



Republika ng Pilipinas  
**National Irrigation Administration**  
(Pambansang Pangasiwaan ng Patubig)  
Lungsod ng Quezon



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MC No. 46 s. 2017

**MEMORANDUM CIRCULAR**

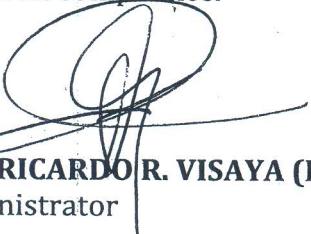
**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL /PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED**

**SUBJECT : MEMORANDUM RE TRAVEL AUTHORITY FOR LOCAL AND FOREIGN TRIPS FROM THE OFFICE OF THE PRESIDENT OF THE PHILIPPINES**

For the information and guidance of all concerned, attached is the Memorandum from the Office of the President of the Philippines dated 24 May 2017 on the subject "*Travel Authority for Local and Foreign Trips*".

It provides among others, the general guidelines for local and foreign travels to facilitate the processing of travel authority.

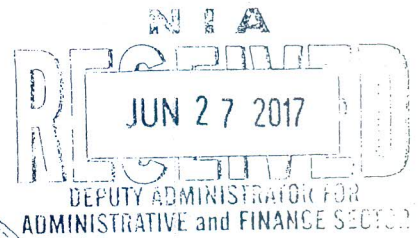
For strict compliance.

  
**Gen. RICARDO R. VISAYA (Ret.)**  
Administrator

Date: \_\_\_\_\_



**Office of the President  
of the Philippines**



**IMS-017- 168**

**MEMORANDUM**

**FOR :** **THE CHAIRPERSON**  
National Commission on Indigenous Peoples  
National Youth Commission  
Philippine Commission on Women

**THE CHAIRMAN**  
Cooperative Development Authority  
Presidential Commission on the Urban Poor

**THE SECRETARY**  
National Anti-Poverty Commission  
National Commission on Muslim Filipinos  
Technical Education Skills Development Authority

**THE ADMINISTRATOR**  
National Irrigation Administration  
National Food Authority

**THE OIC-ADMINISTRATOR**  
Philippine Coconut Authority

**SUBJECT :** **TRAVEL AUTHORITY FOR LOCAL AND FOREIGN TRIPS**

**DATE :** **24 May 2017**

This has reference to the various requests for issuance of travel authority for local and foreign trips on official business and/or personal reasons.

We have observed that some request are submitted a few days before intended travel and with incomplete documentation thus hamper the processing of requests.

To properly guide all agencies and for this Office to properly facilitate these requests, we are reiterating the general guidelines for official local and foreign travels as prescribed in applicable issuances<sup>1</sup>

1 Executive Order No. 459, s. Executive Order No. 298, s. 2004, Memorandum Circular No. 7, s. 2010

