

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

December 20, 1991

DECS O R D E R  
No. 139, s. 1991

PRESCRIBING FOR PURPOSES OF UNIFORMITY AND EASE OF EVALUATION  
THE FORM OF REPORT REQUIRED UNDER ADMINISTRATIVE ORDER  
NO. 230, CURRENT SERIES

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors/Cultural Agency Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 138 dated October 28, 1991 of the Office of the President, "Prescribing for Purposes of Uniformity and Ease of Evaluation the Form of Report Required Under Administrative Order No. 230, Current Series."
2. It is desired that this Order be brought to the attention of all concerned for their information and guidance.

(SGD.) ISIDRO D. CARINO  
Secretary

Incl.:  
As stated

Reference:  
None

Allotment: 1-2-3--(M.O. 1-87)

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

- ✓ FORMS
- ✓ REPORTS
- ✓ RULES & REGULATIONS

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 138

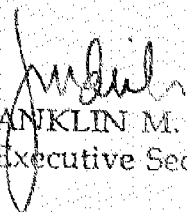
**PRESCRIBING FOR PURPOSES OF UNIFORMITY AND EASE OF  
EVALUATION THE FORM OF REPORT REQUIRED UNDER  
ADMINISTRATIVE ORDER NO. 230, CURRENT SERIES**

Administrative Order No. 230 dated August 16, 1991 requires officials authorized to grant exemptions from the provisions of Section 2 (c) of Administrative Order No. 224, dated June 13, 1991, relative to foreign travels of officials and employees of all national government agencies, including government-owned or controlled corporations, and local government units to submit to this Office at the end of each month a report on all actions/decisions taken relative to such implementation.

It has been observed that the reports so far submitted vary in form and substance. To facilitate evaluation, the attached form is hereby prescribed as the official report form.

This Memorandum Circular shall take effect immediately.

By authority of the President:

  
FRANKLIN M. DRILON  
Executive Secretary

Manila, 28 October 1991

CERTIFIED COPY:

  
AURORA T. AQUINO  
DIRECTOR IV

10/28/91

OFFICE \_\_\_\_\_

NAME / POSITION

VENUE / DATE

PURPOSE

TRAVEL (A) EXPENSES  
Government (Special Amount) / Bond / Expense

REMARK (B)

Certified Correct: