



جمهورية الفلبين  
الحكم الذاتي الاقليمي لمسلمي منداناو  
وزارة الحاكم الاقليمي  
مدينة كوتاباتو

**MEMORANDUM**

Order No.: \_\_\_\_\_

Series of 2018 \_\_\_\_\_

Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
Records Division, AMS  
**RELEASED**  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
CTRL NO.: \_\_\_\_\_

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

**SUBJECT :** APPROVAL OF LOCAL TRAVEL ORDERS OF OFFICIALS  
AND EMPLOYEES

**DATE :** 26 JANUARY 2018

DEPARTMENT OF HEALTH  
RECEIVED  
JAN 29 2018  
(Date)  
By: Julie  
Records Section  
ADMINISTRATIVE DIVISION

1. Please be advised of the new policy in approving local travel order of ARMM officials and employees:
  - a) Local travel orders of employees within ARMM shall be approved by their respective confirmed secretaries; For unconfirmed secretaries, travel order of employees shall be approved by the Regional Governor;
  - b) Local travel orders of employees outside ARMM shall be approved by the Regional Governor; and
  - c) Local travel orders of officials within and outside ARMM for both confirmed and unconfirmed secretaries shall be approved by the Regional Governor.
2. All requests for approval of travel order shall be submitted to the Regional Governor through the Office of the Chief of Staff.
3. This order 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.
4. For strict compliance.

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

**ATTY. LAISA MASUHUD ALAMA**  
Executive Secretary

ORG-ARMM RD-AMS

AAA063665



Autonomous Region in Muslim Mindanao  
Office of the Regional Governor  
OFFICE OF THE EXECUTIVE SECRETARY  
**RELEASED**  
Name: \_\_\_\_\_  
Office: \_\_\_\_\_  
Date: 01/26/2018  
Time: 2:20 PM  
CTRL No. AAA063665