



Office of the Minister

MEMORANDUM CIRCULAR

NO.: 006

TO : ALL PROVINCIAL GOVERNORS, CITY/ MUNICIPAL MAYORS,
PUNONG BARANGAYS AND OTHERS CONCERNED
This Region

ALL PROVINCIAL/CITY DIRECTORS, CITY/MUNICIPAL LOCAL
GOVERNMENT OPERATIONS OFFICERS
This Ministry

SUBJECT : REITERATION OF THE GUIDELINES ON THE APPLICATION OF
FOREIGN TRAVEL AUTHORITY FOR LOCAL OFFICIALS AND
EMPLOYEES IN BARMM

DATE : JANUARY 9, 2023 / 17 JUMADA AL-AKHIRA 1444

1. Rationale

- 1.1. The enactment of Republic Act 11054 otherwise known as the Organic Law for the Bangsamoro Autonomous Region subsequently lead to the creation of the Ministry of the Interior and Local Government (MILG) in BARMM;
- 1.2. Section 6 of the Office of the President Memorandum Circular No. 35, s. 2017 provides that " *no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.*"
- 1.3. The Bangsamoro Autonomy Act No. 13 otherwise known as the Bangsamoro Administrative Code stated that the Ministry of the Interior and Local Government (MILG) is mandated to exercise general supervision over the constituent local government units of the Bangsamoro Government, and ensure public safety and disaster preparedness, local autonomy, decentralization and community empowerment;

2. Scope/Coverage

Foreign travel of all elective and appointive local government officials and employees, whether official or unofficial shall be covered by these rules and regulations.

3. Definition of Terms

- 3.1. **Official Trip** – As defined in Section 3 (a) of Executive Order No. 77, s. 2019, these are official foreign travels and assignments which meet the following criteria: (i) it is essential to the effective performance of an official or employee's mandates or functions; (ii) it is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit

to be derived by the State; (iii) the presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and (iv) the projected expenses are not excessive or involve minimum expenditure. Official trip is further classified as follows:

- 3.1.1. **International conferences or meetings** to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- 3.1.2. **Scholarships, fellowships, trainings, and studies abroad** which are grant-funded or undertaken at minimal cost to NGAS, including SUCS, GOCCS, GFIs and LGUs;
- 3.1.3. **Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations** as defined under international law, whether fully or partially funded by the government, upon the endorsement of DFA

4. Guidelines

4.1. Administrative Requirements

See attached Annex “A”

4.2. Filing of Application for Foreign Travel Authority

The application for Foreign Travel Authority, complete with all the required documents, is to be ***filed at least seven (7) working days***, both for the official and personal or private purpose, prior to the date of departure, with the following steps by the applicants:

- 1. Visit the Office of the City/ Municipal Operations Officer assigned in the LGU or the MILG Provincial Office to secure the FTA Request Form and list of requirements.
- 2. Prepare all required documents (*as indicated in the attached Annex A*) together with the accomplished FTA Request Form.
- 3. Ensure that all provided information are true and correct.

The above-mentioned steps may be revised as the Ministry is finalizing its Foreign Travel Authority On-Line System under the Localizing e-Governance for Accelerated Provision of Services (LeAPS), in compliance with Republic Act No. 11032 or the Anti-Red Tape Act (ARTA) on Ease of Doing Business.

4.3. Approving Authority on Foreign Travel Authority

LG Official/Employee	Category of Travel	Approving Authority
• All officials (regardless of position)	• Unofficial Trip • When the period of travel extends to <i>more than three (3) months</i> • During periods of <i>emergency or crisis</i>	MILG Minister
• Governor • ICC Mayor	• Official Trip • Unofficial Trip • When the period	MILG Minister



	of travel <i>is less than three (3) months</i> or when there is <i>no emergency or crisis</i>	
• Component City Mayor • Municipal Mayor • Vice Governor • Vice Mayor • Sanggunian Panlalawigan/ Panlungsod/ Bayan Member • Punong Barangay • Sangguniang Barangay Members • SK Chairperson and Member • Barangay Appointive Officials • LG Department Heads • LG Employees (below Department Head)	• Official Trip	MILG Minister
	• Unofficial Trip when the period of travel <i>is less than three (3) months</i> and when there is <i>no emergency or crisis</i>	LCE who exercise authority over the said officials (Provincial Governors in the case of component cities and municipalities and the City/Municipal Mayor in the case of Barangays)

4.4. On the Foreign Travel of LCEs Before, During, and After Emergencies, Crisis, and /or Disaster

- 4.4.1. Pursuant to Section 11(a), Section 12(c) of republic Act No. 10121 or "Philippine Disaster Risk Reduction and Management Act of 2010;" Section 1(c), Section 1(d) and Section 3 of Executive Order No. 773, s. 2009, "Further Reorganizing the Peace and Order Council;" and the Operation Liso Manual, all LCEs, as head of the Local Disaster Risk Reduction and Management Council and the Peace and Order Council, are highly encouraged to remain in their respective areas of jurisdiction to personally lead and manage the said councils and implement the necessary measures to address issues arising from emergencies, crisis, and/or disaster.

