

[PNP CIRCULAR NO. 2008-18, December 26, 2008]

"PRESCRIBING THE POLICIES, GUIDELINES AND PROCEDURES ON FOREIGN TRAVEL OF PNP PERSONNEL," AMENDING PNP MEMORANDUM CIRCULAR NO. 2002-017 DATED NOVEMBER 16, 2002, ENTITLED: "FOREIGN TRAVEL"

1. REFERENCES:

- a. Section 16 (c) (Expenditures) of the 2008 General Appropriations Act;
- b. *Executive Order No. 298 dated March 23, 2004, entitled: "Amending Further Executive Order No. 248 dated May 28, 1995 as amended by Executive Order No. 248-A dated August 14, 1995, which prescribes rules and regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel";*
- c. *Executive Order No. 459 dated September 1, 2005, entitled: "Streamlining the Procedure in the Disposition of Request of Government Officials and Employees for Authority to Travel";*
- d. *Administrative Order No. 103 dated August 31, 2004 entitled: "Directing the Continued Adoption of Austerity Measures in the Government";*
- e. Chapter 5, COA Handbook on Government Expenditures;
- f. NAPOLCOM Memorandum Circular No. 96-012 dated October 17, 1996, entitled: *"Prescribing Additional Guidelines on Official Foreign Travels of Uniformed Personnel of the PNP";*
- g. NAPOLCOM Memorandum Circular No. 95-025 dated December 8, 1995, entitled *"Prescribing the Policies and Procedures Governing the Official Foreign Travels of Uniformed Personnel of the PNP";*
- h. PNP Memorandum Circular No. 2002-17 dated November 16, 2002, entitled: *"Foreign Travel";*
- i. Para 2A, VIII, PNP Circular No. 2002-009 dated May 21, 2002, entitled: *Revised Guidelines in the Filing of Leave of Absence for All PNP Personnel*", and
- j. Chief, PNP Memorandum dated January 24, 2006, entitled: *"Addendum to the Specific Authority Delegated to the Directorial Staff" :*

2. PURPOSE:

This Circular prescribes the policies, guidelines and procedures governing foreign travel of all Philippine National Police personnel.

3. OBJECTIVES:

- a. To institutionalize a system in the processing of foreign travels;
- b. To promote fair, equitable and judicious selection of candidates for foreign training, conference or meeting, thereby ensuring that opportunities for attendance thereof would serve as incentive for better performance;
- c. To extend to as many qualified personnel the opportunity to attend or to participate in foreign training, conferences and meetings in order to develop a pool of highly qualified and competent police personnel; and
- d. To provide PNP personnel travelling abroad with the necessary information to guide them on what to do before, during and after their travel.

4. DEFINITION OF TERMS:

- a. *Foreign Travel* - travel of PNP personnel abroad on official mission or personal business.
- b. *Foreign Travel Authority* - the authority granted to PNP personnel to travel on official time or personal business duly approved by the President or SILG/Chairman, NAPOLCOM indicating therein the specific purpose of travel, number of days required, prepared and detailed itinerary of travel and the contact details of the personnel while in his destination.
- c. *Hotel/Lodging Rate* - the daily hotel/lodging cost including the prescribed taxes and service charges.
- d. *Leave of Absence* - refers to the right granted to personnel not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292).
- e. *Official Time* - is the span of time given to the PNP personnel to complete his official mission.
- f. *Official Mission* - an engagement using official time.
- g. *Personal Business* - refers to all activities outside of the official mission.
- h. *Personal Travel* - all travels outside of official time.
- i. *Pre-departure Briefing* - refers to the mandatory briefing given to personnel scheduled to go on foreign travel.
- j. *PNP Personnel* - uniformed and non-uniformed members of PNP in active service.

k. *Special cash advances* - refers to those granted on the explicit authority of the Head of Agency only to duly designated disbursing officers or employees for other legally authorized purposes, such as foreign travel expenditures, including transportation, per diems, allowances and other expenses incurred by officials and employees in connection with official travel abroad.

l. *Travel Advisory* - refers to all relevant information of the country to be given to PNP personnel on personal travel.

m. *Travel Documents* - refer to the documents needed for travel which include among others: travel authority, travel order, passport and visa.

n. *Travel Expenses* - the amount authorized to cover hotel/lodging rate, meals and incidental expenses excluding transportation expense going to and from the country of destination.

