



19 November 2019

CUSTOMS MEMORANDUM CIRCULAR
NO. 55-2020

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

SUBJECT: Application for Personal Travel

Attached is Memorandum dated 12 November 2019 from Mr. Gil S. Beltran, Undersecretary, Department of Finance regarding the **Application for Personal Travel**.

It is informed that applications for personal travel and the following documents should be submitted in two (2) copies, **one (1) original and one (1) photocopy**:

- a. Request letter of the concerned official/employee recommended by Head of Office/Bureau/Agency;
- b. Application of Leave for the period covered duly approved by concerned authorities or duly approved Compensatory Time-Off (CTO) for a maximum of 5 consecutive days;
- c. Clearance duly signed by responsible official that applicant has no pending administrative case;
- d. Clearance duly signed by the responsible official that the applicant has no unliquidated cash advance;
- e. Sworn statement of the applicant, attested by the recommending official, stating:
 - i. Duration of travel, destination and purpose
 - ii. The estimated cost of the trip
 - iii. How the trip will be financed
 - iv. If on own account:
 - a. Income Tax Return of the applicant for the preceding tax year
 - b. Certified true copy of latest statement of assets, liabilities, and net worth
 - v. If on other person's account:

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MASTER COPY

- a. Income Tax Return of other person for the preceding tax year
- f. Written justification addressed to the Secretary of Finance shall accompany travel requests that fall short of the lead time requirement. However, all attached bureaus and agencies are enjoined to strictly observe the ten (10)-working day deadline for submission of requests for personal travel.

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.

REY LEONARDO B. GUERRERO

Commissioner *Alt*

FEB 27 2020

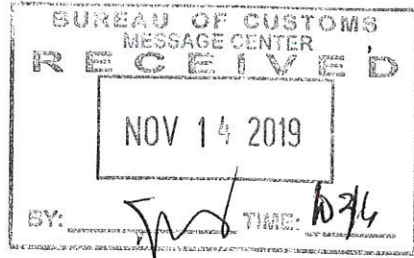


BOC-09-08706



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

41920
Internal Admin. G...
Received by: VICKY REYES
Date: 11/15/19
Time: 10:30
BOC-09-08706



MEMORANDUM

FOR : HEADS OF OFFICES
This Department

HEADS OF BUREAUS/ATTACHED AGENCIES
Department of Finance

FROM : *[Signature]*
GIL S. BELTRAN
Undersecretary

SUBJECT : Application for Personal Travel

DATE : November 12, 2019

With reference to Department Order No. 049-2019, "Revised Travel Guidelines for Officials and Employees as Contained in the Department of Finance's (DOF) Officials and Employees' Travel Guide", applications for personal travel and the following documents should be submitted in two (2) copies, one (1) Original and one (1) Photocopy:

- a. ✓ Request letter of the concerned official/employee recommended by Head of Office/Bureau/Agency;
- b. ✓ Application of Leave for the period covered duly approved by concerned authorities or duly approved Compensatory Time-Off (CTO) for a maximum of 5 consecutive days;
- c. ✓ Clearance duly signed by the responsible official that the applicant has no pending administrative case;
- d. ✓ Clearance duly signed by the responsible official that the applicant has no unliquidated cash advance;
- e. ✓ Sworn statement of the applicant, attested by the recommending official, stating:

*Indorsement / Request -
Leave
Recto
Legal
Affidavit*



- i. Duration of travel, destination and purpose
- ii. The estimated cost of the trip
- iii. How the trip will be financed
- iv. If on own account:
 - a. Income Tax Return of the applicant for the preceding tax year
 - b. Certified true copy of latest statement of assets, liabilities and net worth
- v. If on other person's account:
 - a. Income Tax Return of other person for the preceding tax year
- f. Written justification addressed to the Secretary of Finance shall accompany travel requests that fall short of the lead time requirement. However, all attached bureaus and agencies are enjoined to strictly observe the ten (10)-working day deadline for submission of requests for personal travel.

For compliance.