



**MEMORANDUM**

**CERTIFIED COPY**

Order No. 019  
Series of 2018 019

Office of the Regional Governor  
Records Division, AMS  
**RELEASED**  
BY: [Signature]  
DATE: 01-11-18  
TIME: 10:29  
CTRL NO.:

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

**SUBJECT :** DIRECTIVE APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE  
DEPARTMENT

**DATE :** 09 JANUARY 2018

1. In line with the Memorandum dated 03 January 2018 from the Executive Secretary, Office of the President, Malacañang, copy of which is hereto attached, regarding foreign travels of all government officials and personnel in the executive department, all officials and employees of the Autonomous Regional Government requesting for authority to travel abroad should strictly observe and attach the following in their requests:

**For Official 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; and
- c. Post-travel report/re-entry plan submission within thirty (30) days after return to official station.

**For Personal Travel:**

- a. Duly approved official leave form; and
  - b. Certification indicating that the absence of the concerned official/employee shall not hamper the operational efficiency of the agency.
2. Per previous policy, all requests for travel authority of employees shall have recommending approval from the head of agency prior submission to the Office of the undersigned for review and approval.
  3. For strict compliance.

By Authority of the Regional Governor:  
**HON. MUJIV S. HATAMAN**

[Signature]  
**ATTY. LAISA MASUHUD ALAMIA**  
Executive Secretary

Cf: Office of the President, Malacañang, Manila

ORG-ARMM RD-AMS  
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Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
OFFICE OF THE EXECUTIVE SECRETARY  
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"Matuwid na Pamamahala Tungo sa ARMM na Masagana't Mapayapa"

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM FROM THE EXECUTIVE SECRETARY**

**TO :** ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,  
GOVERNMENT-OWNED AND/OR - CONTROLLED CORPORATIONS  
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)

**SUBJECT :** DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE  
DEPARTMENT

**DATE :** 03 January 2018

To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.




4) All heads of agencies are directed to strictly enforce the requirement on submission of reports with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken by a government official or personnel to the head of agency within thirty (30) days after his/her return in official station. In case of participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

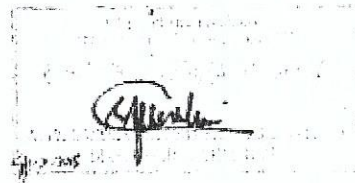
Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

All heads of agencies, GOCCs and GFIs shall ensure that all their personnel are informed of the foregoing.

The herein directives shall take effect immediately.

For strict compliance.

  
SALVADOR C. MEDIALDEA



**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM CIRCULAR NO. 35**

**CLARIFYING AND REINFORCING EXISTING RULES AND  
REGULATIONS ON FOREIGN TRAVEL AUTHORITIES, TRAVEL  
ENTITLEMENTS, AND TRAVEL TAX EXEMPTIONS, WHICH REQUIRE  
THE APPROVAL OF THE OFFICE OF THE PRESIDENT**

**WHEREAS**, government officials and employees can only travel abroad with the requisite authorization;

**WHEREAS**, Executive Order (EO) No. 459 (s. 2005) specifies the appropriate offices which may issue travel authorities for different categories of government personnel, and identifies the Office of the President (OP) as the approving authority with respect to the following: (a) members of the Cabinet and officials of equivalent rank, (b) heads of government-owned and controlled corporations (GOCCs) and government financing institutions (GFIs) under or attached to the OP, and (c) heads of agencies under or attached to the OP;

**WHEREAS**, per EO No. 298 (s. 2004), the grant of official transportation other than restricted economy class and the reimbursement of actual travel expenses in excess of the standard Daily Subsistence Allowance (DSA), even if not involving the aforesaid officials mentioned in EO No. 459, are subject to the approval of the OP;

**WHEREAS**, EO No. 283 (s. 1987) exempts from the payment of travel tax the officials and employees of the Philippine government or any of its departments, bureaus and agencies travelling on official business, and those authorized by the President of the Philippines for reasons of national interest;

**WHEREAS**, unauthorized foreign travels of certain government officials have been observed, and the OP continues to receive requests for foreign travel authority and entitlement to travel expenses and allowances that suffer from incomplete documentation and lack of sufficient lead time for evaluation;



**WHEREAS**, there is a need to clarify and reinforce existing rules and regulations on foreign travel for the guidance and strict compliance of all concerned;

**NOW THEREFORE**, the following are hereby ordered:

**SECTION 1. Allowable Foreign Trips.** No official travel abroad shall be allowed unless it satisfies all of the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.

