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DEPARTMENT ORDER NO. 002021-10-0016

**POLICY GUIDELINES ON (FOREIGN OR LOCAL) OFFICIAL TRAVEL
CONDUCTED BY THE DEPARTMENT OF ENERGY (DOE) PERSONNEL**

WHEREAS, under Section 8 of Republic Act (R.A.) No. 7638 known as the "Department of Energy Act of 1992" the Secretary shall have the following functions:

- (a) Establish policies and standards for the effective, efficient and economical operation of the Department in accordance with the programs of the Government;
- (b) Exercise direct supervision and control over all functions and activities of the Department, as well as its officers and personnel x x x;

WHEREAS, Republic Act No. 11032, on "*An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for other Purposes*" the law also seeks to increase efficiency by reducing processing time, eliminating red tape, and curbing corrupt bureaucratic practices;

WHEREAS, Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007 was enacted into law to improve efficiency in the delivery of government services to the public by reducing bureaucratic red tape, preventing graft and corruption;

WHEREAS, Executive Order (E.O.) No. 77 entitled "*Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel*" issued by the President of the Philippines provides for guidance in the rates of expenses and allowances for official travels;

WHEREAS, under Section 21 a (i) of E.O. No. 77, s. 2019, Department Secretaries and those of equivalent rank shall cause the preparation and issuance of internal guidelines on local and foreign travels of their personnel in order to (a) provide additional safeguards as are best suited to agency conditions, (b) address the agency's peculiarities, and (c) ensure the judicious use of public funds;

WHEREAS, the National Anti-Poverty Commission En Banc Action/Decision with File No. 160-013017-34 informs that "*the President directed all Heads of Agencies to ensure that government field offices have sufficient personnel during office hours to provide timely and responsive services to the public*";

WHEREAS, under Sec. 7 (8), Chapter 2, Book IV of the Administrative Code of 1987 (E.O. No. 292), the Department Secretary shall delegate authority to offices and employees under the Secretary's direction in accordance with the Code;

WHEREAS, Department Order (D.O.) No. 2018-03-0004 entitled "*Decentralization of the Department of Energy By Implementing Institutional Strengthening and Allowing*

Full Devolution of General and Specific Functions to its Field Offices" provides that "for the effective and efficient performance of the powers and functions of the Department, there is a need to devolve its functions to the field offices, to optimize its operation and in order to synchronize and to eliminate redundant functions";

WHEREAS, aside from the need for continuous education and training of Department of Energy (DOE) personnel, there is also a need to represent the agency in the international and local fora, events, and conferences in order to clearly articulate and implement the mandates of the Department and to address the issues and concerns regarding the energy sector. To ensure that the DOE is properly represented, there is a need to formulate policies and implement strict guidelines on the official travels conducted by its officials and employees; and

WHEREAS, to improve the efficiency of delivering public service, there is a need to adopt policies and establish standardized guidelines on official travels being conducted by DOE personnel to streamline the rules and regulations of the Department in order to improve the administrative efficiency of its Bureaus, Services and Field Offices.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOREGOING PREMISES, the DOE promulgates the following guidelines:

I. General Provisions

Section 1. There is a need to formulate and strictly implement guidelines on the foreign or local travels conducted in the performance of duties by DOE officials and employees, to ensure that there is efficiency in delivering public service and that there is sufficient manpower within the respective offices that will oversee the overall administration of each office;

Section 2. Foreign or local travels conducted in the performance of duty shall only be allowed if the following minimum conditions are met: (a) it is in line with the Department's mandate and substantial benefit shall be derived therefrom, or the same is in furtherance of State interest or redound to its benefit; (b) the participation of the official or employee is imperative in the meeting, conference, seminar, consultation or other similar official activities and the purpose of the trip is strictly within the mandate of the requesting official or employee; and (c) the estimated travelling and other related expenses that will be incurred should be minimal or not be excessive.

In order to minimize travel expenditures, the approving authority shall explore possible alternative modes such as teleconferencing or videoconferencing, or submission of relevant documents via electronic mail other than sending a delegate provided it is not inimical to State interest, or the consultation is not confidential in nature.

Section 3. In case a DOE official or employee is invited to attend a meeting abroad by a representative of an embassy or any foreign institution or organization, or locally by a representative of a public or private organization, the concerned DOE official or employee should advise the said representative that the invitation should be first endorsed to the Department Secretary.

