



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Elliptical Road, Diliman, Quezon City

May 27, 2019

ADMINISTRATIVE ORDER

NO. 02

Series of 2019

SUBJECT: GUIDELINES ON LOCAL AND FOREIGN TRAVELS OF THE OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE PURSUANT TO EXECUTIVE ORDER NO. 77 S. 2019

In the exigency of the service, this Order is hereby issued to update and rationalize existing policies and guidelines of the Department relative to the rates of travel expenses and allowances for official travel pursuant to Section 21 of Executive Order (EO) No. 77 - Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel issued on 15 March 2019 by the Office of the President of the Philippines.

I. GENERAL PROVISIONS

Coverage

These Guidelines shall apply to official local and foreign travel of all officials and employees of the Central Office, Bureaus, Regional Field Offices, and Attached Agencies under the Department.

Guidelines

1. Authorized Official Travel

- a. Official local or foreign and assignments under these Guidelines shall cover only those which meet travels the following criteria:
 - i. It is essential to the effective performance of an official or employees' mandates or functions;
 - ii. It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be delivered by the State;
 - iii. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and
 - iv. The projected expenses are not excessive or involve minimum expenditure.

- b. All officials authorized to approve local or overseas travels are required, as far as practicable, to minimize travel cost. Hence, all forms of communications, such as, but not limited to teleconferencing, videoconferencing and webinars or submission of briefs and position papers, as alternatives to travel, must be explored, provided, these do not compromise national security and confidentiality of official communications.
- c. The following individuals shall not be issued foreign travel authority and shall not be entitled to government funding for such trips:
 - i. Private individuals;
 - ii. Consultants of, and/or those engaged by way of contract of service by, government agencies, except in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical or specialized fields), and upon written justification to the authorized approving officials; and
 - iii. Spouses or children of government officials, except when diplomatic protocol or establishes international practices provide otherwise.

II. OFFICIAL LOCAL TRAVELS

- 2. Approval of Local Travels.** All officials and employees intending to go on official trips shall secure Travel Order from approving officials designated by the Secretary under the existing General Memorandum Order (GMO) on Delegation of Authority.

In securing the Travel Order, the following shall be observed:

- a. All requests must clearly state the specific city/municipality of destination, the duration of travel, its purposes and objectives, and specific funding source therefor;
- b. The conduct of ocular inspections of possible venues for workshops and assessments shall be allowed only when the need for the same arises. If ever, an ocular inspection shall be limited to only two (2) personnel including the driver;
- c. Monitoring, assessment, coordination, validation and inspection of projects shall as much as practicable be limited to only two (2) members per team, excluding driver. Several teams can visit a Region provided that the actual sites to be visited are different and/or where their locations are remote that the same cannot be covered by only one team;
- d. Per diems on Saturdays and Sundays shall not be allowed except for damage assessments/validation in times of calamity or like cases characterized by emergency as justified by the head of office concerned. Cases of emergency may include instruction of the Secretary;

- e. Only officers and employees (except drivers and close-in security) who are included in the Special Order (SO) or their duly authorized substitutes from the office concerned shall participate in workshops/trainings and shall be entitled to the corresponding travelling expenses;

Necessarily, all Offices through their Human Resources Office, shall create a clearing house for the conduct of trainings, seminars and, workshops etc. to ensure compliance with the above. Government buildings and facilities shall be given utmost priority in the conduct of trainings, seminars and workshops;

- f. In order to ensure that the granting of traveling allowance will be advantageous to the government, the assignment of vehicles for official travels shall always consider the lesser cost for the government.

Thus, for travels that do not require mobility in and around the venue (e.g. seminar/training/workshop), the assignment of vehicle shall be on a "drop and pick-up" basis, except when the same is not feasible by reason of the remoteness of the venue or when "drop and pick" would be more costly than the stay-in arrangement for drivers.

- g. In all cases, the judicious use of public funds must be ensured.

3. Travel Beyond 50-Kilometer Radius from the Permanent Official Station

- a. **Transportation Expenses and Miscellaneous Expenses (TEME).** This may be allowed in addition to the Daily Travel Allowance to cover allowable transportation expense and reasonable miscellaneous expenses (e.g. terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment which shall cover the following areas:
 - (i) From the office or residence to the point of embarkation, and vice versa;
 - (ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa;
 - (iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

The Personnel concerned shall not be entitled to transportation expenses for the entire or portion of such trip when a government vehicle was used.

