



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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J. G. C.

29 July 2024

CUSTOMS MEMORANDUM CIRCULAR
NO. 142-2024

TO : ASSISTANT COMMISSIONER
ALL DEPUTY COMMISSIONERS
ALL DIRECTORS AND DIVISION CHIEFS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL OTHERS CONCERNED

SUBJECT : DEPARTMENT OF FINANCE (DOF) DEPARTMENT ORDER
NO. 061.2024

Attached herewith is Department Order No. 061.2024 from the **Secretary of Finance, RALPH G. RECTO** dated 09 July 2024 entitled: **“UPDATED GUIDELINES ON DOF TRAVEL AUTHORIZATIONS”**.

For records purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

For your information and guidance.

BIENVENIDO Y. RUBIO
Commissioner



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



DEPARTMENT ORDER NO. 061.2024

UPDATED GUIDELINES ON DOF TRAVEL AUTHORIZATIONS

- 1. Rationale.** In line with the Quality Management System of the Department of Finance (DOF), and in order to effectively streamline and digitalize the procedures and improve accountability and compliance monitoring for travel authorizations, pursuant to Executive Order (EO) No. 77, s. 2019, the herein amendments of Department Order (DO) No. 049.2019 dated 09 July 2019, entitled "*Revised Travel Guidelines for Officials and Employees as Contained in the DOF Officials and Employees' Travel Guide*", are hereby adopted.
- 2. Objectives.** This DO aims to: (i) Enhance the processing of requests for travel authority (TA) through streamlined and digitalized procedures; (ii) Clarify the coverage and applicability of rules towards regulatory compliance and alignment with the policy thrusts and organizational priorities of the DOF; and (iii) Enforce accountability measures for processes and responsibilities in TA approval.
- 3. Coverage.** This DO shall apply to the following:
 - 3.1. DOF Proper:** All DOF Groups, Services, Offices, Divisions, and Units;
 - 3.2. Operating Bureaus:** (i) Bureau of Internal Revenue, (ii) Bureau of Customs, (iii) Bureau of the Treasury, and (iv) Bureau of Local Government Finance, including local treasury offices;
 - 3.3. Attached Agencies:** (i) Insurance Commission, (ii) National Tax Research Center, (iii) Central Board of Assessment Appeals, (iv) Philippine Tax Academy, (v) Philippine Guarantee Corporation, (vi) Privatization and Management Office, and (vii) Securities and Exchange Commission; and
 - 3.4. Supervised Government Financial Institutions (GFIs):** (i) Development Bank of the Philippines, (ii) Government Service Insurance System, (iii) Land Bank of the Philippines, and (iv) Social Security System.

4. Updated Guidelines. The following guidelines are hereby issued to clarify, amend, and supplement DO No. 049.2019, which shall hereafter be known as the *“Updated Guidelines on DOF Travel Authorizations,”* to wit:

4.1. Approval of Foreign Travel Authority. Regardless of the duration and nature of travel abroad, whether for official or personal purpose, all requests for foreign TA shall be addressed to and approved by the following officials through an appropriate administrative issuance:

4.1.1 By the Secretary of Finance (SOF):

- a. For official foreign travels of all ranks and positions in the DOF, including its Operating Bureaus and Attached Agencies, and Supervised GFIs of the DOF;
- b. For all personal foreign travels of all ranks and positions in the DOF, and of the Heads and officials of Operating Bureaus and Attached Agencies, and Supervised GFIs; and
- c. For all official and personal foreign travels of all local treasurers and assistant local treasurers.

4.1.2 By the Head of Operating Bureau, Attached Agency or Supervised GFI of the DOF: For personal foreign travel of rank-and-file employees and personnel of the concerned bureau, agency or GFI.

4.1.3 In the absence of the abovementioned approving authorities, the duly designated Officer-In-Charge (OIC) of the concerned bureau, agency or GFI shall be authorized to approve requests for foreign travel.

4.1.4 When the duration of foreign travel of any official or rank-and-file employees covered under Item 4.1.2 exceeds thirty (30) days, the approval shall be made by the SOF.

