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IA G Memo No. 29-2022



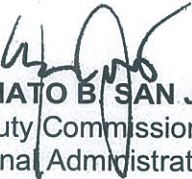
BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

MEMORANDUM

FOR : PORT ADMINS AND OTHER CONCERNED PERSONNEL

FROM :  **DONATO B. SAN JUAN**
Deputy Commissioner
Internal Administration Group

SUBJECT : **ADDITIONAL GUIDELINES IN THE CONDUCT OF BUREAU OF CUSTOMS TEAM BUILDING ACTIVITIES (TBA)**

DATE : May 30, 2022

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- 1.0 This refers to the **Customs Memorandum Order (CMO) No. 14-2022** (attached as **Annex "A"**), setting the guidelines for the conduct of Bureau of Customs Team Building Activities (TBAs) to provide opportunities for staff development activity that will enhance teamwork and improve team performance.
 - 2.0 Proposal for the conduct of TBA shall be submitted through a Disposition Form (DF) addressed to the **Commissioner**. Included in the DF are the following:
 - I. **Objectives** – make sure to indicate the necessity of the activity to be conducted.
 - II. **Proposed Schedule**
 - III. **Proposed location / venue**
 - IV. **Name of Facilitator/s** – Local Training Officers per port shall be included as one of the facilitator/s for the TBA. Any request for additional facilitators shall be stated in the DF.
 - V. **Budget Request** – the requesting office shall provide a detailed summary of expenses (meals, venue, room billeting, etc.) in accordance with Executive Order no. 77 s. 2019, Section 5 (b) and (c) (attached as **Annex "B"**):

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BUREAU OF CUSTOMS

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

Daily Travel Expenses

DESTINATION		MAXIMUM DAILY TRAVEL EXPENSES (DTE) / PAX
CLUSTER I	REGION I	PHP 1,500.00
	REGION II	
	REGION III	
	REGION V	
	REGION VIII	
	REGION IX	
	REGION XII	
	REGION XIII	
	ARMM	
CLUSTER II	CORDILLERA	PHP 1,800.00
	ADMINISTRATIVE REGION	
	REGION VI	
	REGION VII	
	REGION X	
	REGION XI	
CLUSTER III	NATIONAL CAPITAL REGION	PHP 2,200.00
	REGION IV-A	
	REGION IV-B	

Apportioned Travel Expense

PARTICULARS	PERCENTAGE	TO COVER
Day of arrival at the point of destination (regardless of time) and succeeding day/s thereof on official business	100% of the DTE	Hotel/lodging (50%), Meals (30%), and Incidental Expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50% of the DTE	Meals (30%) and Incidental Expenses (20%)

3.0 The requesting office shall include the following offices in the concurring lines of the DF: 1) ITDD, 2) Human Resource Management Division, 3) General Services Division (for Central Office), 4) Administrative Office, 5) Budget Division and 6) Financial Management Office.

4.0 **Customs Personnel Order** of the participants (Sample format attached as **Annex "C"**), Program Agenda (sample format attached as **Annex "D"**), and three (3) venue, meal and/or accommodation quotations from different



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- providers and technical specifications (sample attached as **Annex "E"**) for the procurement process must also be attached in the DF.
- 5.0 Once the DF is approved, the requesting office must coordinate with the Budget Division for the release / transfer of funds for the proposed TBA.
 - 6.0 The requesting office shall coordinate with the General Services Division (GSD) (for offices under the Office of the Commissioner) or with the Local Bids and Awards Committee (BAC) (for Collection Districts) for the procurement of their venue and other logistical needs to be used during the TBA.
 - 7.0 The requesting office shall forward the signed DF and CPO to the ITDD for records keeping and numbering of the CPO.
 - 8.0 Each Collection Districts shall include in their annual Local Training Plan and Commitment their proposed TBA starting 2023.
 - 9.0 After the conduct of the TBA, the report and evaluation (sample format attached as **Annex "F"**) must be submitted to the ITDD.
 - 10.0 For your information and compliance.