**SECTION 2. Documentary Requirements.** The destination, duration of travel, purposes, justifications, and chargeability of expenses should be clearly stated in the request for travel authority, for entitlement to travel expenses and allowances (hereinafter "travel entitlements"), and for travel tax exemptions. For all official trips, the request shall state how the subject trip complies with the minimum criteria indicated in Section 1 above. All requests must include the supporting documents indicated in the following Annexes which form an integral part of this Circular:

- a. Annex "A" for travel authorities and travel entitlements of Heads of Departments, Heads of Government-owned and/or -controlled Corporations (GOCCs) and Government Financial Institutions (GFIs), and Heads of Agencies under or attached to the OP;
- b. Annex "B" for additional travel entitlements of Undersecretaries, Assistant Secretaries, Directors, and officials of equivalent ranks and other government personnel; and
- c. Annex "C" for travel tax exemptions of private individuals, groups, or organizations.

**SECTION 3. Period of Submission.** The request for foreign travel authority and its supporting documents must be submitted to the Malacañang Records Office (MRO) at least ten (10) working days prior to the scheduled date of departure, or, in extremely justifiable cases to be substantiated in the request, not later than two (2) working days. The MRO may direct the representative of the requesting agency or official to proceed first to the General Government Administration Office of the OP for a preliminary check of the request and its supporting documents, to ensure that the same are complete prior to its acceptance by the MRO. Late submissions shall not be entertained.

**SECTION 4. Travel Expenses and Allowances.** The DSA for accommodation, meals, and incidental expenses shall be based on the United Nations Development Program (UNDP) rates, which UNDP updates on a monthly basis. Unless otherwise stated in the UNDP rates, the DSA shall be apportioned as follows: (a) 50% for accommodations, (b) 30% for meals, and (c) 20% for incidental expenses. Claims for reimbursement for actual accommodation rates in excess of the accommodation

**Section 9. Repeal.** The provisions of Memorandum Circular No. 7 (s. 2010), as well as other orders and circulars inconsistent with the foregoing provisions, are hereby modified or repealed accordingly.

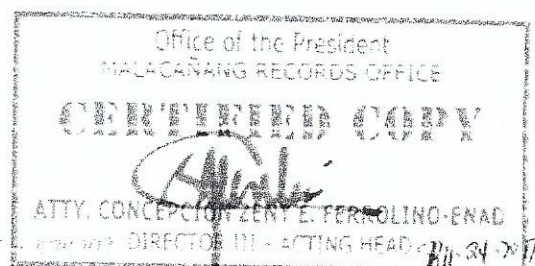
**Section 10. Separability.** If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section 11. Effectivity.** This Circular shall take effect immediately.

**DONE**, in the City of Manila, this 22<sup>nd</sup> day of November, in the year of Our Lord, Two Thousand and Seventeen.

By authority of the President:

  
**SALVADOR C. MEDIALDEA**  
Executive Secretary





**For Heads of Departments, of GOCCs and GFIs, and of Agencies under or Attached to OP, Requesting Travel Authority and Entitlement to Travel Expenses and Allowances:**

- (1) Invitations and/or notices of meetings;
- (2) Confirmation of the dates of meetings/conferences/conventions;
- (3) Administrative arrangements;
- (4) Itemized statement of travel expenses and allowances, and their chargeability (for those that will be covered by government funds);
- (5) Flight itineraries;
- (6) Schedule of activities;
- (7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class, and non-commutable representation allowances, which should not exceed One Thousand US Dollars (US\$1,000.00), only for those who need to avail themselves of these additional expenses;
- (8) List of members of Philippine Delegations (whenever applicable);
- (9) Advice on the name of official who shall be designated as Acting Secretary/Head or Officer-in-Charge; and
- (10) For trips abroad without cost to the government, specify the chargeability of travel expenses and allowances, and include letter(s) from the sponsoring organizations/agencies/individuals, regarding the travel expenses that they will cover (whenever applicable)

**For Undersecretaries, Assistant Secretaries, Directors, and Officials of Equivalent Ranks, and other Government Personnel, Requesting Entitlement to Additional Travel Expenses and Allowances:**

- (1) Invitations and/or notices of meetings;
- (2) Confirmation of the dates of meetings/conferences/conventions;
- (3) Administrative arrangements;
- (4) Itemized statement of travel expenses and allowances, and their chargeability;
- (5) Flight itineraries;
- (6) Schedule of activities;
- (7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class (for Undersecretaries and Assistant Secretaries, and officials of equivalent ranks), and non-commutable representation allowances, which should not exceed Five Hundred US Dollars (US\$500.00) for Undersecretaries and those of equivalent ranks, and Three Hundred US Dollars (US\$300.00) for Assistant Secretaries and those of equivalent ranks;
- (8) Certified true copies of Travel Authorities and/or Assignment Orders issued by their respective heads of departments/agencies; and
- (9) List of members of Philippine Delegations (whenever applicable)



