



**PHILIPPINE PORTS
AUTHORITY**
**PORT MANAGEMENT OFFICE OF
MISAMIS ORIENTAL / CAGAYAN DE ORO**

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MAR 22 2018

PMO MOC ADMINISTRATIVE CIRCULAR

No. 010-2018

TO : All Employees
This PMO

FROM : The Manager
Administrative Division
This PMO

SUBJECT : Directives On Foreign Travels of Government Officials

Pursuant to the Unnumbered Memorandum from the Human Resource Management Department Manager, dated 08 January 2018, disseminated herewith is the attached Memorandum from the Executive Secretary re: Directives on applying to foreign travels.

For information and guidance.


GUILBERT ANTHONY D. GIMENO

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.

Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.

Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.





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January 08, 2018

MEMORANDUM

FOR : All RC Heads Concerned
- Department & Port Managers

FROM : The Manager
Human Resource Management Department

SUBJECT : Directives Applying to Foreign Travels of all Government
Officials and Personnel in the Executive Department

In compliance with the pronouncement of the President against extravagant and lavish travels abroad in government, all officials and personnel are strictly advised to observe the measures under OP Memorandum dated January 3, 2018.

Failure to comply with the directives of this OP Memorandum may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved the travel authority or who failed to submit requirements.

All RC Heads are likewise reminded to properly inform its personnel of the foreign travel requirements.

For guidance.


MARK JON S. PALOMAR

Encls.: As stated

VISION

"By 2020, PPA shall have provided port services of global standards"

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government;
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers;
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement;
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

024-011618

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM FROM THE EXECUTIVE SECRETARY

TO : ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,
GOVERNMENT-OWNED AND/OR - CONTROLLED CORPORATIONS
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)

SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE
DEPARTMENT

DATE : 03 January 2018

To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.

- 4) All heads of agencies are directed to strictly enforce the requirement on submission of reports with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken by a government official or personnel to the head of agency within thirty (30) days after his/her return to official station. In case of participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

All heads of agencies, GOCCs and GFIs shall ensure that all their personnel are informed of the foregoing.

The herein directives shall take effect immediately.

For strict compliance.


SALVADOR C. MEDIALDEA