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MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 77

PRESCRIBING RULES AND REGULATIONS AND RATES OF EXPENSES AND ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL

WHEREAS, under Section 72, Chapter 7, Book VI of Executive Order (EO) No. 292, otherwise known as the "Administrative Code of 1987," the rates of *per diem* and other allowances for official travel in the government shall be determined by the President, and may be changed from time to time upon the recommendation of the Travel Rates Committee (TRC);

WHEREAS, existing rules and regulations and rates of expenses and allowances for local and foreign travels under the category of conferences, special missions and other non-study trips under EO No. 248 (s. 1995), as amended by EO No. 248-A (s. 1995) and EO No. 298 (s. 2004), as well as for foreign study trips under EO No. 367 (s. 1989), and other pertinent issuances must be consolidated, updated, and rationalized to make their application fair and reasonable;

WHEREAS, outdated rates of travel expenses, varying regional differences on local travel costs, and other economic and fiscal considerations warrant the review of current rates of expenses and allowances on official travels, while ensuring that they are fairly reasonable, cost effective and within the financial capability of the government; and

WHEREAS, the TRC has submitted to the President its recommendations to modify existing rules and regulations, and rates of expenses and allowances for official local and foreign travels;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by existing laws, do hereby order the following:

Section 1. Coverage. This Order shall cover official local and foreign travels of personnel of National Government Agencies (NGAs), including State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Congress of

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the Philippines, Judiciary, Constitutional Commissions, Office of the Ombudsman, and Local Government Units (LGUs).

Section 2. Definition of Terms. For purposes of this Order, the following terms are defined as follows:

- (a) **Permanent Official Station** – the place where the office or regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee.
- (b) **Daily Travel Expenses** – the amounts authorized to cover expenses for local travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.
- (c) **Transportation Expenses** – the actual fares of the authorized modes of transportation (e.g., land, sea and air) for local and foreign travels from the permanent official station to the destination or place of assignment and back.
- (d) **Daily Subsistence Allowance** – the cost to cover expenses for foreign travel which includes costs for hotel accommodation or lodging, meals and incidental expenses.

Section 3. Authorized Official Travel.

- (a) Official local or foreign travels and assignments under this Order shall cover only those 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.
- (b) All officials authorized to approve local or overseas travels are required, as far as practicable, to minimize travel cost. Hence, all forms of communications, such as, but not limited to teleconferencing and videoconferencing or submission of briefs and position papers, as alternatives to travel, must be explored, provided, these do not compromise national security and confidentiality of official communications.
- (c) The following individuals shall not be issued foreign travel authorities and shall not be entitled to government funding for such trips:

- (i) Private individuals;
- (ii) Consultants of, and/or those engaged by way of contract of service by, government agencies, except in highly meritorious circumstances (e.g., unavailability of qualified employees in highly technical or specialized fields), and upon written justification submitted to the authorized approving officials; and
- (iii) Spouses or children of government officials, except when diplomatic protocol or established international practices provide otherwise.

TITLE I: OFFICIAL LOCAL TRAVEL OF GOVERNMENT PERSONNEL

Section 4. Approval of Local Travels.

- (a) The official local travels of the following officials, in pursuance of the functions of their respective offices, irrespective of the number of days, need not be approved by higher authorities:
 - (i) Heads of NGAs;
 - (ii) Chairs of Governing Boards, Commissions, and Committees, collectively referred herein as "Governing Boards," and heads of SUCs, GOCCs, and GFIs; and
 - (iii) Regional Governors of Autonomous Regions, Provincial Governors and Mayors of Special, Highly Urbanized, and Independent Component Cities.
- (b) The official local travels of government personnel for less than thirty (30) days and payment of their corresponding travel expenses shall be approved by the following officials:
 - (i) In NGAs, by heads of agencies;
 - (ii) In NGAs composed of Governing Boards, including SUCs, GOCCs, and GFIs -
 - (ii.a) By Chairs of Governing Boards – for Board Members and Chief Executive Officers; and
 - (ii.b) By Chief Executive Officers – for other personnel;
 - (iii) In LGUs -
 - (iii.a) By Municipal Mayors or City Mayors – for their respective LGU officials and employees, and the officials and