**For Private Individuals, Groups, or organizations requesting Travel Tax Exemption:**

- (1) Invitations to participate in competitions, performances, and similar activities; and
- (2) Endorsements by relevant government agencies concerned, with a statement on how the requested travel tax exemption will advance the national interest



**MALACAÑAN PALACE  
MANILA**

**BY THE PRESIDENT OF THE PHILIPPINES**

**EXECUTIVE ORDER No. 459**

**STREAMLINING THE PROCEDURE IN THE DISPOSITION OF REQUESTS OF GOVERNMENT OFFICIALS AND EMPLOYEES FOR AUTHORITY TO TRAVEL ABROAD**

**WHEREAS**, Executive Order (EO) No. 6 dated March 12, 1986, as amended by Memorandum Order (MO) No. 26 dated July 31, 1986, provided for procedures in the disposition of requests of government officials and employees for authority to travel abroad;

**WHEREAS**, Memorandum Circular (MC) No. 18 dated October 27, 1992 clarified existing rules and regulations on travel abroad of government officials and employees;

**WHEREAS**, there is a need to streamline procedures in the disposition of requests of government officials and employees for authority to travel abroad in order to promote administrative efficiency and to enable the Office of the President to attend to governance matters;

**WHEREAS**, EO 292, otherwise known as the Administrative Code of 1987, recognizes, in Section 31(2), Chapter 10, Title III, Book III, the President's continuing authority to reorganize her office by transferring any function under the Office of the President to any other Department or Agency as well as transfer functions to the Office of the President from other Departments and Agencies;

**NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO**, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1.** The following officials shall seek approval from the Office of the President for authority to travel abroad.

- a) Members of the Cabinet and officials of equivalent rank;
- b) Heads of government-owned and controlled corporations (GOCCs) and government financing institutions (GFIs) under or attached to the Office of the President; and
- c) Heads of agencies under or attached to the Office of the President.

**SECTION 2.** Subject to Section 5 hereof, all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of the length of their travel and the number of delegates concerned. For the purpose of this paragraph, heads of agencies refer to the Department Secretaries or their equivalents.

In the case of GOCCs and GFIs attached to the Office of the President, their officials and employees shall seek approval from the heads of these GOCCs and GFIs. Officials and employees of GOCCs and GFIs not attached to Office of the President shall seek approval from the department head to which they are attached.

Provincial Governors and Mayors of highly urbanized cities or independent component cities shall seek approval from the Secretary of the Interior and Local Government.

Heads of state universities and colleges shall seek approval from the Chairman of the Commission on Higher Education, while all the other officials or employees of state universities and colleges shall seek approval from their respective heads. Heads of technical and vocational schools shall seek approval from the Chairman of the Technical Education and Skills Development Authority, while all the other officials and employees of technical and vocational schools shall seek approval from their respective heads.

Officials and employees of agencies under or attached to the Office of the President shall seek approval from the head of these agencies.

The foregoing authority shall not preclude the Office of the President from requiring any official and employee to secure authority to travel abroad from the Office of the President.

**SECTION 3.** Administrative Order No. 103, dated August 31, 2004, directing the continued adoption of austerity measures in the government shall remain in full force and effect.



names of the travelers, their destinations, the duration, the nature and purpose of the travel, and the costs of travel.

**SECTION 5.** All those empowered to approve travels abroad are hereby authorized to approve up to seventy-five percent (75%) of their allocated travel budget, in excess of which, they are required to secure from the Office of the President authorization to utilize the balance.

**SECTION 6.** Except as otherwise modified under this Executive Order (EO), EO No. 248 dated May 29, 1995, as amended by EO 248-A dated August 14, 1995, and EO 298 dated March 23, 2004, prescribing rules and regulations and new rates of allowances for official local and foreign travels of government personnel, as well as other guidelines related to travel abroad, shall remain in full force and effect.

**SECTION 7.** All issuances, orders, rules and regulations, or parts thereof, inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

**SECTION 8.** This Executive Order shall take effect immediately.

Done, in the City of Manila, this 1st day of September in the year of our Lord, Two Thousand and Five.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**  
President of the Philippines

By the President:

(SGD.) **EDUARDO R. ERMITA**  
Executive Secretary

Source: Malacañang Records Office

Office of the President of the Philippines. (2005). [Executive Order Nos. : 401 – 500]. Manila : Malacañang Records Office.

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