			DC DC CENRO		



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TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
d. Issuance of Special Order (Training/Seminar/Workshop/Course)				
d.1. In-House				
• Initiated by Central	All levels	ASec Supervising HRDS	Usec Supervising HRDS	
• Initiated by Region	All levels	ARD MS	RED	
• Initiated by Bureau	All levels	ABD	BD	
d.2. External				
	Third Level, PENRO, CENRO & DC	ASec Supervising HRDS, Usec Field Ops	Usec Supervising HRDS	
	Below DC	ASec Supervising HRDS	Usec Supervising HRDS	
• Central Office		ABD	BD	
• Staff Bureau		ABD	BD RD	
• Line Bureau - Central - Regional Office		ARD MS	RED	
	Regional Office			
e. Issuance of Training Certificate				
e.1. Initiated by Central				
	Third Level, PENRO, CENRO and DC		ASec Supervising HRDS, Usec Supervising HRDS	
	• All offices		Dir HRDS, ASec Supervising HRDS	
	Below DC		BD	
	• All Offices		RED	
e.2. Initiated by Bureau				
e.3. Initiated by Region				
e.4. ENRA Courses				
	All levels/offices		Secretary or Delegated Official	
	All levels/offices		RED	
	Central Office			
	• All levels			
	Regional Offices			
	• All levels			
f. Memorandum of Agreement (Training)				
	All levels and stakeholders	ASec Supervising HRDS/ Usec Supervising HRDS	Secretary or Delegated Official	

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TOPIC : LOCAL TRAINING/SEMINAR/WORKSHOP/COURSE				
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
g. Learning and Development Plan	Department wide	ASec Supervising HRDS	USec Supervising HRDS	
	Central Office	Dir HRDS	ASec Supervising HRDS	
	Region	ARD MS	RED	
	Bureau (including EMB, MGB ROs)	ABD	BD	
h. Individual Development Plan	PENR Officer		ARD MS	
	CENR Officer		PENRO	
	DC		Service Dir	
	Central Office		ARD MS	
	Regional Office		PENRO	
	PENR Office		ABD	
	Staff Bureau		ABD	
	Line Bureau		RD	
	- Central			
	- Regional			
Below DC				
Central Office		DC		
Executive/Other Office		Dir/ASec/USec		
Region		DC		
PENR Office		DC		
CENR Office		CENRO		
Bureau		DC		
EMB/MGB Region		DC		
<ul style="list-style-type: none"> • All Agencies of the Government shall review and formulate their human resource development and training programs to make the same responsive to their organizational needs, human resource requirements, and capability development and skills training of their personnel. 				

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TOPIC : OFFICIAL FOREIGN TRAVELS				Page 8 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Study Trips¹ and Non-study trips² not covered by DAO 2019-07				EO 77 dated 15 March 2019; DAO No. 2019 -07 dated 27 June 2019; Memo from the Secretary dated 18 July 2019; Memo from the Secretary dated 24 February 2020
a. Dissemination of Invitation - All offices a.1 Study Trips a.1.1 Scholarship a.1.2 Training a.2 Non-study trips	All levels	Chief CDD Chief TDD Chief CDD	Dir HRDS Dir HRDS Dir HRDS	

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¹ Scholarships, fellowships, trainings and studies abroad which are grant-funded or undertaken at minimal cost to the government

² Workshops, meetings, conferences and other related travels not covered by DAO 2019-07 dated 27 June 2019 and Memorandum from the Secretary dated 18 July 2019



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SUBJECT : EMPLOYEE CAREER DEVELOPMENT

TOPIC : OFFICIAL FOREIGN TRAVELS

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
b. Nomination/ Endorsement of Nominees				
b.1 Central Office	Usec ASec, Director, DC and below	Usec Supervising HRDS ASec Supervising HRDS	Secretary delegated official or Usec Supervising HRDS	
b.2 Bureau	BD, ABD, DC Below DC	Supervising Usec BD	Secretary delegated official or Usec Supervising HRDS	
b.3.1 DENR Region	RED, ARD, PENRO, CENRO, DC Below DC	Supervising Usec RED	Secretary delegated official or Usec Supervising HRDS	
b.3.2 Regional Line Bureau	RD, DC Below DC	Supervising Usec BD	Secretary delegated official or Usec Supervising HRDS	

