



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

January 10, 2018

**CUSTOMS MEMORANDUM CIRCULAR**  
NO. 09-2018

To: All Deputy Commissioners  
All Directors and Division Chiefs  
All District/Port Collectors  
And Others Concerned

**Subject: DIRECTIVES APPLYING TO FOREIGN TRAVELS**

Attached is a copy of the Memorandum issued on January 03, 2018 by Executive Secretary Salvador C. Medialdea, Office of the President entitled: **"DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE DEPARTMENT"**.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

  
**ISIDRO S LAPEÑA, PhD, CSEE**  
Commissioner



JAN 11 2018

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM FROM THE EXECUTIVE SECRETARY

TO : ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,  
GOVERNMENT-OWNED AND/OR – CONTROLLED CORPORATIONS  
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)

SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE  
DEPARTMENT

DATE : 03 January 2018

To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.

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- 4) All heads of agencies are directed to strictly enforce the requirement on submission of reports with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken by a government official or personnel to the head of agency within thirty (30) days after his/her return to official station. In case of participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

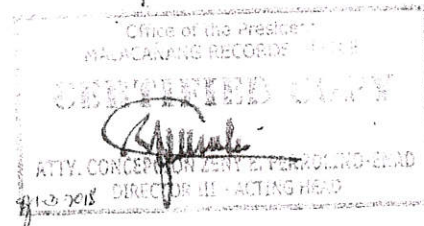
Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

All heads of agencies, GOCCs and GFIs shall ensure that all their personnel are informed of the foregoing.

The herein directives shall take effect immediately.

For strict compliance.

SALVADOR C. MEDIALDEA



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Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

*Djds*  
**MASTER COPY**

33-05  
Internal Admin. Group  
Received by: *MICKY BATES*  
Date: 01-08-18  
Time: 12:24

BUREAU OF CUSTOMS  
Office of the Commissioner  
  
E18-00013

MEMORANDUM

FOR : HEADS OF OFFICES  
This Department

HEADS OF BUREAUS/ATTACHED AGENCIES  
Department of Finance

FROM : *Alvin P. Diaz*  
ALVIN P. DIAZ  
Director IV  
Central Administration Office

SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE  
EXECUTIVE DEPARTMENT

DATE : January 4, 2018

Attached for information and guidance is a copy of Memorandum dated 03 January 2018 from Executive Secretary Salvador C. Medialdea, Office of the President on the above-captioned subject.

BUREAU OF CUSTOMS  
OFFICE OF THE COMMISSIONER  
**RECEIVED**  
JAN 05 2018  
BY: *[Signature]*  
BUREAU OF CUSTOMS  
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