



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

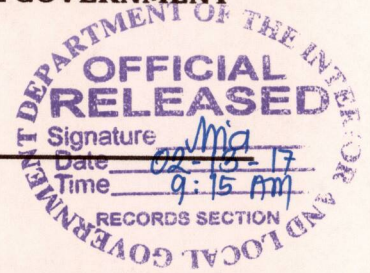
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

<http://www.dilg.gov.ph>

**FOREIGN TRAVEL AUTHORITY ON-LINE SYSTEM OF LOCAL GOVERNMENT
OFFICIALS AND EMPLOYEES**

Memorandum Circular No. 2017-30

February 10, 2017



1.0 Background

As part of the DILG's supervisory authority over LGUs as provided under the Local Government Code of 1991 and pursuant to OP Administrative Order No. 267, the Department has developed the Foreign Travel Authority On-Line System of Local Government Officials and Employees.

Primarily, the system will provide a centralized online solution for the application of foreign travel authority of local government officials and employees, including the data entry, data tracking and data information needs of concerned government agencies (i.e. Bureau of Immigration, Department of Foreign Affairs and the Office of the President).

2.0 Purpose

The purpose of this Memorandum Circular is to streamline the procedures in the disposition of requests of local government officials and employees to travel abroad and to promote administrative efficiency in the performance or delivery of Departmental functions and services pursuant to Department Circular No. 2016-11 dated July 21, 2016.

3.0 Legal Compliance

- 3.1. DILG Circular No. 2016-11 dated July 21, 2016.
- 3.2. OP Administrative Order No. 267, series of 1992.
- 3.3. Sections 47 and 96 of the Local Government Code of 1991.
- 3.4. OP Executive Order No. 459, series of 2005.

4.0 Scope/Coverage

All local government officials and employees, including those in the Autonomous Region in Muslim Mindanao, and all others concerned are covered by this Memorandum Circular

5.0 Policy Content and Guidelines

5.1 Filing of Request

The application for Travel Authority, with all the required supporting documents, shall be filed thru the Foreign Travel Authority (FTA) On-Line

System at www.blgs-pcmd with the following steps (the System is compatible in any of the following browsers: Internet Explorer, Mozilla Firefox, Google Chrome and Safari, and to any smart phone):

1. Type www.blgs-pcmd in any chosen browser.
2. Download the User's Manual and the FTA Checklist of Administrative requirements.
3. After reading the guide and completing the needed requirements based on the checklist, click the **APPLY HERE** button.
4. Enter all required information and upload the necessary documents in PDF form. All mandatory fields (with asterisk) should be filled-up.
5. After making sure that all information entered were true and correct, click the **SUBMIT APPLICATION** button.
6. The system will automatically generate an **Application Number**. The applicant is advised to save said Application Number, to be when checking the status of the online application, and when generating the Approved Foreign Travel Authority, after its approval.

Effective February 1, 2017, the FTA On-Line System shall be available for use. All pending requests prior to said date shall be inputted into the system by the concerned Provincial and/or Regional Office.

5.2 Administrative Requirements

See attached Annex "A"

5.3 Approving Official

Per Department Circular No. 2016-11 dated July 21, 2016, the Undersecretary for Local Government is the approving authority for foreign trip of a:

1. Provincial Governor, Mayor of Highly Urbanized City and Independent Component City regardless of the nature, purpose and duration of such travel;
2. Mayor of Component City and Municipality, Vice Governor, Vice Mayor, Member of the Sangguniang Panlalawigan, Panlungsod and Bayan, and Barangay Elective Official, on official time only, or on official business, or when the duration of leave of absence exceeds three (3) calendar months or during a period of emergency or crisis;

3. Local Government Department Head, on official time only, or on official business, or when the duration of leave of absence exceeds three (3) calendar months or during a period of emergency or crisis; and
4. Local Government Employee, on official time only, or on official business.

5.4 Recall of Authority

The Travel Authority issued to any local government official or employee may be recalled by the Secretary, or his duly representative, in case of emergency, and/or natural or human-induced disaster.

5.5 Grounds for Non-Processing or Disapproval of Request

1. Incomplete administrative requirements shall not be processed and shall be returned to the concerned party without favorable action;
2. Any request submitted within 24 hours prior to departure shall be automatically denied for processing;
3. Any request submitted on weekends and on holidays shall be processed only on the next working day; and
4. No post-travel authority shall be issued in case of a failure to secure a travel authorization prior to departure.

