



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

897.13 DPWH
07-24-2009

JAN 20 2009

DEPARTMENT ORDER)
No. 04)
Series of 2009 07-24-09)

SUBJECT : REQUESTS FOR AUTHORITY TO
TRAVEL ABROAD FOR PERSONAL
REASONS

For proper information and guidance, all DPWH officials and employees applying for leave of absence and requesting for authority to travel abroad, for personal reasons, are hereby reminded of pertinent CSC rules and regulations on the matter, particularly Sections 20 and 21 of Rule XVI, Leave of Absence, of Book V of E.O. No. 292, s. 1987, quoted as follows :

"Section 20. Leave of absence for any reason other than illness of an officer or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department/agency. (Underscoring supplied)

Section 21. Any violation of the leave laws, rules or regulations, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action." (Underscoring supplied)

In view thereof, and considering that most of our offices, particularly the district engineering offices, are undermanned due to non-filling up of vacant positions as a result of the pending implementation of the DPWH Rationalization plan, all requests for authority to travel abroad for urgent and necessary personal reasons shall only be authorized for a maximum of thirty (30) working days, to be supported with the required documents, subject to approval of the DPWH official concerned, pursuant to the pertinent provisions of D.O. No. 24, series of 2007.

DPWH officials delegated with the authority to approve applications for leave, per D.O. No. 24, s. 2007, are hereby directed to strictly enforce the aforementioned rules and regulations.

This Order takes effect immediately.



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HERMOGENES E. EBDANE, JR.
Secretary