



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

July 22, 1993

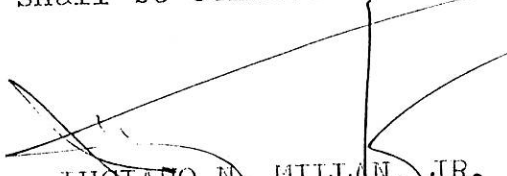
CUSTOMS MEMORANDUM ORDER  
NO. 31-93

To : All Customs Officials & Employees  
Subject : Guidelines on Application for Travel Abroad

In accordance with Executive Order No. 39, dated August 6, 1986, and Malacanang Memorandum Circular No. 18, dated October 27, 1992 the following guidelines shall be followed in applying for travel abroad for private purpose:

1. Request shall be submitted ten (10) days prior to expected date of departure supported by the following requirements:
  - a. Letter request for travel abroad.
  - b. Indorsement from Service Chief/District Collector.
  - c. Clearance from Legal Service.
  - d. Application for leave.
  - e. Affidavit of support from sponsor who will shoulder such travel.
  - f. Last year income tax return and assets & Liabilities of sponsor.
  - g. Affidavit of official or employee if he/she will shoulder expenses.
  - h. Last year income tax return and assets & Liabilities of official or employee if he/she will shoulder expenses.
  - i. Affidavit stating that the travel will not exceed ten (10) days. No request for extension shall be entertained unless it is extremely necessary.
  - j. Request shall be approved on a case to case basis dependent on the justification submitted.
2. Failure on the part of the official or employee to report back to duty shall be considered AWOL.

For strict compliance.

  
LUCIANO N. MILLAN, JR.  
Deputy Commissioner  
Internal Administration Group