



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



June 29, 2016

CIRCULAR
NO. 2016 – 10


SUBJECT : AMENDMENT TO ITEM 3.2 OF CIRCULAR NO. 2012-12 DATED JULY 2, 2012 RE: GUIDELINES ON THE PAYMENT OF TRAVEL EXPENSES FOR LOCAL TRAVEL OF DILG LG SECTOR OFFICIALS AND PERSONNEL

In the exigency of the service, Item 3.2 of the afore-cited Circular is hereby amended to read as follows:

“3.2 Personnel hired thru contract of service/job orders shall be allowed to travel on official business in exceptional cases provided that their Contracts/Terms of Reference (TOR), specifically allow or include activities that require travel outside of their official station. Claims for travel expenses of personnel hired thru contract of service/job order shall be allowed, if necessary and justified, on reimbursement basis only. They shall not be allowed to avail of cash advances for travelling expenses, except those who are involved in, or for purposes of inspection, monitoring and evaluation of locally-funded projects as per their travel plan approved by the Head of Office.

This particular amendment to Item 3.2 shall take effect immediately. Other guidelines of the aforementioned Circular remain in effect and in force.

For strict compliance.


MEL SENEN S. SARMIENTO
Secretary