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TOPIC : OFFICIAL FOREIGN TRAVELS

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
b.4 Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising USec	Secretary or delegated official	
	Below DC	Head of AA	USec Supervising HRDS	
c. Travel Authority	All levels	USec Supervising HRDS	Secretary or delegated official	
d. Service Obligation Contract	All levels	ASec Supervising HRDS	USec Supervising HRDS	
e. Memorandum of Agreement/ Understanding³	All levels and partner institution	USec Supervising HRDS	Secretary or delegated official	

Note: All requests for nomination and Travel Authority (TA) shall be endorsed by the HRDC/HRDC Counterpart. TA shall be numbered by HRDS for control purposes.

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³ Memorandum of Agreement/Understanding involving scholarships, fellowships, trainings, studies and other related HRD interventions.



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SUBJECT : EMPLOYEE CAREER DEVELOPMENT

TOPIC : LOCAL SCHOLARSHIP

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
2. Nomination/ Endorsement of Nominees 2.1 DENR Funded (full or partial) - Central Office	Usec	Usec Supervising HRDS	Secretary delegated official or	
	ASec, Director, DC and below	ASec Supervising HRDS	Usec Supervising HRDS	
- Bureau	BD, ABD, DC	Supervising Usec	Secretary delegated official or	
	Below DC	BD	Usec Supervising HRDS	
- DENR Region	RED, ARD, PENRO, CENRO, DC	Supervising Usec	Secretary delegated official or	
	Below DC	RED	Usec Supervising HRDS	
- Regional Line Bureau	RD, DC	Supervising Usec	Secretary delegated official or	
	Below DC	BD	Usec Supervising HRDS	
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising Usec	Secretary delegated official or	
	Below DC	Head of AA	Usec Supervising HRDS	

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2.2 Non-DENR Funded - Central Office	Usec	Usec Supervising HRDS	Secretary or delegated official
	ASec, Director, DC and below	ASec Supervising HRDS	Usec Supervising HRDS
- Bureau	BD, ABD, DC	Supervising Usec	Secretary or delegated official
	Below DC	HRDC Counterpart	BD
- DENR Region	RED, ARD, PENRO, CENRO, DC	Supervising Usec	Secretary or delegated official
	Below DC	HRDC Counterpart	RED
- Regional Line Bureau	RD, DC	Supervising Usec	Secretary or delegated official
	Below DC	HRDC Counterpart	BD
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising Usec	Secretary or delegated official
	Below DC	HRDC Counterpart	Heads of AA

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TOPIC : LOCAL SCHOLARSHIP				Page 14 of 52
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
3. Special Order Authorizing the Scholarship Grant				
3.1 DENR Funded - All Offices	All levels	ASec HRDS Supervising	USec Supervising HRDS	
3.2 Non-DENR Funded - All Offices	USec, ASec, Director, DC	ASec Supervising HRDS	USec Supervising HRDS	
3.2.1 Central Office	Below DC	ASec HRDS Supervising	USec Supervising HRDS	
3.2.2 Bureaus	Below DC	ABD	BD	
3.2.3. DENR Region	Below DC	ARD	RED	
3.2.4 Regional Line Bureau	Below DC	RD	BD	
3.2.5 Attached Agency	Below DC	DC/Director	Head of AA	





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TOPIC : LOCAL SCHOLARSHIP

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
4. Service Obligation Contract				
4.1 DENR Funded (full or partial) - All Offices	All levels	ASec Supervising HRDS	USec Supervising HRDS	
4.2 Non-DENR Funded - All Offices	USec, ASec, Director, DC	ASec Supervising HRDS	USec Supervising HRDS	
4.2.1 Central Office	Below DC	ASec Supervising HRDS	USec Supervising HRDS	
4.2.2 Bureaus	Below DC	ABD	BD	
4.2.3. DENR Region	Below DC	ARD	RED	
4.2.4 Regional Line Bureau	Below DC	RD	BD	
4.2.5 Attached Agency	Below DC	DC/Director	Head of AA	
5. Memorandum of Agreement/ Understanding	All levels and partner institution	USec Supervising HRDS	Secretary or delegated official	

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SUBJECT: EMPLOYEE CAREER DEVELOPMENT

