GUIDELINES ON FOREIGN TRIPS INVOLVING DELEGATIONS OR GROUPS OF TWO OR MORE PERSONS

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For purposes of compliance with Paragraph 3, Section 8 of Executive Order No. 248, Series of 1995, which requires prior clearance from this Office of foreign trips of delegations or groups of two or more persons regardless of the rank of the participants, these trips must be cleared with this Office under a single proposal.

The size of the group or delegation should be minimized and the composition of the group or delegation should be carefully determined to avoid overrepresentation and to preclude the need for amendment after a travel authority is issued.

In the case of an inter-agency delegation, the lead or coordinating agency should assume the responsibility of submitting to this Office the travel proposal, with the role/s of each participant clearly defined or delineated. Simultaneous or piecemeal submission of travel proposals to the different layers of authority in this Office is strictly proscribed.

This Memorandum Circular takes effect immediately.

Adopted: 12 Sept. 2002

BY THE AUTHORITY OF THE PRESIDENT:

(SGD.) ALBERTO G. ROMULO
Executive Secretary

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