



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 11
Series of 1996

**SUBJECT : Additional Rules and Regulations to Implement
Executive Order No. 248**

In order to implement effectively Executive Order No. 248 which prescribed Rules and Regulations and New Rates of Allowance for Official Local and Foreign Travel of Government Personnel, the following additional rules and regulations pertaining thereto are hereby promulgated.

A. GENERAL GUIDELINE

In the light of this Executive Order, travels and field assignments shall cover only those that are urgent and extremely necessary and will involve minimum expenditure and are beneficial to the Department and the interest of the service.

B. DEFINITION OF TERMS

For purposes of this Circular, the following terms shall be construed to mean:

1. Permanent Official Station - the office or regular place of work of the officer or employee concerned.
2. Travel Time - the period between actual departure from and arrival at the permanent official station.
3. Travel Expenses - shall cover travel allowance and hotel room/lodging rate.
4. Travel Allowance - the authorized amount which shall cover daily subsistence/per diems, inland transportation and other incidental expenses.
5. Hotel Room/Lodging Rate - the daily hotel room rate including prescribed taxes and charges.

6. Actual Transportation Expenses

- shall be the actual transportation fare at the prevailing rates of the authorized transportation from permanent official station to official place of destination and vice versa.

7. Inland Transportation Expenses

- shall include all local transportation expenses after arrival in the office or temporary residence in the place of assignments or official place of destination.

8. Head of Office Concerned

- shall refer to Undersecretaries, Assistant Secretaries, DARAB Board Members and the Head Executive Assistant for Central Office and Regional Director for Regional Offices, PARO for Provincial Offices.

C. OFFICIAL LOCAL TRAVEL

I. Approval of Travel

Approval of Travel Order shall be as follows:

	<u>Recommending</u>	<u>Approving</u>
a. Up to 7 days		
a.1 <u>Central Office</u>		
USEC, ASEC, DARAB Board Members and PAS, and IAS Directors	-	Secretary
Director IV and below except OSEC and DARAB personnel	Bureau/Service Director	USEC, ASEC Concerned
OSEC Staff (PAS, IAS and OSEC Technical and Administrative Staff	Staff Director	HEA

RARAD and PARADs assigned in the Central Office & other DARAB personnel	Executive Director/ Deputy Executive Director of DARAB	DARAB Board Member concerned (Assistant Secretaries)
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a.2 Regional Office

	<u>Recommending</u>	<u>Approving</u>
RD	-	USEC for FOG
ARDA, ARDO and RARAD	-	RD/DARAB Board Member*
Other staff below Director III	ARDO/ARDA/COB*	RD/RARAD*

a.3 Provincial/Municipal Offices

PARO	ARDO	RD
PARAD		RARAD
Other staff below PARO including MARO		
- outside of the province	PARO/PARAD*	RD/RARAD*
- within the province	Division Chief/ MARO/COB*	PARO/PARAD*

b. More than 7 days but not over 30 days

b.1 Central Office	Head of Office	Secretary
b.2 Regional Office	RD	Secretary
b.3 Provincial/Municipal Offices	PARO/RD	Secretary

c. More than 30 days	Secretary	Office of the President
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II. Allowable Travel Expenses

1. The travel expenses regardless of rank and position shall be in the amount of ₱300/day divided as follows:

1.1) ₱200 - travel allowance, which covers:

a. ₱ 60.00 - inland transportation

* Applicable to DARAB Personnel

Handwritten initials/signature

b. ₱140.00 - subsistence/per diem and other incidental expenses

1.2) ₱100 - covers hotel room/ lodging rate.

3. Travel allowance and hotel room/lodging rate in excess of ₱300 will also be given upon certification by the Secretary as absolutely necessary in the performance of an assignment and presentation of bills/invoices with official receipts.

Certification or affidavit of loss shall not be accepted as appropriate replacement for the required tickets/receipts and hotel room/ lodging bills and receipts.

4. Central Office employees shall not be allowed the travel expenses herein authorized for their official travel to places within Metro Manila. The same restriction shall also apply to Regional, Provincial and Municipal offices employees when assigned to places within the city or municipality wherein their permanent official station is located.

Nevertheless, claims for payment of travel expenses for official travel to places within fifty (50) kilometers radius from the last city or municipality of Metro Manila in case of Central Office employees or the city or municipality wherein permanent official station is located in the case of the Regional, Provincial, and Municipal Offices employees, shall be given only upon presentation of proof that they stayed in the place of assignment for the whole duration of their official travel supported with official receipts and bills/invoices. Reimbursement of actual transportation expenses and reasonable cost of actual meal allowance shall be allowed, if they commute daily from place of assignment to residence/permanent official station and vice-versa, but in no case shall exceed the two hundred (₱200) travel allowance herein authorized.