Likewise, all invitations for trainings, seminars, workshops, conferences, speaking engagements, presentations and the like should be forwarded to and received by the Office of the Secretary.

Section 4. Participation in non-energy related trainings, seminars, or conferences but will redound to the benefit of the Department, or individual expertise of the personnel shall be subject to the approval of the Department Secretary after it has been duly endorsed by the Supervising Undersecretary and Assistant Secretary of the Bureaus/Services/Field Offices provided that it is authorized by the Civil Service Rules and a fund is allocated for such purpose. In such case, the participants therein shall be reduced to the barest minimum.

For training programs attended by DOE officials and employees for capacity building purposes, its effectiveness shall be regularly monitored and evaluated by the Human Resource Management Division (HRMD) which shall establish a process to assess its effectiveness and applicability.

Section 5. The Department Secretary has the discretion to designate the focal persons and their alternates as representatives to the international or local fora or events provided that those designated are qualified as technical experts in their respective field.

Any invitation, whether international or local, that suggests the participation of a specific DOE employee will not result in his/her automatic nomination.

Section 6. The concerned official/employee is required to process and submit all the necessary travel related documents for the Secretary's approval ten (10) working days before the actual date of travel to give the approving authority sufficient lead time to evaluate the nomination.

In case where only the approval of the Supervising Undersecretary and/or Assistant Secretary is required, the DOE employee must process and submit all travel related documents five (5) days before the actual date of travel, unless in extreme cases or justifiable circumstances, not later than two (2) days from the date of the scheduled departure.

Late submission of the request within the required period of ten (10) or five (5) working days is deemed denied.

Section 7. If the Secretary is invited as a speaker to a conference, forum, or other similar activities, he/she may in his discretion tag along the appropriate Undersecretary/Assistant Secretary and staff if he/she finds it necessary.

Conversely, he/she may designate an Undersecretary or Assistant Secretary to attend on his/her behalf.

The Secretary or Senior Undersecretary shall represent the Department in any international conventions, conferences, speaking engagements, etc. unless a focal person or an alternate has been designated by a Department Order (D.O.) or Special Order (S.O.) or if the former deems it appropriate and necessary to designate an Undersecretary or Assistant Secretary. This may be further delegated to a Director or Assistant Director or to any qualified staff with technical expertise.

II. Foreign Travel

Section 8. All Travel Authorities for official foreign travels, regardless of the length of travels abroad and the number of delegates, shall be subject to the approval of the Department Secretary or his authorized representative. Reimbursements for travel expenses incurred during an official trip may be approved by the Secretary or his authorized representative.

Section 9. The Office of the Secretary may accept/approve foreign invitations for speaking engagements or presentations by DOE personnel subject to the following rules:

- 9.1 In case where the invitee is an international organization or a government agency to which DOE is bound by an international commitment, the Department Secretary may accept/approve the same regardless of whether the undertaking is fully or partially funded. If partially funded, DOE may co-fund the foreign travel subject to the approval of the Department Secretary. However, if the speaking engagement or presentation is not funded, the Department Secretary has the discretion to decline the same.
- 9.2 If the undertaking is organized by a private entity/organization, the Department Secretary may recommend or allow delegates to attend provided that the event is fully funded and at no expense to the Department except for the pre-departure allowance not exceeding Php 3,500.00 subject to existing accounting rules and procedures. If the event is partially funded or at the expense of the Department, it is subject to the approval of the Department Secretary provided that there is a sufficient fund allocated for it subject to existing accounting rules and procedures.

Section 10. The Department Secretary, in prioritizing and approving foreign travels, may take into consideration the following:

- 10.1 Whether the participation of the delegate will redound to the benefit of the Department, or if it involves an existing international/bilateral agreement wherein the Department is required to participate in compliance with the treaty obligation or other international commitments and pertinent issuances; or
- 10.2 Whether the participation of the DOE official or employee will help diffuse new knowledge and innovative techniques of value to the Department and/or the said participant.

Section 11. Composition of Delegates

- 11.1 The Bureau / Service / Field Office Director, Division Chiefs, Supervisors, or employee of equivalent rank may be a part of the

delegation if endorsed by the Supervising Undersecretary/Assistant Secretary.

