



*Tanggapin ng Kalihim*  
 Office of the Secretary

Sans-Isang  
 sa-DECS

April 8, 1999

**DECS ORDER**  
 No. 34, s. 1999

**GUIDELINES ON FOREIGN TRAVELS ON PERSONAL-BUSINESS  
 OF FIELD OFFICIALS/EMPLOYEES/TEACHERS**

To: Undersecretaries  
 Assistant Secretaries  
 Regional Directors  
 Schools Division Superintendents

1. The Office of Consular Affairs of the Department of Foreign Affairs (DFA), informed this Office in a letter dated January 29, 1999 of the temporary suspension of the implementation of the provision of the Implementing Rules and Regulations for Republic Act No. 8239, "PHILIPPINE PASSPORT ACT" of 1996 requiring submission of a "no objection letter" (travel authority issued by the Department Secretary) to obtain a regular passport, pending a review and amendment of the Passport Act.

2. In view of this information, field officials/employees/teachers need not submit to the DFA a travel authority issued by the DECS-DO in connection with their regular passport application. However, said personnel are required to secure approval of the Regional Director or his authorized official of their requests for foreign travel on personal business and to comply with the usual requirements like those imposed by the Leave Law for cases of absence.

3. Requests for foreign travel of Assistant/Schools Division Superintendents and Assistant Regional Directors shall continue to be approved by the Secretary.

4. Wide dissemination of this Order is requested.

*Andrew Gonzalez*  
**ANDREW GONZALEZ, PSC**  
 Secretary

Reference: None  
 Allotment: I---(D.O. 50-97)  
 To be indicated in the Perpetual Index  
 under the following subjects: