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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

A. Francisco Gold Condominium II
EDSA corner Mapagmahal St., Diliman, Quezon City

March 06, 2006

MEMORANDUM CIRCULAR
NO. 2006-22

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : AMENDING MEMORANDUM CIRCULAR NO. 2001-52 DATED MAY 8, 2001, ENTITLED, *RULES AND REGULATIONS GOVERNING THE FOREIGN TRAVEL OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES*

Statement of Policy

In line with the austerity measures being undertaken by the government, the grant of authority to travel abroad on official time, or when such travel involves the use of public funds, shall be confined to those travels which are urgent and extremely necessary and are expected to bring immediate benefits to the country.

Purpose of this Circular

This Memorandum Circular is issued to further simplify the procedure in the processing and approval of request for travel authority.

Approving Official

Secretary of Interior and Local Government

1. Requests of Provincial Governors and Mayors of Highly Urbanized Cities and Independent Component Cities for authority to travel abroad, regardless of the nature and duration of such travel.
2. Requests of other elective local officials for authority to travel abroad, when the foreign trip exceeds more than three (3) calendar months,

is not provided by the organizer or donor of the technical training or scholarship grant.

Assembling Documents

Administrative requirements in support of any request for a Travel Authority shall be assembled in the following manner:

1. Endorsement from the DILG Regional Director, Provincial Director, City Director or City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be;
2. Endorsement from the Provincial Governor, City Mayor or Municipal Mayor, as the case may be;
3. Endorsement from the Special Committee on Scholarships, NEDA, and a copy of the acceptance or invitation-letter from the organizer or donor, in the case of a study trip;
4. Endorsement from the DTI Central or Regional Office if the travel is for trade and investment purposes;
5. Invitation from the host country, sponsoring agency or organizer, in the event of a non-study trip;
6. Statement as to the immediate and direct benefits to the local government, when the travel involves the use of public funds;
7. Sworn Statement attesting that no administrative charge or criminal case has been filed against the applicant;
8. Clearance from Money and Property Accountabilities; and
9. Duly accomplished application for a leave of absence, in the case of a Provincial Governor or Mayor of Highly Urbanized City or Independent Component City, when the purpose of the travel is personal in nature.

Mailing of Documents

When the approving official is the Secretary:

Office of the Secretary
Department of the Interior and Local Government
10/F A. Francisco Gold Condominium II

EDSA corner Mapagmahal Street
Diliman, Quezon City
Attention: The Undersecretary for Local Government, or
The Director, Bureau of Local Government Supervision

When the approving official is the Undersecretary for Local Government:

Office of the Undersecretary for Local Government
Department of the Interior and Local Government
10/F A. Francisco Gold Condominium II
EDSA corner Mapagmahal Street
Diliman, Quezon City
Attention: The Director, Bureau of Local Government Supervision

When the approving official is the Director of the Bureau of Local Government Supervision:

The Director
Bureau of Local Government Supervision
Department of the Interior and Local Government
3/F A. Francisco Gold Condominium II
EDSA corner Mapagmahal Street
Diliman, Quezon City

When the approving official is the DILG Regional Director, an applicant for a Travel Authority is advised to inquire from the local DILG Office the address of the Regional Office.

Sanctions

1. A request for a travel authority with incomplete administrative requirements shall not be processed.
2. No post-travel authority shall be issued in case of a failure to secure a travel authorization prior to departure.

Effectivity

This Memorandum Circular shall take effect immediately.


RONALDO V. PUNO
Acting Secretary 



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLS CITE:
SILG06-010653