



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS - Complex, Manila, Luzon  
Pang-ulo, Pilipinas



Same-Same  
as DECS

Tanggapan ng Kalihim  
Office of the Secretary


October 28, 1999

DECS ORDER  
No. 117, s. 1999

SUPPLEMENTARY GUIDELINES ON FOREIGN TRAVELS

To: Undersecretaries  
Assistant Secretaries  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Superintendents  
Others Concerned

1. For the information and guidance of all concerned, inclosed is a Memorandum from the Office of the President dated October 20, 1999, specifying supplementary guidelines regarding foreign travels.
2. In line with this, all other previous policy pronouncements issued by the Office of the President, are still in effect.
3. Compliance of all concerned is hereby enjoined in support of the government's policy to adopt austerity measures in any of its expenditures.
4. Immediate dissemination of this Order is desired.

  
VICTOR ANDRES C. MANHIT  
Undersecretary  
Officer-In-Charge

Incl.: As stated  
Reference: DECS Order No. 34, s. 1999  
Allotment: 1- (D.O. 50-57)  
To be indicated in the Perpetual Index  
under the following subjects:

POLICY

TRAVEL



MALAYSIAN PALACE

KUALA LUMPUR

## MEMORANDUM

TO : ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICERS OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS AND STATE COLLEGES AND UNIVERSITIES

In view of the country's growing budgetary deficit and the need to conserve our foreign exchange reserves, it is necessary to secure strict and faithful compliance by all government officials and employees with the various policy pronouncements on austerity and fiscal conservation, including the expenditure of public funds for foreign travels.

The following guidelines on foreign travels are hereby promulgated to reiterate/supplement earlier policy pronouncements:

1. No official travel abroad of government officials and employees shall be allowed except when the trip is for the purpose of complying with an international commitment/contractual obligation, or is in connection with trainings, scholarships, fellowships and other activities fully covered by grants or funds from sources other than the government.
2. In no case shall an official or employee accept any invitation for speaking engagement, meeting, conference and similar activities from any foreign institution or make any commitment to participate in any such undertaking with the use of government funds, without prior clearance from the Office of the President through the Executive Secretary. Any travel proposal for trips under this category where the invitation has not been forwarded to this Office for prior determination of its acceptance or non-acceptance, shall not be processed or entertained.
3. To ensure utmost impartiality and objectivity in the award of contracts for the purchase and delivery of goods, equipment and services and in line with the State policy to promote a high standard of ethics in the public service, all concerned officials and employees are likewise enjoined not to accept invitations to travel, funded directly or indirectly, fully or partially, by contractors or suppliers of goods, equipment and services purportedly to undertake study or assessment of their capabilities as such contractors or suppliers.

This injunction, however, does not apply to trips which are clearly provided in its component of duly perfected contracts between government agencies concerned and the contractor or supplier.

4. In case of trips involving delegations, the head of department or lead coordinating agency, as the case may be, shall see to it that the number of participants is kept to the barest minimum, without sacrificing effective representation, and with the role of each member in the delegation clearly specified and justified in the travel proposal.

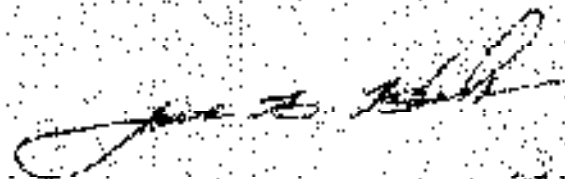
5. Trips which, by their very nature, are obviously for personal reasons but are nevertheless presented as official in the guise of so-called "observation, goodwill or seminars" or "workshop/seminars" shall not be allowed, unless such trips are to be undertaken while on leave of absence.

All heads of offices and instrumentalities are enjoined to review very carefully all travel proposals to ensure that only those that are urgent and necessary and will entail minimum expenditure of government funds are forwarded to the Office of the President for consideration. Approval by this Office of a request for travel authority, however, does not necessarily follow from the circumstance that the proposed trip appears to fall under any of the exceptions mentioned above. No government official or employee shall, therefore, leave for abroad without the appropriate travel authorization having been duly issued. It shall be the responsibility of the heads of offices and instrumentalities to see to it that this particular regulation is strictly observed in their respective agencies. Violation of this provision shall be a basis for taking administrative/disciplinary action against both the superior and subordinate officials concerned.

The requirement for submission of travel proposals with complete documentation, including the justification therefor and itemized statement of expenditures, not later than ten (10) working days prior to scheduled date of departure should be strictly complied with. The prohibition against the piecemeal system of submitting requests for the grant of additional entitlements, inclusion of additional officials/personnel, proposed side-trips, and/or confirmation of one already undertaken but which is not covered by the original travel authority, is also reiterated.

Non-observance of the above-mentioned guidelines and requirements shall be sufficient ground for this Office not to receive the travel request for processing, or for the outright denial of such request.

For strict compliance



OCT 20 1999

