COS CITI: 107



Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT WHO STO MIMAROPA REGION

No. 822 Quezon Avenue, Brgy. Paligsahan, Quezon City GGUN ANG PANLAL AWIGAN www.mimaropa.dilg.gov.ph RECEIVED

MEMORANDUM

Date: 01-16-2013 Time:

TO

DIRECTORS, CITY PROVINCIAL DIRECTORS,

MLGOOS, FTA PROVINCIAL FOCAL PERSONS and ALL

OTHERS CONCERNED

SUBJECT:

APPROVAL OF REQUESTS FOR FOREIGN TRAVEL

AUTHORITY OF LOCAL OFFICIALS AND EMPLOYEES

DATE

January 10, 2023

Attached, for your dissemination is the Advisory dated January 9, 2023, from Usec. MARLO L. IRINGAN, Undersecretary for Local Government, relative to the lapse of the declaration of state of calamity in the Philippines pursuant to Proclamation No. 57 dated September 12, 2022.

In this regard, please be guided by DILG MC 2022-147 dated November 22, 2022, on the approval of request for foreign travel authority of local officials and employees.

For related concerns, you may contact FTA RFP Hazel M. Presquito at CP 09718453397 and email address dilgmimaropa.lgmed@gmail.com.

KARL CAESAR R. RIMANDO, CESO III

Regional Director @

LGMED/hlmp 2023-01-10:0028

"Matino, Mahusay at Maaasahan" Telephone Number 995.78.31 • 995.77.25 (TF)

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MALACAÑAN PALACE MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 57

FURTHER EXTENDING THE PERIOD OF A STATE OF CALAMITY THROUGHOUT THE PHILIPPINES DUE TO CORONA VIRUS DISEASE 2019 DECLARED UNDER PROCLAMATION NO. 929, S. 2020, AS EXTENDED UNDER PROCLAMATION NO. 1021, S. 2020, AND PROCLAMATION NO. 1218, S. 2020

WHEREAS, under Section 15, Article II of the Philippine Constitution, it is the State's Policy to protect and promote the right to health of the people;

WHEREAS, Proclamation No. 929, s. 2020, promulgated on 16 March 2020 declaring a State of Calamity throughout the Philippines for a period of six (6) months due to Corona Virus Disease 2019 (COVID-19), unless earlier lifted or extended as circumstances may warrant;

WHEREAS, Proclamation No. 1021, s. 2020 was promulgated on 16 September 2020 extending the declared State of Calamity throughout the Philippines for a period of one (1) year, effective 13 September 2020 to 12 September 2021, due to COVID-19;

WHEREAS, Proclamation No. 1218, s. 2021 was promulgated on 10 September 2021 further extending the declared State of Calamity throughout the Philippines for a period of one (1) year, effective 13 September 2021 to 12 September 2022, unless earlier lifted or extended as circumstances may warrant;

WHEREAS, pursuant to Republic Act No. 10121, or the "Philippine Disaster Risk Reduction and Management Act of 2010," the National Disaster Risk Reduction and Management Council has recommended the further extension of the declared State of Calamity throughout the Philippines in order for the National Government and Local Government Units (LGUs) to continuously deliver COVID-19 related interventions, such as, but not limited to, COVID-19 vaccination program; utilize appropriate funds, including the Quick Response Fund, in their disaster preparedness and response efforts to contain the spread of COVID-19; monitor and control prices of basic necessities and prime commodities; and provide basic services to the affected populations;

THE PRESIDENT OF THE PHILIPPINES

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NOW, THEREFORE, I, FERDINAND R. MARCOS, JR., President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby further extend the declared State of Calamity throughout the Philippines, effective 13 September 2022 to 31 December 2022, unless earlier lifted or extended as circumstances may warrant.

All government agencies and LGUs are enjoined to continue rendering full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.

All law enforcement agencies, with the support from the Armed Forces of the Philippines, are hereby directed to continue undertaking all necessary measures to ensure peace and order in affected areas, as may be necessary.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

DONE in the City of Manila, this 12thof September in the year of Our Lord, Two Thousand and Twenty Two.

By the President:

VICTOR C. RODRIGU Executive Secretary /an

REPUBLIC OF THE PHILIPPINES
PBBH000589

April .