4.2. Procedural Guidelines on TA Request and Issuance.

4.2.1 The lead time required by the DOF for processing of TA, either for official business or personal, shall be at least **ten (10) working days** prior to the scheduled or estimated date of departure, exclusive of the period required for visa processing, official passport revalidation, and similar

other pre-travel processing requirements. The 10-day rule shall be reckoned from the date of receipt of application or request.

- 4.2.2** The requesting personnel shall submit a Memorandum for the Secretary (MFS), through the head of the PDMSG, with complete attachments listed in **Annex A** hereof. If applicable, the MFS shall include the request for designation of an OIC, or justification for entitlements requiring further approval by the Office of the President, pursuant to EO No. 77, s. 2019.
- 4.2.3** In case the prescribed lead time set in Item 4.2.1 hereof cannot be observed, proper justification shall be included in the MFS. The MFS shall be signed by the concerned Group Head for DOF employees and personnel, or the concerned Head of the Operating Bureau, Attached Agency, Supervised GFI, and Local Treasury Offices, upon the endorsement of the concerned DOF Supervising Undersecretary, if applicable.
- 4.2.4** The Request for Travel Authority (RTA) shall no longer be subject to approval of the SOF, but shall serve as a supporting document to the MFS. The RTA, as herein modified, shall be endorsed by the concerned Head of DOF Group or the Head of the DOF Operating Bureau, Attached Agency or Supervised GFIs. The PDMSG Head shall be the endorsing authority of all RTAs of the Heads of DOF Groups, while the concerned DOF Supervising Undersecretary shall be the endorsing authority for the heads of the Operating Bureaus, Attached Agencies, Supervised GFIs, and Local Treasury Offices.
- 4.2.5** The lead time stated in Item 4.2.1 shall not apply in emergency or extraordinary circumstances that require immediate action to address a critical issue or official undertaking, such as, but not limited to, urgent or unforeseen official missions, natural and human-made disasters or crises, and sudden health and personal emergencies. These circumstances, however, shall in no case exempt anyone from securing a TA for foreign travel.

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- 4.2.6** Upon receipt by the PDMSG of the MFS and the complete attachments, the request shall be immediately referred to the Human Resource Management and Development Division (HRMDD) for processing, which shall include the preparation of the TA, together with the proposed Department Personnel Order (DPO) designating the OIC, Indorsement to the Secretary of Foreign Affairs, and Indorsement to the Office of the President, if applicable.
- 4.2.7** The HRMDD shall review the entitlements requested in accordance with the requirements of EO No. 77, s. 2019, the applicable provisions of DO No. 049.2019, as herein amended, and any other applicable rules or regulations that may be set hereafter.
- 4.2.8** Once the necessary documents have been prepared, the PDMSG shall endorse the same to the Office of the Secretary (OSEC) for consideration and approval.
- 4.2.9** The approved TA shall be numbered and released officially by the DOF Central Records Management Division (CRMD).
- 4.2.10** Any request for modification or amendment of an approved TA that is related to date, destination, purpose, entitlement, post-travel requirements, among others, shall be coursed through the Head of the PDMSG and subject to approval by the SOF. In case of change/s in location/area within the same country for the purpose of determining the correct entitlement to Daily Subsistence Allowance (DSA) per UNDP rate, the same may be authorized through a Memorandum request, together with supporting documents and approval by the concerned Group Head, subject to the endorsement by the PDMSG Head and approval of the SOF.
- 4.2.11** The employee concerned shall promptly notify the SOF, through a Memorandum, if an approved official or personal TA was not pursued.
- 4.2.12** Any cancellation or change in travel itineraries, including flight and hotel bookings, pursuant to an approved official

TA, that will incur costs to the government shall require prior written justification and approval by the SOF, subject to existing accounting and auditing rules and regulations. Otherwise, such costs shall be the responsibility of the traveling individual and chargeable to personal account.

4.3. Grounds for Returning Without Action or Disapproval of Request for Foreign Travel. The procedures provided hereunder shall be observed:

4.3.1 Upon evaluation by the HRMDD of the application packet of the concerned applicant or requesting office, the Director IV of the Central Administration Office (CAO) may either return the request without action or request the submission of additional documents if any of the following apply:

- a. The documentary requirements set in DO No. 049.2019, as herein amended, are incomplete;
- b. The application does not meet the required lead time, and the justification is not meritorious. A justification is not meritorious if the reasons for travel are not analogous to the circumstances listed in Item 4.2.5 hereof or are not compelling to warrant the urgent issuance of a TA despite the short notice; and
- c. Non-compliance with or violation of the conditions of previously issued TA has been reported to the DOF;

4.3.2 The Secretary of Finance or the duly designated signing authorities set in Item 4.1 hereof may disapprove a TA on account of the foregoing provisions in Item 4.3.1.

4.3.3 The Secretary of Finance may also disapprove an official TA if the travel is unnecessary. A travel may be deemed unnecessary if it can be dispensed with on account of any of the following:

- a. It is not directly aligned with the mission of the office or irrelevant to the employee's core functions;
- b. It is not in the exigencies or interest of public service;

- c. The current needs, priorities, or workload of the office will be adversely impacted by the travel;
- d. Online event attendance is an available option; and
- e. The size of the delegation is not justified in terms of benefits and costs to the government.

4.3.4 The Secretary of Finance may likewise disapprove a personal TA if travel restrictions apply to the requesting individual, such as compliance with legal processes, or concerns on national security and public health and safety apply.

4.3.5 A disapproved TA or an application returned without action may be appealed only once: provided, that the grounds stated in Section 4.3.1 a to c have been categorically addressed.

5. Prescribed Templates. The prescribed templates for MFS, RTA, TA, and 1st Indorsement are provided in **Annex B** hereof. These forms shall be electronically supplied to all Groups, Offices, Divisions, and Units within the DOF, including its Operating Bureaus, Attached Agencies and Supervised GFIs. Such forms shall be accomplished in portable document format file, approved by the signatories in accordance with existing guidelines, and submitted to the DOF for appropriate action.

6. Adoption of a Central Electronic Travel Authorization System. Within ninety (90) days from the issuance of this Order, the PDMSG, through the Central Management Information Office (CMIO), in coordination with the Central Administration Office (CAO), shall digitalize the herein process and adopt an efficient central electronic travel authorization system, using the appropriate information and communications technology, including the authorized electronic signature and digital certificates for the said purpose. Pending end-to-end automation and digitalization of TA-related processes and procedures of the DOF and its operating bureaus, attached agencies and supervised GFIs, it shall be incumbent upon the PDMSG to ensure consistency of electronically processed files based on the actual documents signed and submitted to the DOF. The Head of the PDMSG shall issue the requisite orders and guidelines related thereto, consistent with DO No. 049.2019, as herein amended, and other regulations that may be issued hereafter by competent authorities.

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7. **Responsibilities of the PDMSG.** The PDMSG shall immediately update the “DOF Officials and Employees Travel Guide” as annex of DO No. 049.2019, as herein amended, which shall be issued as a supplemental Memorandum by the Head of the PDMSG. The PDMSG shall regularly undertake compliance monitoring, review of the templates, orientations for employees, and issuance of updates therefor to ensure effective implementation of this Order. Furthermore, these guidelines shall be regularly reviewed and recommended for updating by the PDMSG Head, subject to approval of the Secretary of Finance, to reflect changes in organizational policies, budget considerations, and new travel guidelines issued by competent authorities.
8. **Separability Clause.** If any provision of these guidelines shall be held invalid or unconstitutional, other parts or provisions hereof which are not affected shall continue to be in full force and effect.
9. **Repealing Clause.** All DOF orders, directives, memoranda, and related issuances inconsistent herewith are hereby deemed amended or modified accordingly. All other provisions of DO No. 049.2019 and other issuances of the OSEC not affected by the herein guidelines shall remain effective.
10. **Effectivity.** This Order shall take effect immediately and all concerned shall be guided accordingly.

[Handwritten signature]
RALPH G. RECTO
Secretary of Finance
JUL 09 2024



UPDATED CHECKLIST FOR REQUESTS FOR TRAVEL AUTHORITY

Personal Travel and Official Travel

1. **General Requirements:**

- a. Memo for the Secretary;
- b. Duly accomplished Request for Travel Authority (RTA) Form; and
- c. Designated Officer-in-Charge (OIC) for the duration of the travel (for Division Chief and above), if applicable.

