

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

Regions NCR, IVA, and IVB	P2,200.00
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- b. Claims for payment of DTE as provided under Section 5(3)(a) hereof shall not require presentation of bills and receipts.
- c. Apportioned Travel Expenses. The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%); Meals (30%); and Incidental Expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%); and Incidental Expenses (20%)

- d. In case of travel exceeding one day for the purpose of delivery of welfare goods for distribution, the officers and employees are allowed for the following:

Particulars	Percentage	To Cover
Day of departure from the permanent official station	50%	Meals (30%); Incidental Expenses (20%)
Succeeding days of travel before arrival at point of Destination	50%	Meals (30%); and Incidental Expenses (20%)
Day of arrival at point of destination regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%); Meals (30%); and Incidental Expenses (20%)
Day of departure for permanent official station (regardless of time) and succeeding days of travel until arrival at the permanent official station	50%	Meals (30%); and Incidental Expenses (20%)

The entitlement for the above DTE shall be indicated in the approved Special Order/Travel Order in order to consider claims valid.

- e. **Travel Expenses in Excess of Authorized Travel Rates.** Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred per cent (100%) of such component of the prescribed DTE rate, and only upon:
 - i. Presentation of bills and receipts from Department of Tourism (DoT)-accredited accommodations.
 - ii. Submission of justifications certified by the Secretary, or the authorized representative, as absolutely necessary in the performance of an assignment (**Annex C**).
 - iii. Submission of justifications certified by officials above, when bills and receipts presented are not from a DoT-accredited accommodations.

	PREPARED BY	APPROVED BY
Central Office	Above Division Chief	Immediate Supervisor
	Division Chief and Below	Head of Office, Bureau, or Service
Field Office	Above Division Chief	Regional Director
	Division Chief and Below	ARD concerned

- f. **Precluding Double Payment of Travel Expenses.** To preclude double payment, only the incidental expenses equivalent to 20% of the DTE, shall be allowed when the fare paid for transportation includes meals and/or quarters en route, or where meals and/or lodging are paid for or furnished by the government or other parties.

As a proof, original signed Certificate of Appearance, using only the form attached as **Annex D**, must be obtained from each parties visited during all types of travels regardless of the distance and should specify provisions or non-provisions of hotel/lodging, meals and/or vehicles. Other forms of Certificate of Appearance shall not be honored.

Section 6. Travel Within the 50-Kilometer Radius from the Permanent Official Station.

- 1. Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed the following expenses:

- a. Actual fare, upon presentation of official receipt, if applicable, at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;
- b. Meals, upon presentation of official receipt, in an amount not exceeding the thirty per cent (30%) of the authorized meal component (30%) of the DTE as indicated in Section 5(3)(c) hereof.

Illustration:

For one-day travel within the 50-km radius, commuting daily, without any provision.

Cluster	DTE	Entitlement (upon presentation of receipts)
I	1,500	Actual fare + P135
II	1,800	Actual fare + P162
III	2,200	Actual fare + P198

For one-day travel within the 50-km radius, commuting daily with **LUNCH provided**.

Cluster	DTE	Entitlement (upon presentation of receipts)
I	1,500	Actual Fare
II	1,800	
III	2,200	

- 2. Personnel on official travel to a place outside the city/municipality of residence or permanent official station, may opt to stay in the place of assignment and not commute daily from the place of assignment to the place of residence or permanent official station and back, provided that a request supported by justification/s for the same has been provided by the official or employee and approved by the following officials prior to the travel (**Annex E**).

	PREPARED BY	APPROVED BY
Central Office	Above Division Chief	Immediate Supervisor
	Division Chief and Below	Head of Office, Bureau, or Service
Field Office	Above Division Chief	Regional Director
	Division Chief and Below	ARD concerned

The following expenses shall then be allowed.

- a. Actual fare, upon presentation of official receipt, if applicable, at the prevailing rates of authorized modes of transportation under Section 5(1) to (2),
- b. DTE under Section 5(3)(c),

The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel. For Field Offices claims, if the officers and employees stayed in the Geographically Isolated and Disadvantaged Areas (GIDA), the Acknowledgement Receipt (AR) may be allowed.

3. The 50-kilometer radius distance shall be computed by the Accounting Division based on google map or other distance calculator applications.

Section 7. Mode of Transportation.

1. As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used, which in all cases shall be the most economical and efficient.

The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances, such as but not limited to:

- a. Carrying large amounts of cash, bulky equipment and important documents;
- b. Inclement weather;
- c. Accompanying dignitaries or high level government officials; or
- d. When time is of the essence.

The justification shall be in a separate sheet (**Annex F**) signed by the following:

	PREPARED BY	APPROVED BY
Central Office	Above Division Chief	Immediate Supervisor
	Division Chief and Below	Head of Office, Bureau, or Service
Field Office	Above Division Chief	Regional Director
	Division Chief and Below	ARD concerned

2. Transportation expenses incurred by government officials and employees in the discharge of their official functions amounting to Php300.00 or less need not be supported by official receipts, except for payment of fares in public utility vehicles issuing receipts such as bus, train, vessel/ship, taxi, TNS etc. Certification of Expenses Not Requiring Receipts shall be attached as supporting document per COA Circular No. 2017-001 (**ANNEX G**).
3. Claims for taxi fares must be presented with tape/official receipts as this will be the determining amount of the claim. If in case, however, that no tape receipt was issued despite demand from taxi drivers the Reimbursement Expense Receipt (RER) form (**ANNEX H**) must be attached indicating the reason for non-issuance of Official Receipt.