- employees of barangays within their territorial jurisdiction;
and
- (iii.b) By Provincial Governors – for their respective LGU officials and employees and the Mayors of Component Cities and Municipalities.
- (c) The official local travels of government personnel for thirty (30) days or more and payment of their corresponding travel expenses shall be approved by the following officials:
- (i) In NGAs -
- (i.a) By Department Secretaries, those of equivalent rank, or their authorized representatives – for personnel in their respective agencies;
- (i.b.) By the Chair, Commission on Higher Education (CHED), or his/her authorized representatives – for personnel in SUCs; and
- (i.c.) By the Director General, Technical Education and Skills Development Authority (TESDA), or his/her authorized representatives – for personnel in technical and vocational schools;
- (ii) In GOCCs and GFIs attached to Departments or Organizational Equivalents – By the corresponding Department Secretaries, those of equivalent rank, or their authorized representatives; and
- (iii) In all Levels of LGUs – By the Secretary of the Department of the Interior and Local Government (DILG), or his/her authorized representatives.
- (d) Notwithstanding the foregoing, the Office of the President (OP) is not precluded from requiring any official or employee to secure authority for local travel from said Office or from another approving authority to be designated by it.
- (e) The approval of official local travels of personnel in the Congress of the Philippines, the Judiciary, Constitutional Commissions, and the Office of the Ombudsman shall be governed by rules and regulations prescribed by the respective heads of those offices and bodies.

Section 5. Travel Beyond 50-Kilometer Radius from the Permanent Official Station. Official local travel to destinations beyond the 50-kilometer radius from the permanent official station shall be allowed the following expenses:

- (a) **Transportation Expenses and Miscellaneous Expenses.** The allowable transportation expenses and reasonable miscellaneous

expenses (e.g., terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment shall cover the following areas:

- (i) From the office or residence to the point of embarkation, and vice versa;
- (ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa; and
- (iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

The transportation expenses and reasonable miscellaneous expenses under this provision shall be in addition to the daily travel expenses under Section 5(b) of this Order.

Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip where government vehicle was used.

If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation.

(b) Daily Travel Expenses (DTE).

- (i) The maximum allowable DTE of government personnel, regardless of rank and position, shall be at the following rates:

Destination		Maximum DTE
Cluster I	Region I	₱1,500
	Region II	
	Region III	
	Region V	
	Region VIII	
	Region IX	
	Region XII	
	Region XIII	
	ARMM	
Cluster II	Cordillera Administrative Region	₱1,800
	Region VI	
	Region VII	
	Region X	
	Region XI	

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Cluster III	National Capital Region Region IV-A Region IV-B	₱2,200
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- (ii) Claims for payment of DTE as provided under Section 5(b)(i) hereof shall not require presentation of bills and receipts.
- (c) **Apportioned Travel Expenses.** The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%), and incidental expenses (20%)
Particulars	Percentage	To Cover
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%), and incidental expenses (20%)

- (d) **Travel Expenses in Excess of Authorized Travel Rates.** Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred per cent (100%) of such component of the prescribed DTE rate, and only upon:
- (i) Submission of certification by the agency head or authorized representative as absolutely necessary in the performance of an assignment; and
 - (ii) Presentation of bills and receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts.
- (e) **Precluding Double Payment of Travel Expenses.** To preclude double payment, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or

quarters en route, or where meals and/or lodging are paid for or furnished by the government or other parties.

Section 6. Travel Within the 50-Kilometer Radius from the Permanent Official Station.

- (a) For official travel to destinations within the 50-kilometer radius from the permanent official station, the actual transportation expenses under Section 5(a), as well as the DTE under Section 5(b) not exceeding the rates provided therein, may be authorized. Provided, that the personnel concerned shall stay in the place of assignment and does not commute daily from the place of assignment to the place of residence or permanent official station and back. The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel.
- (b) Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed the following expenses:
 - (i) Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;
 - (ii) Meals in an amount not exceeding the thirty per cent (30%) of the authorized meal component of the DTE as indicated in Section 5 hereof.

