



Republika ng Pilipinas
KAGAWARAN NG REPORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon

4/23/78

MEMORANDUM CIRCULAR NO. 14
Series of 1978

It has been observed that inspite of the directive on the face of the Travel Order about submission of travel report, there are still employees of the Department who have failed to submit the required reports of accomplishment after a travel.

In view thereof, it is hereby directed that any personnel who has been on travel for more than 3 days shall submit to the Minister immediately, but not later than five (5) days after completion of travel, a written report of accomplishment duly noted by the division chief or his immediate supervisor. A duplicate copy of such duly noted report shall be submitted to the Accounting Division to be attached to the Certificate of Travel Completed (Appendix "B").

Employees sent by the Minister on confidential mission shall state on the face of Appendix "B" that a confidential report has been submitted to the Minister which shall be properly signed by the Head Executive Assistant.

Drivers and participants of trainings, seminar or conventions are exempted from this requirement but they are required to submit a trip ticket or certificate of completion or attendance, as the case may be.

Should any employee fail to comply with this Memorandum Circular, the Chief Accountant is directed:

- a. not to consider the expenses for a previous trip liquidated; and/or
- b. not to process subsequent Travel Expense Voucher (TEV) of the employee concerned

unless he has submitted an accomplishment report as required in this memorandum.

Strict compliance is hereby enjoined.

Diliman, Quezon City, June 15, 1978.

CONRADO F. ESTRELLA
Minister

Met. Div.: QNS/WTF/ids

"Hindi na matatalikuran pa ang pagbabagong-ayon ng pananakapang n. Higit kong pangalip na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal." - Pangulong MARCOS