In the absence of such official receipt, amount computed using the Taxi Fare Rates (vary as updated), as provided by LTFRB, shall be considered as the maximum fare allowed in the review and pre-audit of the claims. In such case, the RER must specify the complete details required by the form.

4. Surge charges for Transportation Network Companies (TNC) fares as indicated in the official receipt is not allowed. The additional charge (regardless of the amount) is considered as excessive as it exceeded the usual or proper expense. No justification shall be allowed to claim surge charges.
5. Deviations in the regular route of travel (eg. Airport to Central Office to Residence instead of airport to residence) and its corresponding cost of transportation shall be borne by the concerned DSWD personnel.
6. Documentary Requirements to Claim Reimbursements for Traveling Expenses (**Local travel**)
 - ✓ Approved Itinerary of Travel;
 - ✓ Certificate of Travel Completed;
 - ✓ Certification by the Head of the Agency as to the Absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement of the required hotel/lodging bills and receipts);
 - ✓ Reimbursement Expense Receipt (RER);
 - ✓ Paper/electronic plane, bus, taxi or boat tickets/receipts;
 - ✓ Parking and toll fee tickets/receipts;
 - ✓ Boarding pass and terminal fee ticket;
 - ✓ Certificate of Appearance/ Attendance;
 - ✓ Certificate of Provision/ Non-provision of food and accommodation;
 - ✓ Office Order/ Travel Order/ Authority to Travel
 - ✓ Copy of previously approved Itinerary of Travel used in Cash Advance (if applicable);
 - ✓ Liquidation Report (if applicable);
 - ✓ Official Receipt (OR) in case of refund of excess cash advance (if applicable);
 - ✓ Justification for the use of extra ordinary means of transportation, (applicable)

II. OFFICIAL FOREIGN TRAVEL OF OFFICIALS AND EMPLOYEES

Section 8. Types of Foreign Travels. Foreign travels authorized under Section 3 of this IRR shall refer only to those under the following categories:

1. International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
2. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to the Department; and

3. Invitations for speaking engagements or receiving of awards from foreign government/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the Department, upon the endorsement of the DFA.

In case of trips involving delegations, the number of participants must be kept to the barest minimum and the role of each member in the delegation must clearly specified and justified in the travel application or proposal for submission to the approving authority specified in Section 9.

Section 9. Approval of Foreign Travels. All foreign travels of officials and employees must be coursed through the Human Resource Management and Development Service (HRMDS) with the following supporting documents:

1. Approved travel endorsement or proposal from the Office of the Secretary reflecting therein the specific role of each official and/or employee for in the delegation for the foreign travel;
2. Invitation from sponsoring organizations including the administrative notes reflecting therein the important information for the travel such as but not limited to the purpose, duration, venue, accommodation, and provisions from sponsors;
3. Certification from the official and/or employee that he/she is not due to retire within one year after the foreign travel;
4. Certification from the Accountant that the official or employee has no pending cash advance for previous foreign travel/s;
5. Plane tickets if already available.

Regardless of the length of travels abroad and the number of delegates, official foreign travels, as endorsed by the HRMDS, and payment of travel expenses shall be approved by the following officials:

PERSONNEL ON FOREIGN TRAVEL	APPROVING AUTHORITY
Department Secretary	Office of the President
DSWD Officials and Employees	Department Secretary

Notwithstanding the foregoing approving authorities, the Office of the President (OP) is not precluded from requiring any official or employee to secure authority to travel abroad from said Office or from another approving authority to be designated by it.

Section 10. Pre-Departure Expenses and Return Trip Fees.

1. Pre-departure expenses not exceeding P3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portorage, airport terminal fees, if any, and other related expenses.

2. Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip.

Section 11. Transportation Expenses. In case the officials and employees authorized to travel abroad shall not be provided with transportation by the host country or sponsoring organization, they shall be allowed transportation expenses for the economy class, which for purposes of this IRR does not include premium economy class.

For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Department Secretary, Undersecretaries, Assistant Secretaries, business class airfares may be authorized, subject to approval of the OP.

Section 12. Clothing Allowance.

1. Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month.

The clothing allowance shall be granted on pro-rated basis, as follows:

Duration of Stay	Amount
More than one (1) month but less than three (3) months	US\$200.00
Three (3) months and more but less than six (6) months	US\$300.00
Six (6) months and more	US\$400.00

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$300.00.

2. When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

Duration of Stay	Amount
Two (2) weeks or less	US\$200.00
More than two (2) weeks but less than one (1) month	US\$300.00
One (1) month and more	US\$400.00

3. Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the government agency concerned.
4. When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.

