



Tanggapan ng Kalihim
Office of the Secretary

JAN 08 2007

DepED MEMORANDUM

No. 8, s. 2007

GUIDELINES IN REQUESTING AUTHORITY TO TRAVEL ABROAD

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. For the information and guidance of all concerned, please refer to the enclosed copy of Executive Order No. 459 particularly Section 2 of the said E.O. which states that:

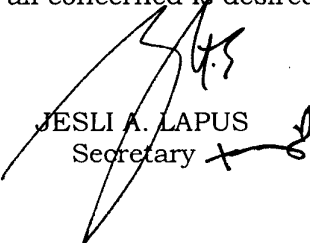
“xxx all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of the length of their travel and the number of delegates concerned. For the purpose of this paragraph, heads of agencies refer to the Department Secretaries or their equivalents.”

2. Based on the foregoing, requests for authority to travel abroad on official business or official time, should be submitted to the Office of the Secretary for consideration and approval bearing the following:

- a. Invitation for the requesting party from a foreign host;
- b. Request of the invited party to his/her superior justifying the purpose of the travel;
- c. Recommendation from subsequent superiors requesting the Secretary's consideration; and
- d. Travels on official business must include the estimate of expenses duly allotted and approved by the office where the expense will be charged to subject to existing accounting and auditing rules and regulations.

3. In consideration of the volume of documents being processed by the Office of the Secretary, expect the processing to take between three to four days from the date of receipt.

4. For teachers traveling abroad, their respective school heads concerned must ensure that the classes administered by those teachers are not interrupted.
5. Immediate dissemination and compliance of all concerned is desired.


JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference: DepED Memorandum: No. 296, s. 2005

Allotment: 1- -(D.O. 50-97)

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

AUTHORITY
EMPLOYEES
OFFICIALS
TRAVEL

Reformatted by: Maricar/DM-Authority to Travel
12-14-06

(Enclosure to DepED Memorandum No. 8, s. 2007)

MALACAÑANG

MANILA

EXECUTIVE ORDER NO. 459

STREAMLINING THE PROCEDURE IN THE DISPOSITION OF REQUESTS OF GOVERNMENT OFFICIALS AND EMPLOYEES FOR AUTHORITY TO TRAVEL ABROAD

WHEREAS, Executive Order (EO) No. 6 dated March 12, 1986, as amended by Memorandum Order (MO) No. 26 dated July 31, 1986, provided for procedures in the disposition of requests of government officials and employees for authority to travel abroad;

WHEREAS, Memorandum Circular (MC) No. 18 dated October 27, 1992 clarified existing rules and regulations on travel abroad of government officials and employees;

WHEREAS, there is a need to streamline procedures in the disposition of request of government officials and employees for authority to travel abroad in order to promote administrative efficiency and to enable of the Office of the President to attend to governance matters;

WHEREAS, EO 292, otherwise known as the Administrative Code of 1987, recognizes, in Section 31 (2), Chapter 10, Title III, Book III, the President's continuing authority to recognized her office by transferring any function under the Office of the President to any other Department or Agency as well as transfer functions to the Office of the president from other Department and Agencies.

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. The following officials shall seek approval from Office of the President for authority to travel abroad.

- a. Members of the Cabinet and officials of equivalent rank;
- b. Heads of government-owned and controlled corporations (GOCCs) and government financing institution (GFIs) under or attached to the Office of the President for authority to travel abroad
- c. Heads of agencies under or attached to the Office of the President

Section 2. Subject to Section 5 hereof, all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of the length of their travel and the number of the delegates concerned. For the purpose of this paragraph, heads of the agencies refer to the Department Secretaries of their equivalents.

In the case of GOCCs and GFIs attached to the Office of the President, their officials and employees shall seek approval from the heads of these GOCCs and GFIs. Officials and employees of GOCCs and GFIs not attached to Office of the President shall seek approval from the Department head to which they are attached.

Provincial Governors and Mayors of highly urbanized cities or independent component cities shall seek approval from the Secretary of the Interior and Local Government.

Head of the state universities and colleges shall seek approval from the Chairman of the Commission on Higher Education, while all the other officials and employees of state universities and colleges shall seek approval from their respective heads. Heads of technical and vocational schools shall seek approval from the

Chairman of the Technical Education and Skill Development Authority, while all other officials and employees of technical and vocational schools shall seek approval from their respective heads.

Officials and employees of agencies under or attached of the Office of the President shall seek approval from the head of these agencies.

The foregoing authority shall not preclude the Office of the President from requiring any officials and employees to secure authority to travel abroad from the Office of the President.

Section 3. Administrative Order No. 103, dated August 31, 2004, directing the continued adoption of austerity measures in the government shall remain in full force and effect.

Section 4. All those empowered to approved travels abroad shall submit a quarterly report to the Office of the President of all approved and authorized travel abroad of their respective official and employees, indicating therein the names of the travelers, their destinations, the duration, the nature and purpose of the travel, and the cost of travel.

Section 5. All those empowered to approve travels abroad are hereby authorized to approve to seventy-five percent (75%) of their allocated travel budget, in excess in which, they are required to secure from the Office of the President authorization to utilize the balance.

Section 6. Except as otherwise modified under this Executive Order (EO) No. 248 dated May 29, 1995, as amended by EO 246-A dated August 14, 1995 and EO 298 dated March 4, 2004, prescribing rules and regulations and new rates of allowances for official local and foreign of government personnel, as well as other guidelines related to travel abroad, shall remain in full force and effect.

Section 7. All issuances, orders, rules and regulations, or part thereof, inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

Section 8. This Memorandum Order shall take effect immediately.

Done in the City of Manila, this 1st day of September, in the year of Our Lord, Two Thousand and Five.

(Sgd.) **GLORIA MACAPAGAL-ARROYO**

By the President:

(Sgd.) **EDUARDO R. ERMITA**
Executive Secretary