

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG

(National Irrigation Administration)

Lungsod ng Quezon

MC # 51, S. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Providing Additional Requirements and Prescribing Standard Forms for Travel Abroad

Quoted hereunder in full for the information and guidance of all concerned is Memorandum Circular No. 930 dated August 31, 1976, of the Office of the President, which is self-explanatory.

"TANGGAPAN NG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 930

PROVIDING ADDITIONAL REQUIREMENT AND PRESCRIBING
STANDARD FORMS FOR TRAVEL ABROAD.

In line with the present policy of limiting travel abroad of government officials and employees to only those that are urgent and absolutely necessary, and in order to facilitate processing of travel papers, the following additional requirements shall henceforth be complied with by all concerned:

1. Officials and employees proposed to travel abroad, whether for an official mission for the government or for training or scholarship, shall be required to fill out a Travel Data Sheet and, in proper cases, a Training/Scholarship Agreement (standard forms attached), which shall accompany the proposal submitted to the Office of the President;
2. Where a trip is to be funded by the government fully or partially, the requesting agency shall always include in the proposal an estimate of the total financial requirement of the trip; and
3. In accordance with Memorandum Circular No. 920 dated July 6, 1976, the department heads, the chiefs of independent offices, and the managing heads of government-owned or controlled corporations, shall always fill out a certification of urgency for trips of officials and employees under their respective jurisdictions. They shall be the only officials who can so certify. This is deemed necessary in order that they could share in the responsibility of implementing the present restrictive policy on foreign travel. It is therefore expected that

sound judgment and impartiality is exercised whenever a certification of urgency of a particular trip is signed by them. The certification shall be in a standard form as in the attached sample.

(SGD.) JACOB C. CLAVE

Presidential Executive Assistant

Manila, August 31, 1976

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Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO

Administrator

October 13, 1976

Enclosures:

1. Certification of Urgency
2. Travel Data Sheet
3. Training/Scholarship Contract

CERTIFICATION OF URGENCY

This is to certify that the travel of _____
to _____ for the purpose of _____

is urgent and absolutely necessary for the following reason (s):

(Department Head, Chief of Independent
Office, Managing Head of Government-
owned or controlled Corporation)

(Date)

TRAVEL DATA SHEET

A. PERSONAL PARTICULARS:

1. Name _____ Sex _____ Status _____
2. Place/Date of Birth _____
3. Home Address _____
4. Educational Attainment _____

B. OFFICIAL PARTICULARS:

1. Office/Agency _____
2. Position and Appointment Status _____

3. Brief description of duties(use back if space inadequate)

4. Training Courses Attended and/or Previous Travels Abroad
(Give course titles, venue, year, duration)

C. TRAVEL PARTICULARS:

1. Destination(s) _____

2. Purpose(s) _____

3. Duration of travel _____
4. Estimate of expenses _____

(Person traveling)

(Date)

IMPORTANT: Be sure to attach copies of all communications
pertinent to the trip.

TRAINING/SCHOLARSHIP CONTRACT

I, _____,
and the _____, represented by
_____, in consideration of the
authority for me to avail myself of _____
on official time with or without pay, do hereby agree to the
following terms and conditions:

1. That I shall keep up with the necessary standards of scholarship or accomplishment;
2. That I shall conduct myself in such a manner as not to bring disgrace or dishonor to myself and/or my country;
3. That I shall submit to the head of office and to the Special Committee on Scholarships, at the end of each quarter, term or semester, my official school transcript, certification of performance or their equivalent;
4. That, if there is sufficient reason for the extension of my scholarship, I shall submit the necessary application for such extension, with supporting papers, within a reasonable time before the expiration of the original period;
5. That I shall return immediately to the Philippines and report to my office upon the completion or termination of my scholarship, fellowship or training grant;
6. That I shall submit to my office and to other offices concerned a written report on my studies, training or observation within sixty (60) days after my return to duty;
7. That I shall serve my office/institution for at least three (3) years if my scholarship, fellowship, training or study grant is for a period of one year or less, and for another three years or a fraction thereof not less than two (2) months after one year;
8. That I shall refund in full to my office such sums of money as may have been defrayed by the Philippine government and/or the sponsor for my transportation, allowances, salary and other expenses incident to my scholarship, fellowship, or training or study grant, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control, it being understood that proportionate refund shall in no case be allowed; and
9. That I shall live up to the terms and conditions of this grant.

IN WITNESS WHEREOF, we have hereunder set our hands this _____
day of _____, 197____, at _____:

(Head of Office or Agency)

(Scholar)

Copy furnished:

Office of the President
Special Committee on Scholarships, NEDA