TOPIC : STUDY LEAVE PRIVILEGE

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Study Leave Privilege ⁵				
1. Application for Study Leave				
- Central Office	U Sec, A Sec, Director DC and below	Supervising U Sec A Sec Supervising HRDS	Secretary or delegated official U Sec Supervising HRDS	
- Bureau	BD, ABD, DC Below DC	Supervising U Sec ABD	Secretary or delegated official BD	
- DENR Region	RED, ARD, PENRO, CENRO, DC Below DC	Supervising U Sec RED ARD MS	Secretary or delegated official U Sec Supervising HRDS RED	

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⁵ The study leave is a time-off from work for a certain period with pay for qualified officials and employees to help them prepare for board/bar examinations and thesis writing leading to completion of master's degree.



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SUBJECT: EMPLOYEE CAREER DEVELOPMENT

TOPIC : STUDY LEAVE PRIVILEGE

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
- Regional Line Bureau - Attached Agency	RD	BD	Secretary delegated official or	
	DC	BD	USec Supervising HRDS	
	Below DC	Chief AO	RD	
	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC	Supervising USec	Secretary delegated official or	
	Below DC	DC/Director	Head of AA	
2. Special Order authorizing Study Leave and Service Obligation Contract - Central Office	USec, ASec, Director		Secretary delegated official or	
	DC and below	ASec Supervising HRDS	USec Supervising HRDS	

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SUBJECT: EMPLOYEE CAREER DEVELOPMENT

TOPIC : STUDY LEAVE PRIVILEGE

DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
- Bureau	BD, ABD, DC Below DC	Supervising USec ABD	Secretary delegated official or BD	
- DENR Region	RED, ARD, PENRO, CENRO, DC Below DC	Supervising USec RED ARD MS	Secretary delegated official or USec Supervising HRDS RED	
- Regional Line Bureau	RD DC Below DC	BD BD Chief AO	Secretary delegated official or USec Supervising HRDS RD	
- Attached Agency	Head of AA, Deputy Administrator, Director, Deputy Executive Director, Assistant Director, DC Below DC	Supervising USec DC/Director	Secretary delegated official or Head of AA	

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SUBJECT: Human Resource Actions			SECTION III Page 19 of 52
TOPIC : PERMISSION TO PURSUE ACADEMIC STUDIES			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Central Office USEC ASec/ Service Director/ RED/BD/ARD/ABD/RD Division Chief Below Division Chief	 Supervising USec Service Director Division Chief/Head of Office	 Secretary USec Supervising HRDS ASec Supervising HRDS Director, HRDS	
2. Regional Office/ PENRO/ CENRO All Levels	 Division Chief/ Head of Office	 Regional Executive Director	
3. Bureau Proper	 Division Chief/ Immediate Supervisor	 Bureau Director	
4. EMB/MGB RO	 Division Chief/ Immediate Supervisor	 Regional Director	
*Third level officers assigned in ROs and Bureaus			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 20 of 52
TOPIC : PERMISSION TO PRACTICE PROFESSION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Third Level			CSC Resolution No.1800692 dated July 3, 2018 Rule XII Section 136
U Sec		Secretary	
ASec/Service Director/RED/BD	Supervising U Sec	USEC Supervising HRDS	
ARD	RED	USEC Supervising HRDS	
ABD	BD	USEC Supervising HRDS	
RD	RED, BD	USEC Supervising HRDS	
2. PENRO/ CENRO	ARD MS	RED	
3. Division Chief			
Central Office	Service Director	USEC supervising HRDS	
DENR RO	ARD MS	RED	
PENR Office/ CENR Office	PENRO	ARD MS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
4. Below DC			
Central Office	Service Director	ASEC supervising HRDS	
RO	ARD MS	RED	
PENR Office / CENR Office	PENRO	RED	
Bureau Proper	Chief AO	ABD	
EMB/MGB RO	Chief AO	RD	



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 21 of 52
TOPIC : APPOINTMENT*			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Third Level	Secretary	President	
b. PENRO		Secretary or delegated official	
c. CENRO		Secretary or delegated official	
d. Division Chief Central Office Bureau – S& L /EMB/MGB RO DENR RO PENR Office		Secretary or delegated official Secretary or delegated official Secretary or delegated official Secretary or delegated official	
e. Below division chief Central Office Bureau Proper EMB/MGB RO DENR RO PENR Office/CENR Office		Secretary or delegated official BD BD RED RED	DENR MSPP CSC Resolution No.1800692
*Subject to Approval of HRMPSB as per DENR MSPP HRMPSB does to course thru Service Director			

