



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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GUIDELINES ON THE LOCAL TRAVEL OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES PURSUANT TO THE DIRECTIVE FROM THE OFFICE OF THE PRESIDENT

Memorandum Circular No. 2019-82

May 29, 2019

1.0 Purpose

Pursuant to Presidential Executive Order No. 77 dated March 15, 2019, this Memorandum Circular is hereby issued to rationalize and update existing policies and guidelines on local travel of local officials and employees, and the grant of payment of travel expenses.

2.0 Policy Content and Guidelines

2.1 Definition of Terms

- 2.1.1 Daily Travel Expenses – the amount authorized to cover expenses for local travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.
- 2.1.2 Transportation Expenses – refer to the actual fares of the authorized modes of transportation (e.g. land, sea and air) from the permanent official station to the destination or place of assignment and back.

2.2 Coverage of Official Travel

Official travels shall cover only those which meet the following criteria:

- 2.2.1 It is essential to the effective performance of an official or employee's mandates or functions;
- 2.2.2 It is required to meet the needs of the LGU concerned, or there is substantial benefit that can be derived;
- 2.2.3 The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and
- 2.2.4 The projected expenses are not excessive or involve minimum expenditure.

2.3 Approving Authority

- 2.3.1 The official local travels of Chief Minister of Bangsamoro Autonomous Region for Muslim Mindanao, Provincial Governors and Mayors of Special, Highly Urbanized and Independent Component Cities, irrespective of the number of days need not be approved by higher authorities.
- 2.3.2 The official local travels of Mayors of Component Cities and Municipalities, Vice Governors, Members of the Sangguniang Panlalawigan, Provincial Employees, for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the Provincial Governors.

- 2.3.3 The official local travels of City and Municipal Vice Mayors, City and Municipal Employees, Punong Barangays, for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the City and Municipal Mayors, as the case may be.
- 2.3.4 The official local travels of Members of the Sangguniang Panlungsod and Bayan, Sangguniang Panlungsod and Bayan Employees, for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the City and Municipal Vice Mayors, as the case may be.
- 2.3.5 The official local travels of Sangguniang Barangay Members, Sangguniang Kabataan Chairperson, Sangguniang Kabataan Members and Barangay employees, for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the Punong Barangay.
- 2.3.6 The official local travels of Mayors of Component Cities and Municipalities for thirty (30) days or more and payment of their corresponding travel expenses shall be approved by the Secretary of Interior and Local Government.
- 2.3.7 The official local travels of Vice Governors, City and Municipal Vice Mayors, Members of the Sangguniang Panlalawigan, Panlungsod and Bayan, Provincial Employees, City and Municipal Employees, Punong Barangays, Sangguniang Barangay Members, Sangguniang Kabataan Chairperson, Sangguniang Kabataan Members and Barangay employees, for thirty (30) days or more and payment of their corresponding travel expenses shall be approved by the Undersecretary for Local Government of the Department of the Interior and Local Government.

2.4 Entitlements

- 2.4.1 Transportation expenses - Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip when government vehicle is used. If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The local official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation.
- 2.4.2 Daily Travel Expenses (DTE) shall be at the following rates:

Destination		Maximum DTE
Cluster I	Regions I, II, III, V, VIII, IX, XII, XIII, ARMM	PhP1,500
Cluster II	Regions VI, VII, X, XI, CAR	PhP1,800
Cluster III	Regions IV-A, MIMAROPA, National Capital Region	PhP2,200

DTE shall be based on the following percentages:

Particulars	Percentage	To Cover
Arrival at destination (regardless of time) and succeeding day/s there/of on official business	100%	Hotel/lodging (50%) Meals (30%) Incidental expenses (20%)
Departure for official station (regardless of time), if other than date of arrival	50%	Meals (30%) Incidental expenses (20%)

- 2.4.3 The agency head concerned or the designated officials shall determine the mode of transportation and type of hotel/lodging to be availed, which in all cases shall be the most economical and efficient.

3.0 Filing of Request For Local Travel

The application for Local Travel Authority must be filed with the following documents:

- (i) Letter request indicating the destination, duration and purpose of the trip;
- (ii) For official travel, invitation letter or any communication relative to the proposed travel;
- (iii) For personal trip, duly accomplished application for leave of absence;
- (iv) For medical reasons, medical certificate; and
- (v) When the approving authority is the Secretary or Undersecretary for Local Government, DILG, an endorsement from the Local Chief Executive.

4.0 Responsibilities of the DILG Regional Directors and the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM) Chief Minister, through the DILG- BARMM Minister

- 4.1 Cause the immediate and widest dissemination of this Memorandum Circular within their Region; and
- 4.2 Ensure that this Memorandum Circular is effectively communicated to concerned local authorities.

5.0 Repealing Clause

All DILG issuances which are inconsistent with this Memorandum Circular are hereby amended or repealed accordingly.

Any future reference relating to rules and regulations governing foreign travels of local government officials and employees shall be made in reference to this Memorandum Circular.

6.0 Effectivity

This Memorandum Circular takes effect immediately and retroactive per OP Executive Order dated March 15, 2019.

7.0 Approving Authority


EDUARDO M. AÑO
Secretary 

 
DILG-OBEC 11052018-08342

8.0 Feedback

For related queries, kindly contact the Bureau of Local Government Supervision at Telephone Nos. 8763454 loc 4210 or at email address at lad_blg@yahoo.com