5. Reimbursement of actual transportation expenses shall be allowed provided it is supported with tickets/receipts.
6. In cases where government vehicles are used in the travel, the officials and employees concerned shall not be entitled to the (actual or inland) transportation expenses.
7. 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.

III. Mode/Class of transportation and kind lodging/hotel Room

In all cases, the mode/class of transportation and the kind of hotel/ lodging to be taken shall be those which are advantageous to the government from the standpoint of economy and efficiency.

D. OFFICIAL FOREIGN TRAVEL

I. Nature of Travel

This shall cover only those official travel under the category of conferences, special missions, and other non-study trips, such as those undertaken for the following purposes.

- a. To attend conferences or seminars sponsored by foreign governments or international government organizations to which the Philippine Government is committed or invited to send representatives or participants.
- b. To attend conferences or seminars sponsored by private organizations whether international or not, invitations to which have been sent through their respective governments to the Philippine Government.
- c. To conduct examinations or investigations of Philippine Government agencies or affairs.
- d. To undertake any other official mission which cannot be assigned to any other Philippine government official or officials already abroad.

II. Approval of Travel

All official travels of the Department's Officials from the Secretary to Assistant Directors and other officials of equivalent ranks shall be subject to the prior approval of the President of the Philippines. All other positions concerned shall be with prior approval of the Secretary or his equivalent, provided, that travel that last for more than one (1) calendar month shall be subject to the approval of the President of the Philippines.

In case of travel of delegations or groups of two or more persons regardless of rank, prior clearance from the Office of the President shall be required.

III. Travel Expenses/Allowances

- a. Pre-departure expenses - P1,500.00 - Commutable and shall cover incidental expenses such as taxi fare, passport, photographs, immunization, visa fees and tips, portorage and airport terminal fees.
- b. Clothing allowance - US \$400 - It shall be given once in every twenty-four (24) months
- c. Transportation - In case transportation is not provided by the host country or sponsoring agency or organization, official transportation shall be allowed on economy class unless otherwise specified in the travel authority and approved by the President
- d. Travel Allowance - US \$100/day - covers subsistence, local/inland transportation and other incidental expenses divided as in official local travel.
- e. Hotel room rate/per diem - US \$200/day and shall be supported by appropriate hotel bills and receipts.
- f. Representaition Expenses - US \$1,000 - subject to prior approval of the President and it shall be non-commutable, duly supported by bills and receipts.

The travel allowance herein provided for shall be granted only for the duration of the official trip, including actual travel time, which shall be computed according to the most direct air route, unless otherwise specified in the authority for the trip. Any additional time extension caused by taking a diverse route shall not be on government time and expense.

Claims for actual travel expenses in excess of US \$300 (d and e) for travel allowance and hotel/ lodging rate shall be given only upon certification by the Secretary as absolutely necessary in the performance of an assignment supported by bills/ invoices with official receipts and shall be subject to approval by the President.

IV. Availability of Fund

The expenses authorized herein shall be subject to availability of funds duly released/ approved for the purpose.

V. Liquidation of Cash Advances

For Local Travel - within 30 days after his return to his permanent official station.

For Foreign Travel - within 60 days after his return to the Philippines.

Failure to do so shall cause the suspension of payment of the salary of any official or employee concerned.

VI. Adjustments

When a travel is cancelled, the amount paid in advance, if any, shall be refunded in full. In cases, where the travel is cut short in advance of the itinerary, the excess payment shall likewise be refunded. This refund shall be made immediately upon cancellation or termination of the travel.

VII. Submission of Report

After one (1) month upon return to official station, every official or employee assigned or authorized to travel shall submit a report with his recommendations, if any, to the head of his office.

Failure to do so, shall subject the official or employee concerned to disciplinary action.

VIII. Insurance

Any official or employee on travel pursuant to E.O. 248 dated May 29, 1995, shall be allowed reimbursement of premium for accident insurance coverage, not exceeding Two Hundred Thousand Pesos (P200,000)

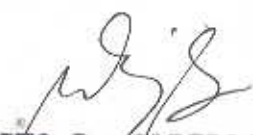
Effectivity

This Order shall take effect July 1, 1996.

Those travels which have been authorized/signed prior to the issuance of this Order are automatically ratified as to authority.

July 01, 1996

Diliman, Quezon City.


ERNESTO D. GARILAO
Secretary