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TOPIC : APPOINTMENT			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
f. Approval of Contract of Service/Job Orders			
Central Office	Head of office	Supervising USec	
Bureau	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENR Office	Chief MSD	PENRO	
CENR Office	CENRO	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 23 of 52
TOPIC : DESIGNATION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Officer –in- Charge (OIC) a.30 days and above a.1. Third Level USec Asec/RED/BD/Service Director/RD/ARD/ABD	Supervising USec	Secretary	CSC Resolution No.1800692 dated July 3, 2018 Rule IV Section 13 letter c.
a.2. PENRO / CENRO	RED/USec FO	USec Supervising HRDS	
a.3.Division Chief Central Office	Service Director, Supervising ASec, Supervising USec, ASec Supervising HRDS	USec Supervising HRDS	
Bureau – S	BD, Supervising ASec, ASec Supervising HRDS	USec Supervising HRDS	
Bureau – L/EMB/MGB RO	RED, BD, Supervising ASec, ASec Supervising HRDS	USec Supervising HRDS	
Designation –movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position on a concurrent capacity or on a full-time basis (CSC Resolution No.1800692 dated July 3, 2018)			

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SUBJECT: HUMAN RESOURCE ACTIONS

TOPIC : DESIGNATION

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO/PENR Office	RED, Supervising ASec, ASec Supervising HRDS	Usec Supervising HRDS	
a.4.Below Division Chief			
Central Office	Service Director, ASec Supervising HRDS	Usec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD, RED	BD	
DENR RO	ARD MS	RED	
PENR Office/CENR Office	PENRO, ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS

TOPIC : DESIGNATION

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below 30 days (Within the AOR)*			
b.1 Third Level USec		Secretary	
ASec/RED/BD/Service Director/	Supervising USec	USec Supervising HRDS	
RD	BD	RED	
ARD		RED	
ABD		BD	
PENRO/CENRO	ARD MS	RED	
b.2 Division Chief			
Central Office	Service Director, Supervising Assistant Secretary/ Undersecretary	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO/PENR Office	ARD MS	RED	
b.3. Below Division Chief Level(Within the AOR)			
Central Office	Service Director	USec Supervising HRDS	
Bureau Proper	ABD	BD	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 26 of 52
TOPIC : DESIGNATION			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	Chief AO	RD	
PENR Office/ CENR Office	PENRO	RED	

Note:
Designation up to 30 days shall be limited to emergency cases



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 27 of 52
TOPIC : REASSIGNMENT / RECALL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.Third Level Usec ASec/Service Director/RED/BD/ARD/ABD/ARD/RD	Supervising Usec	Secretary Usec supervising HRDS	CSC Resolution No.1800692 dated July 3, 2018 Rule IV section 13.A
2.PENRO/CENRO	RED, Supervising Asec FO, Supervising Usec FO	Usec supervising HRDS	
3. Division chief	RED/BD/Service Director/ ASec/ Usec	Usec Supervising HRDS	
4. Below Division Chief -Across DENR Organizational Structure	RED/Service Director /Supervising ASec / ASec Supervising HRDS	Usec Supervising HRDS	
-Within Central Office	Service Director /Supervising ASec / Usec, ASec Supervising HRDS	Usec Supervising HRDS	
-Within Bureau Proper	ABD	BD	
-Within the Region	ARD MS	RED	
-Within EMB/MGB RO	RD, RED	BD	
-Within the Province	PENRO	RED	
- Within the Region	ARD MS	RED	
-Within the Province	PENRO	RED	

Reassignment – is the movement of employee across the organizational structure within the same department of agency, which does not involve a reduction in rank status or salary.
 (CSC Resolution No. 1800692 dated July 3, 2018 section 13.a)

