

MEMORANDUM CIRCULAR

No. 18

Series of 2003

**SUBJECT: Amendment To Memorandum Circular No.7,
Series Of 2003**

Memorandum Circular No. 7, Series of 2003 is hereby amended specifically its provisions on the Classification of Administrative Issuances to include Travel Order, to read as follows:

5. Travel Order- directed to a particular official or employee, of limited application and covers a specific date, place and time.

Item B on "Policies" is likewise hereby amended to include therein the following provisions:


6. Special orders and travel orders shall be prepared by the requesting/ originating Office/ Bureau/ Service/ Division/ Operating unit, to be signed by authorized officials.
7. The Records section shall in turn, immediately furnish the Personnel Division a copy of the numbered Special Order and Travel Order for information and record purposes.
8. Any subsequent amendment of the Special/ Travel Order shall also be done by the requesting/ originating office. The Records section shall also furnish Personnel Division a copy of such amendment.

This Circular shall take effect immediately.

Issued in Quezon City, this 17th day of June 2003.


CORAZON JULIANO-SOLIMAN
Secretary 

A CERTIFIED COPY:


RENATO F. GILERA
Records Officer III