- 11.2 A qualified rank-and-file employee may join the delegation of the senior officials if, for the faithful performance of an official duty, it is necessary to travel with the latter as an accompanying member to act as a Secretariat. The Supervising Undersecretary or Assistant Secretary shall endorse to the Department Secretary the approval of the delegate.
- 11.3 The size of the delegation shall be subject to the approval of the Department Secretary.

Section 12. The following individuals shall not be issued foreign travel authorities and shall not be entitled to government funding for such trips:

- 12.1 Private individuals;
- 12.2 Consultants and/or those engaged by way of contract of service by government agencies, except in highly meritorious circumstances (e.g., unavailability of qualified employees in highly technical or specialized fields) and upon written justification submitted to the authorized approving officials; and
- 12.3 Spouses or children of the officials or employees except when diplomatic protocol or established international practices provides otherwise.

Section 13. Pre-Departure Expenses and Return Trip Fees. Pre-departure expenses not exceeding P3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, portage, airport terminal fees, if any, and other related expenses. Visa fee is not included as official passport is required to be used for official travels.

Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip.

Section 14. Transportation Expense. In case the DOE officials and employees authorized to travel abroad shall not be provided with transportation by the host country or sponsoring organization, they shall be allowed transportation expenses for the economy class, which for purposes of this Order does not include premium economy class. For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Department Secretaries, Undersecretaries, Assistant Secretaries and those of equivalent ranks, business class airfares may be authorized, subject to the approval of the Office of the President (OP).

Section 15. Clothing Allowance

- 15.1 Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on a pro-rated basis, as follows:

| Period | Amount |
|--|---------------|
| More than one (1) month but less than three (3) months | US\$200.00 |
| Three (3) months and more but less than six (6) months | US\$300.00 |
| Six (6) months and more | US\$400.00 |

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$300.00.

- 15.2 When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

| Period | Amount |
|---|---------------|
| Two (2) weeks or less | US\$200.00 |
| More than two (2) weeks but less than one (1) month | US\$300.00 |
| One (1) month and more | US\$400.00 |

- 15.3 Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the DOE.
- 15.4 When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- 15.5 The clothing allowance may be granted more than once in every twenty-four (24) months. In no instance, however, shall the total clothing allowance exceed US\$400.00 within a twenty-four (24) month period.
- 15.6 Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two (2) seasons or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

Section 16. Daily Subsistence Allowance (DSA)

- 16.1 Those travel abroad that are unfunded or not fully funded shall be granted the DSA based on the daily rates by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA).

When the country of destination is not listed therein, the DSA for nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.

16.2 The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

| Particulars | Percentage | To Cover |
|---|------------|--|
| Day of arrival at the point of destination (regardless of time) and succeeding day/s thereof on official business | 100% | Hotel/ lodging (50%), Meals (30%), and Incidental expenses (20%) |
| Day of departure (regardless of time) if other than date of arrival | 50% | Meals (30%) and Incidental expenses (20%) |

16.3 If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.

16.4 Claims for payment of DSA as provided under Section 16.1 and 16.2 hereof shall not require presentation of bills and receipts.

16.5 Subject to the approval based on the Travel Authority, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed thirty per cent (30%) of such component of the prescribed DSA rate, and only upon certification by the Secretary as absolutely necessary in the performance of an assignment and presentation of bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.

Section 17. Payment of DSA Differential

17.1 Where personnel on travel abroad, to attend international conferences or meetings or to undertake official missions or assignments, are provided by the host government with DSA and allowances lower than those prescribed in this Order, such personnel shall only be entitled to the difference.

17.2 Personnel on scholarships, fellowships, trainings, workshops, and study grants abroad shall not be allowed payment of DSA differentials.

Section 18. Reimbursement of Representation Expenses.

18.1 The following officials, who are authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the Secretary, based on justifications presented and upon presentation of bills and receipts:

| Official | Amount |
|---|------------|
| Undersecretaries - designated as head of the delegation | US\$700.00 |

| | |
|---|------------|
| Assistant Secretaries – designated as head of the delegation | US\$500.00 |
| Level lower than Assistant Secretary – designated as head of the delegation | US\$300.00 |

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, usages and practices.

- 18.2 DOE officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses.

