

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

M.C. # 6, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, HEADS OF DEPARTMENTS/  
STAFFS, HEADS OF FOREIGN-ASSISTED PROJECTS,  
HEADS OF PROVINCIAL IRRIGATION OFFICES,  
IRRIGATION SUPERINTENDENTS, UPRIIS/MARIIS  
MANAGERS, AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : OFFICE OF THE PRESIDENT MEMORANDUM CIRCULAR  
# 18, s. 1992.

Quoted hereunder in full is the Memorandum Circular  
No. 18, s. 1992 of the Office of the President, for your  
information and guidance.

"MALACAÑANG  
Manila

MEMORANDUM CIRCULAR NO. 18

CLARIFYING EXISTING RULES AND REGULATIONS ON  
TRAVEL ABROAD OF GOVERNMENT OFFICIALS  
AND EMPLOYEES

WHEREAS, it has been observed that in many  
instances requests for authority to travel abroad  
whether on official business or for a private pur-  
pose are being submitted barely a few days before the  
date of departure giving no sufficient time for the  
Office of the President to evaluate the merit of each  
request. Moreover, in not a few cases supporting  
documents are either incomplete or not attached at  
all; and

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WHEREAS, it has also been noticed that requests for authority to travel abroad of those not required to be cleared with this Office pursuant to Executive Order No. 401, series of 1990, and Memorandum Circular No. 7 dated September 30, 1992, are still being submitted despite their being already delegated to heads of offices.

WHEREFORE, All heads of departments, bureaus, offices, including government-owned or controlled corporations and local government units are hereby enjoined to observe the following:

1. Requests for authority to travel abroad of the following government officials shall be submitted to the Office of the President for approval;
  - (a) Department Secretaries
  - (b) Undersecretaries
  - (c) Assistant Secretaries
  - (d) Other officials of equivalent rank to (a), (b) and (c)
  - (e) Provincial Governors
  - (f) Mayors of highly urbanized cities or independent component cities
2. Such requests shall be submitted at least ten (10) days before the expected date of departure;
3. Heads of government offices, including government-owned or controlled corporations and local government units who are travelling abroad should indicate the officials designated Acting/Officer-in-Charge of the Office for the duration of their trip;
4. Requests for authority to travel shall be accompanied by itemized expenses such as air fare, per diems, hotel accommodation and pre-travel indicating the chargeability thereof;
5. Travel abroad while on leave of absence or for a private purpose shall not exceed ten (10) days. Prolonged absences must be properly explained.

This Memorandum Circular takes effect immediately.

DONE, in the City of Manila this 27th day of October, in the year of Our Lord, nineteen Hundred and ninety-two.

(SGD.) FIDEL V. RAMOS

By the President:

(SGD.) EDELMIRO A. AMANTE, SR.  
Executive Secretary"

Compliance hereof is enjoined.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

22 January 1993