



Republic of the Philippines  
Department of Social Welfare and Development  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
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MEMORANDUM CIRCULAR  
NO. 30  
Series of 2005

**SUBJECT: Amendment of Memorandum Circular No. 37, s. 2004**

1.0 Purpose

This Memorandum Circular is being issued to amend and/or provide additional guidelines on DSWD Memorandum Circular No. 37, series of 2004.

2.0 Amendment/Addition to the General Guidelines

The following item of the General Guidelines is hereby amended

- 2.1 Section 1, item 1.3 – Official<sup>s</sup> and employees including MOA workers and consultants on official travel to the Field Offices or **Central Office, as the case maybe**, and who were provided with free board and/or lodging accommodations shall no longer be allowed to collect per diem. Any cash advance received for the purpose shall be refunded by concerned official/employee. Otherwise, a certificate from the **Head of Office/Bureau/Service concerned** or Field Director that no free board and/or lodging accommodation was provided to said official/employee shall be attached to the claim for per diem.

This Memorandum shall take effect immediately.

Issued in Quezon City this 28<sup>th</sup> day of October 2005.

  
**LUWALHATI F. PABLO**  
OIC-Secretary