



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Quezon Avenue Corner EDSA, Quezon City, Philippines
Tel. No. 8999644 TeleFax No. 8958274

MEMORANDUM CIRCULAR No. 2019 - 003

PRESCRIBING RULES AND GUIDELINES ON THE APPLICATION, PROCESSING AND ISSUANCE OF TRAVEL AUTHORITY TO PERSONNEL OF THE PHILIPPINE NATIONAL POLICE (PNP), AMENDING FOR THE PURPOSE MEMORANDUM CIRCULAR NO. 2010-090

WHEREAS, Republic Act No. 6975, as amended by Republic Act No. 8551, placed the Philippine National Police (PNP) under the administrative control and operational supervision of the National Police Commission (NAPOLCOM);

WHEREAS, pursuant to its statutory mandate, the NAPOLCOM processes and issues Travel Authority (TA) for foreign travel of PNP personnel on official mission or personal business;

WHEREAS, the Commission issued Resolution No. 2010-090, "Confirming the Philippine National Police Circular No. 2008-018, entitled: "Prescribing the Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel";

WHEREAS, in the interest of ensuring an enhanced, judicious and more expeditious discharge of the Commission's mandate to issue TA for foreign travel of PNP personnel, there is a need to revisit and review existing procedural guidelines on the application, processing and issuance of this form of authority;

NOW, THEREFORE, the NAPOLCOM, pursuant to its constitutional and statutory mandate to administer and control the PNP, RESOLVES, AS IT DOES HEREBY RESOLVES, to PRESCRIBE, AS IT HEREBY PRESCRIBES THE FOLLOWING RULES AND GUIDELINES:

Section 1. All applications for issuance of TA for (a) foreign travel of PNP uniformed personnel on official mission or personal business, and for (b) foreign travel of non-uniformed personnel on official mission, shall be filed with the NAPOLCOM, through the Personnel and Administrative Service (PAS), not later than fifteen (15) days before the scheduled foreign travel. No application for issuance of TA filed beyond the reglementary period shall be received except for meritorious and justifiable reasons.

Provided, that, the Chief, PNP, shall state clearly and distinctly the meritorious and justifiable reason for exempting the application for issuance of TA from the reglementary period.

Provided, further, that, all applications for issuance of TA for foreign travel of non-uniformed personnel for personal business shall be filed with, processed, signed and approved by the Chief, PNP or his duly authorized representative.

Provided, furthermore, that at the end of every quarter, the PNP thru the DPRM shall submit to the Office of the President, thru the Executive Secretary, copy furnished the NAPOLCOM, a complete report on all foreign travels of PNP personnel.

Section 2. All applications for issuance of TA for foreign travel by officials of the PNP holding third-level ranks, including those of non-uniformed personnel on official mission only, shall be forwarded to the Office of the Chairman, NAPOLCOM for processing and approval. In case of his absence, the Vice Chairman and Executive Officer, the next ranking Commissioner shall sign on behalf of the Chairman;

All applications for issuance of TA for foreign travel by officials of the PNP holding second-level ranks and below, including those of non-uniformed personnel on official mission only, shall be processed by the PAS and forwarded to the Office of the Vice Chairman and Executive Officer, NAPOLCOM for approval. In case of his absence, the next ranking Commissioner, the Deputy Executive Officer shall sign on behalf of the Vice Chairman.

Section 3. All requests for authority to travel must satisfy the minimum criteria and documentary requirements therefor, otherwise, the same may be disapproved or returned without action.

Requirements for Issuance of Travel Order:

A. For Official Travel

1. Letter Indorsement from PNP
2. invitation Letter from Sponsor or Host Country
3. Approved Foreign Travel Screening Committee (FTSC) Resolution
4. Approved Foreign Travel Evaluation Board (FTEB) Resolution
5. Affidavit of Undertaking
6. Photocopy of Current Passport

Provided, that, in cases of official foreign travel exceeding a period of two (2) weeks, the applicant shall secure a certification that he/she is fit to travel from the PNP Health Service.

B. For Personal Travel

1. Letter Indorsement from PNP
2. Application for Leave (CSC Form)
3. Breakdown of Leave Credits
4. Letter Request from PNP Officer
5. Certificate of Non-Pending Case from Unit Assignment
6. Certificate of Duty Status
7. DLOD Clearance
8. Affidavit of Undertaking
9. Photocopy of Current Passport

Section 4. Violations of any of the provisions of this Circular shall be dealt with in accordance with existing laws, rules and regulations.

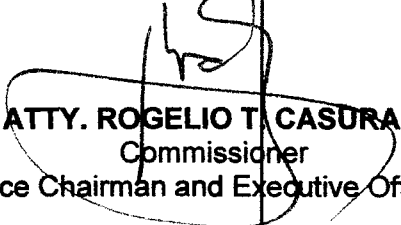
Section 5. All other issuances inconsistent herewith are hereby repealed or modified accordingly.

Section 6. In order to ensure strict compliance with this Circular, the Chief, PNP shall issue the necessary implementing directive.

Section 7. This Circular shall take effect fifteen (15) days from the date of its filing with the University of the Philippines, Office of the National Administrative Register (UP ONAR).

Adopted this 1st day of JULY 2019, in Quezon City, Metro Manila, Philippines.


EDUARDO M. AÑO
Chairman
Secretary, DILG


ATTY. ROGELIO T. CASURAO
Commissioner
Vice Chairman and Executive Officer

Felizardo M. Serapio, Jr.
FELIZARDO M. SERAPIO, JR.
Commissioner

Zenonida F. Brosas
ZENONIDA F. BROSAS
Commissioner

ON LEAVE

ATTY. JOB M. MANGENTE
Commissioner

OSCAR D. ALBAYALDE
Commissioner

ATTESTATION

I hereby attest and certify that this Memorandum Circular was approved upon due consultation and deliberation of the Members of the Commission En Banc in a meeting called for the purpose.

Benjamin da Florentino
DIR. BENJAMIN DA FLORENTINO
Acting Deputy Executive Officer