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : DETAIL³ / SECONDMENT⁴			Section III Page 28 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.All Levels Central Office DENR RO Bureau	Service Director /Supervising ASec / USec, ASec Supervising HRDS RED/Service Director /Supervising ASec / USec, ASec Supervising HRDS BD/Supervising ASec / USec, ASec Supervising HRDS	Secretary Secretary Secretary	CESB Resolution no. 1464 Guidelines on Secondment of Career Executive Service Officers (CESOs), Third Level Eligibles and Officials/Employees Occupying Second Level Executive/Managerial Positions EO 292 Rules on Personnel Actions CSC Resolution No.1800692 dated July 3, 2018 Rule IV section 13.B
3. Detail - temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status or salary. (CSC Resolution No. 1800692 dated July 3, 2018 section 13.b) 4. Secondment – movement of an employee from one department or agency to another, which is temporary in nature and may or may not require issuance of an appointment, but may either involve a reduction or increase in compensation. Payment of compensation shall be charged to the recipient agency up to one (1) year. (CSC MC No. 40 series 1998 dated December 1998 and CSC Resolution No. 06 – 1165 dated 05 July 2006)			
Note: 1. MOU shall be approved / signed by Heads of respective agencies. 2. Application for renewal of secondment should be filed three (3) months before expiration of the approved MOA and subject to CSC approval			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 29 of 52
TOPIC : RESIGNATION/TRANSFER			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Acceptance of Resignation			CSC Resolution No. 1800692 dated July 3, 2018 Rule X Section 104
1. Third Level	Secretary or delegated official	President	
2. PENR Office, CENR Officer	USec FO, ASec Supervising HRDS	USec Supervising HRDS	
1. Division Chief	Immediate Supervisor, ASec Supervising HRDS	USec Supervising HRDS	
2. Below Division Chief			
Central Office	Service Director/Head of Office, ASec Supervising HRDS	USEC supervising HRDS	
Bureau Proper	Division Chief, ABD	BD	
EMB/MGB RO	Division Chief, RD	BD	
DENR RO	ARD MS	RED	
PENR Office/CENR Office	CENRO, PENRO	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 30 of 52
TOPIC : RETIREMENT			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Optional ⁶			
1. Third Level			
U Sec		Secretary	
ASec/Service Director/ RED/BD/ARD/ ABD/RD	Supervising U Sec	U Sec Supervising HRDS	1. RA 10154 s. 2011 dated July 14, 2011 as implemented by CSC MC No. 07, 2013
2. PENRO /CENRO	ASec Supervising HRDS	U Sec Supervising HRDS	2. DBM – GSIS Joint Circular 2013-1 dated March 8, 2013
3. Division Chief	Service Director/Head of Office, ASec Supervising HRDS	USEC Supervising HRDS	
4. Below Division Chief	Director HRDS	USEC Supervising HRDS	
Central Office			
Bureau Proper	ABD	BD	
DENR RO/PENR office/CENR Office	ARD MS	RED	
EMB/MGB RO	RD	BD	
<p>5. Compulsory retirement – when one reaches the age of 65 years old and has satisfied the service requirement upon retirement.</p> <p>6. Optional retirement under the following conditions:</p> <p>a. When one has rendered at least 15 years of service and is at least 60 years of age at the time of retirement (RA 8291).</p> <p>b. Those who entered government service on or before May 31, 1997 and has rendered at least 20 years of service (RA 1616).</p> <p>c. When one reaches magic 87, where the length of service and age at the time of retirement totals 87 (RA 660)</p>			

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SUBJECT: HUMAN RESOURCE ACTIONS		Section III Page 31 of 52	
TOPIC : PAYROLL(SALARY AND BENEFITS)			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Central Office	Chief P Div./Assistant Division Chief PD*	Director HRDS	
Bureau Proper	Chief AO/AO V (HRMO)	ABD	
DENR RO	Chief AO (Admin)	ARD MS	
EMB/MGB RO	Chief AO	RD	
PENR Office/CENR Office	Chief MSD	PENRO or Authorized Officer	

*In case of Designation of Chief PDiv

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 32 of 52
TOPIC : NOTICE OF SALARY ADJUSTMENT / STEP INCREMENT			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Step Increment for Meritorious Performance /Length of Service			
A. Third Level	ASec Supervising HRDS	USec Supervising HRDS	CSC – DBM Joint Circular No. 1 s.2012 dated 03 Sept. 2012 a. Length of Service b. Meritorious Performance
PENRO/CENRO	ARD MS	RED	
B. Division Chief			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO/PENR Office/CENR Office	ARD MS	RED	
EMB/MGB RO	RD	BD	
C. Below Division Chief			
Central Office	Chief PDiv	Dir HRDS	
Bureau Proper	AO V (Personnel Unit)/Chief AO	ABD	
DENR RO/PENR office	Chief Admin Division	ARD MS	
EMB/MGB RO	RD	ABD	

