



Republic of the Philippines  
**Department of Education**

19 JAN 2018

DepEd MEMORANDUM  
No. **008**, s. 2018

**DISSEMINATION OF MEMORANDUM FROM THE EXECUTIVE SECRETARY  
DATED 03 JANUARY 2018**

(Directives Applying to Foreign Travels of All Government Officials  
and Personnel in the Executive Department)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum from the Executive Secretary dated 03 January 2018, entitled **Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department**.
2. All applications and requests for approval of authorities to travel abroad of Department of Education (DepEd) officials and personnel, whether for official or personal/private purpose, shall follow existing DepEd issuances on the matter.
3. Additionally, and pending the promulgation of specific guidelines to implement the said Memorandum from the Executive Secretary, any application or request for approval of travel authorities for official travel abroad shall provide written justification following the standards set forth in the directives, specifically:
  - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
  - b. The projected expenses for the trip are not excessive; and,
  - c. The trip is expected to bring substantial benefit to the country.
4. All DepEd officials and personel travelling abroad for personal or private purpose without cost to the government shall comply with the following, as set forth in the directives:
  - a. Appropriate travel authorization has been obtained from the agency;
  - b. The requisite leave forms have been duly accomplished; and
  - c. His/her absence shall not hamper the operational efficiency of the agency.
5. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

BUREAUS AND OFFICES  
EMPLOYEES  
LEAVE  
OFFICIALS  
POLICY  
RULES AND REGULATIONS  
SCHOOLS  
TRAVEL

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM FROM THE EXECUTIVE SECRETARY**

**TO : ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,  
GOVERNMENT-OWNED AND/OR – CONTROLLED CORPORATIONS  
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)**

**SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE  
DEPARTMENT**

**DATE : 03 January 2018**

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To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.

- 4) All heads of agencies are directed to strictly enforce the requirement on submission of reports with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken by a government official or personnel to the head of agency within thirty (30) days after his/her return to official station. In case of participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

All heads of agencies, GOCCs and GFIs shall ensure that all their personnel are informed of the foregoing.

The herein directives shall take effect immediately.

For strict compliance.

  
SALVADOR C. MEDIALDEA