5. The clothing allowance may be granted more than once in every twenty four (24) months. In no instance, however, shall the total clothing allowance exceed US\$400.00 within a twenty four (24)-month period.
6. Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two seasons or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

Section 13. Daily Subsistence Allowance (DSA).

1. Those who travel abroad shall be granted the DSA based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA).

When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.

2. The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%); Meals (30%); and Incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%); and Incidental expenses (20%)

3. If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.
4. Claims for payment of DSA as provided under Section 13 (1) and (2) hereof shall not require presentation of bills and receipts.
5. Subject to the approval of the Department Secretary, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed thirty percent (30%) of such component of the prescribed DSA rate, which is 50% of the DSA, and only upon certification by the head of agency as absolutely necessary in the performance of an assignment and presentation of

bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.

6. Documentary Requirements to Claim Reimbursements for Traveling Expenses **(Foreign travel):**

- ✓ Approved Itinerary of Travel;
- ✓ Certificate of Travel Completed;
- ✓ Paper/electronic plane, bus or boat tickets;
- ✓ Boarding pass and terminal fee ticket;
- ✓ Certificate of Appearance/ Attendance for training/ seminar/ participation;
- ✓ Office Order/ Travel Order/ Authority to Travel
- ✓ Taxi Receipts;
- ✓ Justification for the use of extra ordinary means of transportation (if applicable);
- ✓ Others:
 - Bills/ receipts for non-commutable representation expenses approved by the President
 - Revised Itinerary of Travel, if applicable
 - Narrative report on trip undertaken/ Report of Participation
 - Official Receipt (OR) in case of refund of excess cash advance (if applicable)
 - Liquidation Report (if applicable)
 - For reimbursement of actual travel expenses in excess of the prescribed rate;
 - Approval by the President
 - Certification from the Head of Agency that it is absolutely necessary
 - Hotel room bills with official receipts (certification of affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)

Section 14. Payment of DSA Differential.

1. Where personnel on travel abroad, to attend international conferences or meetings or to undertake official missions or assignments, are provided by the host government with DSA and allowances lower than those prescribed in this IRR, such personnel shall only be entitled to the difference.
2. Personnel on scholarships, fellowships, trainings, workshops, and study grants abroad shall not be allowed payment of DSA differentials.

Section 15. Reimbursement of Representation Expenses.

1. The following officials, who are authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the authorities listed under Section 9 of this IRR, based on justifications presented and upon presentation of bills and receipts:

- a. Department Secretary — US\$1,000.00;
- b. Department Undersecretaries, if they are designated as head of the delegation — US\$700.00;
- c. Department Assistant Secretaries, if they are designated as head of the delegation — US\$500.00; and
- d. Those holding positions lower than an Assistant Secretary level who are designated as head of the delegation — US\$300.00.

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, usages, and practices.

2. Officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses.

Section 16. Scholarships, Fellowships, Trainings, and Studies Abroad.

Expenses of government agencies related to such travels abroad shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for airfares, school/ training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the government agency concerned may pay the same, subject to the provisions of the memoranda of agreement or any similar document that may be entered into by and between the donor and the said agency, and of this IRR.

Section 17. Insurance. Only personnel on foreign travel pursuant to this IRR may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of P500,000.00 if there is no minimum coverage set by a country.

The HRMDS shall ensure that all officials and employees travelling in foreign countries are covered with travel insurance policy.

III. MISCELLANEOUS PROVISIONS

Section 18. Prohibition against Junkets of Government Officials and Employees. All forms of travel junkets, including but not limited to the following, is strictly prohibited. The conduct of strategic planning workshops or team building activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

Section 19. Travel in Connection with Official Duties Paid for by a Private Source. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed.

No official or personal travel of government officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with the Department concerned. HRMDS shall ensure the observance of this provision and shall only endorse official foreign travels, which are compliant to this provision, to approving authorities.

This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

Section 20. The Regional Directors may issue internal guidelines, not otherwise inconsistent herewith, in order to (1) provide additional safeguards as are best suited to the condition of the Region; (2) address regional peculiarities; and (3) ensure the judicious use of public funds.

Section 21. Rendition of Account on Cash Advances and Sanction.

1. Within two (2) calendar months after the return of an official or employee to the Philippines, in the case of official travel abroad, or within one (1) calendar month of his/her return to permanent official station in the case of official local travel, such official or employee shall render an account of the cash advance received in accordance with existing applicable rules and regulations.
2. Refund of excess cash advance must in Philippine currency computed at the BSP rate used at the day of refund.
3. No foreign travels with government funding shall be allowed for those who have not liquidated their expenses for previous government-funded travels abroad.
4. The failure to render an account in full within the periods prescribed and after formal demand shall constitute the administrative offense of Gross Neglect of duty punishable by dismissal from the service for the first offense.
5. Full liquidation/settlement/payment of the cash advance outside the given periods shall constitute the offense of Simple Neglect of Duty punishable by suspension from the service for one month and one day to six months for the first offense, and dismissal from service for the second offense.

Section 22. Reportorial Requirements and Sanction.

