



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila

097.13 DPWH

03.03.2023

MAR 03 2023

DEPARTMENT ORDER )  
NO. 21 )  
Series of 2023 )

**SUBJECT: Guidelines on Request for Authority  
to Travel Abroad for Personal  
Reasons**

da 3/3/2023

Pursuant to Section 6, Memorandum Circular No. 35 s. 2017, no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.

In order to properly facilitate the grant of authority to travel abroad for personal reasons the following guidelines are hereby prescribed:

#### **I. General Guidelines**

1. Officials and employees, when traveling abroad for personal reasons, should secure an approved authority to travel abroad to be processed in the Human Resource Management Division, Human Resource and Administrative Service.
2. Authorization shall only be granted after the determination that the absence of the requesting official or employee shall not hamper the operational efficiency of the office.
3. Authority to Travel Abroad for Personal Reason is limited to a maximum of thirty (30) working days. Request for extension shall require a new request and subject to the approval of the approving authority.
4. Filing of Travel Abroad shall be in advance and will be charged as vacation leave.

#### **II. Approving Authority**

The Secretary shall approve request for authority to travel abroad for personal reason for Undersecretary, Assistant Secretary, Director, Assistant Director, Project Manager, District Engineer and Assistant District Engineer positions.

The Assistant Secretary for Support Services shall approve request for travel abroad for personal reason for Division Chief and below positions.

#### **III. Filing of Application for Travel Abroad**

All requests and its documentary requirements must be filed directly to the Human Resource Management Division, HRAS, following the prescribed period:

- a. Ten (10) working days prior to the travel period for those to be approved by the Secretary
- b. Five (5) working days prior to the travel period for those to be approved by the Assistant Secretary for Support Services

Sending of request sent thru post office or courier should factor in the delivery period in counting the prescribed working days.

All request shall be supported by the following documentary requirements:

1. Letter Request with Indorsement by the Head of Office concerned
  - Bureau/Service/Cluster Director for Central Office rank & file personnel
  - Regional Director for ADE, DE and Regional Office personnel
  - District Engineer for DEO personnel
2. Certificate of Office Clearance for Money and Property Accountability
  - Central Office Clearance – All Key Officials and Employees in the Central Office
  - Regional/District Office Clearance – All Officials and Employees in the RO and DEO (RO/DEO Clearance of RD, ARD, DE, ADE, Division Chiefs and Bonded Personnel must be duly approved by the Undersecretary concerned.

Approved Certificate of Office Clearance for purposes of travel abroad for personal reasons shall be valid for six months from time of issuance.

3. Office Legal Clearance of No Pending Administrative Case
4. Approved Leave Applications approved by proper authorities
5. Designation Order of temporary replacement for ADE, DE and Division Chief positions and up
6. Certification that will not hamper the operational efficiency of the office
7. Medical Certificate, if travel is for medical reasons

*Additional requirements as per IATF compliance due to Covid-19 Pandemic:*

8. Waiver (Annex A)
9. Undertaking for Authority to Travel (Annex B)
10. Health Insurance (covering travel disruptions and hospitalization in case of Covid-19 infections during allowable period of stay abroad)

Approved Authority to Travel Abroad for Personal Reasons shall be released thru the Records Management Division, Human Resource and Administrative Service.

#### **IV. Reportorial Requirement**

The Regional Office shall submit a quarterly report on the issued travel authorities (Annex C) to Human Resource Management Division, HRAS both in electronic and hard copy, not later than the 7<sup>th</sup> day of the month immediately following the end of each quarter.

The Human Resource Management Division shall consolidate and facilitate submission of quarterly travel reports to the Office of the President, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, not later than the 15<sup>th</sup> day of the month immediately following the end of each quarter.

## **V. Sanctions**

Non-compliance with the requirements, as well as other applicable laws, rules and regulation, shall be sufficient ground for the outright denial or non-processing of the request for authority to travel abroad.

Any government official or employee traveling abroad without the requisite authority shall be charged with administrative cases for misconduct, insubordination or other related offenses under the Civil Service Commission Rules on Administrative Cases in the Civil Service and/or other relevant laws, rules and regulations without prejudice to other liabilities and personnel actions allowed under existing laws, rules and regulations

## **VI. Repealing Clause and Effectivity**

All DPWH issuances on Authority to Travel Abroad for Personal Reasons inconsistent herewith are hereby repealed accordingly.

This Department Order shall take effect immediately.

  
**MANUEL M. BONOAN**  
Secretary

10.1.1 MRCNN/RAG/ZFF

Department of Public Works and Highways  
Office of the Secretary



WIN3L12229

## WAIVER

This is in connection with my request for authority to travel to       (country)       to       (reason for travel)      , for       (no. of working days)      , from date of travel.

Please be informed that I am fully aware of the current Wuhan Coronavirus outbreak condition in (country), and of the risks involved and hazards connected to this activity, including but not limited to travel.

Therefore, I accept the risks and responsibilities associated with such travel/activity and hereby relieve the **Department of Public Works and Highways, the Head of the Office, their Officials, and employees**, from any liability arising from any loss, damage and/or injury that may be sustained by me, or any of the property belonging to me, during the said travel.

\_\_\_\_\_  
**Employee's Name and Signature**

Position

Office





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

**UNDERTAKING FOR AUTHORITY TO TRAVEL**

**TO WHOM IT MAY CONCERN:**

In connection with my request for Authority to Travel to     (country)     from     (travel period)    ,  
I hereby certify the following:

1. That I am personally and fully aware of the health risks posed by the current COVID-19 Pandemic on travel as outlined under the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Resolution No. 57, s. 2020 issued on July 21, 2020.
2. The travel I am undertaking is essential and cannot be postponed to a later date.
3. Being aware of the risks involved, I am fully assuming the same including any unforeseen circumstances that may delay or prevent me from returning to the country as scheduled
4. I shall comply to all the guidelines that may be issued by the IATF on this matter.

**Employee's Name and Signature**

Position

Office



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**CENTRAL OFFICE**  
Manila

**INVENTORY REPORT OF DPWH OFFICIALS/EMPLOYEES WITH AUTHORITY TO TRAVEL ABROAD FOR PERSONAL REASON**  
For the month of \_\_\_\_\_ to \_\_\_\_\_ FY \_\_\_\_\_

Office:

NO.	NAME	POSITION	OFFICE	DATE OF TRAVEL	DESTINATION	REMARKS
1						
2						
3						
4						
5						

Submitted by:

Noted by:

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Head of Office