*Includes third level officials assigned at the RO and Bureaus



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 33 of 52	
TOPIC : SALARY ADJUSTMENT / STEP INCREMENT				
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES	
II. Salary Adjustment				
A. Third Level*/PENRO/ CENRO / Division Chief				
Central Office	Director HRDS	ASec Supervising HRDS	RA no. 8439 Magna Carta for Scientist, Engineers, Researchers and other Science and Technology Personnel In Government	
Bureau Proper	ABD	BD		
DENR RO / PENR Office/CENR Office	ARD MS	RED		
EMB/MGB RO	RD	BD		
B. Below Division Chief				
Central Office	Chief PDiv.	Director HRDS		
Bureau Proper	Chief AO (Admin) / AOV (HRMO)	ABD		
DENR RO/PENR Office /CENR Office	Chief AO (Admin)	ARD MS		
EMB/MGB RO	Chief AO	ABD		
*Includes third level officials assigned at the RO and Bureaus				

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 34 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. One year All Levels	U Sec Supervising HRDS	Secretary or delegated official	
2. 30 days but not to exceed one year			
2.a U Sec ASec/Director/ RED/BD/ARD/ABD /RD/PENRO/CENRO	Supervising USEC	Secretary U Sec supervising HRDS	
2.b Division Chief			
Central Office	Service Director	ASec supervising HRDS	
Bureau Proper	BD	ASec supervising HRDS	
DENR RO/PENR Office	RED/Usec FO	ASec supervising HRDS	
EMB/MGB RO	RD/BD	ASec supervising HRDS	
2.c Below Division Chief			
Central Office	Division Chief/Head of Office	Director HRDS	
Bureau proper	ABD	BD	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 35 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO	ARD MS	RED	
EMB/MGB RO	RD, RED	BD	
PENR Office/ CENR Office	PENRO, ARD MS	RED	
3. Below 30 Days			
3.a USec		Secretary	
ASec/Service Director /RED/BD	Supervising USec	USec supervising HRDS	
RD	ABD	BD	
ARD		RED	
ABD		BD	
3.b PENRO/CENRO	ARD MS	RED	
3.c Division Chief			
Central Office	Service Director, Supervising ASec, Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
EMB/MGB RO	RD	BD	
PENR Office/ CENR Office	Chief MSD	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 36 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
3.d Below Division Chief			
Central office	Division Chief/Head of Office	Director HRDS	
ERDB Research Center	Center Head, Chief AO	ABD	
BMB/LMB/FMB	Administrative Officer V (Personnel Unit)	ABD	
Bureau Proper	Chief AO	ABD	
EMB/MGB RO	Chief AO	RD	
DENR RO	Division Chief/ Immediate Supervisor	ARD MS	
PENR Office	Division Chief/ Immediate Supervisor	PENRO	
CENR Office		CENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 37 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
REHABILITATION LEAVE /MAGNA CARTA/ MATERNITY LEAVE			
i. Rehabilitation Leave (Max. of six (6) months)			
Central Office	ASec Supervising HRDS	USec Supervising HRDS	CSC - DBM Joint Circular No.01 S. 2006. Guidelines for Availing of the Rehabilitation Privilege as amended by CSC-DBM Joint Circular no. 1, s. 2015 section 3.2
Bureau Proper	BD	USec Supervising HRDS	
EMB/MGB RO	BD	USec Supervising HRDS	
DENR RO/PENR Office /CENR Office	RED	USec Supervising HRDS	
ii. Magna Carta of Women			
Central office	Chief PDiv	Director HRDS	CSC MC 25 s. 2010 (RA 9710)
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO/PENR Office/ CENR Office	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 38 of 52
TOPIC : LEAVE OF ABSENCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
ii. Maternity Leave			
Central Office	Director HRDS	ASec Supervising HRDS	Republic Act No. 11210
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO (Admin)	RD	
DENR RO /PENR Office/ CENR Office	ARD MS	RED	
iii. Personal Travel Authority			
U Sec		Secretary	
ASec, Directors/ RED/BD/ RD/ ARD/ABD	Supervising ASec/Supervising U Sec, ASec Supervising HRDS	U Sec Supervising HRDS	
PENRO/CENRO	RED	ASec Supervising HRDS	
Division Chief and Below			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	BD	ASec Supervising HRDS	
DENR RO/PENR Office/ CENR Office	RED	ASec Supervising HRDS	
EMB/MGB RO	BD	ASec Supervising HRDS	

