

[OP MEMORANDUM CIRCULAR NO. 67, August 30, 1993]

REQUIRING ALL CONCERNED TO OBSERVE STRICTLY POLICY PRONOUNCEMENTS AND GUIDELINES ON FOREIGN TRAVEL

This Office has been receiving requests for travel abroad of government personnel without sufficient justification. It has also been noted that many of these requests, particularly those that involve government funding, are not accompanied by itemized statements of expenditures and, in the case of heads of departments and government-owned or controlled corporations and local government units leaving for abroad, by the designation of the Acting Head/Officer-in-Charge of the office. Not infrequently, requests for travel authority are submitted barely a few days before, at times after, the scheduled date of departure. Finally, many offices have yet to substantially comply with the reportorial requirement for every foreign travel undertaken by their officials and employees.

The foregoing defects/deficiencies not only indicate lack of commitment on the part of some government officials to the government's fiscal conservation program but also reflect their complacency in observing established rules, policies and procedures. Needless to state, non-compliance with the requirements results in unnecessary delays in the processing of requests for travel authorities, not to mention clogging of papers.

To effectively conserve government resources, monitor expenses incurred for foreign travels, and facilitate the processing of requests for travel authorities, strict compliance by all concerned with the following requirements is hereby reiterated:

1. All foreign travel proposals should be carefully reviewed and evaluated so that only trips which are urgent and extremely necessary are forwarded to this Office for consideration. A certification to that effect shall, henceforth, form part of the travel proposal. The same criteria shall apply to foreign travels authorized by heads of offices pursuant to Executive Order No. 6 dated March 12, 1986, as amended. These heads of offices shall be held responsible/accountable for travel authorities issued by them that do not conform to existing policy pronouncements.
2. All travel proposals with government funding should be accompanied by an itemized statement of expenses to be incurred for the purpose.
3. All travel proposals shall, henceforth, be submitted to this office at least 15 days prior to departure. In extremely unavoidable cases, the reasons for the delay in the submission of the travel proposal should be indicated.
4. In the case of heads of department, government-owned or controlled corporations, financial institutions and local government units traveling abroad, they should include in the travel proposal the name of the official to be designated as