

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

February 22, 1980

EC O R D E R
o. 8, s. 1980

GUIDELINES FOR EVALUATING PROPOSALS FOR DOMESTIC AND FOREIGN
TRAVEL, CONFERENCES, SEMINARS AND WORKSHOPS

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational Schools Superintendents/
Administrators

1. In implementation of Letter of Instructions No. 981, entitled "Directing the Implementation of Economy Measures in Government for Purposes of Generating Contingency Reserves" and of Office Order dated February 6, 1980, the inclosed "Guidelines for Actions on Proposals Relative to Conferences, Seminars, etc., and Foreign and Domestic Travel Involving MEC Personnel" is issued.
2. In this connection, all plans and proposals for conferences, workshops, seminars and travel, both domestic and foreign, prepared by offices at MEC-Manila should first be referred to a processing Committee composed of Assistant Secretary Hortensia S. Benosa, Chairman, and Assistant Secretary Vedasto G. Suarez and Assistant Secretary Lucio B. Fernandez, members, who shall make recommendation on each proposal on the basis of the said guidelines.
3. The field should likewise follow these guidelines and shall accordingly designate a similar committee for the purpose.
4. This Order takes effect immediately.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incl.: As stated

References:
Office Order dated February 6, 1980
MEC Order: No. 7, s. 1980

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

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

COMMITTEE	OFFICIALS	TRAVEL
CONFERENCE	RULES & REGULATIONS	WORKSHOP
EMPLOYEES	SEMINAR	

(Inclosure to MEC Order No. 8, s. 1980)

GUIDELINES FOR ACTIONS ON PROPOSALS RELATIVE
TO CONFERENCES, SEMINARS, ETC., AND FOREIGN
AND DOMESTIC TRAVEL INVOLVING MEC PERSONNEL

I. A moratorium is hereby prescribed on the holding of, or participation in, conferences, seminars, etc., except those that meet the following criteria:

1. Those specified in LOI 981, particularly programs conducted with the Civil Service Commission and approved by the Ministry of the Budget.
2. Those classified as urgent, critical and necessary considering effects on MEC operations and programs. (Those whose purposes cannot be achieved except through conference, seminar or some such activity.)
3. Those to which MEC has been previously committed through formal agreements, the postponement of which will have serious effects on such agreements.
4. Those sponsored by private associations or agencies which will not entail any government expense, local or national, for travel, per diems, registration fees, etc., on the part of participants, except official time only and will not place any financial burden on host schools or institutions.

II. Restriction on travel of MEC personnel is also imposed except the following:

1. Travel abroad

Travel abroad for purposes of participation in activities sponsored by international organizations of which MEC or the Republic of the Philippines is a member, on official time only.

2. Domestic travel

- a. Travel must be urgent and absolutely necessary taking into consideration its effect on the operations of MEC offices and schools.

- b. The team concept must be adopted in supervisory activities.
- c. Invitations to MEC officials to certain occasions shall be limited to those where local officials or authorities are not available.