2. **Additional Requirements:**

Personal Travel

- a. Approved Leave Application;
- b. Clearance from the Legal Affairs Office and Accounting Division;
- c. Sworn Statement;
- d. Latest Filed Statement of Assets, Liabilities, and Net Worth (SALN);
- e. Latest Income Tax Return (ITR) or ITR of sponsor (if travel is sponsored);
- f. Justification letter (if the request is submitted less than 10 days before departure date); and
- g. Office Clearance (if travel period is beyond 30 days).

Official Travel

- a. Invitation (from external stakeholders or agencies concerned);
- b. Programme (if applicable);
- c. Justification for entitlements requiring further approval by the Office of the President, pursuant to EO No. 77, s. 2019 (if applicable);
- d. ECDC/PCDC Clearance/Approval (for external training invitations);
- e. Office Clearance (if travel period is beyond 30 days); and
- f. Justification letter (if the request is submitted less than 10 days before departure date).

Foreign Study

- a. Signed and Notarized Scholarship Contract; and
- b. Salary computation for the duration of study (to be issued by HR).

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ANNEX B

Templates for the Travel Authorization

1. Request for Travel Authority
2. DOF Travel Authority
3. 1st Indorsement – Government Expense
4. 1st Indorsement – Sponsored
5. Memo for the Secretary
6. Sworn Statement

[Handwritten Signature]

REQUEST FOR TRAVEL AUTHORITY (RTA)

Name			
Position/Designation		Salary Grade	
Office/Agency			
GFI/GOCC Board Resolution, if applicable			<input type="checkbox"/> Approved
Activity Organized/ Sponsored By <i>(please check)</i>			
<input type="checkbox"/> National Government	<input type="checkbox"/> Private Organization	<input type="checkbox"/> Not Applicable: <i>Personal Travel</i>	
<input type="checkbox"/> Foreign Government; International Government; International Government Organization			
<input type="checkbox"/> Private Organization through their Government to the Philippine Government			
Nature of Travel	<input type="checkbox"/> Official Travel	<input type="checkbox"/> Personal Travel	
Period Covered <i>(Exclusive of Travel Time)</i>	From:	To:	
Destination <i>(City/ies & Country/ies)</i>	*subject to further authorization from the Office of the President		
Purpose of Travel			
Travel Expenses <i>(check applicable entitlements for Official Travel, subject to accounting and auditing rules and regulations)</i>			
Particulars	GOP <i>(Specify)</i>	Sponsor <i>(Specify)</i>	Self-Funded
1. Pre-Departure	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> No government expense shall be incurred in connection with the requested personal travel.
2. Clothing Allowance	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
3. Airfare (economy/business)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
4. Daily Subsistence Allowance (DSA) <i>(indicate area)</i>			
a. Accommodation (UNDP/actual)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
b. Meals	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
c. Incidental	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
5. Travel Insurance	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
6. Tuition/Registration Fee	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
7. Others:	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
Other Conditions/Remarks <i>(indicate legend)</i>	*subject to further authorization from the Office of the President		
Foreign Travels Within the Last 12 months <i>(Attach Separate List if More Than Three [3] Travels)</i>			
TA No. / Particulars	Country/ies	Date/s	Nature
1.		to	
2.		to	
3.		to	
ENDORSED BY			
[FIRST NAME M.I. SURNAME] [Endorsing Authority]			
CERTIFICATION OF FUNDS AVAILABLE (FOR GOP FUNDING ONLY)			
BUDGET DIVISION/OFFICE		ACCOUNTING DIVISION/OFFICE	

Additional List of Foreign Travels Within the Last 12 Months

Name				
Position/Designation				
Office/ Agency				
Foreign Travels Completed Within the Last 12 months				
	<i>TA No. / Particulars</i>	<i>Country/ies</i>	<i>Date/s</i>	<i>Nature</i>
4.			to	
5.			to	
6.			to	
7.			to	
8.			to	