1. Within one (1) calendar month after returning to the permanent official station, every personnel authorized to travel under this IRR shall submit to the Secretary copy furnished the HRMDS a report with recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken.
2. In case of participation in an international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be

submitted to the OP through the HRMDS and the Department Secretary, copy furnished the Secretary of the DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.

3. Violation of the provisions of this Section shall subject the officials or employees concerned to disciplinary action.

Section 23. Period to Claim Reimbursements for Travelling Expenses. Within two (2) calendar months after the return of an official or employee to the Philippines, in the case of official travel abroad; or within one (1) calendar month of his/her return to permanent official station in the case of official local travel, such official or employee must file claims for reimbursements for traveling expenses with the Finance and Management Service or Divisions; however, for December claims, it shall not later than the set deadline for the submission of financial claims at the end of the year.

Travel expenses not filed for claims within specified dates shall not be processed.

Section 24. Transitory Provisions. For FY 2019, all DSWD Offices, Bureaus and Services shall revisit its Work and Financial Plan (WFP), revise the budget parameters for traveling expenses and submit on or before the deadline set by the FMS/FMD. All claims under the new rates will be allowed starting April 1, 2019, provided, that (1) the period of travel is covered by the new budget parameters for traveling expenses as indicated in the revised WFP; and (2) the revised WFP is submitted on or before the deadline.


When the revised WFP is still not submitted even after the deadline, all claims filed prior to submission of the revised WFP shall be processed using the old rates, subject to the provisions of Section 22 hereof.

Section 25. Separability Clause. If any part or provision of this IRR shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

Section 26. Effectivity. This IRR shall take effect immediately.


ROLANDO JOSELITO D. BAUTISTA
DSWD Secretary

6.11.19

Certified True Copy:

MYRNA H. REYES
OIG-Division Chief
Records and Archives Mgt. Division

"ANNEX A"

(Actual Transportation Expense)

CERTIFICATION

This is to certify that **(name of claimant)** of **(office)** incurred transportation expenses for inland travel in the amount of **(P xxx)** at **(place of travel)** last **(date of travel)**. **(Name)** on official business travel to **(purpose of travel)**.

(Name of claimant) is claiming for the excess on transportation expenses for inland travel incurred as against allowed transportation of P_____/day (20% of DTE) per existing rate on traveling expenses. Attached are the official receipts for the said amounts.

This is to certify further, that the expenses requested for reimbursement is absolutely necessary in the performance of his/their duties during **(justify the request for reimbursement)**.

This certification is being issued to support the claim for reimbursement in the amount of **(P xxx)** representing actual transportation expenses during her travel to **(place of assignment)** that may be allowed for payment.

Secretary

CERTIFICATION

This is to certify that the transportation expenses being requested by (name of employee) for (date of travel) relative to the conduct of the (training) in (venue) from (address of residence) to (destination) and from (destination) to residence in the amount of (total amount) (back & forth) is for reimbursement of equivalent cost in lieu of hiring public vehicle.

This further certify that the reimbursement of personal use of vehicle is limited to the round trip cost of customary mode of transportation.

Certified by:

Name of claimant,
Signature over printed name
Office/Bureau/Unit
Personal Vehicle Plate No.

Approved by:

Head of Office

“ANNEX C”

(Actual Hotel Accommodation)

CERTIFICATION

This is to certify that **(name of claimant)** of **(office)** incurred hotel accommodation in the amount of **(P xxx)** at **(name of hotel, address)** last **(date of travel)**. **(Name)** on official business travel to **(purpose of travel)**.

(Name of claimant) is claiming for the excess on hotel accommodation/lodging incurred as against allowed hotel/lodging of P_____/day (50% of DTE), which shall not exceed the 100% of the board & lodging component of the DTE. Attached are the official receipts for the said amounts.

This is to certify further, that the expenses requested for reimbursement is absolutely necessary in the performance of his/their duties during **(justify the request for reimbursement)**.

This certification is being issued to support the claim for reimbursement in the amount of **(P xxx)** representing actual hotel accommodation during her travel to **(place of assignment)** that may be allowed for payment.

Secretary

“ANNEX D”

(Provision/Non-Provision of Food, Board and Lodging)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Batasan Pambansa Complex, Constitution Hills, Quezon City

CERTIFICATION

To Whom It May Concern:

This is to certify that Mr./Mrs. _____ of the _____ has personally appeared to this office on _____ for the _____ purpose.

It is further certified that during the visit/stay of the abovementioned name, this office:

Please affix your signature on appropriate box	Particulars	Inclusive date
	Did not provide hotel/lodging, food and meals	
	Provided the following:	
	Hotel/ Lodging Accommodation	
	Meals	
	Breakfast	
	Lunch	
	Dinner	
	Did not provide vehicle	
	Provided vehicle	

This certification is issued upon request of the interested party for the purpose of establishing the evidence and duration of his/her appearance hereat, the truth of which is hereby vouchsafed and guaranteed by the undersigned.

