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

MC # 45, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT
ADMINISTRATORS, DEPARTMENT MANAGERS,
STAFF HEADS, REGIONAL IRRIGATION MANAGERS,
OPERATION/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : National Budget Circular No. 391-B
dated April 22, 1991

Quoted hereunder in full is National Budget Circular
No. 391-B dated April 22, 1991 for your information and
guidance.

"Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 391-B
April 22, 1991

T O : All Heads of National Government Corporations
and All Others Concerned

SUBJECT : AMENDING THE PROVISIONS OF SUB-PARAGRAPHS 5.1
AND 5.2 OF NATIONAL BUDGET CIRCULAR NO. 391,
IMPLEMENTING GUIDELINES FOR EXECUTIVE ORDER
NO. 151, DATED MARCH 19, 1987

1.0 PURPOSE

This Circular is issued to effect necessary amendments
to certain provisions of National Budget Circular No.
391.

J. 13 Jun

2.0 The provisions of Sub-paragraphs 5.1 and 5.2 of National Budget Circular No. 391 are hereby amended to read as follows:

"5.1 A government official and employee shall be considered on official travel status only when directed to conduct outside of their official station audit, examination, investigation, inspection, research, study or any work of similar nature."

"5.2 Officials and employees who are on detail assignment or transferred from one station to another within the same department or agency at their own request and directed to undertake the regular functions of the unit/division to which they are assigned shall not be considered on official travel status, hence, not entitled to any of the allowances herein authorized. However, when officials or employees are on detail assignment or transferred due to the requirement of the service, they shall be entitled to actual transportation fares, subject to the conditions stipulated under Paragraph 6.0 of Joint MDM-COA Circular No. 86-1." (See Annex A)

3.0 The effectivity of this Circular shall be April 1, 1991.

(SGD.) GUILLERMO N. CARAGUE
Secretary"

Please be guided accordingly.

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

June 6, 1991

Excerpt from: Joint MBM-COA Circular No. 86-1
November 12, 1986, p. 5

6.0 TRANSPORTATION

- 6.1 Ministry heads, or equivalent positions shall determine the mode and class of transportation to be taken which shall be the most advantageous to the government from the standpoint of economy and efficiency.
- 6.2 As a general rule, only the ordinary public conveyances or customary modes of transportation shall be used. The use of taxis and chartered trips or special hires of PUs, garage cars, launches, motorboats, sailboats, bancas and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances.
- 6.3 The amount of transportation allowable shall be the actual fare at the prevailing rates of the authorized transportation from the permanent official station to the destination or place of work or assignment in the field and back, plus other expenses, such as transportation and portage from office or residence to points of embarkation and from points of debarkation to office or temporary residence in the place of assignment in the field and return. It shall not include local transportation and other expenses after arrival in the office or temporary residence in the place of assignments in the field which are contemplated to be covered by the traveling allowance defined in Section 5 hereof.
- 6.4 In cases where government vehicles are used in the travel, the officials and employees concerned are not entitled to the actual transportation fare.
- 6.5 Under no circumstances should fuel be issued to privately owned motor vehicles. No reimbursement for the cost of gasoline and oil shall be allowed where a private vehicle is used; however, the officials and employees concerned shall be entitled to the reimbursement of the equivalent cost of the customary mode of transportation.