Presentation of transportation ticket or any equivalent document shall be required as proof of actual travel undertaken.

Section 7. Mode of Transportation and Type of Accommodation.

- (a) The agency head concerned or the designated officials shall determine the mode of transportation and type of hotel/lodging to be availed, which in all cases shall be the most economical and efficient.
- (b) As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances, such as but not limited to, carrying large amounts of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high level government officials, or when time is of the essence.

Section 8. Availment of Department of Tourism (DOT)-Accredited Accommodations. If a government agency lacks residential facilities for its personnel on official local travel, the approving authority and personnel concerned

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are encouraged to patronize DOT-accredited accommodations to ensure availment of adequate but reasonably-priced services and amenities.

TITLE II: OFFICIAL FOREIGN TRAVEL OF GOVERNMENT PERSONNEL

Section 9. Types of Foreign Travels. Foreign travels authorized under Section 3 of this Order shall refer only to those under the following categories:

- (a) 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;
- (b) Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to NGAs, including SUCs, GOCCs, GFIs and LGUs; and
- (c) 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 DFA.

In case of trips involving delegations, the authorized approving authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application or proposal.

Section 10. Approval of Foreign Travels.

- (a) Regardless of the length of travels abroad and the number of delegates, official foreign travels and payment of travel expenses shall be approved by the following officials:
 - (i) By the OP – for the following:
 - (i.a) Department Secretaries or those of equivalent rank;
 - (i.b) Chairs and Members of Governing Boards and Chief Executive Officers of GOCCs and GFIs under or attached to the OP;
 - (i.c) Heads of NGAs under or attached to the OP.
 - (ii) By Department Secretaries or those of equivalent rank - for personnel in NGAs, GOCCs, and GFIs under or attached to departments or their organizational equivalents;
 - (iii) By the heads of agencies under or attached to the OP – for personnel in such entities;

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- (iv) By the Chief Executive Officers of GOCCs and GFIs attached to the OP, subject to the policies approved by the respective governing boards – for personnel in such entities;
 - (v) By the Secretary of the Department of Public Works and Highways, through the Local Water Utilities Administration – for Local Water District Directors;
 - (vi) By the Chair, CHED – for heads of SUCs; and by the latter – for personnel of SUCs;
 - (vii) By the Chair, TESDA – for heads of technical and vocational schools; and by the latter – for personnel of technical and vocational schools; and
 - (viii) By the Secretary of the DILG, or his/her authorized representative – for personnel in all levels of LGUs.
- b) Notwithstanding the foregoing approving authorities, the OP is not precluded from requiring any official or employee to secure authority to travel abroad from said Office or from another approving authority to be designated by it.
- c) The approval of official foreign travels of personnel in the Congress of the Philippines, the Judiciary, Constitutional Commissions, and the Office of the Ombudsman shall be as prescribed by the respective heads of those agencies.

Section 11. Pre-Departure Expenses and Return Trip Fees.

- (a) Pre-departure expenses not exceeding ₱3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portorage, airport terminal fees, if any, and other related expenses.
- (b) Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip.

Section 12. Transportation Expenses. In case the officials and employees authorized to travel abroad shall not be provided with transportation by the host country or sponsoring organization, they shall be allowed transportation expenses for the economy class, which for purposes of this Order does not include premium economy class. For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Department Secretaries, Undersecretaries, Assistant Secretaries and those of equivalent ranks, business class airfares may be authorized, subject to approval of the OP.

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Section 13. Clothing Allowance.

- (a) Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis, as follows:

More than one (1) month but less than three (3) months	US\$200.00
Three (3) months and more but less than six (6) months	US\$300.00
Six (6) months and more	US\$400.00

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$300.00.

- (b) When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

Two (2) weeks or less	US\$200.00
More than two (2) weeks but less than one (1) month	US\$300.00
One (1) month and more	US\$400.00

- (c) Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the government agency concerned.
- (d) When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- (e) The clothing allowance may be granted more than once in every twenty four (24) months. In no instance, however, shall the total clothing allowance exceed US\$400.00 within a twenty four (24)-month period.
- (f) Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two seasons or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

Section 14. Daily Subsistence Allowance (DSA).