Section 19. Scholarships, Fellowships, Trainings and Studies Abroad

- 19.1 The Department of Education, CHED, and TESDA, which absorbed the functions of the abolished Special Committee on Scholarships and tasked to jointly issue the implementing rules and regulations pursuant to Section 2 of E.O. No. 402 (s.2005), shall incorporate in the joint guidelines the pertinent rules and regulations relative to grant-funded scholarships, fellowships, trainings and studies abroad, consistent with E.O. 77, s. 2019.

- 19.2 Expenses related to such travels abroad shall be limited only to pre-departure expenses since the donor countries/organizations/institutions shall pay for the airfares, school/ training fees, accommodations, health insurance, and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, DOE may pay the same, subject to the provisions of the memoranda of agreement or any similar document that may be entered into by and between the donor and the DOE.

Section 20. Insurance. DOE personnel on foreign travel pursuant to this Order may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of Php 500,000.00 if there is no minimum coverage set by a country.

Section 21. Assignment of Responsibilities. To comply with the requirements pursuant to EODB Act and the Citizens Charter of the DOE, personnel on travel must submit an assignment of responsibilities on who will take responsibility of the assigned task while on travel.

III. Local Travels

Section 22. The consideration and approval of local travels shall be based on the performance and financial accountability, prioritizing only those that are absolutely necessary in the exigencies of the service and adhering to financial prudence at all times.

If the activity conducted is assessed to be non-beneficial to the Government or the Department, future local travels of the same subject or activity will be automatically disallowed.

Section 23. The Undersecretary(ies) have the authority to approve the quarterly schedule of prioritized and rationalized local travels of DOE personnel upon endorsement of the Assistant Secretary of the Travel Plan submitted by the Bureau/Service/Field Office Directors under their direct supervision.

Section 24. For the approval of the Travel Order, the following shall be the approving authority of the DOE officials and employees:

Approving Authority

Secretary
Undersecretary
Assistant Secretary

Director

DOE officials and employees

Undersecretary
Assistant Secretary
Director, Assistant Director and
Division Chiefs under his direct
supervision.
Supervisor, its equivalent and below

However, the Supervising Undersecretary or Assistant Secretary may require that the Travel Order and other related documents be endorsed to his office for his/her approval if the travel of the employee concerned is found to be in violation of this Order or other pertinent regulations or is excessive or unnecessary.

Section 25. Travels in relation to the general or specific functions which are already fully devolved to the field offices pursuant to D.O. No. 2018-03-0004 shall no longer be undertaken by the respective Bureau or Service unless such travel is essential to the capacitation of the field office, or the field office concerned is incapable or requires assistance in carrying out the devolved function. In both instances, it must be approved by the Supervising Undersecretary and Assistant Secretary, as the case may be.

Section 26. In case of Information, Education and Communication (IEC) Campaigns, the following rules shall be followed:

- 26.1. Speakers of the IEC may be any qualified DOE employee designated by his/her immediate supervisor or a representative considered as an expert in his/her respective field.

The Director of the Bureau/Service/Field Office concerned must ensure that the employees conducting the same must do so on a rotational basis to ensure that other employees are given the opportunity to enhance their capacity for field work.

- 26.2. Coordination activities and other administrative work must be done within the office (*i.e.* phone calls or emails) unless such activities requires personal coordination. In such case, the activity must first be approved by the Supervising Undersecretary or Assistant Secretary.

Section 27. In no case shall a DOE employee be on official travel for a period of more than seven (7) consecutive days in a month (inclusive of travel time), or a total

of ten (10) intermittent days in a month, unless required by compelling reasons, or in case of travels under special circumstances such as approved trainings and/or educational activities.

Section 28. Field works should not exceed more than seven (7) days (inclusive of travel time). Any field works exceeding more than 7 days shall require the approval of Supervising Undersecretary and Assistant Secretary and should be for highly justifiable reasons.

Official travels for more than fifteen (15) days shall be approved by the Department Secretary regardless of the position or rank of the employee.

Section 29. The Director of the Bureau/Service/Field Office must always maintain an appropriate sized workforce to take care of routine work for the day.

Section 30. Assignment of Responsibilities. To comply with EODB and the Citizens Charter of the DOE requirements, personnel on travel must submit an assignment of responsibilities on who will take responsibility of the assigned task while on travel.

Section 31. Travel Beyond 50-Kilometer Radius from the Permanent Official Station (DOE Head Office/Field Offices)

31.1. Transportation Expenses and Miscellaneous Expenses.

The allowable transportation expenses and reasonable miscellaneous expenses (e.g., terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment shall cover the following areas:

- (i) From the office or residence to the point of embarkation, and vice versa;
- (ii) From the point of embarkation to the point of disembarkation in the place of destination, and vice versa; and
- (iii) From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa.

The transportation expenses and reasonable miscellaneous expenses under this provision shall be in addition to the daily travel expenses under Section 31.2 of this Order.

DOE Personnel shall not be entitled to transportation expenses for the entire trip or portion of such trip if a government vehicle was used.

If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation.

31.2. Daily Travel Expenses (DTE)

- (i) The maximum allowable DTE of DOE personnel, regardless of rank and position, shall be at the following rates:

| DESTINATION | | MAXIMUM DTE |
|--------------------|--|-------------|
| Cluster I | Region I Region II Region III Region V Region VIII Region IX Region XII Region XIII ARMM | Php1,500.00 |
| Cluster II | Cordillera Administrative Region Region VI Region VII Region X Region XI | Php1,800.00 |
| Cluster III | National Capital Region Region IV-A Region IV-B | Php2,200.00 |

- (ii) Claims for payment of DTE as provided under this Section hereof shall not require presentation of bills and receipts.

31.3. Apportioned Travel Expenses

The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station (DOE Head Office/Field Offices) shall be based on the following allotment:

| Particulars | Percentage | To Cover |
|---|------------|--|
| Day of arrival at point of Destination (regardless of time) and succeeding day/s thereof on official business | 100% | Hotel/ lodging (50%), Meals (30%), and Incidental expenses (20%) |
| Day of departure for permanent official station (regardless of time) if other than date of arrival | 50% | Meals (30%), and Incidental expenses (20%) |

31.4. Travel Expenses in Excess of Authorized Travel Rates.

Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services offered by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred per cent (100%) of such component of the prescribed DTE rate, and only upon:

- (i) Submission of certification by the Secretary or authorized representative as absolutely necessary in the performance of an assignment; and,

- (ii) Presentation of bills and receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts.

31.5. Precluding Double Payment of Travel Expenses.

To preclude double payment, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or quarters en route, or where meals and/or lodging are paid for or furnished by the government or other parties.

Section 32. Assignment of Responsibilities. To comply with the requirements pursuant to EODB Act and the Citizens Charter of the DOE, personnel on travel must submit an assignment of responsibilities on who will take responsibility of the assigned task while on travel.

Section 33. Travel Within the 50-kilometer Radius from the Permanent Official Station (DOE Head Office/ Field Offices)

- 33.1. For official travel to destinations within the 50-kilometer radius from the permanent official station, the actual transportation expenses under Section 31.1, as well as the DTE under Section 31.2 not exceeding the rates provided therein, may be authorized. Provided, that the personnel concerned shall stay in the place of assignment and does not commute daily from the place of assignment to the place of residence or permanent official station and back.

The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel.

- 33.2. Personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station, shall be allowed the following expenses:
 - (i) Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;
 - (ii) Meals in an amount not exceeding the thirty per cent (30%) of the authorized meal component of the DTE as indicated in Section 31 hereof.

Presentation of transportation ticket or any equivalent document shall be required as proof of actual travel undertaken.

Section 34. Mode of Transportation and Type of Accommodation. The mode of transportation and type of hotel/lodging to be availed shall, in all cases, be the most economical and efficient.

As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances, such as but not limited to, carrying large amounts of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high-level government officials, or when time is of the essence.

Section 35. Availment of Department of Tourism (DOT) – Accredited Accommodations. If a government agency lacks residential facilities for its personnel on official local travel, the approving authority and personnel concerned are encouraged to patronize DOT-accredited accommodations to ensure availment of adequate but reasonably priced services and amenities.

Section 36. Periodic Review of Local Travel Rates Every Three (3) Years. To ensure that local travel rates remain up to date, the TRC shall conduct a regular review of the travel rates every three (3) years based on the survey lodging costs to be conducted by the Department of Tourism (DOT), and other economic indicators to be provided by the Philippine Statistics Authority.

