

[EXECUTIVE ORDER NO. 401, April 26, 1990]

**RULES AND REGULATIONS AND AUTHORIZED ALLOWANCES
COVERING OFFICIAL TRAVEL ABROAD OF GOVERNMENT
PERSONNEL UNDER THE CATEGORY OF CONFERENCE, SPECIAL
MISSIONS, AND OTHER NON-STUDY TRIPS**

WHEREAS, present circumstances warrant a review of the existing rules and regulations governing official travel abroad of government personnel;

WHEREAS, to provide government personnel on official travel abroad with adequate financial means within the financial capability of the government to enable them to travel in a manner befitting their respective capacity and to uphold the prestige of the Republic of the Philippines and otherwise to represent the country with distinction and dignity, it is necessary to adjust/modify existing rules and regulations and authorized allowances covering official travel abroad;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. Coverage. This Executive Order shall govern official travel abroad of officials and employees of the government, both national and local, including government-owned or controlled corporation whose nature of travel is under the category of Conferences, Special Missions, and Other Non-Study Trips.

Section 2. Approval of the President. All official travels abroad of Department Secretaries, Undersecretaries, Assistant Secretaries, and other officials of equivalent rank whose nature of travel falls under the category of Conferences, Special Missions, and Other Non-Study Trips, shall be subject to the prior approval of the President of the Philippines. All other positions concerned shall be with the prior approval of their respective Department Secretary and his equivalent.

Section 3. Nature of Travel. Travels and assignments under this Executive Order shall cover only those which are urgent and extremely necessary, will involve the minimum expenditure and expected to bring immediate benefit to the country. Travels and assignments under this Order shall include those undertaken for the following purposes:

- a) To attend conferences or seminars sponsored by foreign governments or international governments organizations to which the Philippine Government is committed or invited to send representatives or participants;
- b) To attend conferences or seminars sponsored by private organizations, whether international or not, invitations to which have been sent through their respective governments

to the Philippine Government;

- c) To conduct examination or investigation of Philippine Government agencies of affairs;
- d) To undertake any other official mission which cannot be assigned to any other Philippine government official or officials already abroad.

Section 4. . In case officials and employees authorized to travel abroad under this Order are not provided with transportation by the host country or sponsoring organization or agency, they shall be allowed official transportation which shall be of the economy class unless otherwise specified in the travel authority.

Section 5. Clothing Allowance. Officials and employees authorized to travel abroad under this Order shall be granted clothing allowance as follows:

<u>Category</u>	<u>Clothing Allowance</u>
a) Department Secretaries, Executive Secretary, Cabinet Secretary, Chairmen of Constitutional Commissions, and those of equivalent rank	\$400
b) Department Undersecretaries, Deputy Executive Secretary, Cabinet Undersecretary, Members of Constitutional Commissions, and those of equivalent rank	400
c) Assisting Secretaries, Chairmen of governing boards and the general managers or the managing heads of government-owned or controlled corporations, heads of delegation with full powers, Directors of bureau-level offices, Department Regional Directors, Chiefs of Mission, Consuls-General, Counsellors, Chief of Staff of the Armed Forces of the Philippines, and other officials of equivalent rank	350
d) Vice-Chairmen and Members of governing boards and councils, the Assistant General Managers and other assistant managing heads of government-owned or controlled corporations, Assistant Bureau Directors, Bureau Regional Directors, other general officers of the Armed Forces of the Philippines, Foreign Service Officers, and other officials or equivalent rank	350
e) Heads of primary units and officials of equivalent rank	300
d) All other employees	300

Clothing allowance shall not be granted oftener than once in every twenty-four (24) months, and a certification shall be submitted to the effect that no clothing

allowance had been received during the next preceding twenty-four (24) months. In cases where the clothing allowance previously received by the official or employee concerned was less than the clothing allowance to which he is entitled for the subsequent trip, he may be granted the difference.

Section 6. Daily allowance and reimbursable limit for hotel room rate. Officials and employees who travel abroad under this Order shall be granted daily allowance and reimbursable hotel room expense as follows:

<u>Category.</u>	<u>Daily Allowance</u>	<u>Reimbursable Limit for Hotel Room Rate</u>
a) Department Secretaries, Executive Secretary, Cabinet Secretary, Chairmen of Constitutional Commissions, and those of equivalent rank	\$100	\$100
b) Department Undersecretaries, Deputy Executive Secretary, Cabinet Undersecretary, Members of Constitutional Commissions, and those of equivalent rank	90	90
c) Assistant Secretaries Chairmen of governing boards and the general managers or the managing heads of government-owned or controlled corporations, heads of delegation with full powers, Directors of bureau-level offices, Department Regional Directors, Chiefs of Missions, Consuls-General, Counsellors, Chief of Staff of the Armed Forces of the Philippines, and other officials of equivalent rank	80	80
d) Vice-Chairmen and Members of governing boards and councils, and the Assistant General Managers and other assistant managing heads of government-owned or controlled corporations, Assistant Bureau Directors, Bureau Regional Directors, other general officers of the Armed Forces of the Philippines, Foreign Service Officers, and other officials or equivalent rank	70	70
e) Heads of primary units and officials of equivalent rank	60	60
d) All other employees	50	50