Done in _____ on _____
 (place of issue) (date of issue)

 Signature over Printed Name

Note:

This certification shall be issued by Field Office Director or hi/her authorized representatives to officials or employees on official travel in accordance to paragraph 1.3 of Memorandum Circular No. 37, series of 2004 on Austerity Measures and shall be one of the basis for collecting allowable travel expenses.

REQUEST FORM TO STAY IN THE PLACE OF ASSIGNMENT WITHIN 50-KM RADIUS FROM PERMANENT OFFICIAL STATION

This is to request approval for (name) of (office) residing in (complete address) to stay in (place of assignment) which is within the 50-km radius from DSWD (CO/FO _____) (complete address of CO/FO), due to the following justifications:

- _____
- _____
- _____

This is in connection with the travel of (name) on (travel period) for (purpose).

Requested by:

Approved by:

(name of employee)

(name of official)

Date requested: _____

Date approved: _____

“ANNEX F”

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

**JUSTIFICATION FOR THE USE OF EXTRAORDINARY MEANS OF
TRANSPORTATION**

- Carrying large amount of cash
- Carrying of bulky equipment and important documents
- Inclement weather
- Accompanying dignitaries or high level government officials
- When time is of the essence
- Others: (Please specify)

Prepared by:

Signature over printed name of employee

Approved by:

Head of OBS

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT			
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS <i>Pursuant to COA Circular No. 2017-001 dated June 19, 2017</i>			
Name of Employee		Employee No.	
Office			
Division			
Particulars			Amount (P)
TOTAL			-
Purpose			
<p><i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.</i></p>			
		Certified correct:	Noted by:
Signature			
Printed Name			
		Employee	Immediate Supervisor
		Date	Date

REIMBURSEMENT EXPENSE RECEIPT

Entity Name: _____	Fund Cluster : _____
Date : _____	RER No. : _____
RECEIVED from _____ (Name)	
_____ the amount (Official Designation)	
of _____ (P _____) (In Words)	(in Figures)
in payment for _____ (Payments for subsistence, services, rental or transportation should show inclusive dates, purpose, distance, inclusive points of travel, etc.)	
PAYEE	
Name/Signature _____	
Address _____	
Reason for non-issuance of tape/official receipt _____ _____	
WITNESS	
Name/Signature _____	
Address _____	



MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 77

**PRESCRIBING RULES AND REGULATIONS AND RATES OF
EXPENSES AND ALLOWANCES FOR OFFICIAL LOCAL AND
FOREIGN TRAVELS OF GOVERNMENT PERSONNEL**

WHEREAS, under Section 72, Chapter 7, Book VI of Executive Order (EO) No. 292, otherwise known as the "Administrative Code of 1987," the rates of *per diem* and other allowances for official travel in the government shall be determined by the President, and may be changed from time to time upon the recommendation of the Travel Rates Committee (TRC);

WHEREAS, existing rules and regulations and rates of expenses and allowances for local and foreign travels under the category of conferences, special missions and other non-study trips under EO No. 248 (s. 1995), as amended by EO No. 248-A (s. 1995) and EO No. 298 (s. 2004), as well as for foreign study trips under EO No. 367 (s. 1989), and other pertinent issuances must be consolidated, updated, and rationalized to make their application fair and reasonable;

WHEREAS, outdated rates of travel expenses, varying regional differences on local travel costs, and other economic and fiscal considerations warrant the review of current rates of expenses and allowances on official travels, while ensuring that they are fairly reasonable, cost effective and within the financial capability of the government; and

WHEREAS, the TRC has submitted to the President its recommendations to modify existing rules and regulations, and rates of expenses and allowances for official local and foreign travels;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by existing laws, do hereby order the following:

Section 1. Coverage. This Order shall cover official local and foreign travels of personnel of National Government Agencies (NGAs), including State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Congress of

THE PRESIDENT OF THE PHILIPPINES

the Philippines, Judiciary, Constitutional Commissions, Office of the Ombudsman, and Local Government Units (LGUs).

Section 2. Definition of Terms. For purposes of this Order, the following terms are defined as follows:

- (a) **Permanent Official Station** – the place where the office or regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee.
- (b) **Daily Travel Expenses** – the amounts authorized to cover expenses for local travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.
- (c) **Transportation Expenses** – the actual fares of the authorized modes of transportation (e.g., land, sea and air) for local and foreign travels from the permanent official station to the destination or place of assignment and back.
- (d) **Daily Subsistence Allowance** – the cost to cover expenses for foreign travel which includes costs for hotel accommodation or lodging, meals and incidental expenses.

Section 3. Authorized Official Travel.

- (a) Official local or foreign travels and assignments under this Order shall cover only those which meet the following criteria: (i) it is essential to the effective performance of an official or employee's mandates or functions; (ii) it is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State; (iii) 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 (iv) the projected expenses are not excessive or involve minimum expenditure.
- (b) All officials authorized to approve local or overseas travels are required, as far as practicable, to minimize travel cost. Hence, all forms of communications, such as, but not limited to teleconferencing and videoconferencing or submission of briefs and position papers, as alternatives to travel, must be explored, provided, these do not compromise national security and confidentiality of official communications.
- (c) The following individuals 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, 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) Spouses or children of government officials, except when diplomatic protocol or established international practices provide otherwise.