- (a) Those who travel abroad shall be granted the DSA based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA).

When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.

- (b) The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

Particulars	Percentage	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%) and incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%) and incidental expenses (20%)

- (c) If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.
- (d) Claims for payment of DSA as provided under Section 14(a) and (b) hereof shall not require presentation of bills and receipts.
- (e) Subject to the approval of the authorities listed under Section 10(a) of this Order, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed thirty per cent (30%) of such component of the prescribed DSA rate, and only upon certification by the head of agency as absolutely necessary in the performance of an assignment and presentation of bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.

Section 15. Payment of DSA Differential.

- (a) Where personnel on travel abroad, to attend international conferences or meetings or to undertake official missions or assignments, are provided by the host government with DSA and allowances lower than those prescribed in this Order, such personnel shall only be entitled to the difference.
- (b) Personnel on scholarships, fellowships, trainings, workshops, and study grants abroad shall not be allowed payment of DSA differentials.

Section 16. Reimbursement of Representation Expenses.

- (a) The following officials, who are authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the authorities listed under Section 10(a) of this Order, based on justifications presented and upon presentation of bills and receipts:
 - (i) Cabinet Members and those of equivalent rank – US\$1,000.00;
 - (ii) Department Undersecretaries and those of equivalent rank, if they are designated as head of the delegation – US\$700.00;
 - (iii) Department Assistant Secretaries and those of equivalent rank, if they are designated as head of the delegation – US\$500.00; and
 - (iv) Those holding positions lower than an Assistant Secretary level who are designated as head of the delegation – US\$300.00.

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, usages, and practices.

- (b) Officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses.

Section 17. Scholarships, Fellowships, Trainings, and Studies Abroad.

- (a) The Department of Education, CHED, and TESDA, which absorbed the functions of the abolished Special Committee on Scholarships and tasked to jointly issue the implementing rules and regulations pursuant to Section 2 of EO No. 402 (s. 2005), shall incorporate in the joint guidelines the pertinent rules and regulations relative to grant-funded

scholarships, fellowships, trainings and studies abroad, consistent with this Order.

- (b) Expenses of government agencies related to such travels abroad shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for airfares, school/training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the government agency concerned may pay the same, subject to the provisions of the memoranda of agreement or any similar document that may be entered into by and between the donor and the said agency, and of this Order.

Section 18. Insurance. Personnel on foreign travel pursuant to this Order may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of ₱500,000.00 if there is no minimum coverage set by a country.

TITLE III: MISCELLANEOUS PROVISIONS

Section 19. Prohibition against Junkets of Government Officials and Employees. All forms of travel junkets shall be strictly prohibited. The conduct of strategic planning workshops or team building activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

Section 20. Travel in Connection with Official Duties Paid for by a Private Source. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed. No official or personal travel of government officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with any branch, department, bureau or office of the National Government or local government units concerned. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

Section 21. Implementing Rules and Regulations on Local and Foreign Travels of Personnel in NGAs, including SUCs, GOCCs, GFIs, and LGUs.

- (a) Subject to the pertinent provisions of this Order:
- (i) Department Secretaries and those of equivalent rank shall cause the preparation and issuance of internal guidelines on local and foreign travels of personnel in NGAs, including SUCs, GOCCs, and GFIs under or attached to their respective departments/agencies, in order to (i.a) provide additional safeguards as are best suited to agency conditions,

- (i.b) address agency peculiarities, and (i.c) ensure the judicious use of public funds;
 - (ii) The Secretary of the DILG shall cause the preparation and issuance of the rules and regulations governing official local and foreign travels of LGU personnel.
- (b) In accordance with the pertinent provisions of Republic Act No. 7157 or the Philippine Foreign Service Act of 1991, the DFA and the Department of Budget and Management shall cause the preparation of separate rules and regulations governing the travels of DFA personnel outside their assigned foreign posts, including service attaches to embassies and representatives to consulates from other departments, subject to approval by the President. Such rules and regulations and rates of expenses, however, should be consistent with the pertinent provisions of this Order.

