



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

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DEPARTMENT ORDER )

NO. 113

SUBJECT: Supplementary Guidelines On  
Travel of DPWH Officials  
And Employees

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It has come to the attention of this Office that there are employees of this Department who travel outside of their official station without appropriate travel authority, or travel with official authority and collect travelling expenses without sufficient justification. These indicate a serious violation of established policies and rules on travel, and result in the loss of precious working time, not to mention the wastage of government funds.

Wherefore, the following supplemental guidelines on travel are hereby prescribed, for the guidance of all concerned:

General Policies  
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1. All requests for official travel shall be thoroughly reviewed and evaluated so that only those which are very urgent and necessary are approved, consistent with the government's fiscal conservation program.
2. In no case shall travelling expenses be granted without a duly approved travel order.
3. As required by the nature of their functions and responsibilities and by the demands of public service, Regional Directors, District Engineers, and other key field officials shall be deemed on duty even beyond regular office hours and shall make themselves available to respond to emergencies and urgent consultations/instructions. Whenever personnel travel outside of their station, they shall inform their respective offices where they can be reached and contacted.
4. No trip shall be authorized as travel on official business/official time, if in fact it is undertaken for personal reasons.

Local Travel  
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1. As much as possible, official travel shall be limited to not more than three (3) working days, in order to maximize official time and to avoid as much as possible the payment of travel expenses during weekends.
2. Unless directly instructed by the Secretary/Undersecretary/Assistant Secretary concerned, official travel of field officials and employees to the Central Office or to any other destination outside of official station shall be with the prior authority of

the Regional Director concerned. Travel of Regional Directors to the Central Office or to any other place outside of official station shall be with prior notice to, or approval of, the Secretary/Undersecretary concerned.

#### Foreign Travel

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1. Strict observance of the guidelines and procedures on official travel of government officials and employees, prescribed under Executive Order No. 6, s. 1986, Executive Order No. 401, s. 1990, and Presidential Memorandum Circular No. 67, dated 30 August 1993, is reiterated.

Under the said issuances, to conserve government resources, only trips which are urgent and necessary may be proposed.

2. Travel abroad for personal reasons shall likewise be subject to approval by the Office of the President/Office of the Secretary, and to the following requirements/conditions:
  - 2.1 The travel of Asst. Secretaries and higher ranking officials shall be subject to approval by the Office of the President; those of lower ranking officials/employees, by the Office of the Secretary.
  - 2.2 The travel shall not entail any government expense.
  - 2.3 The services of the official/employee requesting authority to travel abroad can be dispensed with during the period of said travel.
  - 2.4 The official/employee shall obtain a certificate of clearance on money/property accountability.
  - 2.5 The travel shall be covered by a duly approved leave of absence.

This Department Order shall take effect immediately.

  
GREGORIO A. VIGILAR  
Secretary

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