

Republic of the Philippines
MINISTRY of PUBLIC WORKS
MPW Building, Bonifacio Drive, Port Area, Manila
OFFICE of the MINISTER

April 15, 1980

Ministry Order))
No. 80-26) SUBJECT: PREScribing ADDITIONAL
-x-x-x-x-x-x-x) GUIDELINES FOR TRAVEL OF
) FIELD PERSONNEL TO MANILA

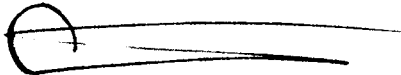
It has been observed from the records of official travel of MPW field personnel to Manila for the months of January and February 1980, that the guidelines on travel prescribed under Ministry Order No. 80-2 are not strictly followed. A number of field personnel come to Manila without prior approved authority and/or for such ordinary matters as following-up of papers, submittal of reports, picking up and delivering official documents which are not urgent in nature. In some instances, personnel sent to Manila are not the appropriate staff; for example, Records Officers follow-up disbursement reports or revalidation of cash disbursement ceiling.

In the interest therefore of public service and in implementation of Letter of Instruction No. 981, which calls for voluntary restraint on foreign and domestic travel, the following amplifying guidelines are hereby prescribed:

1. Regional Directors must adopt stricter criteria in the screening of requests for official travel to Manila. A detailed mission order should accompany the approved authority to travel.
2. Only personnel whose official functions/duties are germane to the nature of the business to be attended to in Manila must be authorized to travel.

3. Queries and follow-ups shall be done by telegraph or by radio.
4. Personnel without a duly approved authority to travel including the detailed mission order shall not be allowed to register his appearance at the Central Office.

This order takes effect immediately and strict compliance hereof is hereby enjoined.


ABER P. CANLAS
Acting Minister 