



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 040

TO : The Undersecretaries and Assistant Secretaries
All Heads of Bureaus, Commissions and
Offices attached to the DOJ
The Prosecutor General and Regional Prosecutors
The Chief State Counsel
DOJ Chiefs of Service
All concerned

SUBJECT : GUIDELINES IN APPROVING REQUESTS FOR AUTHORITY TO
TRAVEL (TA) AND TO ATTEND MEETINGS/CONFERENCES

DATE : SEP 14 2018

OFFICIAL FOREIGN TRAVEL

1. The Secretary of Justice (SoJ) shall continue to act on all requests for authority to travel abroad, for official purpose, of all officials and employees of the Department of Justice (DOJ) Proper.
2. Requests for authority to travel abroad, for official purpose, of all officials and employees of the DOJ attached agencies shall be for approval or disapproval of the Undersecretary-in-charge.
3. All requests for TA shall be submitted to the Technical Staff for evaluation and review of supporting documents. The Technical Staff shall submit its recommendation to the Office of the Secretary, through the Undersecretary-in-Charge of the office or program where the official or employee is assigned, or to the Undersecretary-in-Charge, as the case may be.
4. Requests for official foreign TA with complete supporting documents must be submitted to the Technical Staff at least ten (10) working days prior to the scheduled departure.

OFFICIAL LOCAL TRAVEL

5. The SoJ shall continue to act on requests for official local TAs of Undersecretaries, Assistant Secretaries, the Chief State Counsel, the Prosecutor General, and the Heads of attached agencies. The SoJ shall also act on such requests when the travel of any official or employee would exceed thirty (30) days.
6. All Undersecretaries are hereby authorized to approve/disapprove official local TAs of officials and employees belonging to the offices and programs falling under their immediate supervision and/or those within their delineated functions pursuant to Department Circular No. 029 dated 27 July 2018.

7. The Undersecretary-in-charge of the Prosecution Staff is hereby designated to act on requests for official local TAs of the prosecutors and staff of Office of the Secretary of Justice Prosecution Staff, prosecution offices in the National Capital Region (NCR), as well as the Regional Prosecutors, upon the recommendation of the Prosecutor General.
8. The Regional Prosecutors are hereby authorized to act on requests for official local TAs of the prosecutors and staff within their respective Regional Prosecution Offices: provided that the venue thereof is also within their regional jurisdiction and the travel is at no cost to the government, otherwise, the Undersecretary-in-charge of the Prosecution Staff shall act on the same.
9. All Heads of Bureaus, Commissions and agencies attached to the DOJ shall act on requests for official local TAs of the officials and employees in their respective offices.

PERSONAL TRAVEL

10. The SoJ shall continue to act on requests for personal foreign TAs of Undersecretaries, Assistant Secretaries, the Chief State Counsel, the Prosecutor General, and the Heads of attached agencies. The SoJ shall also act on such requests when the travel of any official or employee would exceed thirty (30) days.
11. All Undersecretaries are hereby authorized to approve/disapprove requests for personal foreign TAs of officials and employees belonging to the agencies, offices, and programs falling under their immediate supervision and/or those within their delineated functions pursuant to Department Circular No. 029 dated 27 July 2018. The Undersecretary-in-charge of the Prosecution Staff shall act on all requests for personal foreign TAs of all the prosecutors and staff of the National Prosecution Service.
12. All requests for personal foreign TAs shall be submitted to the Personnel Section for evaluation and review of supporting documents. The Personnel Section shall forward the same with the corresponding draft TA to the approving authority as herein indicated.
13. Requests for personal foreign TA with complete supporting documents must be submitted to the Personnel Section at least ten (10) working days prior to the scheduled departure.

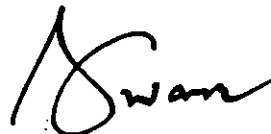
ATTENDANCE TO MEETINGS

14. Pursuant to Department Circular No. 029 dated 27 July 2018, all Undersecretaries, Assistant Secretaries, the Chief State Counsel and the Prosecutor General, are hereby further authorized to approve or otherwise, direct the attendance to meetings and/or conferences, which do not entail additional costs, of officials and employees belonging to the offices and programs under their immediate supervision and/or those within their delineated functions.
15. All Regional, Provincial and City Prosecutors shall continue to have authority to approve/disapprove attendance by the respective prosecutors and prosecution staff to said local meetings and/or conferences.
16. These meetings and/or conferences are those related to the duties and functions of the concerned official or employee, within the area of their official station, will not last for more than one (1) day inclusive of travel time, and will not entail additional costs to the department. For this purpose, a locator slip may be issued.

GENERAL PROVISIONS

17. In the of absence or unavailability of the approving officials herein authorized, the OIC or alternate signatory duly designated by the SOJ shall act on the pending requests for TAs and/or authority to attend meetings and/or conferences.
18. The grant/reimbursement of travel expenses shall be subject to availability of funds therefor and in accordance with existing laws, rules and regulations.
19. The officials herein authorized to issue TAs and/or the authority to attend meetings/conferences shall submit a monthly report to the Office of the Secretary, not later than five (5) days from the end of each month, containing information on all such TAs and authorities issued during the month.
20. For local travels requiring airplane tickets, the request form and the travel authority should be submitted at least two (2) working days prior to the scheduled departure.
21. Nothing in this Circular shall be construed as a departure from Office of the President Memorandum Circular No. 35 (s. 2017).
22. This Circular shall take effect immediately. All previous issuances of this Department or parts thereof which are inconsistent with the provisions this Department Circular are hereby repealed and modified accordingly, the other provisions not otherwise affected shall remain valid and subsisting.

For compliance.



MENARDO I. GUEVARRA

Secretary

Department of Justice

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