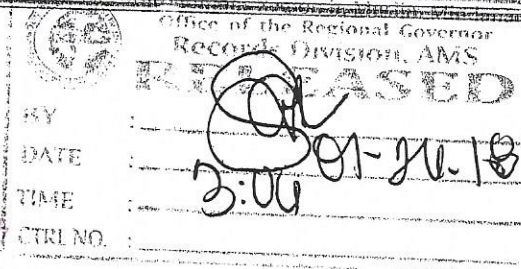
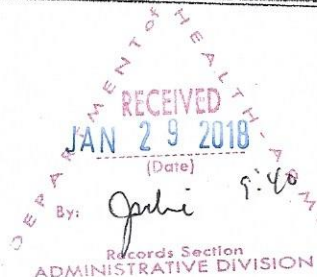




MEMORANDUM

Order No.: 069
Series of 2018



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

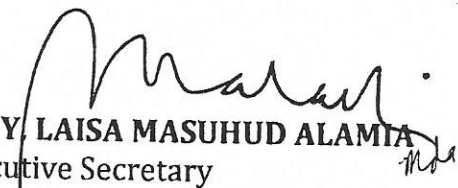
SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 019, S.
2018, "DIRECTIVE APPLYING TO FOREIGN TRAVELS
OF ALL GOVERNMENT OFFICIALS AND PERSONNEL IN
THE EXECUTIVE DEPARTMENT"

DATE : 26 JANUARY 2018

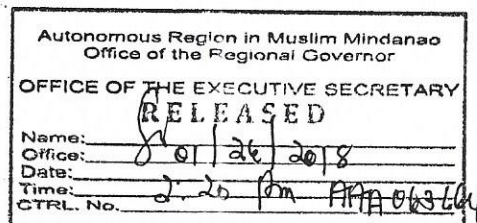
CERTIFIED COPY

1. Please be advised that effective immediately all requests for authority to travel abroad for all officials and employees of the Autonomous Regional Government shall be approved by the Regional Governor.
2. All requests shall be submitted to the Regional Governor through the Office of the Chief of Staff.
3. All other provisions in Memo Order No. 019 which do no conflict with this Memorandum shall remain effective.
4. For strict compliance.

By Authority of the Regional Governor:
MUJIV S. HATAMAN


ATTY. LAISA MASUHUD ALAMIA
Executive Secretary

ORG-ARMM RD-AMS
AAA063664



"Matuwid na Pamamahala Tungo sa ARMM na Masagana't Mapayapa"

UNIVOR



الحكم الذاتي الاقليمي لمسلمي مندناو
وزارة الحاكم الاقليمي
مدينة كوثباتو

MEMORANDUM

Order No. 019
Series of 2018

CONTROLLED

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9:46

Records Section
ADMINISTRATIVE DIVISION



Office of the Regional Governor
Records Division, AMS
RELEASED

BY : [Signature]
DATE : 01-11-18
TIME : 10:29
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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

ORG-ARMM RD-AMS
AAA063410



Office of the President, Malacañang, Manila

Autonomous Region in Muslim Mindanao Office of the Regional Governor	
OFFICE OF THE EXECUTIVE SECRETARY	
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Name:	<u>[Signature]</u>
Date:	<u>01/11/2018</u>
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