If a private vehicle is used, no reimbursement for the cost of fuel and toll fees shall be allowed. However, the concerned personnel is entitled to the equivalent cost of the customary mode of transportation which may include fares for bus, jeep, taxi or transport network vehicle service (TNVS/Grab), subject to the submission of original copies of gasoline receipts and toll fee tickets by the owner/driver-claimant and photocopy/printout thereof by the passenger-claimant as proof that a private vehicle was actually used for the travel.

Official receipts shall be required to claim for fares using public utility vehicles that issue receipts such as bus, train, marine vessel/ship. The maximum amount of P500 and P300 shall be allowed for taxi fare and Grab fare, respectively.

Heads of Agencies are enjoined to issue guidelines to define the coverage of the 50-km radius and applicable rates of Travelling Expense and Miscellaneous Expenses (TEME) and customary modes of transportation as maybe applicable to their respective offices.

b. Daily Travel Expenses (DTE). The maximum rates of DTE are updated as follows:

Destination		Maximum DTE
Cluster I	Regions I, II, III, V, VIII, IX, XII, XIII, ARMM	P1,500
Cluster II	Regions CAR, VI, VII, X, XI	P1,800
Cluster III	Regions IV-A, IV-B, NCR	P2,200

- i. The territorial boundaries as defined under the Bangsamoro Organic Law shall be considered for purposes of computing DTE.
- ii. For multi-regional travel within the same day, the DTE of the last stop shall be considered.
- iii. Claims for payment of DTE shall not require the presentation of bills and receipts, but this does not preclude the presentation of proof for the actual conduct of the official activity (e.g. certification from the officer concerned of place of destination that food and accommodation were not provided, program of activities, invitation, etc.)

c. Apportioned Travel expense. The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/ Lodging (50%), meals (30%), and incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%) and incidental expenses (20%)

The allocation for meals shall be apportioned as follows: 10% for breakfast, 10% for lunch and 10% for dinner.

- d. **Precluding Double Payment of Travel Expenses.** To preclude double payments, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or quarters *en route*, or where meals and/or lodging are paid for or furnished by the government or other parties.
4. **Travel Within the 50-Kilometer Radius from the Permanent Official Station.**
- a. Subject to the conditions of previous paragraph, personnel concerned may reimburse actual TEME as well as DTE; provided the personnel concerned shall stay in the place of assignment and does not commute daily from the place of residence or permanent official station and back;
 - b. Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed the following expenses:
 - i. Actual fare at the prevailing rates of authorized modes of transportation, from the permanent official station to the place of assignment subject to the provisions of Section 3.a hereof;
 - ii. Meals in an amount not exceeding the thirty percent (30%) of the authorized meal component of the DTE as indicated in Section 5 of E.O. 77 (s. 2019).
 - c. Presentation of transportation ticket or any equivalent document shall be required as proof of actual travel undertaken.

III. OFFICIAL FOREIGN TRAVELS

5. Approval of Foreign Travel

- a. Request for authority for official foreign travels must fall under the categories enumerated under Sec. 9 of EO No. 77 and shall not include private individuals, spouses or children of officials and consultants, except under the circumstances under the said rules.
- b. A Certification of no unliquidated cash advance for foreign travel per Sec. 22.c of E.O. 77 shall be a pre-requisite to support the request for a Travel Authority.

6. Pre-Departure Expenses

- a. Pre-departure expenses not exceeding ₱3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portorage, airport terminal fees, if any, and other related expense, including visa fees, if required.
- b. The Pre-departure expenses shall be returned in full when the said foreign trip is cancelled except when the cancellation is due to a fortuitous event.

7. Clothing Allowance

- a. Clothing allowance shall be granted to personnel on foreign travel in tropical or temperate countries coinciding with the related period, regardless of the nature of travel, the following clothing allowances shall be granted on a pro-rated basis, as follows:

Country of Destination	Period of Travel	Period of Stay	Rate
Temperate or Tropical Country	Summer and Spring	> 1 month but < 3 months	US \$ 200.00
		> 3 month but < 6 months	US \$ 300.00
		6 months or more	US \$ 400.00
Temperate Country	Autumn or winter	2 weeks or less	US \$ 200.00
		> 2 weeks but < 1 month	US \$ 300.00
		1 month or more	US \$ 400.00

- b. Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two seasons or coincide the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.
- c. In the event that the numbers of days of stay are evenly distributed, the lower rate shall be used.
- d. Exchange rates to be used for cash advances to cover the clothing allowance shall be based on the published rate at the time of obligation.
- e. Exchange rates to be used for reimbursements shall be based on the published rate on the date of arrival in the country of destination.