Section 22. Rendition of Account on Cash Advances and Sanction.

- (a) Within two (2) calendar months after the return of an official or employee to the Philippines, in the case of official travel abroad, or within one (1) calendar month of his/her return to permanent official station in the case of official local travel, such official or employee shall render an account of the cash advance received in accordance with existing applicable rules and regulations.
- (b) Refund of excess cash advance may be made either in United States dollars if allowed by the Department Secretary or equivalent official, or in Philippine currency computed at the prevailing bank rate at the day of refund.
- (c) No foreign travels with government funding shall be allowed for those who have not liquidated their expenses for previous government-funded travels abroad.

Section 23. Reportorial Requirements and Sanction.

- (a) Within one (1) calendar month after returning to the permanent official station, every personnel authorized to travel under this Order shall submit to the head of the agency a report with recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken.
- (b) In case of participation in an international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the OP through the Department Secretary or those of equivalent rank from whose department the head of delegation belongs, copy furnished the Secretary of the DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.

- (c) Violation of the provisions of this Section shall subject the officials or employees concerned to disciplinary action.

Section 24. Fund Sources. In the case of government personnel in NGAs, including SUCs, funds for local and foreign travels shall be charged against the appropriation for travelling expenses in the annual agency budgets. For GOCCs, GFIs, and LGUs, funds for the purpose shall be sourced solely from their respective corporate and local funds, respectively.

Section 25. Periodic Review of Local Travel Rates Every Three (3) Years. To ensure that local travel rates remains up-to-date, the TRC shall conduct a regular review of the travel rates every three (3) years based on the survey of lodging costs to be conducted by the DOT, and other economic indicators to be provided by the Philippine Statistics Authority.

Section 26. Resolution of Cases. Cases not covered by the provisions of this Order shall be referred to the OP for final resolution.

Section 27. Separability Clause. If any part or provision of this Order shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

Section 28. Repealing Clause. EO No. 248 (s. 1995), EO No. 248-A (s. 1995), EO No. 298 (s. 2004), and EO No. 459 (s. 2005) are hereby repealed. EO No. 367 (s. 1989), Memorandum Circular No. 35 (s. 2017) and other presidential issuances on travel rates and regulations on official foreign and local travels, administrative authorizations, rules and regulations or parts thereof inconsistent with this Order are hereby modified accordingly.

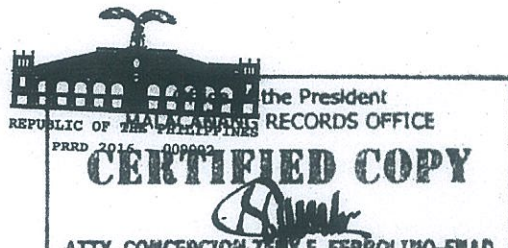
Section 29. Effectivity. This Order shall take effect immediately.

DONE in the City of Manila, this 15th day of **March**, in the year of Our Lord, Two Thousand Nineteen.

[Handwritten Signature] 

By the President:

[Handwritten Signature]
SALVADOR C. MEDIALDEA
Executive Secretary *h*





BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

May 30, 2022

FONT: TAHOMA
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CUSTOMS PERSONNEL ORDER NO. _____

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SUBJECT: Train-the-Trainers Workshop

In the interest of the service, the following personnel are hereby directed to participate in the Train-the-Trainers Workshop on **June 20 to 23, 2022 (inclusive of travel time) at a Hotel in Baguio City:**

NO	NAME	POSITION	OFFICE / PORT
1.	ALARCON, NICOLE HEADERRE	AO III / Senior Trade Control Examiner	ITDD, IAG / Export Division, POM
2.	...		
3.			
4.			

Training Facilitator

- Nicole Anne D. Atienza, Section Chief, Curriculum and Training Materials Section, ITDD

Traveling expenses relative to the conduct of the training shall be considered as absolutely necessary in the performance of official functions and compliance with this authority subject to budget, accounting and auditing rules and regulations.

