



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

OUR REFERENCE:

MC No. 46 , Series of 2001

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/REGIONAL IRRIGATION/PROJECT/OPERATIONS
MANAGERS, STAFFS, PROVINCIAL IRRIGATION OFFICERS,
IRRIGATION SUPERINTENDENTS AND ALL OTHERS
CONCERNED

SUBJECT : MEMORANDUM FROM THE OFFICE OF THE PRESIDENT DATED
JULY 03, 2001 RE: REQUESTS FOR TRAVEL AUTHORITY

Quoted hereunder in full, for the information and guidance of all concerned, is a memorandum from the Office of the President dated July 03, 2001 on the subject "TEN (10)-WORKING DAY LEAD TIME IN SUBMITTING REQUESTS FOR TRAVEL AUTHORITY FROM DATE OF RECEIPT AND PROHIBITION AGAINST THE SUBMISSION OF REQUESTS ON PIECEMEAL BASIS FOR THE GRANT OF ADDITIONAL ENTITLEMENTS, ETC", to wit:

"OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
Malacañang

MEMORANDUM

TO: ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND
OFFICES OF THE NATIONAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS AND
STATE COLLEGES AND UNIVERSITIES

The Office of the President has noted a marked increase in the number of cases of late submissions of requests for travel authority, and those with incomplete documentation. Cases like these not only disrupt the normal workflow in this Office, but also create unnecessary pressure and inconvenience to the signing and deciding authorities. Submission of travel proposals at the eleventh hour also leaves this Office with barely enough time for an objective evaluation of the merits of the trip. These concerns have in the past been made clear in numerous issuances from this Office enjoining,

among other things, the submission of travel requests at least ten (10) working days prior to the expected date of departure, with the justification for the trip sufficiently spelled out.

The ten-working day lead time in submitting requests for travel authority, reckoned from the date of receipt of the travel proposal, with complete documentation, is hereby reiterated. In extremely unavoidable cases, the specific reason(s) for the delay in the submission of the travel proposal should be indicated.

The prohibition against the submission of requests on piecemeal basis for the grant of additional entitlements, inclusion of additional officials/personnel, proposed side/additional trips, and/or confirmation of one already undertaken but which is not covered by the original travel authority, is also reiterated.

Non-compliance with this directive shall be sufficient ground for non-processing of the travel proposal, or for its outright disapproval.

By authority of the President:

(Sgd.) ALBERTO G. ROMULO
Executive Secretary

July 03, 2001"

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

25 July, 2001