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Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City www.dilg.gov.ph

ADVISORY

TO

: ALL DILG REGIONAL DIRECTORS

SUBJECT

: APPROVAL OF REQUESTS FOR FOREIGN TRAVEL

AUTHORITIES OF LOCAL OFFICIALS AND EMPLOYEES

DATE

JAN 0.9 2023

In Section 1 (a) of Administrative Order No. 6 s. 2001 as reiterated in DILG Memorandum Circular No. 2022–147 , the approval of the request by local government officials for authority to travel abroad when the period of travel extends to more than three months, or during periods of emergency or crisis, or when the travel abroad involves the use of public funds, as vested in the President under Section 96 of the Local Government Code of 1991 has been delegated to the Secretary of the Interior and Local Government.

In view of the lapse of the declaration of state of calamity in the Philippines pursuant to Proclamation No. 57 s. 2022³, please be advised that as provided in DILG MC NO. 2022-147, the approving authority for travel abroad of local officials and employees when the period of travel is less than three months, *or when there is no emergency or crisis*, or when the travel abroad is unofficial, or purely personal or private purpose without cost to the government, shall be the following:

- The Secretary of the Interior and Local Government with respect to Governors and Mayors of highly urbanized cities and independent component cities, and the Mayor of Pateros pursuant to Article 84(1) of the Rules and Regulations Implementing R.A No. 7160 as approved pursuant to Administrative Order No. 270 s. 1992 in relation to Section 47(1) of Republic Act No. 7160 or the Local Government Code of 1991.
- 2. The Local Chief Executive concerned exercising authority with respect to local officials enumerated and specified in Section 47 (2)(3)(4) of Republic Act No. 7160 or the Local Government Code of 1991, as well as for other appointive local officials and employees not included in the aforementioned enumeration.

"Matino, Mahusay at Maasahan." Trunkline No. (02) 8876 3454

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Delegating the Powers of the President of the Philippines Pertaining to Travel Abroad and Leaves of Absence of Local Government Officials to the Secretary of the Interior and Local Government issued on 07 March 2001

² Amendatory Guidelines on DILG Memorandum Circular No. 2022 – 134 relative to the application of Foreign Travel Authority of Local Officials and Employees dated 22 November 2022

³ Further Extending the Period of a State of Calamity Throughout the Philippines due to Corona Virus disease 2019 declared under Proclamation No. 929 s. 2022 as extended under Proclamation No. 1021 s. 2022 and Proclamation No. 1218 s. 2020 issued on 12 September 2022

For other queries and concerns, you may contact the Policy Compliance Monitoring Division of the Bureau of Local Government Supervision through email at fta@dilg.gov.ph, or through telephone at (02) 8876 3454 local 4210/11.

For information and guidance.

MARLO L IRINGAN

Undersecretary for Local Government

BLGS-2023-01-03-005 BLGS/DTT/PCMD/pmg/OUSLG/MLI/anor

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RELEASED

SIGNATURE: DATE:_ TIME:_



Necords Section Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City

www.dilg.gov.ph

MEMORANDUM CIRCULAR No. 2022-147

TO

ALL PROVINCIAL GOVERNORS. CITY MAYORS. MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG

REGIONAL DIRECTORS, AND OTHERS CONCERNED

SUBJECT

AMENDATORY GUIDELINES ON DILG MEMORANDUM

NO. 2022-134 RELATIVE APPLICATION OF FOREIGN TRAVEL AUTHORITY OF

LOCAL OFFICIALS AND EMPLOYEES

DATE

: NOV 22, 2022

Background

- 1.1 Article 84 (1) of the Rules and Regulations Implementing R.A. No. 7160 as approved pursuant to Administrative Order No. 270, s., 1992, in relation to Section 47 of Republic Act No. 7160 or the Local Government Code of 1991 provides that the authority to approve the leave of absence of governors and mayors of highly urbanized cities and independent component cities, and the Mayor of Pateros is vested to the Secretary of Interior and Local Government by virtue of OP Administrative Order 267, series of 1992.
- 1.2 Section 1 (a) of OP Administrative Order No 6, series of 2001 provides that the authority to approve requests by local government officials for authority to travel abroad when the period of travel extends to more than three (3) months, or during periods of emergency or crisis, or when the travel abroad involves the use of public funds is designated to the Secretary of Interior and Local Government, in relation to Section 96 of the Republic Act No. 7160 or the Local Government Code of 1991.
- 1.3 Section 6 of OP Memorandum Circular No. 35, s., 2017 provides that "no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency."
- 1.4 OP Executive Order No. 77, series of 2019 provides that official foreign travel and payment of travel expenses shall be approved by the SILG, or his/her authorized representative for personnel in all levels of Local Government Units.

