

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Maraleo Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

August 11, 1998

DECS MEMORANDUM
No. 327, s. 1998

**ENJOINING ALL CONCERNED GOVERNMENT OFFICIALS TO STRICTLY COMPLY
WITH EXISTING TRAVEL RELATED ISSUANCES AND TO REFRAIN
FROM ISSUING AND/OR ENDORSING TRAVEL AUTHORITIES
UNLESS THEY ARE URGENT AND EXTREMELY NECESSARY**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents

1. Inclosed is a copy of a Memorandum of the President dated July 27, 1998 directing all heads of departments, agencies, bureaus in the national government, GOCCs, GFIs, as well as heads of local government units to refrain from issuing travel authorities or endorsing to the Office of the President foreign travel proposals for their respective officials and employees except those that are clearly essential to Philippine commitments in the international field and those that arise from contractual obligations, as well as trainings, workshops, seminars, fellowships or scholarships of career officials that are funded by grants.

2. Immediate dissemination of the contents of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES

OFFICIALS

TRAVEL

RUSH



MALACAÑAN PALACE
MANILA

MEMORANDUM

FOR : ALL HEADS OF DEPARTMENTS, GOCCs AND GFIs,
PROVINCIAL GOVERNORS AND MAYORS OF HIGHLY
URBANIZED CITIES OR INDEPENDENT COMPONENT CITIES

RE : ENJOINING ALL CONCERNED GOVERNMENT OFFICIALS TO
STRICTLY COMPLY WITH EXISTING TRAVEL RELATED
ISSUANCES AND TO REFRAIN FROM ISSUING AND/OR
ENDORING TRAVEL AUTHORITIES UNLESS THEY ARE
URGENT AND EXTREMELY NECESSARY

It has been noted that the number of proposals and recommendations for foreign travels of government personnel has not decreased to a level compatible with the general policy pronouncements embodied in various issuances on foreign travels aimed at conserving public funds and the country's dollar reserves. These policy pronouncements are dictated by national interest, especially considering the current budgetary constraints.

In view thereof, all heads of departments, agencies, bureaus in the national government, GOCCs, GFIs, as well as heads of local government units are hereby directed to refrain from issuing travel authorities or endorsing to this Office foreign travel proposals for their respective officials and employees except those that are clearly essential to Philippine commitments in the international field and those that arise from contractual obligations, as well as trainings, workshops, seminars, fellowships or scholarships of career officials that are funded by grants.


All concerned are likewise enjoined to strictly observe the administrative requirements of existing travel-related issuances, specifically the following provisions:

1. Request for travel authority shall be confined to those which are urgent and extremely necessary, with the purpose and justification therefor clearly spelled out, and pertinent documents - e.g. - invitations, brochures, etc., attached. The age, nature/status of appointment, and the trips undertaken during the preceding year by the concerned officials or employees shall also be indicated in the travel proposal.
2. Such requests shall be submitted to this Office at least ten (10) working days prior to the scheduled date of departure. The ten-day period shall be reckoned from the date of receipt of the travel proposal.

3. All travel proposals involving full or partial government funding shall be accompanied by an itemized statement of expenditures, with justification as to the necessity of such items of expense.
4. In case of heads of departments, government-owned or controlled corporations and financial institutions, the name of the official to be designated as Acting Head or Officer-in-Charge of the office, as the case may be, for the duration of the trip shall be indicated in the request for travel authority. For covered local government officials, the recommendation of the Secretary of Interior and Local Government shall be first secured before the request for travel authority is submitted or forwarded to this Office.
5. All travel proposals shall be accompanied by a certification by the office head that the official or employee concerned has no pending administrative case against him as of the time such proposal is made and submitted to this Office.

Trips abroad approved by this Office shall be undertaken strictly in accordance with the terms and conditions in the travel authority issued. No subsequent request shall be entertained if it is for a proposed side-trip or confirming one already undertaken or for the grant of additional expenses or allowances or approval of an amount given over and above that granted in the original travel authority.

For strict compliance.


JOSEPH EJERCITO ESTRADA
President

Manila. 10-
MSC/EED

CERTIFIED COPY:


AURORA T. AGUINO
Director IV
Malacañang Records Office

7/28/98