A Post-Participation Report shall be submitted by the participants to the Interim Training and Development Division, Internal Administration Group, not later than three (3) days after the event.

For your strict compliance.

} 3 spaces

REY LEONARDO B. GUERRERO
Commissioner



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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

PROGRAM AGENDA

Internal Administration Group (IAG) Team Building

June 10-11, 2022

Shercon Resort and Ecology Park, Mataas Na Kahoy, Batangas

OBJECTIVES: This program activity is designed to provide opportunities for staff development activity that will enhance teamwork and improve team performance.

TIME	ACTIVITY	MATERIALS/ INSTRUCTIONS	PERSON IN-CHARGE
8:00 AM – 11:00 AM	MANILA TO BATANGAS TRANSIT		GSD
11:00 AM – 12:00	ARRIVAL	Check-in	OFFICE / GROUP STAFF
12:00 NN – 1:00 PM	LUNCH		
1:00 PM – 1:15 PM	INVOCATION	OPENING PRAYER	HEAD OF OFFICE
1:15 PM – 1:30 PM	OPENING REMAKS		OFFICE / GROUP STAFF
1:30 PM – 3:00 PM	IAG ROADMAP WORKSHOP	PPT	IAG
3:00 PM – 3:15 PM	HEALTH BREAK		
3:15 PM – 5:00 PM	IAG ROADMAP WORKSHOP	PPT	IAG
DAY 2			
8:00 AM – 8:15 AM	INVOCATION	OPENING PRAYER	HEAD OF OFFICE
8:15 AM – 8:30 AM	ENERGIZER	ZUMBA VIDEO	OFFICE / GROUP STAFF
8:30 AM – 9:00 AM	GET TO KNOW EACH OTHER	PEN, PAPER & SCOTCH TAPE 1. Each person will have a bond paper in their back.	OFFICE / GROUP STAFF



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		<p>2. Everyone is required to write down one adjective per person that describes him/her.</p>	
<p>9:00 AM – 10:30 AM</p>	<p>BACK-TO-BACK DRAWING</p>	<p>GEOMETRIC PATTERN PICTURE, MARKER, KARTOLINA</p> <ol style="list-style-type: none"> 1. For this team-building activity, you'll need an even number of people, so everyone has a partner. Once everyone is paired off, sit or stand back-to-back. 2. One person will take the role of the speaker and the other takes the part of the listener. For five to 10 minutes, the speaker will describe a geometric image from a prepared set of pictures and the listener will try to draw the image strictly from the speaker's description. 	<p>OFFICE / GROUP STAFF</p>
<p>10:30 AM – 11:00 AM</p>	<p>HEALTH BREAK</p>		
<p>11:00 AM – 12:00 NN</p>	<p>MINEFIELD</p>	<p>AN EMPTY ROOM, BLINDFOLDS & COLLECTION OF COMMON OFFICE ITEMS</p> <ol style="list-style-type: none"> 1. Place the items (boxes, chairs, water bottles, bags, etc.) around the room so there's no clear path from one end of the room to the other. 2. Divide your team into groups and blindfold one person on the team. 3. The others must verbally guide that person from one end of the room to the other, avoiding the "mines." 	<p>OFFICE / GROUP STAFF</p>



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		5. If you want to make the activity more challenging, have all the groups go simultaneously so teams must find ways to strategically communicate over each other.	
12:00 NN – 1:00 PM		LUNCH	
1:00 PM – 1:30 PM	ICE BREAKER QUESTIONS	They can range from just a single, silly question (i.e. if you could live in any fictional world, what would it be?) to a series of questions about the employee’s personal life. Other options include asking about pet projects (activities employees do outside of work), pest projects (areas they would like to improve in), and nostalgic questions.	OFFICE / GROUP STAFF
1:30 PM – 2:30 PM	FROSTBITE	<p>BLINDFOLD, CONSTRUCTION MATERIALS (SUCH AS CARD STOCK, TOOTHPICKS, RUBBER BANDS, AND STICKY NOTES) FOR EACH TEAM, AND ELECTRIC FAN</p> <p>Your employees are Arctic explorers adventuring across an icy tundra!</p> <p>Each team must build a shelter from the materials provided before the storm hits in 30 minutes. However, both the team leader’s hands have frostbite, so they can’t physically help construct the shelter, and the rest of the team has snow blindness and is unable to see.</p> <p>When the 30 minutes is up, turn on the fan and see which shelter can withstand the high winds of the storm.</p>	OFFICE / GROUP STAFF
3:30 PM – 4:00 PM		HEALTH BREAK	