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or private purpose, prior to the date of departure, thru the Foreign Travel Authority (FTA) On-Line System (version 3.0) at www.fta.dilg.gov.ph with the following steps, by the applicant:

- Go to www.fta.dilg.gov.ph using any internet browser.
- Download and accomplish the Citizen's Charter Service Request Form (CCSRF).
- Prepare all the required documents (as indicated in the attached Annex A) together with the accomplished CCSRF and save them in a SINGLE file in PDF format.
- 4. Once completed, click the APPLY Button.
- Enter all required information and upload the required documents (in PDF format only). All mandatory fields (with asterisk*) shall be filledup.
- 6. Ensure that all registered information are true and correct.
- 7. Click the SUBMIT APPLICATION button.
- The system will automatically generate the APPLICATION NUMBER.
 The applicant is advised to take note of the said number as it will serve as reference number when checking the status of his/her request.
- The signed action documents (approved travel authority, or letter reply, and/or designation of a vice governor/vice mayor in an acting capacity) on the request will be directly sent to the applicant's registered email.

4.3 Approving Authority on Foreign Travel Authority

LG Official/Employee	Category of Travel	Approving Authority
All officials (regardless of the position)	Unofficial Trip -when the period of travel extends to more than three (3) months -during periods of emergency or crisis	SILG
 Governor HUC and ICC Mayor Municipality of Pateros 	Unofficial Trip, when the period of travel is less than three (3) months or when there is no emergency or crisis	SILG
GovernorHUC and ICCMayor	Official Trip	Undersecretary for Local Government (USLG)

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2. Scope/Coverage

Foreign travel of all elective and appointive local government officials and employees, whether official or unofficial shall be covered by these rules and regulations.

3. Definition of Terms

- 3.1 Official Trips As defined in Section 3 (a) of Executive Order No. 77, s. 2019, these are official foreign travels and assignments which meet the following criteria: (i) it is essential to the effective performance of an official or employee's 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 derived 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. Official trip is further classified as follows:
 - 3.1.1 International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
 - 3.1.2 Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to NGAS, including SUCS, GOCCS, GFIs and LGUs;
 - 3.1.3 Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon the endorsement of the DEA
- 3.2 Unofficial Trips It refers to a foreign trip pursued for a personal or private purpose such as medical reason, emergency, and/or a special occasion, and all those not covered by the definition of official trips.

4. Guidelines

4.1 Administrative Requirements

See attached Annex "A"

4.2 Filing of Application for Foreign Travel Authority

To allow the efficient and systematic evaluation and processing of requests, in accordance with the requirements of Quality Management System-International Organization for Standardization (QMS-ISO) on QP-DILG-BLGS-RO-03 and in compliance with Section 9 (b) (1) of Republic Act No. 11032 or the Anti-Red Tape Act (ARTA) on Ease of Doing Business, the application for Travel Authority, complete with all the required documents, is to be filed at least seven (7) working days, both for official and personal

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LG Official/Employee	Category of Travel	Approving Authority
 Component City Mayor Municipal Mayor Vice Governor Vice Mayor Sanggunian Panlalawigan/ Panlungsod/ Bayan Member Punong Barangay Sangguniang Barangay Members SK Chairperson and Member Barangay Appointive Officials LG Department Heads LG Employees (below Department Head) 	Official Trip	DILG Regiona Director (RD)
	Unofficial Trip when the period of travel is less than three (3) months and when there is no emergency or crisis	LCE who exercise authority over the said official (Section 6, OP MC No. 35, s., 2017)

4.4 On the Foreign Travel of LCEs Before, During, and After Emergencies, Crisis, and/or Disaster

4.4.1 Pursuant to Section 11(a), Section 12(c) of Republic Act No. 10121 or "Philippine Disaster Risk Reduction and Management Act of 2010;" Section 1(c), Section 1(d) and Section 3 of Executive Order No. 773, s. 2009, "Further Reorganizing the Peace and Order Council;" and the Operation Listo Manual, all LCEs, as head of the Local Disaster Risk Reduction and Management Council and the Peace and Order Council, are highly encouraged to remain in their respective areas of jurisdiction to personally lead and manage the said councils and implement the necessary measures to address issues arising from emergencies, crisis, and/or disaster.

