



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
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DepEd MEMORANDUM  
No. **367**, s. 2003

**SEP 22 2003**

DISSEMINATION OF DFA MEMORANDUM CIRCULAR NO. 41-03

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of the Department of Foreign Affairs (DFA) Memorandum Circular No. 41-03 dated August 7, 2003, entitled "Authorized Liaison Officer/s for Diplomatic/Official Passports.
2. Immediate dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Rhea/maricar/dm-DFA Mem. Circular  
09-18-03

Encl.:  
As stated

Reference:  
None

Allotment: 1- -(D.O. 50-97)

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

BUREAUS & OFFICES  
EMPLOYEES  
OFFICIALS

Kagawaran ng Ugnayang Panlabas



Department of Foreign Affairs

MEMORANDUM CIRCULAR NO. 41-03

**SUBJECT: AUTHORIZED LIAISON OFFICER/S FOR  
DIPLOMATIC/OFFICIAL PASSPORTS**

TO ALL HEADS OF DEPARTMENT, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS AND GOVERNMENT FINANCIAL INSTITUTIONS, PROVINCIAL GOVERNORS AND CITY MAYORS AND ALL GOVERNMENT OFFICIALS/EMPLOYEES APPLYING FOR DIPLOMATIC/OFFICIAL PASSPORTS FOR OFFICIAL TRAVEL:

In view of recent cases of individuals misrepresenting themselves as government officials/employees and applying for official and diplomatic passports, the Department shall **accept only** application forms duly endorsed and filed by **authorized liaison officer/s** of your respective offices.

In this regard, it is requested that your respective offices provide the Department with the name/s, specimen signature/s and photocopy of office identification card/s of your authorized liaison officer/s. This information shall serve as a reference to prevent unscrupulous persons from applying for and using official and diplomatic passports for their personal travel.

Your cooperation in this matter would be highly appreciated.

For strict compliance.

A handwritten signature in black ink, appearing to read "Franklin M. Ebdalin".

FRANKLIN M. EBDALIN  
Undersecretary of Foreign Affairs

Pasay, 7 August 2003