



MEMORANDUM CIRCULAR NO. 2-82
Series of 1982


SUBJECT: GUIDELINES ON THE APPROVAL OF TRAVEL ORDER

The following guidelines relative to the approval of Travel Order are hereby promulgated for the information and guidance of all personnel concerned:

1. Personnel below the rank of Division Chief shall be authorized to travel only with the recommendation of the Division Chief and Service Chief or Bureau Director concerned.
2. Assistant Directors, Assistant Service Chiefs, or Division Chiefs shall be authorized to travel only with the recommendation of Bureau Director or Service Chief concerned.
3. Assistant Secretaries, Bureau Directors or Service Chiefs shall be authorized to travel only with the recommendation of Deputy Minister.
4. Officials/employees shall submit his/her written report of travel within five (5) days after the travel. Please see attached report format.
5. Drivers, stenographers, clerks and employees of similar rank, should be exempted from submitting a report after the termination of travel when accompanied by senior staff member. However, if sent on a specific mission they should render a report.
6. Officials/employees sent ^{to} a confidential mission may be required to submit a report after the termination of travel.
7. Bureau Director, Service Chief or Division Chief concerned shall certify on the travel order as to the necessity of the travel, and a report of the previous travel has already been submitted.
8. The FIMAS shall at all times exercise fiscal restraints, determine the necessity of the travel as well as certify to the availability of funds and the source of funding.

Strict compliance thereof is hereby enjoined.

Diliman, Quezon City, April 29, 1982.


CORINA F. ESTRELLA
Minister

"Hindi na matatalkuran pa ang pagbabago ng-eyes ng pananahian. Higit kong pangarap na makita ang ating mga magsasaka na pag-eari ang lupa ng kanilang binubungka."

— PANGULONG FERDINAND E. MARCOS

REPORT OF TRAVEL

OFFICE: _____ DATE: _____

TRAVEL ORDER NO. _____ DATE OF TRAVEL ORDER: _____

DESTINATION : _____

PURPOSE OF TRAVEL: _____

PERIOD OF TRAVEL: DATE OF DEPARTURE: _____

DATE OF ARRIVAL: _____

A C C O M P L I S H M E N T *

SUBMITTED BY:

NOTED :

Supervisor

* - Please state actual accomplishment or extent of completion of purpose of travel. You may use additional sheet of paper, if necessary.

MINISTRI NG REPORMANG PANSAKAHAN
(MINISTRY OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon

TRAVEL ORDER NO. _____

_____ Date

NAME: _____

POSITION: _____

SALARY: _____ PER MONTH: STATION: _____

DEPARTURE DATE: _____

RETURN DATE: _____

DESTINATION: _____

REPORT TO: _____

PURPOSE OF TRIP: _____

RECOMMENDED BY:

Division Chief

I hereby certify that the travel is necessary and that a report of the previous travel has already been submitted.

Bu. Director/Service Chief

APPROVED:

REMARKS OR SPECIAL INSTRUCTIONS - A brief report on the accomplishments in this travel should be submitted to the Minister thru his Division Chief, immediately after the completion of the travel, a copy of which shall be attached to his/her voucher for subsequent travel, otherwise, the latter may not be processed and/or paid.