

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

ASL - *agl*  
LPF - *lpf*  
VAM - *VAM*  
YMR -  
RCM - *Ramagay*  
LMF -  
SBB -  
*file*

MC No. 34, s. 1989

MEMORANDUM CIRCULAR

TO : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
REGIONAL IRRIGATION MANAGERS, DEPARTMENT MANAGERS,  
PROJECT MANAGERS/OPERATION MANAGERS, PROVINCIAL  
IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS  
AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Rules & Regulations Governing Official Travel  
Abroad

Our attention has been called by the Corporate Auditor to the fact that foreign travels of some of our personnel have not been in full compliance with existing rules and regulations particularly on those governing cash advance pertinent to such travel. In this connection, all official travels abroad shall be subject to, among others, the following rules and regulations:

1. Official travel abroad shall be allowed only where absolutely necessary for the benefit of the Agency. Where travel is upon invitation of a foreign country or agency, no cash advance for traveling expenses shall be allowed by the NIA.
2. Any cash advance for expenses to be shouldered by NIA should be in accordance with amounts authorized by existing rules and regulations, specifically Executive Order No. 129 as amended by Executive Order No. 421.
3. All air or sea transportation shall be under economy class, unless otherwise specified in the travel authority.
4. All foreign travels must be authorized by competent authority.

5. Cash advances should be liquidated within 30 days from completion of travel. Unliquidated cash advances should be returned promptly in full to the cashier. Settlement of unliquidated balance shall be by withholding the employee's salary until full payment of the unliquidated balance. No new cash advances shall be allowed until the previous cash advance, if any, has been fully liquidated.
6. Subsequent clothing allowance shall be granted after the lapse of 24 months from the time the previous clothing allowance was granted.

A travel completion report should be submitted to the Administrator within 30 days from arrival of the employee. Failure to submit such report will be sufficient ground for disciplinary action against the employee.

Please be guided accordingly.

(SGD.) JOSE B. DEL ROSARIO, JR.  
Administrator

August 1, 1989