



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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08 March 2023

CUSTOMS MEMORANDUM CIRCULAR
NO. 41-2023

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

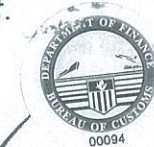
SUBJECT: Revised Travel Guidelines

Attached herewith is the Memorandum dated 07 February 2023 from Secretary Benjamin E. Diokno, Department of Finance, regarding the revised approving authority on the foreign travel of the officials and personnel of the attached agencies and bureaus of the Department of Finance.

This Memorandum took effect on 07 February 2023.

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.

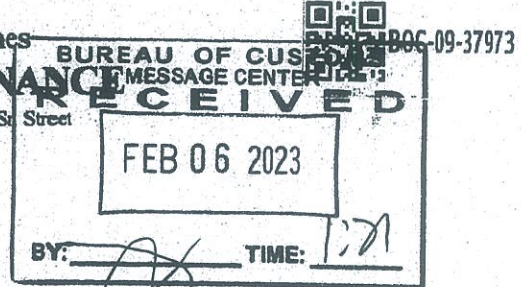


ky
BIENVENIDO Y. RUBIO
Commissioner **MAR 13 2023**

email



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



MEMORANDUM

FOR : **UNDERSECRETARY OF THE POLICY DEVELOPMENT AND MANAGEMENT SERVICES GROUP OF THE DEPARTMENT OF FINANCE, ALL OFFICIALS AND EMPLOYEES OF ATTACHED BUREAUS AND AGENCIES OF THE DEPARTMENT OF FINANCE**

FROM : **BENJAMIN E. DIOKNO**
Secretary of Finance
FEB 03 2023



493-410
Internal Audit Group
Received by: **VICKY REYES**
Date: *02072023*
Time: *8:45*

SUBJECT : **Revised Travel Guidelines**

In line with efforts to streamline the processing of travel authority requests, the memorandum issued by this office dated 26 October 2022 with the subject "Revised Guidelines on the Request, Preparation, and Issuance of Travel Authority" shall be amended to read as follows:

Approving Authority. The foreign travel of the officials and personnel of the attached agencies and bureau of the Department of Finance 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 Director-level	Head of Agency

This memorandum shall take effect 7 February 2023. All shall be guided accordingly.