- 5. Responsibilities of the Secretary and Undersecretary for Local Government
 - 5.1 Approve and sign action documents, relative to request for travel authorities of the specified LG Officials and Employees under Item 3.3 based on the recommendation of the Bureau of Local Government Supervision; and
 - 5.2 Designate Focal Person/s for this undertaking.
- 6. Responsibilities of the Bureau of Local Government Supervision Director
 - 6.1 Recommend actions and provide secretariat services to the Office of the Secretary and Office of the Undersecretary for Local Government on the processing and documentation of all requests for foreign travel authority;
 - 6.2 Designate Focal Person/s for this undertaking; and
 - 6.3 Cause the conduct of an orientation on the use of the On-Line FTA System (version 3.0) for all Regional Focal Persons prior to the implementation of this MC.

7. Responsibilities of the DILG Regional Directors

- 7.1 Approve and sign action documents relative to request for travel authorities of the specified LG Officials and Employees under Item 3.3;
- 7.2 Designate Focal Person/s for this undertaking;
- 7.3 Cause the immediate and widest dissemination of this Memorandum Circular within their respective regional assignments; and
- 7.4 Ensure that this Circular is effectively communicated to concerned local authorities.

8. Transitory Provision

All requests for foreign travel authority received by the Bureau of Local Government Supervision (BLGS) until November 29, 2022, 5:00 PM shall be governed by DILG Memorandum Circular No. 2019-83 and DILG Memorandum Circular No. 2019-203. Any request after the said date shall be processed in accordance with the provisions of this Circular.

9. Repealing Clause

This issuance <u>repeals and supersedes</u> DILG Memorandum Circular 2022-134 and other issuances inconsistent herewith.

10. Effectivity

This Memorandum Circular takes effect on December 1, 2022.

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ADMINISTRATIVE REQUIREMENTS

BASIC DOCUMENTS ON ALL TRAVEL CATEGORIES

- Citizen's Charter Service Request Form (CCSRF);
- Request Letter (Note: Governors, Vice Governors, Mayors, and Vice Mayors traveling abroad shall indicate the name of the Highest Ranking Sanggunian Member in their request letter.);
- A duly notarized affidavit attesting that no administrative charge or criminal
 case has been filed or is pending against the applicant, or Oath of Undertaking,
 when the applicant has a pending case; and
- A duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7, Revised 2018)

ADDITIONAL DOCUMENTS PER TRAVEL CATEGORY

OFFICIAL TRIPS

- Endorsement from the following officials depending on the position of the applicant:
 - the Local Chief Executive
 - if the applicant is a Component City and Municipal Mayor, Vice Governor, Vice Mayor, Punong Barangay and LG employees);
 - the Presiding Officer (if the applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sangguniang employees; and
 - the Punong Barangay (if the applicant is Sangguniang Barangay Member and Barangay employees including sangguniang Kabataan);
- 2. Invitation letter from the host country or sponsoring agency;
- Acceptance letter from CHED, TESDA, LGA, organizer, or donor, etc., if applicable.
- Invitation letter from the host country or sponsoring agency, if applicable.
- Copy or draft of the Memorandum of Agreement or Memorandum of Understanding between the LGU concerned and the LGU abroad (travel relating to Sister City or LG Technical Exchange Cooperation), if applicable.

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UNOFFICIAL TRIPS

- For Governors, Mayors of Highly Urbanized Cities and Independent Component Cities, Mayor of Pateros
 - Duly accomplished Application for Leave (Civil Service Form No. 6, Revised 2020)
 - 2. Medical Certificate for medical reasons
- Other Elected Officials when the period of travel extends to more than three (3) months or during periods of emergency or crisis
 - Duly accomplished and approved leave of absence (Civil Service Form No. 6, Revised 2020)
 - 2. Medical Certificate for medical reasons

Note: The Department shall not be precluded from requesting other additional documents, as may be necessary, for the approval of travel authority requests.