



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

January 11, 1980

MINISTRY ORDER)
)
NO. 80-2) SUBJECT : PRESCRIBING GUIDELINES
) FOR TRAVEL OF FIELD
X-X-XX-X-X-X-X) PERSONNEL TO MANILA

It has come to the attention of this Ministry that field personnel travel to Manila without approved authority, anticipating that while in Manila, their travel will be approved. Prior requests for travel often do not specify the nature of the business to be attended to. In some instances, personnel sent are not knowledgeable about the nature of the business to be transacted nor of the officials with whom to deal. Furthermore, two or more personnel from one office are sent to Manila at the same time affecting the efficiency of the office. All the above are inimical to the public service.

In the interest therefore of the public service and pursuant to the provisions of Section 79 (B) of the Revised Administrative Code, effective immediately, the following guidelines are hereby prescribed:



1. Request for travel to Manila shall be made in advance of the trip. In cases of urgency, requests may be transmitted by wire or by radiophone.
2. Personnel asked to travel must be conversant with the nature of the business to be transacted and except in extraordinary cases, no travel shall be authorized for two or more personnel at the same time.
3. The specific nature of the business to be attended to in Manila must be specified in the request for travel, as well as the names of the officials with whom business will be transacted.
4. Except in special cases, which shall be explained in writing, travel shall generally not be more than five (5) calendar days, including travel time.

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5. Travel of Regional Directors, Assistant Regional Directors, and District/City Engineers to Manila must be with the prior approval of the Deputy Minister who shall also sign their certificate of appearance.
6. Travel of all other field officials and employees to Manila shall be authorized by the Regional Director concerned and their certificates of appearance at the central office shall be signed by the Chief of the Administrative Services. No certificates of appearance shall be signed unless accompanied by the duly approved travel authority.
7. Requests for travel to Manila shall be signed only by Regional Director or the District Engineers and their assistants as the case may be.
8. Staff Bureau Directors who need field personnel to come to Manila may authorize said travel; the Personnel Division, Administrative Services, shall simultaneously be furnished with copies of the travel authority. In these instances, the staff Bureau Director concerned shall address the request to the respective Regional Directors or District Engineers.
9. The Personnel Division shall submit thru the Administrative Services Chief a consolidated monthly report on these travels to the Assistant Secretary for Personnel Management and Development who shall advise the Minister of the need to amend or modify these orders.

All previous orders, memoranda and circulars inconsistent herewith are hereby superseded.

This Order takes effect immediately.


ALAREDO L. JUNIO
Minister


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