

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

March 28, 1978

DEPARTMENT MEMORANDUM

No. 104, s. 1978

ADDITIONAL REQUIREMENTS AND PRESCRIBING STANDARDS
FORMS FOR TRAVEL ABROAD

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. Inclosed is Memorandum Circular No. 930, dated August 31, 1976 of the Presidential Executive Assistant, Office of the President of the Philippines, providing additional requirements and prescribing forms for travel abroad.
2. It is desired that the contents of this Memorandum be disseminated immediately.
3. Henceforth, compliance by all concerned is required.

(SGD.) JUAN L. MARUEL
Secretary of Education and Culture

Incl.:
As stated

Reference:
Department Order No. 9, s. 1977

Allotment: 1-2-3-4 (D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

~~FORMS~~
~~RULES & REGULATIONS~~
~~TRAVEL~~

(Inclosure to Department Memorandum No. 106, s. 1978)

LANGCAPAN NG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 930

PROVIDING ADDITIONAL REQUIREMENTS AND PRESCRIBING
STANDARD FORMS FOR TRAVEL ABROAD.

In line with the present policy of limiting travel abroad of government officials and employees to only those that are urgent and absolutely necessary, and in order to facilitate processing of travel papers, the following additional requirements shall henceforth be complied with by all concerned.

1. Officials and employees proposed to travel abroad, whether for an official mission for the government or for training or scholarship, shall be required to fill out a Travel Data Sheet and, in proper cases, a Training/Scholarship Agreement (standard forms attached), which shall accompany the proposal submitted to the Office of the President;

2. Where a trip is to be funded by the government, fully or partially, the requesting agency shall always include in the proposal an estimate of the total financial requirement of the trip; and

3. In accordance with Memorandum Circular No. 920 dated July 6, 1976, the department heads, the chiefs of independent offices, and the managing heads of government-owned or controlled corporations, shall always fill out a certification of urgency for trips of officials and employees under their respective jurisdictions. They shall be the only officials who can so certify. This is deemed necessary in order that they could share in the responsibility of implementing the present restrictive policy on foreign travel. It is therefore expected that sound judgment and impartiality is exercised whenever a certification of urgency of a particular trip is signed by them. The certification shall be in a standard form as in the attached sample.

(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

Manila, August 31, 1976

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGABAGAN NG EDUKASYON AT KULTURA
Department of Education and Culture
MAYNILA
Manila

CERTIFICATION OF URGENCY

This is to certify that the travel of _____
to _____ for the purpose of _____

is urgent and absolutely necessary for the following reason(s):

(Department Head, Chief of Inde-
pendent Office, Managing Head of
Government-owned or controlled
Corporation)

(Date)

TRAINING/SCHOLARSHIP CONTRACT

I, _____,
and the _____ represented by
_____ in consideration of the
authority for me to avail myself of _____
on official time with or without pay, do hereby agree to the
following terms and conditions:

1. That I shall keep up with the necessary standards of scholarship or accomplishment;
2. That I shall conduct myself in such a manner as not to bring disgrace or dishonor to myself and/or my country;
3. That I shall submit to the head of office and to the Special Committee on Scholarships, at the end of each quarter, term or semester, my official school transcript, certification of performance or their equivalent;
4. That, if there is sufficient reason for the extension of my scholarship, I shall submit the necessary application for such extension, with supporting papers, within a reasonable time before the expiration of the original period;
5. That I shall return immediately to the Philippines and report to my office upon the completion or termination of my scholarship, fellowship or training grant;
6. That I shall submit to my office and to other offices concerned a written report on my studies, training or observation within sixty (60) days after my return to duty;
7. That I shall serve my office/institution for at least three (3) years if my scholarship, fellowship, training or study grant is for a period of one year or less, and for another three years or a fraction thereof not less than two (2) months after one year;

8. That I shall refund in full to my office such sums of money as may have been advanced by the Philippine government and/or the sponsor for my transportation, allowances, salary and other expenses incident to my scholarship, fellowship, or training or study grant, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control, it being understood that proportionate refund shall in no case be allowed; and
9. That I shall live up to the terms and conditions of this grant.

IN WITNESS WHEREOF, we have hereunder set our hands
this _____ day of _____, 19 _____, at _____:

(Head of Office or Agency)

(Scholar)

Copy furnished:

Office of the President
Special Committee on Scholarships, NEDA

TRAVEL DATA SHEET

A. PERSONAL PARTICULARS:

1. Name _____ Sex _____ Status _____
2. Place/Date of Birth _____
3. Home address _____
4. Educational attainment _____

B. OFFICIAL PARTICULARS:

1. Office/Agency _____
2. Position and Appointment Status _____
3. Brief description of duties (use back if space is inadequate)

4. Training Courses attended and/or Previous Travels Abroad
(Give course title, venue, year, duration)

C. TRAVEL PARTICULARS:

1. Destination(s) _____
2. Purpose(s) _____
3. Duration of travel _____
4. Estimate of expenses _____

(Person traveling)

(Date)

IMPORTANT: Be sure to attach copies of all communications pertinent to the trip.