



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

**MEMORANDUM**

TO : ALL OFFICIALS/PERSONNEL  
ATTACHED AGENCY HEADS  
SECTORAL OFFICES

FROM : THE OFFICE OF THE SECRETARY

SUBJECT : CLARIFICATION AND RESTRICTION OF FOREIGN TRAVEL

DATE : 2 OCTOBER 2019

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In the exigency of the service and in relation to Executive Order No. 77 dated 15 March 2019 entitled "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travel of Government Personnel".

It is hereby reiterated that official foreign travel of Government Personnel shall only be allowed pursuant to Section 9 Title of E.O. 77, to wit-

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Section 9. Types of Foreign Travels. Foreign travels authorized under Section 3 of this Order shall refer only to those under the following categories:

- a). International conferences or meetings to which the Philippine Government has commitments, or to undertake official mission assignments which cannot be assigned to government officials posted abroad;
- b). Scholarship, fellowship, trainings and studies abroad which are grant-funded or undertake at minimal cost to NGAs, including SUCs, GOCCs, GFIs and LGUs; and
- c). Invitation for speaking engagements or receiving of awards from foreign government institution or international agencies/organizations as defined under international law, whether fully or partially funded by the government upon the endorsement of the DFA.

In case of trips involving delegation the authorized approving authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application or proposal.

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Parenthetically, under Section 3-c thereof, shall not be issued foreign travel; authorities and shall not be entitled to government funding for such trips.

- (i) Private Individuals;
- (ii) Consultants of, and/or those engaged by way of contract of service by the government agencies, except in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical or specialized fields) and upon written justification submitted to the authorized approving officials; and
- (iii) Spouse or children of government officials, except when diplomatic protocol or established international practices provide otherwise.

Thus, all forms of travel junkets shall be strictly prohibited. The conduct of strategic planning *workshops or team building activities abroad shall not be allowed*". This also covers trips sponsored by suppliers or contractors linked to a government agency consistent with Section 20 of the said Order.

Unless otherwise approved by the Office of the Secretary the following shall not be entitled to government funding and official travel authority:

1. Foreign Travels involving inspection/Factory acceptance test in relation to the procurement of guns, ammunitions, helicopters, airplanes, ships and vessels;
2. Officials or Employees who failed to submit the required port travel report and reimbursement of expenses; and
3. Officials or Employees who failed to conduct the required foreign travel echo seminar to ensure cascading and transfer of technical learnings and information derived from foreign travel.

For strict compliance.

  
ARTHUR TUGADE



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