



Republic of the Philippines
OFFICE OF THE SECRETARY
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GENERAL MEMORANDUM ORDER

No. 04
 Series of 2024

SUBJECT: AMENDMENT TO II (F) ON FOREIGN TRAVEL, GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2024 RE: DELEGATION OF AUTHORITY 2024

To facilitate the grant of authority to travel abroad for official or personal reason, Item II (F) specifically on Foreign Travel in General Memorandum Order No. 01, Series of 2024, "Delegation of Authority 2024", is hereby amended, to read as:

F. TRAVEL ORDER/AUTHORITY

FOREIGN TRAVEL

A. OFFICIAL FOREIGN TRAVEL

All officials and employees of the DA-Central Office, Regional Field Offices, Bureaus, Attached Agencies and Corporations seeking authority to travel abroad for official reason shall seek approval from the Secretary regardless of the length of travel.

B. PERSONAL FOREIGN TRAVEL

The **Secretary** shall approve request for authority to travel abroad for personal reason of officials such as Undersecretary, Assistant Secretary, Service Director, Regional Executive Director/Regional Technical Director, Bureau/ Assistant Director, Head/Deputy Head of Attached Agencies and Corporations.

The **Undersecretary for Administration** shall approve request for authority to travel abroad for personal reason of Division Chief and below positions at the DA-Central Office, Regional Field Offices, Bureaus, Attached Agencies and Corporations.

This Order shall take effect immediately. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 22nd day of MARCH 2024.

FRANCISCO P. TIU LAUREL JR.
 Secretary A



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