8. Daily Subsistence Allowance

- a. Those who travel abroad shall be granted the DSA based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA).

When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the “elsewhere” rate established for the country shall be adopted.

- b. Exchange rates to be used for cash advances to cover the DSA shall be based on the published rate at the time of obligation.
- c. Exchange rates to be used for reimbursements shall be based on the published rate on the date of arrival in the country of destination.

9. Scholarships, Fellowships, Trainings, and Studies Abroad

In cases where the donors will not shoulder airfares and clothing allowance, the government agency concerned may pay the same, subject to the provisions of the memoranda of agreement (MOA) or any similar document that may be entered into by and between the donor and the said agency, and of this guideline.

For purposes of payment thereof, a Memorandum/Special Order or any similar document shall explicitly provide that the clothing allowance and/or airfares were not provided by the donors and that the official or employee is therefore entitled to claim the same.

IV. MISCELLANEOUS PROVISIONS

10. Rendition of Account on Cash Advances and Sanction

- a. All official or employee shall render an account of the cash advance received in accordance with applicable rules and regulations.

Type of Travel	Period of Submission of Liquidation	Reckoning Date
Local Travel	w/in one (1) calendar month	Upon Return to permanent station/ residence
Foreign Travel	w/in two (2) calendar months	Upon return to the Philippines

- b. All refund of excess cash advance shall be made in Philippine Peso.
- c. No foreign travels with government funding shall be allowed for those who have not liquidated cash advances pertaining to previous government funded travels abroad.

11. Reportorial Requirements and Sanctions

- a. All officials and employees with official travel shall submit a post-travel report within 1 month, unless requested earlier, to wit;

For Local and Foreign

<i>Activity Attended</i>	<i>Reckoning Date</i>	<i>Who will Submit</i>	<i>Address To</i>
Conference or Seminar Examination or investigation Mission	After returning to the permanent official station	Employee or Officer concerned	Head of the Agency

Activity Attended	Reckoning Date	Who will Submit	Address To
International Conference or convention by a delegation	Closing of the conference or convention	Head of the Delegation -Members, may submit Supplemental report	OP Thru: Secretary Cc: DFA
International Conference or convention	After returning to the Philippines	Employee or Officer concerned	Secretary Thru: Head of the Agency
Other Foreign Travels	After returning to the Philippines	Covered by previous paragraphs	

All local and foreign travels regardless of the type of activity, shall require a post-travel report, stamped received by the concerned office. This will form part of the supporting documents for liquidation and/or reimbursements of travel expenses.

Members of the delegation, in lieu of the report of the delegation, may submit their Supplemental Report, provided, stamped received by the Office of the Secretary.

For international conferences or conventions and for purposes of liquidation and/or reimbursement, the submitted report marked received by the Head of the Agency, will suffice.

12. Sanction

Violation of the provisions of this Section shall subject the officials or employees concerned to disciplinary action.

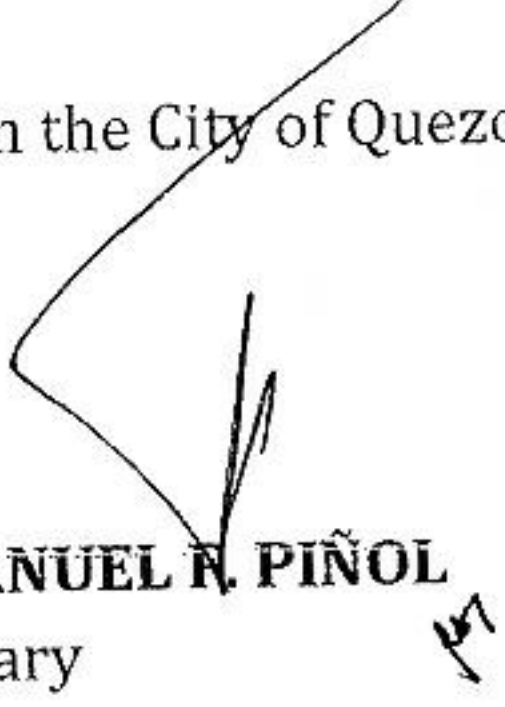
13. Other Miscellaneous Provision

Bureaus, Regional Offices and Attached Agencies may issue their own policies which shall be suppletory to these Guidelines to address their respective Office peculiarities.

14. Repealing Clause

This Order hereby amends, repeals, revokes and renders of no force and effect any order or other issuances inconsistent herewith.

Done in the City of Quezon, this 27th day of May, 2019.


EMMANUEL N. PIÑOL
Secretary