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<p>4:00 PM – 4:45 PM</p>	<p>SELF-REFLECTION</p>	<p>Have everyone write out their identity list then separate into pairs.</p> <p>Step 1 — List Every Aspect of Your Identity</p> <p>Think about the phrase “I am _____.” Now, fill in the blank. Get out a piece of paper and write down every word that comes to mind. This should be a long list.</p> <p>Go broad and include all kinds of things that make up your identity.</p> <p>Our identities are composed of limitless aspects of ourselves, not just the pieces we bring to work.</p> <p>Step 2 — Unveil Your Hidden Identities</p> <p>Now think about which of these identities you tend to shelter or hide and which you bring into a work context. When you step into a new situation, for example meeting a new team or introducing yourself to a room of strangers, which identities do you hide?</p> <p>How does the situation affect which aspects of yourself you bring forward and which you shelter?</p> <p>Step 3 — Unpack Identities with Your Team</p> <p>Without looking at their lists have everyone share their identities with their partner.</p>	<p>OFFICE / GROUP STAFF</p>
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		Guide a discussion around what elements of their identities people shared, and what they omitted (either purposefully or unconsciously).	
4:45 PM	CLOSING REMARKS		OFFICE / GROUP STAFF
DAY 3 – DEPARTURE			

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	Meals (AM Snack, Lunch & PM Snack) + Function Hall Php 1,000.00 x 25 pax = Php 25,000.00 x 2 days = Php 50,000.00	
2	<ul style="list-style-type: none"> • Flowing Coffee and Tea • Water 	
3	<ul style="list-style-type: none"> • Pencil & Paper • Projector • Whiteboard • Whiteboard Marker 	
4	Accommodation (Twin bed/ room) Php 3,000 / night x 13 rooms = Php 39,000.00	
5	Availability	

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____

POST PARTICIPATION REPORT AND TRAINING EVALUATION FORM

* Required

Post Participation Report

1. FULL NAME *

Last name, First Name, Middle Initial

2. E-MAIL ADDRESS *

3. EVENT TITLE *

Input the title of the training

4. DATE *

Duration of the training

5. SEX *

- Male
- Female
- Prefer not to say

6. VENUE *

7. ORGANIZER / FACILITATOR *

Who organized / facilitated the training? e.g. Bureau of Customs, World Customs Organization, Customs Training Institute, etc.

8. PARTICIPANT'S EXPERIENCE *

Discussion of the participant's experience for the duration of the program covering important aspects such as interaction with co-participants, resource speakers, hosts, facilitators, etc; exposure to other organizations, country, culture, processes, etc.

9. RECOMMENDATION

*

Recommendations for the Interim Training and Development Division and the Agency based on the participant's experience and learnings

10. CONCLUSION

*

Evaluation

Please rate how strongly you agree or disagree with each of the following statements.

11. Meet objective of building better team spirit *

1 2 3 4 5

12. Atmosphere of the event (is it enjoyable and fun?) *

1 2 3 4 5

13. Design of team building activities (does it engulf team work enhancement activities) *

1 2 3 4 5

14. Facilitation of the activity *

1 2 3 4 5

15. Facility and service quality of venue / TBA provider *

1 2 3 4 5

16. Food quality *

17. Transportation arrangement *

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Overall experience *

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments and Suggestions

Write down your comments and/or suggestion in the training course below.

19. Comment/s and Suggestion/s

20. Question/s