TITLE I: OFFICIAL LOCAL TRAVEL OF GOVERNMENT PERSONNEL

Section 4. Approval of Local Travels.

- (a) The official local travels of the following officials, in pursuance of the functions of their respective offices, irrespective of the number of days, need not be approved by higher authorities:
 - (i) Heads of NGAs;
 - (ii) Chairs of Governing Boards, Commissions, and Committees, collectively referred herein as "Governing Boards," and heads of SUCs, GOCCs, and GFIs; and
 - (iii) Regional Governors of Autonomous Regions, Provincial Governors and Mayors of Special, Highly Urbanized, and Independent Component Cities.
- (b) The official local travels of government personnel for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the following officials:
 - (i) In NGAs, by heads of agencies;
 - (ii) In NGAs composed of Governing Boards, including SUCs, GOCCs, and GFIs -
 - (ii.a) By Chairs of Governing Boards – for Board Members and Chief Executive Officers; and
 - (ii.b) By Chief Executive Officers – for other personnel;
 - (iii) In LGUs -
 - (iii.a) By Municipal Mayors or City Mayors – for their respective LGU officials and employees, and the officials and

employees of barangays within their territorial jurisdiction;
and

- (iii.b) By Provincial Governors – for their respective LGU officials and employees and the Mayors of Component Cities and Municipalities.
- (c) The official local travels of government personnel for thirty (30) days or more and payment of their corresponding travel expenses shall be approved by the following officials:
- (i) In NGAs -
 - (i.a) By Department Secretaries, those of equivalent rank, or their authorized representatives – for personnel in their respective agencies;
 - (i.b.) By the Chair, Commission on Higher Education (CHED), or his/her authorized representatives – for personnel in SUCs; and
 - (i.c.) By the Director General, Technical Education and Skills Development Authority (TESDA), or his/her authorized representatives – for personnel in technical and vocational schools;
 - (ii) In GOCCs and GFIs attached to Departments or Organizational Equivalents – By the corresponding Department Secretaries, those of equivalent rank, or their authorized representatives; and
 - (iii) In all Levels of LGUs – By the Secretary of the Department of the Interior and Local Government (DILG), or his/her authorized representatives.
- (d) 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.
- (e) The approval of official local travels of personnel in the Congress of the Philippines, the Judiciary, Constitutional Commissions, and the Office of the Ombudsman shall be governed by rules and regulations prescribed by the respective heads of those offices and bodies.

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:

- (a) **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 cover the following areas:

- (i) From the office or residence to the point of embarkation, and vice versa;
- (ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa; and
- (iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

The transportation expenses and reasonable miscellaneous expenses under this provision shall be in addition to the daily travel expenses under Section 5(b) of this Order.

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.

(b) **Daily Travel Expenses (DTE).**

- (i) The maximum allowable DTE of government personnel, regardless of rank and position, shall be at the following rates:

Destination		Maximum DTE
Cluster I	Region I Region II Region III Region V Region VIII Region IX Region XII Region XIII ARMM	₱1,500
Cluster II	Cordillera Administrative Region Region VI Region VII Region X Region XI	₱1,800

Cluster III	National Capital Region Region IV-A Region IV-B	₱2,200
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- (ii) Claims for payment of DTE as provided under Section 5(b)(i) hereof shall not require presentation of bills and receipts.
- (c) **Apportioned Travel Expenses.** The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%), and incidental expenses (20%)
Particulars	Percentage	To Cover
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%), and incidental expenses (20%)

- (d) **Travel Expenses in Excess of Authorized Travel Rates.** Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred per cent (100%) of such component of the prescribed DTE rate, and only upon:
- (i) Submission of certification by the agency head or authorized representative as absolutely necessary in the performance of an assignment; and
- (ii) Presentation of bills and receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts.
- (e) **Precluding Double Payment of Travel Expenses.** To preclude double payment, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or

quarters en route, or where meals and/or lodging are paid for or furnished by the government or other parties.

Section 6. Travel Within the 50-Kilometer Radius from the Permanent Official Station.

- (a) For official travel to destinations within the 50-kilometer radius from the permanent official station, the actual transportation expenses under Section 5(a), as well as the DTE under Section 5(b) not exceeding the rates provided therein, may be authorized. Provided, that the personnel concerned shall stay in the place of assignment and does not commute daily from the place of assignment to the place of residence or permanent official station and back. The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel.
- (b) Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed the following expenses:
 - (i) Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;
 - (ii) Meals in an amount not exceeding the thirty per cent (30%) of the authorized meal component of the DTE as indicated in Section 5 hereof.

Presentation of transportation ticket or any equivalent document shall be required as proof of actual travel undertaken.

Section 7. Mode of Transportation and Type of Accommodation.

- (a) The agency head concerned or the designated officials shall determine the mode of transportation and type of hotel/lodging to be availed, which in all cases shall be the most economical and efficient.
- (b) As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances, such as but not limited to, carrying large amounts of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high level government officials, or when time is of the essence.

