



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

## MEMORANDUM

MASTER COPY *hmd*

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : BIENVENIDO Y. RUBIO  
Commissioner



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 Director-level	Commissioner of Customs

Xxx

**e. To further facilitate the preparation and issuance of travel authorizations, officials and employees concerned shall 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



MASTER COPY

hmb


ICOM Memo No. 23-2023

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

## REQUEST FOR TRAVEL AUTHORITY

<b>Nature</b>				<input type="checkbox"/> Official Travel	<input type="checkbox"/> Personal Travel
<b>Name</b>					
<b>Position and Salary Grade</b>					
<b>Recommendation for OIC</b> (for Director to Undersecretary level)					
<b>Agency/ Office</b>					
<b>Purpose</b>					
<b>Duration (Please fill out both)</b>					
Inclusive of travel time					
Exclusive of travel time					
<b>Invitation/Acceptance Letter Attached</b>					
<b>Sponsor/Organizer</b>					
<input type="checkbox"/> National Government <input type="checkbox"/> Foreign Government or International Government or International Government Organization <input type="checkbox"/> Private Organization through their Government to the Phil. Government <input type="checkbox"/> Private Organization					
<b>Destination (City &amp; Country)</b>					
<input type="checkbox"/> E.O. 248/248-A (Specify Section _____) <input type="checkbox"/> E.O. 129/367 (Specify Section _____) <input type="checkbox"/> E.O. 77					
<b>Justification (Relevance/Necessity)</b>					
<b>Approximate Travel Expenses (in Philippine currency and/or US\$)</b>					
<b>Expenses (subject to the usual accounting and auditing rules and regulations)</b>		<input type="checkbox"/> GOP	<input type="checkbox"/> Sponsor:	<input type="checkbox"/> Self	
1. Pre-Departure 2. Clothing Allowance 3. Airfare 4. Daily Subsistence Allowance 5. Accommodation 6. Meals 7. Travel Tax 8. Travel Insurance 9. PCR Test 10. Visa Fee 11. Tuition/Registration Fee 12. Others:					
<b>Previous Travels within the last 24 months</b>					
Destination	Duration	Nature (Official/ Personal)	Entitlements		
<b>Endorsed by:</b>    <b>BIENVENIDO Y. RUBIO</b> Commissioner					
<b>Certification of Funds Availability:</b>					
<b>Budget Division</b>			<b>Accounting Division</b>		



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



MASTER COPY

lmm

OCOM Memo No. 23-2023

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY



## REQUEST FOR PERSONAL TRAVEL AUTHORITY

<b>Name</b>			
<b>Position and Salary Grade</b>			
<b>Purpose / Justification</b>			
<b>Destination (City &amp; Country)</b>			
<b>Duration (Please fill out both)</b>		<b>From: (dd/mm/yy)</b>	<b>To: (dd/mm/yy)</b>
Inclusive of travel time			
Exclusive of travel time			
<b>Approximate Travel Expenses (in Philippine currency and/or US\$)</b>			
<b>Expenses (subject to the usual accounting and auditing rules and regulations)</b>  1. Pre-Departure 2. Clothing Allowance 3. Airfare 4. Daily Subsistence Allowance 5. Accommodation 6. Meals 7. Travel Tax 8. Travel Insurance 9. PCR Test 10. Visa Fee 11. Tuition/Registration Fee 12. Others:		<input type="checkbox"/> <b>Self</b> <input type="checkbox"/> <b>Sponsor</b>	
<b>Previous Travels within the last 24 months</b>			
<b>Destination</b>	<b>Duration</b>	<b>Nature (Official/ Personal)</b>	<b>Entitlements</b>
<p>Endorsed by:</p>  <p>_____</p> <p>Deputy Commissioner / District Collector</p>  <p>Approved By:</p>  <p><b><u>BIENVENIDO Y. RUBIO</u></b> Commissioner</p>			