



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

1: 434 2010

DEPARTMENT ORDER No. DO 2010-06-0008

**PRIORITIZING TRANSITION ACTIVITIES**

In relation to Administrative Order No. 285 entitled "*Setting up a Transition Cooperation Team and Introducing the Transition Blueprint*" dated 9 May 2010, it is hereby reiterated that all DOE attached agencies and concerned bureaus, services, and field offices should concentrate on the following activities:

1. Identify and summarize the important policies and internal management procedures;
2. Prepare details of the accomplishments relative to your respective mandates;
3. Establish systems and procedures for transition to ensure continued operations; and
4. Prepare for conduct of briefings for incoming officials to familiarize them and their staff with the process that needs to be followed and to extend technical and administrative assistance to incoming head of office and his/her staff.

All foreign and local travel shall be minimized for the period covering June-August 2010. The respective heads of attached agencies and concerned bureaus, services, and field offices shall prioritize and rationalize local travel that is only absolutely necessary in the exigencies of the service.

Foreign travel shall be limited to those that are fully funded or partially funded by an international and/or government agency to which DOE has international commitments.

This Department Order does not cover travel authorities that have already been issued by the Office of the Secretary.

This Order takes effect immediately.

**JOSE C. BAZETA**  
Acting Secretary



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DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:  
**SDOE10-000646**

