



Office of the Secretary

DEC 23 2005

DepED MEMORANDUM
No. 377, s. 2005

DISSEMINATION OF OFFICE OF THE PRESIDENT MEMORANDUM
ON THE SUBMISSION OF TRAVEL REPORTS

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

1. For the information and compliance of all concerned, enclosed is a copy of a Memorandum dated November 25, 2005 signed by Senior Deputy Executive Secretary Waldo Q. Flores, Office of the President of the Philippines, Malacañang, Manila, on the "Submission of Travel Reports", as provided under Section 4 of Executive Order No. 459, s. 2005.
2. In this connection, Regional Directors and concerned Chiefs of Offices who are empowered to approve travels abroad should submit to the Office of the President on or before January 13, 2006 the required travel report covering the period September 1 to December 31, 2005.
3. Henceforth, a quarterly report shall be submitted to the said Office not later than the second week of the month immediately following the end of each quarter.
4. Immediate dissemination of this Memorandum is desired.

FE A. HIDALGO
FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

REPORTS

Office of the President
of the Philippines
Malacañang

MEMORANDUM

FOR : ALL HEADS OF DEPARTMENTS AND CONCERNED CHIEFS OF OFFICES, AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT

RE : SUBMISSION OF TRAVEL REPORTS

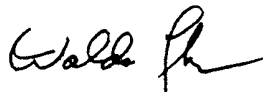
Pursuant to Section 4 of Executive Order No. 459, current series, which provides that:

“All those empowered to approve travels abroad shall submit a quarterly report to the Office of the President of all approved and authorized travels abroad of their officials and employees, indicating therein the names of the travelers, their destinations, the duration, the nature and purpose of the travel, and the costs of travel,”

you are hereby directed to submit to this Office on or before January 13, 2006 said travel report, covering the period September 1 to December 31, 2005. Henceforth, such quarterly reportorial requirement shall be submitted not later than the second week of the month immediately following the end of each quarter.

For strict compliance.

By Authority of the President:



WALDO G. FLORES
Senior Deputy Executive Secretary

Manila, November 25, 2005

10-ADM
MSC/MAO