IV. Prohibitions, Restrictions and Limitations

Section 37. Prohibition against Junkets of Government Officials and Employees. All forms of travel junkets shall be strictly prohibited. The conduct of Strategic Planning Workshops (SPW) or Teambuilding activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

Section 38. Travel in Connection with Official Duties Paid for by a Private Source. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed. No official or personal travel of DOE officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with the Department. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

Section 39. In no case shall a Director and Assistant Director of a Bureau/Service/Field Office travel at the same time unless the Secretary or the Supervising Undersecretary and Assistant Secretary requires or approves the same.

If in the exigency of service, both the Director and the Assistant Director is required to travel simultaneously, the next-in-rank shall be designated as the officer-in-charge and remain at the office to supervise the appropriate sized workforce to ensure that the day-to-day operations continues.

V. Cash Advance, Reimbursements, and Other Provisions

Section 40. The concerned official or employee must comply with all the documentary requirements of the existing auditing rules and regulations for cash advancement and reimbursement of travel expenses incurred during an official travel.

Section 41. Cash advance shall be granted to any official or employee if a proper accounting of the previous cash advance for travel given to him is first made or the same is first liquidated and/or settled in accordance with the auditing rules and regulations.

Section 42. Rendition of Account on Cash Advances and Sanction

| Type of Travel | Period to Render Liquidation | Sanction |
|----------------|--|--|
| Foreign Travel | Within two (2) calendar months after return to the Philippines | No travels with government funding shall be allowed for those who have not liquidated their expenses for previous government funded travel |
| Local Travel | Within one (1) calendar month upon his/her return to the Department or permanent official station. | |

Further, failure of the official or employee to render an account of the cash advance received by him/her in accordance with Sec. 16 of E.O. 248, the payment of his/her salary shall be suspended until he complies therewith.

Section 43. Reportorial Requirements.

- 43.1. The concerned official or employee authorized to travel under this Order shall, within one calendar month after his return to his permanent official station, submit a post-activity report with his assessment or recommendations, if any, on the official travel conducted, except when circumstances require immediate action or urgent resolution.
- 43.2. For reports that are deemed important for policy considerations and/or operations, officials and employees are required to submit immediate copies to the Office of the Secretary thru their Supervising Undersecretary and Assistant Secretary.
- 43.3. All Office/Bureau/Service/Field Office are required to submit their travel plans on or before 31st of January of each year to the Supervising Undersecretary and Assistant Secretary.
- 43.4. The Directors of the Bureaus/Services/Field Offices are required to submit at the end of each quarter a report to the Supervising Undersecretary or Assistant Secretary of all authorized official travels of their respective employees, indicating therein the names of the travelers, their destinations, the duration, the nature and purpose of the travel, and the costs of travel.

The Directors of Bureaus/Services/Field Offices shall copy furnish the Human Resource Management Division (HRMD) of the said report which shall consolidate submitted Reports of Travels Undertaken by their respective employees for the purpose of establishing a database of all official travels undertaken by DOE officials and employees.

Section 44. Sanctions. Non-compliance with this Order and other laws, rules and issuances, shall be a sufficient ground for the outright denial or non-processing of requests for travel authority and travel order.

Further, administrative cases for misconduct, insubordination or other related offense under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or other relevant laws, rules and regulations shall be filed against the government personnel traveling abroad without the requisite authority. The filing of said cases shall be without prejudice to other liabilities and personnel actions allowed under existing laws, rules and regulations.

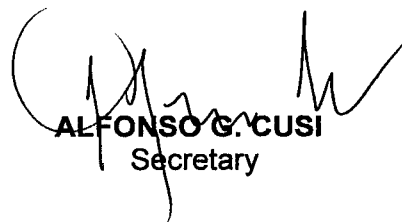
Section 45. Fund Sources. All official local and foreign travels of the DOE personnel shall be charged against the appropriation for travelling expenses in the annual DOE budget.

Section 46. Separability Clause. If for any reason, any section or provision of this D.O. is declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 47. Repealing Clause. Any previous orders or similar issuances that are contrary to or inconsistent with this D.O. are hereby repealed, amended or modified accordingly.

Section 48. Effectivity. This Department Order shall take effect immediately and shall remain in effect until revoked by the undersigned or by competent authority.

Issued this ___th day of OCT 12 2021 at Energy Center, Rizal Drive, Fort Bonifacio Global, Taguig City, Philippines.


ALFONSO G. CUSI
Secretary

