



REPUBLIKA NG PILIPINAS
MINISTRI NG REPORMANG PANSAKAHAN
(MINISTRY OF AGRARIAN REFORM)
TANGGAPAN NG MINISTER
DELIAMAN, LUNGSDO NG QUEZON

(Personnel)

MINISTRI NG
REPORMANG PANSAKAHAN
RECEIVED

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1981
Ministry of Agrarian Reform
P.O. Box 263, Quezon
Mindanao

MEMORANDUM CIRCULAR NO. 6-81
Series of 1981

Subject: Domestic Travel

As provided for in Letter of Instructions No. 1098, domestic travel outside one's station shall be limited to what is absolutely necessary for the good of the service.

In view hereof, it is reiterated that travel of field personnel to the Central Office shall have the prior authority of the Minister or the Deputy Minister. The request for prior authority should state the specific purpose and nature of trip, the number of days and other pertinent information to be used as basis for granting the request and should invariably be coursed through proper channels, as the case may be.

The Regional Director should take immediate steps to curtail unnecessary trips and should likewise determine the mode and class of transportation to be taken which shall be the most advantageous to the government for the standpoint of economy and efficiency.

For more effective control of movement of personnel, all field personnel who come to the Central Office on official business are hereby directed to register in the Log Book of the Personnel Division and to secure their certificate of appearance from the Chief, Personnel Division, regardless of whichever offices and/or officials in the Central Office they transacted business with. Similarly Central Office personnel on official travel in the field shall sign in the Log Book at the Administrative Division of the Regional Office and shall secure their certificates of appearance from either the Regional Director/Assistant Regional Director or Administrative Officer I.

All finance officers processing travel expenses of field personnel are hereby directed not to pass upon any claim without the supporting certificate of appearance duly signed by the authorized officials.

"Hindi na matalikuran pa ang pagbabagong-ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kamilang binubungkal." Pangulong MARCOS

Violators of this Circular shall be responsible and answerable for the expenses incurred in making unnecessary travels or unauthorized travels in addition to whatever administrative charges that may be deemed proper to take against them for non-compliance or violations hereof.

Diliman, Quezon City. June 3, 1981.


ESTRELLA
Minister

D. S. Sarave

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Amplified 6/9/81