

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG LDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

March 17, 1980

MEC M E M O R A N D U M
No 61, s. 1980

GUIDELINES ON OFFICIAL TRAVEL OF OFFICIALS
OF STATE COLLEGES AND UNIVERSITIES

To Presidents/Heads
State Colleges and Universities

1 In order to minimize travel expenses and loss of time in transacting business with different offices, Presidents/Heads of state colleges and universities are hereby enjoined to observe the following guidelines

- a Attendance in board meetings shall be limited to the President and the Board Secretary, except in cases where the presence of other official(s) is extremely necessary upon request of the President and approved by the Chairman
- b. Personal follow-up of official business should be done by only one appropriate official/employee within the period authorized in the Travel Order issued by the President. In this connection, the services of PASUC National Secretariat and/or consultations with the MEC Officer for state colleges and universities, must be availed of as much as possible
- c The most economical means of travel shall be resorted to at all times
- d Heads of institutions shall adopt such internal measures as are necessary to effect savings in administrative operation requiring travel of personnel.

2 MEC Memorandum No 122, s 1979 governing issuance of certificate of appearance signed by the Director of Higher Education or his duly authorized representative is hereby revoked. Travel of Presidents shall be on their wise discretion, or by board authority when necessary, while that of other officials/personnel shall be the responsibility of the heads of the institutions.

3. This Memorandum shall take effect immediately

(SGD) ONOFRE D CORPUZ
Minister of Education and Culture

Reference

MEC Memorandum (No 122, s 1979)

Allotment# 1-3--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects

CERTIFICATE
OFFICIALS
RULES & REGULATIONS
TRAVEL
UNIVERSITIES - COLLEGES