



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



**AMENDING CERTAIN PROVISIONS OF MEMORANDUM CIRCULAR NO. 2019-83
DATED MAY 29, 2019, AND INCORPORATING PROVISIONS ON THE USE OF
FTA ON-LINE SYSTEM (VERSION 2.0) THEREOF**

Memorandum Circular No. 2019-203

22 NOV 2019

1.0 Reference

Section 3, Civil Service Commission, Anti-Red Tape Authority and Department of Trade and Industry Joint Memorandum Circular No. 2019-001 dated July 17, 2019

2.0 Purpose

This Memorandum Circular is issued to further simplify and expedite the procedure in the processing and approval of request for travel authority of local government officials and employees.

3.0 Coverage

All Provincial Governors, City/Municipal Mayors, DILG Regional Directors, DILG Field Officers, the Chief Minister, BARMM, the Minister of the Ministry of Local Government, BARMM, and all others concerned

4.0 Policy Content and Guidelines

4.1 Filing of Application for Travel Authority

Item 4.0, of DILG MC No. 2019-83 is hereby amended, to read as follows:

"The application for Travel Authority, complete with all the required documents, must be filed at least seven (7) working days, both for official and personal/private purpose, prior to the date of departure.

The application for Travel Authority, with ALL the required supporting documents shall be filed thru the Foreign Travel Authority (FTA) On-Line System at fta.dilg.gov.ph through the following steps:

- 1. Go to fta.dilg.gov.ph using any internet browser;***
- 2. Download the FTA Checklist of Administrative Requirements;***
- 3. Prepare all the required documents and save them in a single file in PDF format;***
- 4. Once completed, click the APPLY Button.***

5. **Enter all required information and upload the required documents (in PDF format only). All mandatory fields (with asterisk) should be filled-up.**
6. **Ensure that all registered information are true and correct before clicking the SUBMIT APPLICATION Button.**
7. **The system will automatically generate the APPLICATION NUMBER. The applicant is advised to save the said number, to be used when checking the status of his/her request.**
8. **The approved travel authority or any action on the request will be directly sent to the applicant's registered email, copy furnished concerned DILG Regional, Provincial, and City or Municipal Offices.**

Effective December 1, 2019, the FTA On-Line System shall be available for use. All pending requests prior to said date shall be inputted into the system by the concerned DILG Office."

4.2. Other Rules and Regulations

Item 5.0.11, of DILG MC No. 2019-83 is likewise amended, to read as follows:

"A Sanggunian Member who intends to pursue a personal or private trip that does not extend to more than three (3) months, or when such trip is to be undertaken during a period where there is no emergency or crisis, shall notify the concerned Presiding Officer, the Vice Governor in the case of Sanggunian Panlalawigan Member, the City Vice Mayor in the case of the Sanggunian Panlungsod Member, or the Municipal Vice Mayor in the case of the Sanggunian Bayan Member, in writing, with the duly accomplished leave application filed for the approval, or other appropriate action of, the Presiding Officer. In the case of a Sangguniang Barangay Member, he/she shall notify the Punong Barangay, in writing, with the duly accomplished leave application filed for the approval or appropriate action of the Punong Barangay. In the event that the leave application is approved, the said approved leave application shall serve as the Travel Authorization relative to such personal or private trip. Provided that, when the application for leave of absence is not acted upon within five (5) working days after receipt thereof, the application for leave of absence shall be deemed approved, as provided for in Section 47, Approval of Leaves of Absence, of the Local Government Code of 1991".

4.3 Role of DILG Municipal Office, City Office, Provincial Office, Regional Office, and the Bureau of Local Government Supervision

- 4.3.1 The DILG Municipal/City/Provincial Office shall act and endorse on-line the request for an authority to travel of municipal/city/provincial officials and employees, respectively upon receipt to BLGS.
- 4.3.2 In case the DILG Municipal/City Office failed to act upon the request of municipal/component city officials and employees within twenty-four (24) hours from application, the concerned DILG Provincial Office or Regional Office shall then act and endorse on-line the request to BLGS.
- 4.3.3 In case the DILG City Office failed to act upon the request of highly urbanized/independent component city officials and employees within twenty-four (24) hours from application, the Regional Office shall then act and endorse on-line the request to BLGS.
- 4.3.4 In case the DILG Provincial Office failed to act upon the request of provincial officials and employees within twenty-four (24) hours from application, the Regional Office shall likewise act and endorse on-line the request to BLGS.
- 4.3.5 Upon receipt, the BLGS shall evaluate and process all requests and submit appropriate recommendation to the Office of the Secretary for consideration.

5.0 Effectivity

This Memorandum Circular shall take effect immediately.