6.0 Penal Provisions

- 6.1. No local government official shall leave for abroad without the appropriate travel authorization having been duly issued by competent authorities, or without a duly accomplished leave application filed before or approved by such authorities, as provided under these rules and regulations.
- 6.2. Any violation of this provision shall be dealt with accordingly in accordance with applicable Civil Service Rules and Regulations, and other pertinent laws.

7.0 Responsibilities of the DILG Regional Directors and the ARMM Regional Governor, through the DILG-ARMM Secretary

- 7.1. Cause the immediate and widest dissemination of this Memorandum Circular within their regional jurisdictions;
- 7.2. Ensure that this Issuance is effectively communicated to concerned local authorities; and

7.3 Exercise administrative oversight pursuant to Memorandum dated April 1, 2008, on the subject, Exercise of General Supervision over Local Government Units.

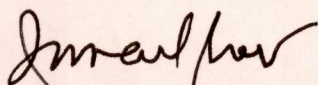
8.0 Repealing Clause

All DILG Memorandum Circulars, directives, orders or other related issuances inconsistent herewith in part or in full, are hereby modified, revoked, or repealed accordingly.

9.0 Effectivity

This Memorandum Circular shall take effect immediately.

10.0 Approving Authority



ISMAEL D. SUENO
Secretary



11.0 Feedback

For related queries, kindly contact the Bureau of Local Government Supervision at Tel Nos. (02) 9289181 or 9250351, or at email address at lad_blg@yahoo.com.

VI. Administrative Requirements

A. For Study Trip

1. Endorsement from:
 - i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)
 - ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan)
 - iii. the Punong Barangay (Sangguniang Barangay Member and Barangay employees)
2. Invitation Letter from the host country or sponsoring agency
3. Acceptance letter from CHED, TESDA, LGA, organizer or donor, as applicable
4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case
5. Clearance from Money and Property Accountabilities

B. For Non-Study Trip

- Attendance to a Training, Seminar and Workshop
 1. Endorsement from:
 - i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)
 - ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan)
 - iii. the Punong Barangay (Sangguniang Barangay Member and Barangay employees)
 2. Invitation Letter from the host country, sponsoring agency or organizer
 3. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant; or Oath of Undertaking, when the applicant has a pending case
 4. Clearance from Money and Property Accountabilities
- Attendance to an event that promotes Local Government Technical Exchange and Cooperation or Sister-City/Town Twinning relations
 1. Endorsement from:
 - i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)
 - ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan)
 - iii. the Punong Barangay (Sangguniang Barangay Member and Barangay employees)
 2. Invitation Letter from the host country, sponsoring agency or organizer
 3. Copy or draft of the Memorandum of Agreement, or Memorandum of Understanding
 4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant; or Oath of Undertaking, when the applicant has a pending case
 5. Clearance from Money and Property Accountabilities

- LGUs initiated Study Cum Observation Tour
 1. Endorsement from:
 - i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)
 - ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan)
 - iii. the Punong Barangay (Sangguniang Barangay Member and Barangay employees)
 2. Activity Design
 3. Itinerary of Travel
 4. Sangguniang Resolution relative to the proposed travel
 5. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant; or Oath of Undertaking, when the applicant has a pending case
 6. Clearance from Money and Property Accountabilities

- National Government Agencies organized Study Cum Observation Tour
 1. Endorsement from:
 - i. the Local Chief Executive (if applicant is a Component and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees)
 - ii. the Presiding Officer (if applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan)
 - iii. the Punong Barangay (Sangguniang Barangay Member and Barangay employees)
 2. Invitation Letter from the host country, sponsoring agency or organizer
 3. Endorsement from the Central or Regional National Government Agencies, i.e., (a) Department of Trade and Industry (for trade and investment purpose); (b) Department of Tourism (for tourism purpose); (c) Department of Environment and Natural Resources (for environment purpose), among others
 4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant; or Oath of Undertaking, when the applicant has a pending case
 5. Clearance from Money and Property Accountabilities

If request is on official business, a Certification stating that the purpose of the trip is the within the LG Capability Development Agenda, and Statement as to the immediate and direct benefits that may be derived from the said foreign, is a requirement.

C. For Personal or Private Trip of:

- Governors, Mayors of Highly Urbanized Cities and Independent Component Cities
 1. Duly Accomplished Application Form for Leave of Absence
 2. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant; or Oath of Undertaking, when the applicant has a pending case
 3. Clearance from Money and Property Accountabilities