



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

February 15, 2018

CUSTOMS MEMORANDUM CIRCULAR
NO. 39-2018

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

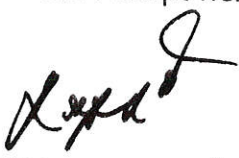
Subject: Processing Time/Request for Authority to Travel Abroad

Attached is the Memorandum issued by Undersecretary Gil S. Beltran, DOF enjoining all applicants for Travel Authority to observe the ten (10) working days (reckoned from the date of receipt of the DOF-CRMD) prior to departure-deadline for submission of travel application with supporting documents.

A travel application filed less than ten (10) working days prior to departure will be strongly considered for disapproval.

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



FEB 15 2018

CMC 39-2018 p.2

Internal Administration
Received by: VICKY REYES
Date: 02-08-18
Time: 4:50
ORIGINAL COPY

MEMO : Ten (10) Working Days Lead Time Requirement in Submission of Request for Travel Authority

Inbox x

Central Records

8:56 AM (49 minutes ago)

to DOF, DOF, Aldrin, Ana, Arsenia, Arsenio, Aurora, Benjamin, Carmi, Charmaine, Clyde, Daniel, Dolores, Donalyn, Eden, Elena, Elisa, Elizabeth, Emee, Emelita, Emma nuel, Florefe, Geneflor, Heherson, Helen

Sir/Madam :

BUREAU OF CUSTOMS
Office of the Commissioner
E18-00188

This Department has noted the complacency of some attached Bureaus and Agencies in submission of request for personal travel application that are less than ten (10) working days from the scheduled date of departure, reckoned from the date of receipt of the Central Records Management Division.

Hence, the provision of Section 5, Department Order No. 101-2014 dated 10 December 2014, that "All applicants are strongly enjoined to observe the 10 working days prior to departure-deadline for submission of travel application (with supporting documents.) A travel application filed less than 10 working days prior to departure will be strongly considered for disapproval" is hereby reiterated.

Likewise, this Department will no longer entertain request for appeal effective immediately.

For strict compliance.

Attached for information is a copy of above-mentioned Memo.

Thank you.

Very truly yours,

BUREAU OF CUSTOMS
OFFICE OF THE COMMISSIONER
RECEIVED
FEB 07 2018
BY: [Signature] TIME: 1:19
Bureau of Customs
Office of the Commissioner
Incoming Document No.
18-02533




Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

MEMORANDUM

FOR : **HEADS OF OFFICES**
This Department

HEADS OF BUREAUS/ATTACHED AGENCIES
Department of Finance

FROM : 
GIL S. BELTRAN
Undersecretary

SUBJECT : **Ten (10) Working Days Lead Time Requirement in
Submission of Request for Travel Authority**

DATE : February 5, 2018

This Department has noted the complacency of some attached Bureaus and Agencies in submission of request for personal travel application that are less than ten (10) working days from the scheduled date of departure, reckoned from the date of receipt of the Central Records Management Division.

Hence, the provision of Section 5, Department Order No. 101-2014 dated 10 December 2014, that *"All applicants are strongly enjoined to observe the 10 working days prior to departure-deadline for submission of travel application (with supporting documents.) A travel application filed less than 10 working days prior to departure will be strongly considered for disapproval"* is hereby reiterated.

Likewise, this Department will no longer entertain request for appeal effective immediately.

For strict compliance.