6.0 Approving Authority


EDUARDO M. AÑO
Secretary



7.0 Feedback

For related queries, kindly contact the Bureau of Local Government Supervision at Telephone Nos. (8)8763454 loc 4210 or at email address at foreigntravel@yahoo.com.

JOINT MEMORANDUM CIRCULAR NO. 2019-001
Series of 2019

The Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"

WHEREAS, Article II, Section 27 of the Constitution provides that the State shall maintain honesty and integrity in the public service and shall take positive and effective measures against graft and corruption;

WHEREAS, Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007 was enacted on June 2, 2007 to eliminate red tape and to simplify frontline service procedures, formulate service standards to observe in every transaction, and make known these standards to the client;

~~**WHEREAS**, Republic Act No. 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 was enacted on May 28, 2018, amending Republic Act No. 9485, to provide a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness-related transactions in government;~~

WHEREAS, Section 18 of Republic Act No. 11032 sets its effectivity "*...fifteen days after its publication in the Official Gazette or in two (2) newspapers of general circulation.*" R.A. No. 11032 was published in two (2) newspapers of general circulation on 2 June 2018 and thus became effective on 17 June 2018;

WHEREAS, Section 30 of Republic Act No. 11032 mandates the Anti-Red Tape Authority with the Civil Service Commission (CSC), and the Department of Trade and Industry (DTI), and in coordination with the Department of Information and Communications Technology (DICT), Department of Finance (DOF), Department of the Interior and Local Government (DILG), National Economic and Development Authority (NEDA), Philippine Statistics Authority (PSA), Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), the Office of the Ombudsman, Housing and Land Use Regulatory Board (HLURB), and the Union of Local Authorities of the Philippines (ULAP) to promulgate the necessary rules and regulations within ninety (90) working days from the effectivity of Republic Act No. 11032;

NOW, THEREFORE, these Implementing Rules and Regulations (IRRs) are hereby promulgated and issued as Joint Memorandum Circular No. 2019-001 , to guide all concerned departments, offices, agencies, and stakeholders, in the implementation of R.A. No. 11032.

For processes that involve several stages with corresponding prescribed requirements, the processing time for each stage commences on the date/time that the applicant has satisfactorily completed the requirements for the previous stage and has submitted all the requirements for the subsequent stage being applied for.

- b) The receiving officer or employee shall assign a unique identification number to an application or request, which shall serve as the identifying number for all subsequent transactions between the government and the applicant or requesting party regarding the subject application or request.
- c) The receiving officer or employee shall issue to the applicant an acknowledgement receipt signifying acceptance of a complete application or request, containing the unique identification number stamped therein as reference for all subsequent transactions, the seal of the agency, the name of the responsible officer or employee, his/her unit and designation, and the date and time of receipt of such request or application.

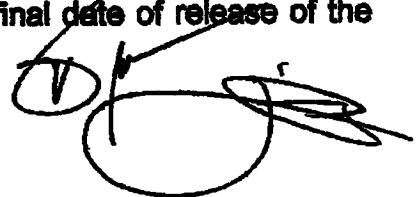
For online application or request, the agency shall provide a response containing the unique identification number as reference for all subsequent transactions, the seal of the agency, the name of the responsible officer or employee, his/her unit and designation, and the date and time of receipt of such request or application.

Section 3. Action of Officers

- a) All applications or requests for government service submitted shall be acted upon by the assigned officer or employee within the prescribed processing time stated in the Citizen's Charter which shall not be longer than three (3) working days in the case of simple transactions and ~~seven (7) working days~~ in the case of complex transactions from the date the request or complete application or request was received.

For applications or requests involving activities which pose danger to public health, public safety, public morals, public policy, and highly technical transactions, the prescribed processing time shall in no case be longer than twenty (20) working days or as determined by the government agency or instrumentality concerned, whichever is shorter.

- b) The maximum time prescribed in Section 9 (b) (1) of the Act may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter.
 - i. Prior to the lapse of the processing time, the office or agency concerned shall notify the applicant or requesting party in writing of the reason for the extension and final date of release of the



Section 4. Effectivity Clause

These Rules and Regulations shall take effect fifteen (15) days from publication either in the Official Gazette or in two (2) national newspapers of general circulation and from filing of three (3) certified copies in the University of the Philippines Law Center.

Done, in the City of Pasay, this 17th day of July in the year 2019



ALICIA DELA ROSA-BALA
Civil Service Commission
Chairperson



ATTY. JEREMIAH B. BELGICA
Anti-Red Tape Authority
Director General



RAMON M. LOPEZ
Department of Trade and Industry
Secretary