5. POLICIES:

a. The Philippine National Police shall honor international commitments by sending personnel to participate in various fora on law enforcement and similar activities;

b. The Philippine National Police shall promote bilateral and multi-lateral coordination and cooperation between and among law enforcement organizations; and

c. The Philippine National Police shall strictly adhere to existing laws, rules and regulations governing foreign travel of government officials and employees.

6. GENERAL GUIDELINES:

a. Except for the Chief, PNP, only one (1) member of the Command Group and a maximum of four (4) members of the Directorial Staff shall be allowed to go on travel at any one time;

b. When government fund is involved, no PNP personnel who is due to retire within one (1) year will be sent to foreign training/study grant, conference or attend international commitments; except when the said personnel is representing his office and was directed by the President thru SILG to participate in conference and other international commitments as representative of the Philippine government. Travel abroad of similar nature of PNP personnel who is due to retire within one (1) year may be allowed provided the host organization or country shall shoulder the travel expenses;

c. Travel expenses of PNP personnel shall strictly adhere to the provisions of Executive Order No. 298 dated March 23, 2004, entitled: Amending Order No. 248-A dated August 14, 1995, which prescribes rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel;

d. The PNP shall observe austerity measures on foreign travels as provided by Administrative Order No. 103 dated August 31, 2004. Official

transportation shall be of the economy class unless otherwise specified in the travel authority and approved by the President;

e. No PNP personnel shall be allowed to travel abroad, either on official mission or personal business without an approved Foreign Travel Authority (FTA) or similar authority;

f. Following appropriate coordination with the Department of Foreign Affairs and the Immigration authorities, PNP personnel violating established foreign travel procedures shall be barred from leaving the country;

g. The Secretary of the Interior and Local Government/Chairman, NAPOLCOM solely takes action (approved/disapproved/defer) on all FTA applications of PNP personnel.

h. All travels abroad for purposes of training, education, study grant, observation, tour, seminar, and the like, arising from personal invitation from foreign agencies or sponsored by host organizations, companies, universities, and other private agencies or individuals shall be treated as a personal leave/undertaking of the personnel concerned and shall not involve any government or PNP funds, whatsoever. However, any travel relative to the invitation shall still be on government expense by way of his leave with pay;

i. Travel abroad on official mission shall be limited to the actual number of personnel needed/required for the trip.

j. Leave to be spent abroad shall be upon the recommendation of the C, PNP duly approved by Chairman, NAPOLCOM. The same shall be supported with certificates such as: no money and property accountability, non-pending administrative and/or criminal case and an undertaking that the personnel is not a witness in a drug related case; otherwise, the personnel has to secure a permission from the court;

k. The Foreign Travel Evaluation Board (FTEB) and Directorate for Personnel and Records Management (DPRM) shall submit to the Directorate for Intelligence (DI) the travel details of PNP Personnel one (1) week before the pre-departure briefing for coordination with the Department of Foreign Affairs and in formation of our police attaches;

l. The Directorate for Intelligence (DI) shall conduct a pre-departure briefing at least three (3) days before departure to all concerned PNP personnel to apprise them of the pertinent customs and immigration laws, detailed security information, and other travel warnings, if applicable, to ensure their safety and to avoid any problem upon their entry, during their stay in and exit from the country of destination; and

m. The Directorate for Intelligence (DI) shall likewise provide a foreign travel advisory to all personnel traveling abroad on personal business or on leave to guide them on what to do before, during and after their travel.

7. SPECIFIC GUIDELINES: