

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

JAN 29 2018

DOST Administrative Order No. 001
Series of 2018

SUBJECT: REVISED RULES ON FOREIGN TRAVEL OF DOST PERSONNEL AND
RULES GOVERNING THE USE OF FOREIGN TRAVEL GRANTS FOR
PAPER/POSTER PRESENTATION

I. General Guidelines

These guidelines will govern all foreign travels of DOST personnel.

The request for foreign travel and use of foreign travel grants are guided by and subject to existing accounting and auditing rules and regulations as well as by fiscal policies of government that are issued from time to time. Hence, effectivity will apply on the date of issuance by the Government.

No official travel abroad shall be allowed unless it satisfies all of 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.

All requests for official trip shall state how the subject trip complies with the minimum criteria indicated in the above paragraph.

Failure to comply with the directives on foreign travel 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.

Authority for foreign travel is a privilege given and not a matter of right. As such, the burden of proving the necessity and/or urgency for such request lies squarely on the applicant. In this regard, it is the Secretary who is the sole determinant of the merits and urgency of the request, and shall have full discretion and authority to approve the same.

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 the Department Secretary, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of his/her agency.

Philippine Council for Industry, Energy and Emerging

Technology Research and Development



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Application for issuance of Travel Order shall contain the following information that will satisfy conditions for foreign travel, to wit:

1. The travel will not coincide or be in conflict with important activities of the agency or DOST that shall require presence of the requesting party.
2. The travel shall be endorsed by the Agency Head.
3. For DOST officials of Director level and above, a Special Order designating an Officer-in-Charge shall be issued prior to the date of intended travel.
4. Official foreign travel by DOST personnel shall be in connection with the individual's work-related duties and responsibilities and/or in the exercise of the functions of the Office.

II. Rules and Procedures to Obtain Authority for Foreign Travel by DOST Personnel

1. Request for Authority for Foreign Travel, with complete supporting documents, in duplicate copies shall be submitted to the Office of the Assistant Secretary for International Cooperation at least ten (10) working days prior to departure, or, in extremely justifiable cases to be substantiated in the request, not later than two (2) working days.
2. Request for travel authority with more than one (1) participant\ per activity will only have one request for travel in order to optimize processing of travel documents.
3. For official foreign travel to country where approval from the Office of the President or clearance from the Office of Asian and Pacific Affairs, Department of Foreign Affairs is needed, another ten (10) working days shall be added to the 10-working day lead time.
4. Requesting Party may seek for amendment of previously filed travel request subject to submission of justification with complete supporting documentation not later than five (5) working days prior to departure.
5. A DOST personnel shall be allowed a cumulative total of not more than 20 working days per year to go on official foreign travel, except under the following conditions/situations but not limited to:
 - Non-degree trainings;
 - Post-graduate studies (MS and PhD);
 - Project related activities as approved in the Line-Item-Budget;
 - Consultancy;
 - Resource person; and

L. F. de Rivera

- Philippine representation to international commitments such as, but not limited to APEC and ASEAN.

However, official foreign travel totaling 21 working days up to 25 working days per year may be allowed provided it is endorsed by the agency head as recommended by the Agency Committee created for that purpose. Official foreign travel from 26 or more working days should be endorsed by a top Management Committee composed of one (1) Undersecretary and two (2) Assistant Secretaries as members.

The official foreign travel limit excludes time for travel to and from the site or venue of meeting.

DOST employees who expect to travel for more than 20 working days per year must submit their travel plans for the year by January 31 of each year subject to approval of their respective heads of agency/office.

Meetings and workshops that are part of the DOST's commitments shall be given higher priority over those travels that were not initially planned.

6. Request for official foreign travel that entails expenses aside from pre-departure expenses and salary while abroad and/or involves two or more officials/employees shall require the endorsement of the concerned Undersecretary prior to submission of Travel Request to the Office of the Secretary. The Office of the Assistant Secretary for International Cooperation will be the one to forward the Travel Request to the Office of Secretary after clearance from concerned Undersecretary.
7. Request for official foreign travel may include request for entitlement to Daily Subsistence Allowance (DSA) for accommodation, meals, and incidental expenses based on the United Nations Development Program (UNDP) rates or a fraction thereof. No amendment of Travel Authority shall be made to allow claim(s) for DSA or for actual expenses after the travel has been completed, except for reason beyond the control of the requesting party such as cancelled flights, missed flights specifically for connecting flights and acts of God (typhoon, blizzard, etc.). However, claims for reimbursement for actual accommodation rates in excess of the accommodation component of the DSA may be allowed, but in no case shall it exceed one hundred thirty per cent (130%) of the prescribed UNDP rates.
8. No representation allowance shall exceed the amounts stated below, nor shall the same be granted to officials who will travel abroad for speaking engagements only, and for training/study:
 - a. US\$1,000.00 - for the Secretary
 - b. US\$ 500.00 - for Undersecretaries and those of equivalent ranks
 - c. US\$ 300.00 - for Assistant Secretaries and those of equivalent ranks

J. R. Alarcon

9. Airfares of all government personnel shall be limited to economy class, except for long-haul trips, defined as flights exceeding four (4) hours without counting lay-overs, in which case business class airfares may be authorized.
10. DOST employees with approved scholarship contract of more than one (1) year shall be issued travel authority on a yearly basis. Request for renewal of travel authority shall be submitted to the Office of the Assistant Secretary for International Cooperation at least one (1) month before the expiration of the Travel Order issued to the scholar.
11. Endorsement of the agency head on the request for the issuance of travel authority for the extension of study leave shall be submitted to the Office of the Assistant Secretary for International Cooperation at least one (1) month before the expiration of the Travel Order issued to the scholar. It is understood that extension of study leave is subject to the sending agency's evaluation of the performance of the scholar.
12. Any official foreign travel by DOST personnel shall be in accordance with the statutory prescription to travel for retiring government officials.
13. Compensatory time-off shall not be used in case of personal foreign travel.
14. Requesting party shall submit a certificate of no pending administrative case. In the event there is a pending administrative case or investigation, applicant shall submit a notarized Affidavit of Undertaking as per *Annex A*. Clearance from the Office of the Assistant Secretary for Finance and Legal Affairs (OASEC-FLA) shall also be secured.
15. The following individuals shall not be issued foreign travel authorities, and shall not be entitled to government funding for such trips:
 - a. Private individuals;
 - b. Consultants of, and/or those engaged by way of contracts of service by government agencies, except in highly meritorious circumstances (e.g., unavailability of qualified employees in highly technical and specialized fields), and upon written justification to be submitted by the requesting agency; and
 - c. Spouses or children of government officials, except when diplomatic protocol or practices provided otherwise.
16. A DOST personnel shall submit two (2) copies of travel and/or accomplishment report, original copy to the Office of the Secretary and duplicate copy to the International Cooperation Technology Unit (ITCU), as per attached format (*Annex B*) within 30 days after return to the permanent official station as required in Section 16 of Executive Order (EO) 298, S 2004.

J. S. de Jesus

17. Every official or employee shall render an account of the cash advance received within 60 days after return to the Philippines as required in Section 14 of EO 298, S 2004.

III. Rules governing the use of Foreign Travel Grants for Paper/Poster Presentation

1. Paper presentation in scientific meetings may be allowed as part of the research grants as approved by the funding agency, preferably towards the end of the project. Attendance in scientific meetings without a paper presentation shall not be allowed except when travel funds are provided for by sources other than the agency funds.

Paper presentation in scientific meetings may be allowed as part of the Master's or Ph. D degree.

2. Multiple authors of a paper/poster resulting from the project are allowed. However, only one personnel per project (Program Leader, Project Leader or Member of the Research Team) may present a paper/poster in a scientific meeting.
3. In the event that the paper is already accepted for publication, the principal author shall be the presenter. If the presenter is other than the principal author, the former shall obtain the appropriate authorization from the principal author.
4. Multiple papers resulting from a project is encouraged. However, only one paper per project may be allowed for presentation in a scientific meeting if funded by the agency.
5. The paper presenter shall submit a travel report within 30 days upon return to the official station and shall be included as part of the year-end report of the project.
6. Travel funds to be used for the paper presentation in a scientific meeting will only be based on the amount specified and approved in the project budget.

IV. Documentary Requirements for Request for Foreign Travel Order

Requests for Foreign Travel Order shall include necessary documentary requirements as enumerated in *Annex C*. The Secretary and/or Agency Head may require additional documentation as deemed necessary in order to clarify and support Request for Authority for Foreign Travel.

J. T. Alibani

V. Effectivity

This Order shall take effect immediately and shall supersede DOST Administrative Order No. 004, Series of 2017.

Other cases/circumstances not covered by the above rules and regulations shall be subject to the approval and/or discretion of the Secretary.


FORTUNATO T. DE LA PEÑA
Secretary

REPUBLIC OF THE PHILIPPINES }
TAGUIG CITY } S.S.

AFFIDAVIT OF UNDERTAKING

1. _____, Filipino, of legal age, and with given address at _____, Philippines, after having been duly sworn to in accordance with law, do hereby state that:

1. I am presently employed at the Department of Science and Technology as _____.
2. I was invited by _____ to participate in _____ Training for the period of _____ at _____.
3. I have a pending administrative case (Adm. Case No. _____) before the Office of _____.
4. I undertake to travel on the stated dates and voluntarily obligate myself to immediately return to the Philippines;
5. In the event that I do not fulfill the above-stated voluntary obligation and not return to the Philippines immediately upon completion of this training grant, my failure to return shall be deemed as waiver of my right to present evidence on my behalf in stated case; that the DOST shall be allowed to complete administrative investigation against me in absentia; and that I allow judgement to be promulgated in absentia in stated case
6. Further, if there be monetary judgement and/or fine against me, I heroby authorize the DOST to garnish whatever monetary amounts are due to me in order to fulfill stated judgement and/or fine;
7. I likewise undertake and assume full, complete and sole administrative and legal responsibility for all consequences which arise in connection with present affidavit and voluntary undertaking, and render the DOST, its Secretary Fortunato T. de la Pena, its officials and employees free and harmless from whatever claims which may arise therefrom;
8. I am executing this affidavit freely and of my own volition knowing fully well its contents and consequences in order to serve as guarantee for my return from foreign travel to _____ on stated dates and to support request for issuance of foreign travel order.

[Handwritten Signature]
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FURTHER AFFIANT SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____th day of _____ 2017 at Taguig City, Philippines.

Affiant

Witnessed by:

SUBSCRIBED AND SWORN TO before me this ____th day of _____, at Taguig City, Philippines. Affiant exhibited to me her identification _____

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

L. S. ...

OFFICIAL TRAVEL REPORT

Activity Title/Date/Venue
Name of Participant
Designation/Agency

Funding Source/Amount of Support

(State itemized actual provision, or if not available, estimated expenses)

Highlights/Major Decisions

If possible and so far as may be applicable, identify and give information on the following:

- Knowledge and Technologies Diffused
- New Knowledge and Technologies Generated
- S&T Human Resources Developed
- Quality S&T Services Provided
- Conducive S&T Policy Environment Created
- Growth of Innovative and Knowledge-based SMEs
- R&D Capacity Enhanced
- Public S&T awareness Improved

Recommended Follow-Through Actions

- Follow-up actions/activities
- Local application of technologies learned

Impressions/Observations

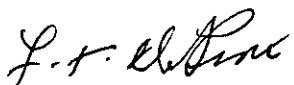
- Recent developments in the field of specialization
- Status of S&T in the host country
- Controversial issues arising from the discussion
- Outstanding reactions/comments from co-participants
- Other personal observations

Linkages Established

(Include photocopy of calling cards/or a list of contacts with address/contact number)

Comments by Agency Head

Signature/Date


Signature of Head of Agency/Date

ANNEX C

Documentary Requirements for Requests for Official Foreign Travel

I. Request for official foreign travel shall be supported by the following:

1. Letter of endorsement from the head of agency, endorsed by the concerned Undersecretary, if applicable, addressed to the DOST Secretary specifying the following information:
 - a. name, position, and agency of personnel travelling;
 - b. conference date, venue, and duration;
 - c. scientific program of the conference;
 - d. research Program or project that is funding the travel (when applicable)
 - e. source of Funds for travel (whether from the conference organizers, from the sending agency or other sources) and expenses to be covered;
2. Letter of Invitation indicating financial support, if applicable, from organizers;
3. Certified Copy of Service Record;
4. Certificate of no pending administrative case and notarized Affidavit of Undertaking if there is pending case;
5. Approved Line-Item-Budget (LIB), (if GIA/project funded);
6. Certificate of Availability of Funds, with itemized travel expenses and allowances (if GAA/government funded);
7. Clearance from Monitoring Agency/Special Project Division to use GIA/project funds;
8. Clearance from the Department of Foreign Affairs-Office of Asian and Pacific Affairs (Taiwan travel);
9. Training/Scholarship Contract (if applicable); and
10. Copy of paper/presentation materials, if applicable

II. Request for personal foreign travel shall be supported by the following:

1. Letter of endorsement from the head of agency, addressed to the DOST Secretary specifying the following information:
 - a. name, position, and agency of personnel travelling;
 - b. place or destination; and
 - c. date of travel.
2. Certificate of no pending administrative case or notarized Affidavit of Undertaking if there is a pending case;
3. Approved Application for Leave; and
4. Clearance if leave is more than 30 calendar days

J. T. Alonzo

III. Request for amendment of foreign travel shall be supported by the following:

1. Letter from the head of agency, endorsed by the concerned Undersecretary, if applicable (for official foreign travel) and addressed to the DOST Secretary specifying the following information:
 - a. name, position, and agency of personnel travelling;
 - b. amendment/s to be made;
 - c. copy of Travel Order to be amended.
2. New invitation (for official foreign travel); and
3. Revised Application for Leave, if applicable

IV. Request for travel tax exemption

1. Invitations to participate in competitions, performances and similar activities; and
2. Endorsements by relevant government agencies concerned, with a statement on how the requested travel tax exemption will advance the national interest.

L. J. de Lima