



10 April 2018

MEMORANDUM CIRCULAR NO. 30

Series of 2018

T O : All VSU Officials and Employees Concerned

R E : Memorandum from the Executive Secretary on Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department

Attached herewith is the Memorandum from the Executive Secretary Hon. Salvador C. Medialdea of the Office of the President of the Philippines, Malacañan dated January 3, 2018 with the aforementioned subject.

Relative hereto, this office hereby requires the submission of the following documentary requirements (as applicable) before the issuance of Authority to Travel to a travelling VSU official/employee:

Documentary Requirements	Nature of Travel	
	Official Travel (with funds from Phil. Govt. or External agencies)	Personal Travel
1. Letter-request for Authority to Travel with through appropriate channels : <ul style="list-style-type: none">• Non-Academic Personnel Board or Administrative Scholarship Committee• Academic Personnel Board or Academic Scholarship/ Fellowship Committee	/	/
2. Justification of Foreign Travel (Annex A)	/	
3. Approved Travel Order indicating the destination, duration of trip, nature and purpose of the travel	/	
4. Approved itinerary and cost	/	
5. Official Invitation	/	
6. Arrangement made for Classes missed/to be missed by Instructor/Professor (ODI Form No. 1) (for faculty members only)	/	/
7. Designation of Officer-In-Charge (for Heads of Offices/Units and Researchers only)	/	/
8. Approved Application of Leave		/

For official travel, a Travel Report (see attached Template - Annex B) should be submitted to this office within fifteen (15) days after his/her return to official station.

For your guidance and strict compliance.


EDGARDO E. TULIN
President

**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

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.

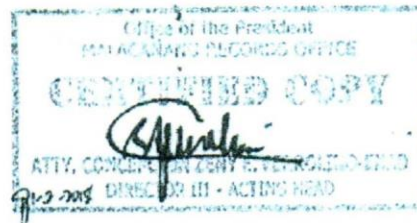
Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the 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



***For PDF copy, please click here == ==>>> 



Annex A. Justification of Foreign Travel
(for official travel only)

Name			
Position		Foreign Travel No.	
Office		Date Issued	
Destination		Duration of Travel	
Purpose of Travel			

1. Justification that the trip is strictly within the mandate of the requesting government official or personnel.
2. Justification that the projected expenses for the trip are not excessive.
3. Substantial benefit of the travel to the country/agency.

Submitted by:

Endorsed by:

Requesting Party

Head of Office

Recommending Approval:

Approved:

VP For Instruction or VP for Administration

President



VISAYAS
STATE UNIVERSITY

Annex B. Travel Report
(for official travel only)

Date of Travel	Institution/ Country Visited	Nature of Visit	Highlights of Visit	Value Added/ Outputs/Agreements/ Potential Collaboration

Submitted by:

Endorsed by:

VSU Personnel

Head of Office

**ARRANGEMENT MADE FOR CLASSES MISSED/TO BE MISSED
BY INSTRUCTOR/PROFESSOR**
(To be attached to leave application/travel request)

Department: _____

SUBJECT TAUGHT	CLASS SCHEDULE	NO. OF STUDENTS	ARRANGEMENT MADE FOR CLASSES MISSED /TO BE MISSED* ¹	
REASON(s)				DATE
On Travel: <input type="checkbox"/> Official time <input type="checkbox"/> Official business <input type="checkbox"/> On leave Purpose: <input type="checkbox"/> Vacation leave Transaction/ <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Sick leave Activity: <input type="checkbox"/> Extension <input type="checkbox"/> Administrative <input type="checkbox"/> Others				

Prepared by:

Signature Over Printed Name of Instructor/Professor

Conforme:

Signature Over Printed Name

Approved:

Department Head

-
- Please indicate if somebody (give name) took care/will take care of your classes. If you will hold make-up classes upon your return, or any other specific arrangements you have made to take care of the scheduled lessons during your absence.

¹ Indicate if somebody(give name)