



CERTIFIED COPY

**MEMORANDUM**

Order No. 104  
Series of 2018

ORG-ARMM RD-AMS

AAA025436



FEB 07 2018

Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
OFFICE OF THE CHIEF OF STAFF

RELEASED

TIME: 11:00 AM CTRL NO. 7

**TO :** ALL LINE AGENCIES, OFFICES, AND BUREAUS  
Autonomous Region in Muslim Mindanao

**SUBJECT :** NEW POLICY ON APPROVING TRAVEL AUTHORITY (ABROAD AND LOCAL)

**DATE :** 01 FEBRUARY 2018

RECEIVED  
FEB 08 2018  
By: mm 10:30  
Records Section  
ADMINISTRATIVE DIVISION

1. Please be advised of the new policy in approving requests for Travel Authorities (Foreign Travels) and Travel Orders (Local Travels within and outside ARMM) from ARMM officials and employees:

A. The **Regional Governor** shall sign the following requests:

- a. All requests for **Authority to Travel Abroad (ATA)** of **HEADS** of offices/agencies;
- b. All requests for **ATA** of officials and employees of the **Office of the Regional Governor (ORG)**;
- c. All requests for **Travel Orders (TO)** within and outside of ARMM of **HEADS** of offices/agencies; and
- d. All requests for **TO** within and outside of ARMM of officials and employees of the **ORG**.

B. The **Executive Secretary** shall sign the following requests:

- a. All requests for **ATA** of Assistant Secretaries of line agencies;
- b. All requests for **ATA** of regular employees of line agencies;
- c. All requests for **TO** within and outside of ARMM of Assistant Secretaries of line agencies; and
- d. All requests for **TO** of regular employees of line agencies with unconfirmed Secretary.

C. **Confirmed Regional Secretaries** shall sign requests for **TO** of their respective employees within and outside ARMM;

2. All requests for **ATA** for the approval of the Regional Governor shall be submitted to

the Records Division of the ORG and routed to the Office of the Chief of Staff (OCOS) for **Completed Staff Work (CSW)**;

3. All requests for ATA for the approval of the Executive Secretary shall be submitted to the Records Division of the ORG and routed to the Office of the Executive Secretary (OES) for CSW and approval;
4. All requests for ATA shall be submitted to OCOS or OES **at least one (1) week before the actual date of travel**;
5. All requests for ATA must comply with the following requirements:

**A. Official Foreign Travel**

- a. Certification indicating that the travel is strictly within the mandate of the requesting official or personnel;
- b. Projected expenses for the trip and certification from the agency's accountant that these are not excessive;
- c. Post-travel report/re-entry plan submission within thirty (30) days after return to official station;
- d. Invitation letter/Directive thru Memorandum from the RG or ES, if any;
- e. Endorsement duly signed by the head of office indicating the source of fund for the travel;
- f. Copy of designation of personnel who will take over his/her function while on travel; and,
- g. Certification of no unliquidated travel;

**B. Personal Foreign Travel**

- a. Letter request of personnel;
- b. Endorsement duly signed by head of office indicating the source of fund for the travel;
- c. Copy designation of personnel who will take over his/her function while on travel; and,
- d. Duly approved leave of absence.

6. All requests for Travel Orders must comply with the following requirements:

**A. Official Travel**

- a. Office Travel Order with recommending approval of the Head of office;
- b. Itinerary of Travel duly approved by the agency head;
- c. Certificate of no unliquidated travel;
- d. Copy of post-travel report (previous travel);
- e. Copy of invitation; and,
- f. Copy of activity design (if organized by the agency);




## B. Personal Travel

- a. Letter request of personnel;
  - b. Endorsement duly signed by head of office indicating the source of fund for the travel;
  - c. Copy designation of personnel who will take over his/her function while on travel; and,
  - d. Duly approved leave of absence.
7. All approved ATAs shall be released by the Records Division of the ORG to the requesting party;
  8. All TOs approved by the Regional Governor shall be ready for pick-up at the OCOS;
  9. All TOs approved by the Executive Secretary shall be ready for pick-up at the OES;
  10. This order shall take effect immediately and shall remain in full force unless revoked by the undersigned or other competent authority. It shall likewise modify, amend, and/or repeal all other issuances inconsistent thereto.
  11. For strict compliance.

MUNIR S. HATAMAN  
Regional Governor



		Autonomous Region in Muslim Mindanao Office of the Regional Governor Records Division, AMS	
		<b>RELEASED</b>	
BY	:	[Signature]	
DATE	:	02-07-18	
TIME	:	2:40	
CTRL NO.	:		