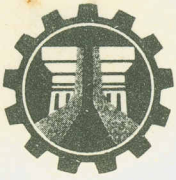


1097.13.MPWH  
7/23



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

16 July 1985

MINISTRY ORDER )  
NO. 22 )  
X - - - - - X )

To : ALL Officials and Employees  
This Ministry

SUBJECT : Submission of Report Upon Completion of  
Travel on Official Business

For the sake of economy and in line with the cost reduction program of the government, no official or employee should be allowed to travel on Official Business unless absolutely necessary for the betterment of the service.

Officials or employees concerned upon return to station/office after a trip on Official Business should immediately liquidate the cash advance received for said travel.

In addition to the Itinerary of Travel (Annex A), Certificate of Appearance or equivalent evidence of trip and used transportation tickets required in the "Certificate of Travel Completed (Annex B)," they are also hereby required to submit an "After-Mission Report" of the travel undertaken.

For immediate compliance.

  
JESUS S. HIPOLITO  
Minister

For file - 7/24/85

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