

## GUIDELINES ON APPLICATION FOR TRAVEL ABROAD FOR PRIVATE PURPOSES

*BOC MEMORANDUM, May 11, 1999*

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In accordance with Executive Order No. 39, dated August 6, 1986, and Malacañang Memorandum Circular No. 18, dated October 27, 1992, the following guidelines is hereby reiterated in applying for travel abroad for private purposes:

- Request shall be submitted at least ten (10) days prior to the expected date of departure supported by the following documentary requirements:
- Letter request for travel abroad.
- Indorsement from Legal Service Chief/District collector.
- Clearance from Legal Service.
- Application for Leave
- Affidavit of support from sponsor who will shoulder such travel
- Last year income tax return and assets and liabilities of official or employee if/she will shoulder expenses.
- Affidavit stating that the travel will not exceed ten (10) days. No request for extension shall be entertained unless it is extremely necessary.
- Request shall be approved on a case to case basis dependent on the justification submitted.
- No application for travel abroad shall be approved unless all the documents required are submitted. Failure on the part of the official or employee to report back to duty after the expiration of the authorized travel abroad shall be considered AWOL.

For strict compliance

Adopted: 11 May 1999

(SGD.) JULITA S. MANAHAN  
Deputy Commissioner  
Internal Administration Group

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