5. Responsibilities of the Regional Office thru the Local Government Supervision Division

- 5.1. Recommend and facilitate actions on the processing and documentation of all requests for foreign travel authority;
- 5.2. Designate Focal Person/s for the undertaking;
- 5.3. Coordinate with the Information Systems Technology Management Division (ISTMD) on the establishment of the FTA On-Line System;
- 5.4. Cause the conduct of an orientation on the use of the FTA On-Line System for all Regional Focal Persons once the system is established;
- 5.5. Provide regional summary on a periodic basis to The Office of the Chief Minister and other concerned regulatory agencies.



6. Responsibilities of the City/Provincial Directors

- 6.1. Review, approve, endorse and sign action documents relative to the request for travel authorities of the Local Government Officials and Employees;
- 6.2. Designate Focal Person/s that shall ensure the correctness and completeness of the FTA documents to be submitted and other undertakings related to the request for foreign travel abroad;
- 6.3. Endorse the request for authority to travel abroad to the Regional Office, if applicable;
- 6.4. Submit monthly consolidated report on all of the request for foreign travel abroad within the province; and
- 6.5. Cause the immediate and widest dissemination of this Memorandum Circular within their respective provincial assignments and other concerned authorities.

7. Responsibilities of the City/ Municipal Local Government Operations Officers

- 7.1. Take actions relative to the request for travel authorities of the Local Government Officials and Employees;
- 7.2. Review and ensure the correctness and completeness of the FTA documents to be submitted;
- 7.3. Endorse the request for authority to travel abroad to the Provincial Office, if applicable;
- 7.4. Provide technical assistance to the requesting Local Government Official regarding this undertaking; and
- 7.5. Cause the immediate and widest dissemination of this Memorandum Circular within their respective LGU assignments and other concerned local authorities.

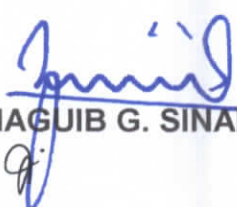
8. Effectivity

This Memorandum Circular shall take effect upon the approval of the undersigned, copy furnished to all concerned offices of the Bangsamoro Regional Government.

9. Attachment

Annex A: Administrative requirements for FTA Applications

10. Approving Authority


ATTY. NAGUIB G. SINARIMBO
Minister

OMS/FRA
01/09/2023: LGSD/JJA
Fn: Memo Circular FTA



ADMINISTRATIVE REQUIREMENTS**BASIC DOCUMENTS ON ALL TRAVEL CATEGORIES**

1. FTA Request Form;
2. Request Letter (*Note: Governors, Vice Governors, Mayors, and Vice Mayors travelling abroad shall indicate the name of the Highest Ranking Sanggunian Member in their request letter.*);
3. A duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case; and
4. A duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7, Revised 2018)

ADDITIONAL DOCUMENTS PER TRAVEL CATEGORY**OFFICIAL TRIPS**

1. **Endorsement** from the following officials depending on the position of the applicant:
 - the **Local Chief Executive** - If the applicant is a Component City and Municipal Mayor, Vice Governor, Punong Barangay and LG employees;
 - the **Presiding Officer** – if the applicant is a Sangguniang Panlalawigan Member, Sangguniang Panlungsod and Sangguniang Bayan, and Sangguniang employee; and
 - the **Punong Barangay** – if the applicant is Sangguniang Barangay Member and Barangay employees including Sanggunian Kabataan;
2. **Invitation letter** from the host country or sponsoring agency;
3. **Acceptance letter** from organizer or donor agency, if applicable.
4. **Invitation letter** from the host country or sponsoring agency, if applicable.
5. Copy or draft of the **Memorandum of Agreement** or **Memorandum of Understanding** between the LGU concerned and the LGU abroad (travel relating to Sister City or LGU technical Exchange Cooperation), if applicable.

UNOFFICIAL TRIPS

- **For Governors, Mayors of Independent Component Cities**
 1. Duly accomplished **Application for Leave** (Civil Service Form No. 6, Revised 2020)
 2. **Medical Certificate** for medical reasons
- **Other Elected Officials when the period of travel extends to more than three (3) months or during periods of emergency or crisis**
 1. Duly accomplished and approved **leave of absence** (Civil Service Form No. 6, revised 2020)
 2. **Medical Certificate** for medical reasons

Note: The Ministry shall not be precluded from requesting other additional documents, as may be necessary, for the approval of travel authority requests.