

OFFICIAL TRAVEL ABROAD OF GOVERNMENT PERSONNEL

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SECTION 1. Legal Basis — The President, on 26 April 1990, signed Executive Order No. 401, which governs the official travel abroad of officials and employees of the government, both national and local, including government owned or controlled corporations whose nature of travel is under the category of Conference, Special Missions, and Other Non-Study Trips.

SECTION 2. Approval of the President — All official travel abroad of the Secretary, Undersecretaries, Assistant Secretaries and other officials of equivalent rank whose nature of travel falls under the category of Conferences, Special Missions, and Other Non-Study Trips, shall be subject to the prior approval of the President.

SECTION 3. Nature of Travel — Travels and assignments under this Order shall include those undertaken for the following purposes:

- a. To attend conferences or seminars sponsored by foreign governments or international government organizations to which the Philippine Government is committed or invited to send representatives or participants;
- b. To attend conferences or seminars sponsored by private organizations, whether international or not, invitations to which have been sent through their respective governments to the Philippine Government;
- c. To conduct examination or investigation of Philippine Government agencies or affairs; and
- d. To undertake any other official mission which cannot be assigned to any other Philippine Government official or officials already abroad.

SECTION 4. Transportation — Whenever transportation is not provided by the host country or sponsoring organization or agency, economy class plane ticket shall be provided unless otherwise specified in the travel authority issued by the Office of the President.

SECTION 5. Clothing Allowance — Clothing allowance shall be granted to Home Office personnel once every twenty-four (24) months, and a certification shall be submitted to the effect that no clothing allowance had been received during the next preceding twenty-four (24) months. In cases where the clothing allowance previously received was less than the clothing allowance to which the traveller is entitled for the subsequent trip, the difference shall be paid. The prescribed rates shall be as follows:

a.

Secretary and Undersecretary

\$400.00

b.

Assistant Secretary,

Head of Delegation with full powers,

Chief of Mission, Consul-General,

Counsellor, and Foreign Service

Officer

\$350.00

c.

All other regular personnel

\$300.00

SECTION 6. Clothing Allowance Under the General Appropriations Act — The clothing allowance provided under this Order shall be in addition to the uniform and clothing allowance also authorized for Home Office personnel in the annual General Appropriations Act.

SECTION 7. Daily Allowance and Reimbursable Limit for Hotel Room Rate —

- A daily allowance shall be paid to cover subsistence, incidental local transportation expenses, and other miscellaneous incidental expenses like portage, tips, and road tolls. It shall be granted only for the duration of the official trip, including travel time which shall be computed according to the most direct air route not more than three (3) days before and three (3) days after the conference or mission unless otherwise specified in the authority for the trip.
- Reimbursement of hotel expenses shall be allowed only when duly supported by actual hotel bills. No affidavit of loss shall be accepted. In highly meritorious cases, reimbursement of actual hotel room rate may be allowed for the Secretary or other officials of equivalent rank only when so specified in the travel authority issued by the Office of the President.
- The allowances specified in this section for the Secretary shall be in lieu of the \$80.00 per day reasonable expenses under Executive Order No. 367, series of 1989.
- Where the per diem or allowance provided by the host government or sponsoring institution is lower than that prescribed in this Order, the difference shall be paid.
- The prescribed rates shall be as follows:

Category

Daily Allowance

Reimbursable Limit for Hotel Room Rate

Secretary

\$100.00

\$100.00

Undersecretary

90.00

Assistant Secretary, head of delegation with full powers, Chief of Mission, Consul-General, and Counsellor

80.00

80.00

Foreign Service Officer

70.00

70.00

All other regular personnel

50.00

50.00

SECTION 8. Representation Expenses — Philippine delegations to international conferences/conventions and special missions may be allowed such reimbursable representation expenses as shall be absolutely necessary to enable them to uphold the prestige of the Republic of the Philippines, to represent the country with dignity and distinction, and to carry out their functions and objectives more effectively but only upon the prior approval of the President.

SECTION 9. Insurance — Reimbursement of premiums for accident insurance not exceeding P200,000.00 shall be allowed for the duration of the official trip abroad. Under no circumstances, however, shall premiums on insurance of personal effects and household goods belonging to any personnel on official travel be charged to government funds.

SECTION 10. Applicability to Foreign Service Personnel — Personnel already posted abroad who are authorized to travel outside of their post of assignment or those on official travel to countries to which they are duly accredited on a non-resident basis or to countries to which the post has concurrent jurisdiction shall be automatically entitled to the rates set forth in Section 7 hereof for daily allowance and reimbursable limit for hotel room rate.

SECTION 11. Per diems in Lieu of LQA — Pursuant to Ministry Order No. 21-85, dated 25 August 1985, per diem paid to personnel in lieu of the living quarters allowance upon arrival at their new post of assignment shall,

until revised with the approval of the President, continue as follows:

a.

Chief of Mission

\$50.00

b.

Counsellor, Foreign Service

40.00

Officer and Foreign Service

Staff Officer designated

officer-in-charge of any Foreign

Service establishment

c.

Foreign Service Officer

35.00

d.

All other regular personnel

30.00

SECTION 12. Submission of Report — Home Office personnel authorized to travel abroad to participate in an international conference, convention, seminar, etc., shall, within thirty (30) days after their return to the country, submit a report thereon with appropriate recommendations, if any, to the head of the office, furnishing the Secretary and the Office of the President with a copy thereof. Violation of the provisions of this Section shall subject the personnel concerned to disciplinary action.

SECTION 13. Liquidation of Cash Advance — Personnel concerned shall liquidate the cash advance received within sixty (60) calendar days after their return to the Philippines. Payment of the salary of any officer or employee who fails to comply with the provision of this Section shall be suspended until he complies therewith.

SECTION 14. Repealing Clause — Any order or circular inconsistent with this Order, particularly Department Order No. 14-87, dated 25 September 1987, which embodies the Cabinet Resolution of 11 June 1986, is hereby revoked or amended accordingly.

SECTION 15. Effectivity — This Order shall take effect immediately.

Adopted: 11 Dec. 1990

(SGD.)RAUL S. MANGLAPUS

Secretary

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