



Republic of the Philippines
OFFICE OF THE SECRETARY
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ADMINISTRATIVE ORDER

No. 01
Series of 2024

SUBJECT : GUIDELINES ON SCHOLARSHIP/FELLOWSHIP GRANT RELATED FOREIGN TRAVEL OF DA EMPLOYEES

In the exigency of the service and to complete the cycle of Scholarship activity, the Human Resource Development (HRDD) shall facilitate the preparation of Travel Authority (TA) for scholarship, fellowship, trainings, and studies abroad which are grant-funded.

Coverage

These Guidelines shall apply to scholarship, fellowship, trainings, and studies abroad which are grant-funded (Pursuant to Executive Order No. 77, Series of 2019) of all permanent employees of the Central Office, Bureaus, Regional Field Offices, Attached Agencies and Corporations under the DA.

Required documents

1. Letter of Acceptance (from sponsoring agency)
2. Request for TA signed by head of office
3. Briefer
4. Certificate of No Pending Administrative Case
5. Certificate of No Unliquidated Cash Advance for foreign travel per Sec. 22 of E.O. 77
6. Certificate of No Pending Service Obligation for Scholarship/Training previously attended
7. Service Record

Guidelines

1. Request for authority for scholarship/fellowship grant foreign travel must be submitted to the Human Resource Development Division (HRDD) for validation of the submitted documents prior to the preparation of Travel Authority (TA).
2. Prepared TA shall be coursed through the Director of Administrative Service, Assistant Secretary and Undersecretary for administration for review prior to the approval of the Secretary.
3. Request for TA with incomplete requirements shall not be entertained.
4. Pre-departure expenses not exceeding P3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portage, airport terminal fees, if any, and other related expenses, including visa fees, if required.



5. 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.

6. Clothing Allowance.

- a) Clothing Allowance shall be granted to personnel on foreign travel in tropical or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis as follows:

More than one (1) month but less than three (3) months	US\$200.00
Three (3) months and more but less than six (6) months	US\$300.00
Six (6) months and more	US\$400.00

Provided, however, that the clothing allowance in connection with the study trips to tropical countries shall not exceed US\$300.00.

- b) When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

Two (2) weeks or less	US\$200.00
More than two (2) weeks but less than one (1) month	US\$300.00
One (1) month and more	US\$400.00

- c) Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the government agency concerned.
- d) When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- e) The clothing allowance may be granted more than once in every twenty-four (24) months. In no instance, however shall the total clothing allowance exceed US\$400.00 within a twenty-four (24) month period.
- f) 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 with 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.
7. Expenses of government agencies related to such travels abroad shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for airfares, school/training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the government agency concerned may pay the same, subject to the provisions of the memoranda of agreement or any similar document that may be entered into by and between the donor and the said agency, and of this order.

8. Personnel on foreign travel pursuant to this Order may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of P500,000.00 if there is no minimum coverage set by a country.
9. Within one (1) calendar month after returning to the permanent official station, every personnel authorized to travel shall submit to the head of agency a travel report on the scholarship, fellowship, trainings, and studies abroad.

This Order shall take effect immediately and shall remain enforced until revoked in writing. All other issuances inconsistent herewith is deemed revoked.

Done in the City of Quezon, this 19th day of JANUARY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary *k*



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