

corrected copy

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

February 12, 1982

MEC O R D E R
No. 10, s. 1982

MEASURES TO PREVENT EXCESSIVE CLAIMS FOR REIMBURSEMENT
OF OFFICIAL EXPENSES

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

1. For the information and guidance of all concerned, quoted below is a letter of Acting Chairman Francisco S. Tantulico Jr., Commission on Audit, Don Mariano Marcos Avenue, Quezon City on the prevention of excessive claims for reimbursement of official expenses:

"In various special audits undertaken by this Commission during the year 1981, one very common significant finding was on excessive claims for reimbursement of expenses allegedly incurred for entertainment, meetings, and conferences. The supporting invoices were mostly issued by eateries but many were receipts of cocktail lounges, disco joints, bars and nightclubs. Random check with some of the business establishments concerned revealed evident falsification, alteration, and padding of supporting invoices, and use of purloined receipts. Chronological listings of invoices pertaining to particular establishments also showed that, in some cases, four or five separate entertainments were tendered by different officials of the same agency on the same day and in the same place. On the whole, the total claims, per list of the officials and employees and their respective claims, far exceeded the ceiling authorized in the General Appropriations Act.

"Another expense item which was found to be very excessive was on travels. In some instances, a tally of such travels revealed that, within a time frame, more travels were undertaken to certain favoured places by more officials than appeared necessary. Some travels were undertaken by different officials of the same agency on the same or successive dates to the same place."

2. In view of these findings, which could possibly be happening in this Ministry and the bureaus and offices under it, and in further pursuance of the government's retrenchment policy, heads of offices are enjoined to adopt such measures as may be necessary to forestall such practices as described by the Commission on Audit.

3. The following measures are suggested for the conduct of official business where claims for reimbursement of expenses are to be made:

- a. A coordinating body shall be organized in all offices to determine important aspects of a conference, seminar, workshop or meeting, such as date, venue, number of participants, etc. Not more than one seminar or workshop shall be scheduled at any given place and time.
- b. Venues of meetings, conferences and workshops shall be selected on the basis of accommodation and low costing. The use of expensive hotels/beach resorts should be avoided unless otherwise previously approved by the Minister of Education and Culture.
- c. As much as possible make use of existing office facilities for ordinary conferences and meetings.
- d. Limit the number of travellers at one time to one place.
- e. Under no circumstance should entertainment in nightclubs, disco houses, cocktail lounges be allowed.

4. Bureau/Regional Directors and Heads of Offices shall be held responsible for the effective implementation of this MEC Order. A copy hereof shall be initialed by all personnel concerned.

5. Wide immediate dissemination of this Order to all concerned is desired.

(SGD.) ONOFRE D. CORPUZ
Minister

Reference:
None

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

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

BUREAUS & OFFICES	MEETINGS
CONFERENCE	OFFICIALS
EMPLOYEES	RULES & REGULATIONS
EXPENSES	TRAVEL