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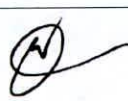

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 39 of 52
TOPIC : TERMINAL LEAVE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
TERMINAL LEAVE			
1. USEC		Secretary	CSC Memorandum Circular No. 7 s. 2013
2. ASEC/Director	ASec Supervising HRDS	USec Supervising HRDS	
3. PENRO/CENRO	RED	USec Supervising HRDS	DAO No. 2008 – 12 dated 15 July 2008
4. Division Chief and Below			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB /MGB RO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENRO/CENRO	ARD MS	RED	



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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : MONETIZATION OF LEAVE*			Section III Page 40 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
A. 30 days and above All levels			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD	BD	
DENR RO/PENR Office/ CENR Office	ARD MS	RED	
B. Below 30 Days			
Central Office	Division Chief/Immediate Supervisor	Director HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	Chief AO	RD	
DENR RO	Division Chief/Immediate Supervisor ARD MS	RED	
PENR Office / CENR Office	PENRO/ARD MS	RED	



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 41 of 52
TOPIC : OFFICE CLEARANCE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.USec		Secretary	
2. ASec/Directors	ASEC Supervising HRDS, USEC Supervising HRDS	USec Supervising HRDS	
3.PENRO/CENRO	ARD MS	RED	
4.Division Chief			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
DENR RO	ARD MS	RED	
EMB/MGB RO	RD	BD	
PENR Office	PENRO	RED	
5.Below Division Chief			
Central Office	Director HRDS	ASec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGBRO	Chief AO	RD	
DENR RO	ARD MS	RED	
PENR Office / CENR Office	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 42 of 52	
TOPIC : TRAVEL				
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES	
1. Local Travel ¹¹				
a. More than 30 days				
USec		Secretary	Executive Order No. 77 dated 15 March 2019	
A Sec/Directors	Supervising USec	USec Supervising HRDS		
PENR Officer /CENR Officer/	ARD MS	RED* (with clearance from Asec FO)		
Division Chief Central Office	Service Director/Immediate Supervisor	USec Supervising HRDS		
Bureau Proper	ABD	BD		
DENR RO	ARD MS	RED		
PENR Office	PENRO	RED		
Below DC				
Central Office	Service Director/Immediate Supervisor	A Sec Supervising HRDS		
Bureau Proper	ABD	BD		
DENR RO	Immediate Supervisor, ARD MS	RED		
PENR/CENR Office	Immediate Supervisor, PENRO, ARD MS	RED		
b. Eight (8) days to thirty (30) days				
b.1 Central Office				
USec		Secretary		
A Sec/Directors	Supervising A Sec	Supervising USec		
Division Chiefs	Service Director	Supervising A Sec		

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SUBJECT: HUMAN RESOURCE ACTIONS TOPIC : TRAVEL			Section III Page 43 of 52
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below Division Chief b.2 Bureau Proper BDs ABDs Division Chief and Below b.3 Regional Office b.3.1 Outside the AOR EMB/MGB RO RD Division Chief Below Division Chief	Immediate Supervisor BD ABD RED RD, RED Chief AO	Service Director Supervising USec Supervising Usec BD BD BD RD	