Section 8. Availment of Department of Tourism (DOT)-Accredited Accommodations. If a government agency lacks residential facilities for its personnel on official local travel, the approving authority and personnel concerned

are encouraged to patronize DOT-accredited accommodations to ensure availment of adequate but reasonably-priced services and amenities.

TITLE II: OFFICIAL FOREIGN TRAVEL OF GOVERNMENT PERSONNEL

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 missions/assignments which cannot be assigned to government officials posted abroad;
- (b) Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to NGAs, including SUCs, GOCCs, GFIs and LGUs; and
- (c) Invitations for speaking engagements or receiving of awards from foreign governments/institutions 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 delegations, 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.

Section 10. Approval of Foreign Travels.

- (a) Regardless of the length of travels abroad and the number of delegates, official foreign travels and payment of travel expenses shall be approved by the following officials:
 - (i) By the OP – for the following:
 - (i.a) Department Secretaries or those of equivalent rank;
 - (i.b) Chairs and Members of Governing Boards and Chief Executive Officers of GOCCs and GFIs under or attached to the OP;
 - (i.c) Heads of NGAs under or attached to the OP.
 - (ii) By Department Secretaries or those of equivalent rank - for personnel in NGAs, GOCCs, and GFIs under or attached to departments or their organizational equivalents;
 - (iii) By the heads of agencies under or attached to the OP – for personnel in such entities;

- (iv) By the Chief Executive Officers of GOCCs and GFIs attached to the OP, subject to the policies approved by the respective governing boards – for personnel in such entities;
 - (v) By the Secretary of the Department of Public Works and Highways, through the Local Water Utilities Administration – for Local Water District Directors;
 - (vi) By the Chair, CHED – for heads of SUCs; and by the latter – for personnel of SUCs;
 - (vii) By the Chair, TESDA – for heads of technical and vocational schools; and by the latter – for personnel of technical and vocational schools; and
 - (viii) By the Secretary of the DILG, or his/her authorized representative – for personnel in all levels of LGUs.
- b) Notwithstanding the foregoing approving authorities, the OP is not precluded from requiring any official or employee to secure authority to travel abroad from said Office or from another approving authority to be designated by it.
 - c) The approval of official foreign travels of personnel in the Congress of the Philippines, the Judiciary, Constitutional Commissions, and the Office of the Ombudsman shall be as prescribed by the respective heads of those agencies.

Section 11. Pre-Departure Expenses and Return Trip Fees.

- (a) Pre-departure expenses not exceeding ₱3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portorage, airport terminal fees, if any, and other related expenses.
- (b) Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip.

Section 12. Transportation Expenses. In case the officials and employees authorized to travel abroad shall not be provided with transportation by the host country or sponsoring organization, they shall be allowed transportation expenses for the economy class, which for purposes of this Order does not include premium economy class. For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Department Secretaries, Undersecretaries, Assistant Secretaries and those of equivalent ranks, business class airfares may be authorized, subject to approval of the OP.

Section 13. Clothing Allowance.

- (a) Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis, as follows:

More than one (1) month but less than three (3) months	US\$200.00
Three (3) months and more but less than six (6) months	US\$300.00
Six (6) months and more	US\$400.00

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$300.00.

- (b) When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

Two (2) weeks or less	US\$200.00
More than two (2) weeks but less than one (1) month	US\$300.00
One (1) month and more	US\$400.00

- (c) Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the government agency concerned.
- (d) When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- (e) The clothing allowance may be granted more than once in every twenty four (24) months. In no instance, however, shall the total clothing allowance exceed US\$400.00 within a twenty four (24)-month period.
- (f) Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two seasons or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

Section 14. Daily Subsistence Allowance (DSA).

- (a) Those who travel abroad shall be granted the DSA based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA).

When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.

- (b) The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%) and incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%) and incidental expenses (20%)

- (c) If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.
- (d) Claims for payment of DSA as provided under Section 14(a) and (b) hereof shall not require presentation of bills and receipts.
- (e) Subject to the approval of the authorities listed under Section 10(a) of this Order, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed thirty per cent (30%) of such component of the prescribed DSA rate, and only upon certification by the head of agency as absolutely necessary in the performance of an assignment and presentation of bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.

Section 15. Payment of DSA Differential.

- (a) Where personnel on travel abroad, to attend international conferences or meetings or to undertake official missions or assignments, are provided by the host government with DSA and allowances lower than those prescribed in this Order, such personnel shall only be entitled to the difference.
- (b) Personnel on scholarships, fellowships, trainings, workshops, and study grants abroad shall not be allowed payment of DSA differentials.

Section 16. Reimbursement of Representation Expenses.

- (a) The following officials, who are authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the authorities listed under Section 10(a) of this Order, based on justifications presented and upon presentation of bills and receipts:

- (i) Cabinet Members and those of equivalent rank – US\$1,000.00;
- (ii) Department Undersecretaries and those of equivalent rank, if they are designated as head of the delegation – US\$700.00;
- (iii) Department Assistant Secretaries and those of equivalent rank, if they are designated as head of the delegation – US\$500.00; and
- (iv) Those holding positions lower than an Assistant Secretary level who are designated as head of the delegation – US\$300.00.

