



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

BUREAU OF LOCAL GOVERNMENT SUPERVISION

October 19, 2018

MEMORANDUM

FOR : DILG REGIONAL DIRECTORS
REGIONAL OFFICES, I, II, III, IV-A, MIMAROPA, V, VI, VII, VIII, IX, X, XI,
XII, CARAGA, CAR AND NCR, ARMM REGIONAL GOVERNOR
PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS,
PUNONG BARANGAYS, PRESIDING OFFICERS, MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN, PANLUNGSOD, BAYAN AND
BARANGAY

SUBJECT : SUBMISSION OF REQUESTS FOR FOREIGN TRAVEL AUTHORITY OF
LOCAL OFFICIALS AND EMPLOYEES

The Office of the Secretary of this Department has noted with concern the complacency on the part of local government officials and employees in complying with the rules and regulations on foreign travels, particularly on the submission of request for travel authority within the prescribed time frame, with complete documentation.

In view of the above, the said request should be received by this department thru the Department's On-Line System not less than ten (10) working days prior to the scheduled date of departure, together with all the administrative requirements, to give ample time for the OIC - Secretary to approve such requests.

Requests for travel authority with incomplete supporting documents as required shall be disapproved outright. No request for reconsideration in such cases shall be entertained.

For guidance of all concerned.


ATTY. ODILON L. PASARABA, CESO V
Director IV 