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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 44 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
DENR RO			Executive Order No. 298 dated 23 March 2004
RED	ASec FO	USec FO	
ARD	RED	ASec FO	
PENRO / CENRO	ARD MS	RED	
Division Chief and below			
b. 3.2 within the AOR			
EMB/MGB RO			
RD		RED	
Division Chief and Below	Chief AO	RD	
DENR RO			
RED		ASec FO	
ARD		RED	
PENRO/CENRO /Division Chief and below	ARD MS	RED	
c. Seven (7) days and Below			
c.1 Central Office			
USec		Secretary	
ASec		Supervising USec	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 45 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Directors	Supervising ASEC	Supervising USec	
Division Chief	SD	Supervising ASEC	
Below Division Chief	DC	SD/Head of Office	
c.2 Bureau Proper			
BDs		Supervising USEC	
ABDs		BD	
Research Center Heads/Division Chief and below	ABD	BD	
Research Center Personnel		Research Center Head	
c.3 Regional office			
RED		Supervising ASec	
ARD/RD		RED	
PENRO		RED	
Division Chief-RO	ARD MS	RED	
Division Chief-PENR Office	Supervising ARD	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 46 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
Below Division Chief– RO	DC/HOF	Supervising ARD	
CENRO	Chief MSD	PENRO	
Below Division Chief PENR Office	Supervising DC/HOF	PENRO	
Below Division Chief CENR Office	Assistant CENRO (DMO IV/ Supervising ECOMs)	CENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 47 of 52
TOPIC : TRAVEL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
c.3 (outside the AOR)			
c.3.1 EMB/MGB RO			
RD		RED	
Division Chief		RD	
Below Division Chief*	Immediate Supervisor	RD	
c.3.2 DENR RO			
ARD		RED	
Division Chief	Supervising ARD	RED	
Below DC	DC/Immediate Supervisor	Supervising ARD	
c.3.3 PENR Office DC/ CENR Office			
PENRO		RED	
CENRO/DC		PENRO	
Below DC PENR Office	Immediate Supervisor	PENRO	
Below DC CENR Office	Immediate Supervisor	CENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 48 of 52
TOPIC : OVERTIME SERVICES/COMPENSATORY TIME OFF/OFFSETTING PRIVILEGE			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Signs / approves Authority to Render Overtime Services			
Central Office	Service Director	ASec Supervising HRDS	
Bureau Proper	Division Chief/ABD	BD	
EMB/MGB RO	Division Chief	RD	
DENR RO	ARD MS	RED	
PENR Office/ CENR Office	Chief MSD	PENRO	
2. Availment of COC			
Central Office	Division Chief/ HOF	Director HRDS	
Bureau Proper	AO V (Personnel Unit)	ABD	
EMB/MGB RO	Immediate Supervisor	RD	
DENR RO	Chief AO	ARD MS	
PENR Office / CENR Office	Immediate Supervisor	PENRO	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 49 of 52
TOPIC : CREATION OF COMMITTEE AND AD HOC BODIES			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Creation of Committee (e.g. Investigation Committees, Ad Hoc and Task Forces)			
Central Office	Supervising ASec/USec, ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	RED	BD	
DENR RO/PENR Office/ CENR Office	ARD MS/TS	RED	

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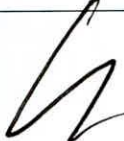
SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 50 of 52
TOPIC : PREVENTIVE SUSPENSION / FORMAL CHARGE SHEET			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1.Third Level Appointee	Secretary	President	
2. PENRO	USec Supervising HRDS	Secretary or delegated official	
3. Division Chief*/CENRO	USec Supervising HRDS	Secretary or delegated official	
4.Below Division Chief			
Central Office	Legal Affairs Service Director	Secretary or delegated official	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 51 of 52
TOPIC : DROPPING FROM THE ROLLS¹⁵			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
1. Third level	Secretary	President	
2. PENRO/CENRO	ASec Supervising HRDS	Secretary	
3. Division Chief	ASec Supervising HRDS	Secretary	
4. Below Division Chief			
Central Office	ASec Supervising HRDS	USec Supervising HRDS	
Bureau Proper	ABD	BD	
EMB/MGB RO	ABD	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	
15. After due process, the Human Resource Development Service shall inform CSC/CESB/OP of actions taken.			

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SUBJECT: HUMAN RESOURCE ACTIONS			Section III Page 52 of 52
TOPIC : DISMISSAL			
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	LEGAL BASES
a. Third Level	Secretary	President	
b. PENRO/CENRO	ASec Supervising HRDS	Secretary or delegated official	
c. Division Chief and below	ASec Supervising HRDS	Secretary or delegated official	
d. Below Division Chief			
Central Office	ASec supervising HRDS	Secretary or delegated official	
Bureau Proper	ABD	BD	
EMB/MGB RO	RD, RED	BD	
DENR RO/ PENR Office/ CENR Office	ARD MS	RED	

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