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, usages, and practices.

- (b) Officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses.

Section 17. Scholarships, Fellowships, Trainings, and Studies Abroad.

- (a) The Department of Education, CHED, and TESDA, which absorbed the functions of the abolished Special Committee on Scholarships and tasked to jointly issue the implementing rules and regulations pursuant to Section 2 of EO No. 402 (s. 2005), shall incorporate in the joint guidelines the pertinent rules and regulations relative to grant-funded

scholarships, fellowships, trainings and studies abroad, consistent with this Order.

- (b) Expenses of government agencies related to such travels abroad shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for airfares, school/training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the government agency concerned may pay the same, subject to the provisions of the memoranda of agreement or any similar document that may be entered into by and between the donor and the said agency, and of this Order.

Section 18. Insurance. Personnel on foreign travel pursuant to this Order may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of ₱500,000.00 if there is no minimum coverage set by a country.

TITLE III: MISCELLANEOUS PROVISIONS

Section 19. Prohibition against Junkets of Government Officials and Employees. All forms of travel junkets shall be strictly prohibited. The conduct of strategic planning workshops or team building activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

Section 20. Travel in Connection with Official Duties Paid for by a Private Source. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed. No official or personal travel of government officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with any branch, department, bureau or office of the National Government or local government units concerned. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

Section 21. Implementing Rules and Regulations on Local and Foreign Travels of Personnel in NGAs, including SUCs, GOCCs, GFIs, and LGUs.

- (a) Subject to the pertinent provisions of this Order:
 - (i) Department Secretaries and those of equivalent rank shall cause the preparation and issuance of internal guidelines on local and foreign travels of personnel in NGAs, including SUCs, GOCCs, and GFIs under or attached to their respective departments/agencies, in order to (i.a) provide additional safeguards as are best suited to agency conditions,

- (i.b) address agency peculiarities, and (i.c) ensure the judicious use of public funds;
 - (ii) The Secretary of the DILG shall cause the preparation and issuance of the rules and regulations governing official local and foreign travels of LGU personnel.
- (b) In accordance with the pertinent provisions of Republic Act No. 7157 or the Philippine Foreign Service Act of 1991, the DFA and the Department of Budget and Management shall cause the preparation of separate rules and regulations governing the travels of DFA personnel outside their assigned foreign posts, including service attaches to embassies and representatives to consulates from other departments, subject to approval by the President. Such rules and regulations and rates of expenses, however, should be consistent with the pertinent provisions of this Order.

Section 22. Rendition of Account on Cash Advances and Sanction.

- (a) Within two (2) calendar months after the return of an official or employee to the Philippines, in the case of official travel abroad, or within one (1) calendar month of his/her return to permanent official station in the case of official local travel, such official or employee shall render an account of the cash advance received in accordance with existing applicable rules and regulations.
- (b) Refund of excess cash advance may be made either in United States dollars if allowed by the Department Secretary or equivalent official, or in Philippine currency computed at the prevailing bank rate at the day of refund.
- (c) No foreign travels with government funding shall be allowed for those who have not liquidated their expenses for previous government-funded travels abroad.

Section 23. Reportorial Requirements and Sanction.

- (a) Within one (1) calendar month after returning to the permanent official station, every personnel authorized to travel under this Order shall submit to the head of the agency a report with recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken.
- (b) In case of participation in an international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the OP through the Department Secretary or those of equivalent rank from whose department the head of delegation belongs, copy furnished the Secretary of the DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.

- (c) Violation of the provisions of this Section shall subject the officials or employees concerned to disciplinary action.

Section 24. Fund Sources. In the case of government personnel in NGAs, including SUCs, funds for local and foreign travels shall be charged against the appropriation for travelling expenses in the annual agency budgets. For GOCCs, GFIs, and LGUs, funds for the purpose shall be sourced solely from their respective corporate and local funds, respectively.

Section 25. Periodic Review of Local Travel Rates Every Three (3) Years. To ensure that local travel rates remains up-to-date, the TRC shall conduct a regular review of the travel rates every three (3) years based on the survey of lodging costs to be conducted by the DOT, and other economic indicators to be provided by the Philippine Statistics Authority.

Section 26. Resolution of Cases. Cases not covered by the provisions of this Order shall be referred to the OP for final resolution.

Section 27. Separability Clause. If any part or provision of this Order shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

Section 28. Repealing Clause. EO No. 248 (s. 1995), EO No. 248-A (s. 1995), EO No. 298 (s. 2004), and EO No. 459 (s. 2005) are hereby repealed. EO No. 367 (s. 1989), Memorandum Circular No. 35 (s. 2017) and other presidential issuances on travel rates and regulations on official foreign and local travels, administrative authorizations, rules and regulations or parts thereof inconsistent with this Order are hereby modified accordingly.

Section 29. Effectivity. This Order shall take effect immediately.

DONE in the City of Manila, this 15th day of **March**, in the year of Our Lord, Two Thousand Nineteen.

R Duterte 

By the President:


SALVADOR C. MEDIALDEA
Executive Secretary *h*

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