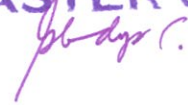
* Add new rows as may be necessary



Republic of the Philippines
DEPARTMENT OF FINANCE
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DOF TRAVEL AUTHORITY (TA) NO.		DATE:	
<i>Name</i>			
<i>Position/Designation</i>			
<i>Office/ Agency</i>		DEPARTMENT OF FINANCE (DOF)	
Endorsement by the Head of DOF Group/Bureau/Agency or GFI/GOCC Board Resolution			<input type="checkbox"/> Approved
Activity Organized/ Sponsored By (please check)			
<input type="checkbox"/> National Government		<input type="checkbox"/> Private Organization	
<input type="checkbox"/> Foreign Government; International Government; International Government Organization		<input type="checkbox"/> Not Applicable: Personal Travel	
<input type="checkbox"/> Private Organization through their Government to the Philippine Government			
Nature of Travel		<input type="checkbox"/> Official Travel <input type="checkbox"/> Personal Travel	
Period Covered (Exclusive of Travel Time)		From:	To:
Destination (City/ies & Country/ies)			
Purpose of Travel			
Travel Expenses (check applicable entitlements for Official Travel, subject to accounting and auditing rules and regulations)			
<i>Particulars</i>	<i>GOP (Specify)</i>	<i>Sponsor (Specify)</i>	<i>Self-Funded</i>
1. Pre-Departure	<input type="checkbox"/>	<input type="checkbox"/>	No government expense shall be incurred in connection with the requested personal travel.
2. Clothing Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
3. Airfare (economy/business)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Daily Subsistence Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
a. Accommodation (UNDP/actual)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Meals	<input type="checkbox"/>	<input type="checkbox"/>	
c. Incidental	<input type="checkbox"/>	<input type="checkbox"/>	
5. Travel Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
6. PCR Test	<input type="checkbox"/>	<input type="checkbox"/>	
7. Tuition/Registration Fee	<input type="checkbox"/>	<input type="checkbox"/>	
8. Others:	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable DSA Area/s (as per above indicated city)			
Foreign Travels Within the Last 12 months (Attach Separate List if More Than Three [3] Travels)			
<i>TA No. / Particulars</i>	<i>Country/ies</i>	<i>Date/s</i>	<i>Nature</i>
1.		to	
2.		to	
3.		to	
Reportorial Requirements Upon Return From Travel			
<i>Particulars for Compliance Monitoring</i>		<i>Due Date</i>	
1. Post-Travel Report to the undersigned and Immediate Supervisor		Within Thirty (30) Days	
2. Liquidation Report to the CFMO (if Cash Advance will be availed)		Within Sixty (60) Days	
APPROVED		DISAPPROVED	
[FIRST NAME M.I. SURNAME] [Secretary of Finance/ Approving Authority]		<input type="checkbox"/> Incomplete/unsigned requirements	
		<input type="checkbox"/> Late application of request for TA	
		<input type="checkbox"/> Violation of previously issued TA	
		<input type="checkbox"/> Deemed unnecessary	



Additional List of Foreign Travels Within the Last 12 Months

Name

Position/Designation

Office/ Agency

Foreign Travels Completed Within the Last 12 months

	<u>TA No. / Particulars</u>	<u>Country/ies</u>	<u>Date/s</u>	<u>Nature</u>
4.			to	
5.			to	
6.			to	
7.			to	
8.			to	

* Add new rows as may be necessary

[Handwritten Signature]

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Footnotes: Calibri, 8 pt
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1st Indorsement

Respectfully forwarded to the Honorable Secretary of Foreign Affairs, Manila, for appropriate action, pursuant to Executive Order (EO) No. 77, s. 2019, and in accordance with the attached invitation letter from the [Company] dated [DD Month YYYY], is the herein approved travel of [Mr./Ms. **FIRST NAME M.I. SURNAME**], [Position Title], [Office/ Agency], to [**Country**], from [DD to DD Month YYYY] (exclusive of travel time), to attend the "[Workshop/ Seminar/ Meeting/ Event]."

The travel thereat of [Mr./Ms. Surname] shall be on official time and [he/she] shall be entitled to pre-departure expenses of Three Thousand Five Hundred Pesos (Php3,500.00), round-trip restricted economy class international airfare, travel insurance premium, and daily subsistence allowance at prevailing United Nations Development Programme (UNDP) rate, to cover hotel accommodation, incidental expenses and meals not covered by the seminar: *provided*, that [he/ she] has no unliquidated expenses from [his/ her] previous government-funded travels abroad, as prescribed under EO No. 77, s. 2019, chargeable against the appropriations of this Department [agency], subject to availability of funds and the usual accounting and auditing rules and regulations.

