



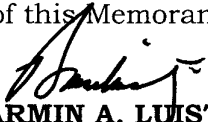
DEC 09 2010

DepEd MEMORANDUM  
No. **496**, s. 2010

**DISSEMINATION OF MEMORANDUM CIRCULAR NO. 7  
(Regulations for Processing Travel Authority and Entitlement  
to Travel Expenses and Allowances Relative to Trips Abroad)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a certified copy of Memorandum Circular No. 7, dated November 19, 2010 from the Office of the President regarding requests for processing **Travel Authority and Entitlement to Travel Expenses and Allowances** relative to trips abroad, which is self explanatory.
2. Attention is invited to the following regulations stipulated in said Memorandum Circular:
  - a. Submit to the Malacañang Records Office, the requests with complete documentation, at least ten (10) working days prior to the scheduled date of departure. The destination(s), duration of travel, purpose(s), and justification(s) should be clearly spelled out. Fascimile copies of requests will not processed; and
  - b. Request for travel authority, as well as entitlement to travel expenses and allowances, shall include the supporting documents which are enumerated in Annex "A" for Heads of Departments, and Heads of GOCCs and GFIs and of Agencies Under or Attached to OP; and in Annex "B" for Undersecretaries, Assistant Secretaries, Directors, and Officials of equivalent ranks, and other Government Personnel. Requests for travel tax exemption for private individuals, groups, or organizations, shall include supporting documents which are detailed in Annex "C."
3. Immediate and wide dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary



Encl.:

As stated

Reference:

None

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

ALLOWANCES  
LEGISLATIONS  
OFFICIALS  
TRAVEL

D:sgc/dissemination of memo circular no. 7  
December 1, 2010

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM CIRCULAR NO. 7

**FOR: ALL HEADS OF DEPARTMENTS, AND HEADS OF GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS (GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs) AND OF AGENCIES UNDER OR ATTACHED TO THE OFFICE OF THE PRESIDENT**

It has been observed that requests for travel authority and entitlement to travel expenses and allowances relative to trips abroad, and travel tax exemption, are being submitted to the Office of the President (OP) barely a few days before the date of departure, or even after departure, with incomplete documentation. This hampers the smooth work flow and results to the clogging of documents in this Office. To enable this Office to facilitate the processing of these requests, and to objectively and properly evaluate them, all concerned are hereby enjoined to strictly observe the following regulations:

- (1) Submit to the Malacañang Records Office, the requests with complete documentation, at least ten (10) working days prior to the scheduled date of departure. The destination(s), duration of travel, purpose(s), and justification(s) should be clearly spelled out. Facsimile copies of requests will not be processed.
- (2) Requests for travel authority, as well as entitlement to travel expenses and allowances, shall include the supporting documents which are enumerated in Annex "A" for Heads of Departments, and Heads of GOCCs and GFIs and of Agencies Under or Attached to OP; and in Annex "B" for Undersecretaries, Assistant Secretaries, Directors, and Officials of equivalents ranks, and other Government Personnel. Requests for travel tax exemption for private individuals, groups, or organizations, shall include supporting documents which are detailed in Annex "C".

No representation allowance will be granted to officials who will travel abroad for speaking engagements, and for training/study, and shall in no case exceed One Thousand US Dollars (US\$1,000.00) per travel. Except for long-haul travel, or flights beyond four (4) hours, airfares shall be limited to restricted economy class.

The daily subsistence allowance (DSA) to cover accommodation, meals, and incidental expenses, shall be based on the United Nations Development Programme (UNDP) rate. The DSA rates are specified by UNDP monthly.

Private individuals and consultants are not issued travel authorities and shall not be entitled to government funding when they go abroad.

In extremely unavoidable cases where the ten (10) working-day lead time requirement cannot be complied with, the reason(s) or justification(s) for the late submission should be stated in the requests.

Non-compliance with any of the requirements shall be sufficient ground for denial or non-processing of the said requests.

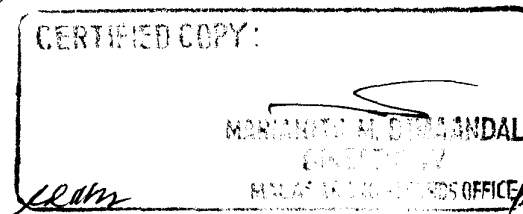
Any official or employee authorized to travel abroad, to attend conferences/seminars/conventions/training, conduct investigations/examinations, or undertake missions, shall submit a report, with recommendation(s), to the Head of Office/Agency, within one (1) month after the return to the official station. In case of participation of a delegation in conferences/conventions abroad, a report of the delegation shall be submitted to OP through the Secretary of Foreign Affairs not later than one (1) month after the closing of the conference/convention.

This Memorandum Circular shall take effect immediately.

By authority of the President:

**PAQUITO N. OCHOA, JR.**  
Executive Secretary

Manila, 19 November 2010



## **ANNEX "A"**

### **For Heads of Departments, and Heads of GOCCs and GFIs and of Agencies Under or Attached to OP, Requesting Travel Authority and Entitlement to Travel Expenses and Allowances:**

- (1) Invitations and/or notices of meetings;
- (2) Confirmation of the dates of meetings/conferences/conventions;
- (3) Administrative arrangements;
- (4) Itemized statement of travel expenses and allowances, and their chargeability (for those that will be covered by government funds);
- (5) Flight itineraries;
- (6) Schedule of activities;
- (7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class, and non-commutable representation allowances, which should not exceed One Thousand US Dollars (US\$1,000.00), only for those who need to avail themselves of these additional expenses;
- (8) List of members of Philippine Delegations (whenever applicable);
- (9) Advice on the name of official who shall be designated as Acting Secretary/Head or Officer-in-Charge; and
- (10) For trips abroad without cost to the government, specify the chargeability of travel expenses and allowances, and include letter(s) from the sponsoring organizations/agencies/individuals, regarding the travel expenses that they will cover (whenever applicable)

## **ANNEX "B"**

### **For Undersecretaries, Assistant Secretaries, Directors, and Officials of Equivalent Ranks, and Other Government Personnel, Requesting Entitlement to Travel Expenses and Allowances as an Exemption from Austerity Measures, and Entitlement to Additional Travel Expenses and Allowances:**

- (1) Invitations and/or notices of meetings;
- (2) Confirmation of the dates of meetings/conferences/conventions;
- (3) Administrative arrangements;
- (4) Itemized statement of travel expenses and allowances, and their chargeability;
- (5) Flight itineraries;
- (6) Schedule of activities;
- (7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class (for Undersecretaries and Assistant Secretaries, and officials of equivalent ranks), and non-commutable representation allowances, which should not exceed Five Hundred US Dollars (US\$500.00) for Undersecretaries and those of equivalent ranks, and Three Hundred US Dollars (US\$300.00) for Assistant Secretaries and those of equivalent ranks;
- (8) Certified true copies of Travel Authorities and/or Assignment Orders issued by their respective heads of departments/agencies; and
- (9) List of members of Philippine Delegations (whenever applicable)

## **ANNEX "C"**

### **For Private Individuals, Groups, or Organizations Requesting Travel Tax Exemption:**

- (1) Invitations to participate in competitions, performances, and similar activities; and
- (2) Endorsements by relevant government agencies concerned