

USE THE SERVICES OF TRAVEL AGENTS TO GET/PREPARE/REVALIDATE YOUR PASSPORTS AND DOCUMENTS FOR YOUR TRAVEL VISA

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/ca0e4848ec93/>

It has come to my attention that most if not all of you who are going to Manila to follow-up your travel documents for passports and VISAs.

This process is very expensive: you go on leave (this affects your work), you use vehicles and driver's services (per diems), etc.

The office could send to DA your request for travel authority, and other documents from the personnel office, which are necessary in initiating the process.

These will then be given to a travel agent who will do all the other documentations and follow-ups. You have P1,500 as source of payments for the services of the travel agent. (If the travel is sponsored by IRRI, then they take care of the passport and visa leg-work. Our office at UPLB will coordinate.)

Let us do everything possible to reduce leg-work on your part and on our transport services; and let us use our time in doing our work at PhilRice instead of following-up papers in Manila. The only exception is when a country requires your personal appearance before your visa could be issued.

Let us help each other locate a travel agent who could provide us the necessary services.

Let me know those who have travel agents; Let us consolidate their services.

Please be guided accordingly.

Adopted: 22 Sept. 1999

(SGD.) SANTIAGO R. OBIEN
Director

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