[Mr./Ms. Surname] is required to submit post-travel report to [his/her] immediate supervisor and head of office within one (1) calendar month after return from official travel, in compliance with Department Order No. 101.2014 (Implementation of Travel Guidelines for Officials and Employees as Contained in the DOF Employees' and Officials' Travel Guide). Likewise, [he/she] is also required to liquidate, if applicable, the expenses incurred in connection therewith, within sixty (60) days upon return to the Philippines.

[four spaces for signature]

[FIRST NAME M.I. SURNAME]
Secretary of Finance/ Approving Authority

[Date to be manually stamped by OSEC]



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Footnotes: Calibri, 8 pt
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1st Indorsement

Respectfully forwarded to the Honorable Secretary of Foreign Affairs, Manila, for appropriate action, pursuant to Executive Order (EO) No. 77, s. 2019, and in accordance with the attached invitation letter from the [Organization] dated [DD Month YYYY], is the herein approved travel of [Mr./ Ms. **FIRST NAME M.I. SURNAME**], [Position Title], [Office/ Agency], this Department, to [City, Country], from [DD to DD Month YYYY] (exclusive of travel time), to attend the "[Workshop/ Seminar/ Meeting/ Event]."

The travel thereof of [Mr./ Ms. Surname] shall be on official time and no government expense shall be incurred in connection with this travel.

It is understood that the cost of [his/ her] participation, which includes round-trip economy airfare, hotel accommodation, daily subsistence allowance and a lump sum allowance for miscellaneous travel expenses shall be covered by the [Organization]. [Stipulate other conditions or provisions, as may be applicable]

[Mr./ Ms. Surname] is required to submit post-meeting/ post-event report to the undersigned, in compliance with the Memorandum of the Secretary of Finance dated 06 September 2013.

[four spaces for signature]

[FIRST NAME M.I. SURNAME]
Secretary of Finance/ Approving Authority

[Date to be manually stamped by OSEC]

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Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

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MEMORANDUM

FOR : SECRETARY [FIRST NAME M.I. SURNAME]

THRU : [FIRST NAME M.I. SURNAME]
[Position], PDMSG

FROM : [FIRST NAME M.I. SURNAME]
[Position, Office]

SUBJECT : Request for Approval: Travel Authority to [Venue] on [DD to DD Month YYYY]

DATE : [DD Month YYYY]

- Action Requested.** This is to respectfully request for the Secretary's approval of the official travel of the abovesigned to [Country] on [DD to DD Month YYYY] (exclusive of travel time) to attend the [workshop/ seminar/ meeting/ event]:
- Background.** [Provide justification for the need to travel and the corresponding expenses that will be chargeable to the government and those that will be sponsored, if applicable]
- Recommendation.** Foregoing considered, the attached Travel Authority (TA) Form, 1st Indorsement to the Department of Foreign Affairs, and the proposed Department Personnel Order (DPO) for the designated Officer-in-Charge (OIC) [include this if applicable] are submitted for the Secretary's approval.

For the Secretary's approval. Thank you.

APPROVED / DISAPPROVED:

[NAME OF SECRETARY]
Secretary of Finance

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[Signature]
Annex B-6

REPUBLIC OF THE PHILIPPINES)
CITY O MANILA)S.S

AFFIDAVIT

I, **[FIRST NAME MI. SURNAME]**, a Filipino citizen of legal age, residing at [address], after being duly sworn in accordance with law, do hereby depose and state:

1. I am currently employed as an [Position Title] at the Department of Finance (DOF), specifically assigned to the [Office].
2. I have requested permission to undertake a personal trip to [Country] from [DD to DD Month YYYY].
3. I affirm that the estimated cost of my personal travel, amounting to [PhpXX,XXX], will be fully covered by my personal funds, thereby involving no expenditure from government funds.
4. I am executing this Affidavit to fulfill one of the requirements for obtaining the appropriate Travel Authority and for any other lawful purposes it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, in Manila, Philippines.

[FIRST NAME MIDDLE NAME SURNAME]
Affiant

SUBSCRIBE AND SWORN to before me this _____ day of _____ in Manila City, Philippines, The Affiant exhibited has presented to me his/her **[valid ID]** with no. **[XXX]** as proof of identification.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____