

## BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA





**MEMORANDUM** ..

MASTER (

TO

ALL BOC OFFICIALS AND EMPLOYEES

**FROM** 

**BIENVENIDO** Y. RUBIO

Commissione MAR 17 2023

SUBJECT

AMENDMENT OF OCOM MEMORANDUM NO. 08-2023 RE:

REVISED GUIDELINES ON THE REQUEST, PREPARATION,

AND ISSUANCE OF TRAVEL AUTHORITY

DATE

20 February 2023

In accordance with the Department of Finance (DOF) Memorandum dated 03 February 2023 on the Revised Travel Guidelines, Item No. 1.0, paragraphs a and e of OCOM Memorandum No. 08-2023 are hereby amended as follows:

"a. All travel requests shall be approved by the following:

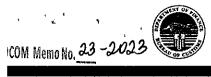
Nature of Travel	Position	Approving Authority	
Official	All levels	Secretary of Finance	
Personal	Director-level and above	Secretary of Finance	
	Positions below	Commissioner of	
	Director-level	Customs	

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e. To further facilitate the preparation and issuance of travel authorizations. officials and employees concerned accomplish and submit the applicable Request for Travel Authority Form.

Nature of Travel	Position	Request for Travel Authority Form		
Official	All levels	Form "A"		
Personal	Director-level and above			
	Positions below Director-level	Form "B"		

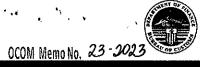
For guidance and strict compliance.



## **BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

REQUEST FOR TRAVEL AUTHORITY						
Nature	Official Travel		ersonal Travel			
Name	Official Traver		ersonar mayer			
Position and Salary Grade						
Recommendation for OIC						
(for Director to Undersecretary level)						
Agency/ Office						
Purpose						
Duration (Please fill out both)						
Inclusive of travel time						
Exclusive of travel time						
Invitation/Acceptance Letter Attached						
Sponsor/Organizer						
National Government						
Foreign Government or International Govern	ment or International Gov	emment				
Organization						
Private Organization through their Government	ent to the Phil. Governme	nt				
Private Organization						
Destination (City & Country)						
E.O. 248/248-A (Specify Section	)					
E.O. 129/367 (Specify Section	)					
☐ E.O.77						
Justification (Relevance/Necessity)		····				
Approximate Trave	l Expenses (in Philippine	e currency and/or U	S\$)			
Expenses (subject to the usual accounting						
and auditing rules and regulations)	☐ GOP	☐ Sponsor:	☐ Self			
Pre-Departure						
Clothing Allowance						
3. Airfare						
4. Daily Subsistence Allowance						
<ol><li>Accommodation</li></ol>						
6. Meals						
7. Travel Tax		ļ				
8. Travel Insurance						
9. PCR Test						
10. Visa Fee						
11. Tuition/Registration Fee						
12. Others:						
	s Travels within the last					
Destination	Duration	Nature (Official/	Entitlements			
		Personal)				
		<u> </u>				
	_					
	E	indorsed by:				
Birm Adv. (Latin College of the Coll						
BIENVENIDO Y. RUBIO						
Commissioner						
Certification of Funds Availability:						
		<del>-</del>				
Budget Division		Accounting Di	vision			
		•				



**BUREAU OF CUSTOMS** MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



REQUEST FO	JR PERSONAL IR	AVEL AUTI	HUKI	! Y	
Name					
Position and Salary Grade			***************************************		
Purpose / Justification					
Destination (City & Country))					
<b>Duration</b> (Please fill out both) Inclusive of travel time Exclusive of travel time	From: (dd/mm/yy)		To: (d	d/mm/yy)	
Approximate Travel	<b>Expenses (in Philip</b>	pine current	y and	I/or US\$)	
Expenses (subject to the usual accounting and auditing rules and regulations)	Ε	Self		Sponsor	
<ol> <li>Pre-Departure</li> <li>Clothing Allowance</li> <li>Airfare</li> <li>Daily Subsistence Allowance</li> <li>Accommodation</li> <li>Meals</li> <li>Travel Tax</li> <li>Travel Insurance</li> <li>PCR Test</li> <li>Visa Fee</li> <li>Tuition/Registration Fee</li> <li>Others:</li> </ol>					
	s Travels within the	last 24 mont	:hs		
Destination	Duration	Nature (Offi Persona		Entitlements	
Endorsed by:					
Deputy Commissioner / District Collector					
Approved By:					
BIENVENIDO Y. RUBIO Commissioner					