



Republic of the Philippines
DEPARTMENT OF ENERGY

IT12

FEB 28 2009

Department Order No. D02009-03-0005 *qrs*

**POLICY ON FOREIGN TRAVELS, SPEAKING ENGAGEMENTS
AND PRESENTATIONS**

In order to rationalize foreign travels and the use of funds in connection thereof, the following policies are hereby issued for immediate implementation:

1. All invitations for trainings, seminars, workshops, conferences, meetings, speaking engagements, presentations and the like should be forwarded to and received by the Office of the Secretary.
2. As regards foreign speaking engagements and presentations, the following rule shall govern:
 - a. DOE shall accept foreign speaking engagements and presentations that are fully funded or partially funded by an international and/or government agency to which DOE has an international commitment. In cases where there is partial funding only, the DOE may co-fund the foreign speaking engagements and presentations, subject to the approval of the undersigned.
 - b. For foreign speaking engagements and presentations organized by a private organization, DOE shall send delegates only if these are fully funded and therefore at no cost to DOE, except the pre-departure allowance of P1,500.00, subject to existing accounting and auditing rules.

For Compliance.

ANGELO T. REYES
Secretary



IN REPLYING PLS CITE:
SE09-011322



Energy Center, Merritt Rd., Fort Bonifacio, Taguig City, Metro Manila 1201 Philippines

Tel. Nos.: Trunkline (632)840-1401; Telefax (632) 840-2067; (632) 840-2138; (632) 840-4244; Fax (632) 840-1731; Hotline (632) 840-2130
Website: www.doe.gov.ph E-mail: info@doe.gov.ph