

ADMINISTRATIVE ORDER

No. 13
Series of 2019

SUBJECT: DSWD IMPLEMENTING RULES AND REGULATIONS ON EXECUTIVE ORDER NO. 77 PRESCRIBING RULES AND REGULATIONS AND RATES OF EXPENSES AND ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL

Section 1. Introduction. This Implementing Rules and Regulations, hereinafter called the IRR, is promulgated pursuant to Section 21 of Executive Order (EO) No. 77, dated March 15, 2019, Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of officials and employees of the Department of Social Welfare and Development.

This IRR is issued in order to (a) provide additional safeguards best suited to the Department, (b) address the Department peculiarities, and (c) ensure the judicious use of public funds. This is only supplemental to EO No. 77 and shall be read together with the said issuance.

Section 2. Legal Bases.

1. Executive Order No. 77 dated March 15, 2019 - Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel;
2. Section 17(c), General Provisions of the General Appropriations Act for CY 2018;
3. Commission on Audit (COA) Circular No. 2017-001 dated June 19, 2017 - Reimbursement of expenses not requiring official receipts;
4. DSWD Administrative Order (AO) No. 8, series of 2018 dated April 6, 2018 - Delegation and Delineation of Authority;
5. COA Circular No. 2012-001 dated June 14, 2012 - Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions;
6. Civil Service Commission (CSC) Memorandum Circular No. 12, Series of 2012 – Amendment of Rule V of CSC Resolution No. 04-0676 dated June 17, 2004 (Policy Guidelines to Govern the Liquidation of Cash Advances and the Penalty to be Impose for Failure of an Accountable Officer to Liquidate Within the Prescribed Period).

Section 3. Authorized Official Travel.

1. Official local or foreign travels and assignments under this Order shall cover only those which meet the following criteria:

- a. It is essential to the effective performance of an official or employee's mandates or functions;
 - b. It is required to meet the needs of the department or there is substantial benefit to be derived by the State;
 - c. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and
 - d. The projected expenses are not excessive or involve minimum expenditure.
2. All forms of communications, such as but not limited to the following, must be explored as alternatives to travel, provided that they do not compromise national security and confidentiality of official communications.
- a. Teleconferencing;
 - b. Video conferencing; and
 - c. Submission of briefs and/or position papers.

The personnel involved must submit justifications, recommended by his/her immediate supervisor, for the need to travel instead of other available forms of communication. The approving authority, as far as practicable, must minimize travel costs.

3. The following individuals shall not be issued foreign travel authorities and shall not be entitled to government funding for such trips:
- a. Private individuals;
 - b. Consultants of, and/or those engaged by way of contract of service by, 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 Office of the Secretary; and
 - c. Spouses or children of government officials, except when diplomatic protocol or established international practices provide otherwise.

I. OFFICIAL LOCAL TRAVEL OF OFFICIALS AND EMPLOYEES

Section 4. Approval of Local Travels.

1. The official local travel of the Secretary in pursuance of the functions of their respective offices, irrespective of the number of days, need not be approved by higher authorities;
2. The official local travels of officials and employees for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by authorized signatories pursuant to the delegation of authority;
3. The official local travels of Central Office officials and employees, Regional Directors and Assistant Regional Directors for thirty (30) days or more and payment of their corresponding travel expenses shall be approved by the

DSWD Secretary. In Field Office, the 30 days travel of officers and employees shall be approved by the Regional Director;

4. The purpose, necessity and duration of the travel (inclusive of travel time), instead of utilizing other forms of communications, should be clearly specified in the Special Order/Travel Order:
5. Notwithstanding the foregoing, the Office of the President (OP) is not precluded from requiring any official or employee to secure authority for local travel from said Office or from another approving authority to be designated by it.
6. Memorandum of Agreement (MOA) or Contract of Service (COS) workers Job Orders and Consultant may be allowed to travel locally if explicitly stated in their MOAs or contracts with the Department and be entitled to the rates of expenses and allowances provided in this IRR and subject to the availability of funds. These shall be required for those MOA signed after the issuance of this IRR.

Section 5. Travel Beyond 50-Kilometer Radius from the Permanent Official Station. Official local travel to destinations beyond the 50-kilometer radius from the permanent official station shall be allowed the following expenses:

1. Transportation Expenses and Miscellaneous Expenses. The allowable transportation expenses and reasonable miscellaneous expenses (e.g., terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment shall only cover the following areas:
 - a. From the office or residence to the point of embarkation, and vice versa;
 - b. From the point of embarkation to the point of disembarkation in the place of destination, and vice versa; and
 - c. From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.
2. Inland transportation costs shall not be allowed and shall be considered part of the incidental expenses component of the Daily Travel Expenses (DTE) under Section 5(3) of this IRR. For travels to rural areas and their barangays in the Field Offices where there are no established means of transportation and when inland transportation costs exceed the 20% incidental expenses component of the DTE, the official or employee may be allowed to claim for an additional transportation cost in excess of 20% incidental expenses upon submission of the following:
 - a. Certification from the Local Government Unit (LGU), signed by the Local Chief Executive, of the prevailing maximum rate of transportation in the area; and

- b. Submission of justifications certified by the Secretary, or the authorized representative, as absolutely necessary in the performance of an assignment (**Annex A**).

	PREPARED BY	APPROVED BY
Central Office	Undersecretaries	Secretary
	Assistant Secretary and Below	Undersecretary
Field Office	Assistant Regional Director and Below	Regional Director

The transportation expenses and reasonable miscellaneous expenses under this provision incurred for travel between different Municipalities/Cities shall be in addition to the DTE under Section 5(3) of this IRR.

Illustration:

AREAS OF TRAVEL		ALLOWABLE TRANSPORTATION COST
FROM	TO	
City/Municipality A	City/Municipality B	Actual Transportation Cost
Barangay 1 (City/Municipality A)	Barangay 2 (City/Municipality A)	(1) NONE, If less than or equal to the 20% of the DTE (2) Excess of 20% of the DTE (upon submission of the official receipt/AR and Certification – Annex C)
Barangay 1 (City/Municipality A)	Barangay 1 (City/Municipality B)	Actual Transportation Cost

Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip where government vehicle was used.

If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation and shall attach a certification for the purpose (**Annex B**).

3. Daily Travel Expenses.

- a. The maximum allowable DTE of officials and employees, regardless of rank and position, shall be at the following rates:

Destination	Maximum DTE
Regions I, II, III, V, VIII, IX, XII, XIII, and ARMM	P1,500.00
Regions CAR, VI, VII, X, and XI	P1,800.00