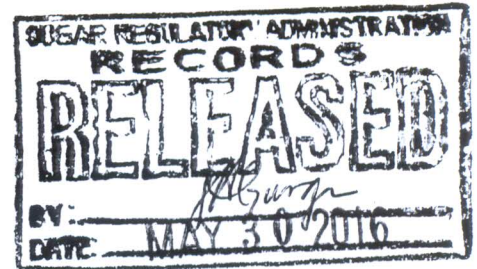




Republic of the Philippines  
 Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
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 MEMO-AFD-ACC-2016-May-008



May 26, 2016

**MEMORANDUM CIRCULAR NO. 6**  
 Series of 2016

**TO :** ALL DEPT. MANAGERS/CHIEFS/UNITS/OFFICES (QC/VIS)

**SUBJECT:** RULES AND REGULATIONS, RATES OF ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL PRESCRIBED UNDER EXECUTIVE ORDER No. 298 DATED MARCH 23, 2004



For general information, the following are the guidelines, rules and regulations for the grant of allowable expenses as provided for under Executive Order No. 298 dated March 23, 2004 and COA Circular # 96-004.

- 1.) Travel expenses would mean the amount authorized to cover hotel/lodging rate, meals and incidental expenses excluding transportation expenses going to and from the destinations.
- 2.) Travels and assignments shall cover only those urgent and extremely necessary, will involve the minimum expenditures and are beneficial to the agency concerned and/or the country
- 3.) Official **local** travel shall be approved as follows:

Less than thirty (30) days	Head of Office / Bureau or equivalent
Thirty (30) days or more	Department Secretary or equivalent (to be construed as approval by Secretary of Budget and Management)

Official foreign travel of the Department Secretaries, Undersecretaries, Assistant Secretaries, heads, senior assistant heads and assistant heads of GOCCs and GFIs, heads of local government units *shall be* subject to the prior approval of the President of the Philippines.

However, foreign travel assignments of other officials and employees that will last one (1) calendar month and below shall be approved by the Department Secretary or equivalent, to which such GOCC / GFI is attached.

- 4.) Allowable travel expenses are as follows:

A. Local Travel

Total per day	Hotel / Lodging	Meals	Incidental Expenses
P 800.00	50% - P400.00	30% -P240.00	20% - P160.00



