



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



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

March 6, 2000

DECS MEMORANDUM
No 112, s 2000

**CLARIFICATIONS ON THE PRIMARY PROVISIONS OF THE VARIOUS
ISSUANCES ON FOREIGN TRAVELS**

To Undersecretaries
Assistant Secretaries
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Others Concerned

- 1 For the information and guidance of all concerned enclosed is a copy of a Memorandum from the Office of the President dated February 22 2000 "Clarifying the Primary Provisions of the Various Issuances on Foreign Travels"
- 2 In granting clothing allowance for both study and non-study trips, the guidelines prescribed in the President's Memorandum dated January 10, 2000 should be strictly observed
- 3 All concerned are directed to comply with these provisions

Andrew B. Gonzalez
ANDREW B GONZALEZ FSC
Secretary

Encl As stated
References DECS Orders Nos 34 and 117, s 1999
DECS Memorandum No 41 s 2000
Allotment. 1—(D O 50-97)
To be indicated in the Perpetual Index under the following subjects

✓ ALLOWANCE ✓ POLICY ✓ TRAVEL

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Office of the President
of the Philippines
Malacañang

MEMORANDUM

TO ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS AND STATE COLLEGES AND UNIVERSITIES

RE CLARIFYING THE PRIMARY PROVISIONS OF THE VARIOUS ISSUANCES ON FOREIGN TRAVELS

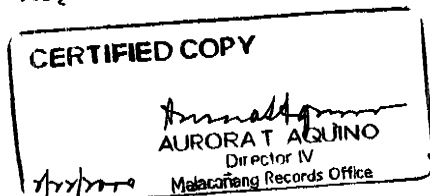
For purposes of uniform implementation of the various circulars and memoranda issued by this Office relative to foreign travels of government officials and employees, the following clarifications are hereby made:

- 1 Study trips which are processed/coordinated by NEDA SCS under its Overseas Development Assistance programs need not pass this Office. Trips under this category shall be authorized by the heads of departments, except those involving Department Secretaries, Undersecretaries, Assistant Secretaries, and other officials with equivalent rank, including provincial governors, the Metro Manila mayors and mayors of highly urbanized cities or independent component cities, which have to be cleared with this Office.

Other study trips are those which do not pass through NEDA SCS without government expense or when such expense is limited to pre-departure and clothing allowances, need not be submitted to this Office for approval, except those involving officials mentioned in the preceding paragraph.

- 2 All non-study trips of officials below Assistant Secretaries at no government expense or where government funding is limited to pre-departure and clothing allowances, shall be approved by the Department Secretary concerned, except those that will last for more than one (1) calendar month or will involve two (2) or more persons, regardless of rank and expenses.
- 3 All cases requiring approval by this Office should carry the endorsement of the Department Head concerned.
- 4 In granting clothing allowance for both study and non-study trips, the guidelines prescribed in the President's Memorandum dated January 10, 2000 should be strictly observed.

For guidance and compliance



By authority of the President

Ronaldo B. Zamora
RONALDO B. ZAMORA
Executive Secretary