



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>



MEMORANDUM CIRCULAR
NO. 2019- 67

May 10, 2019

T O : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG-BARMM CHIEF MINISTER, BARMM MINISTER OF LOCAL GOVERNMENT, DILG REGIONAL DIRECTORS, AND OTHERS CONCERNED

SUBJECT : POLICY ON THE ISSUANCE OF CERTIFICATES OF APPEARANCE OF LOCAL GOVERNMENT OFFICIALS AND EMPLOYEES

It has been brought to the attention of this Department that local officials and employees often come to Manila allegedly for the purpose of transacting official matters with various offices of the national government, without securing the necessary travel order from authorities who have supervision over them.

This Department, being primarily the instrumentality of the state, exercising general supervision, hereby enjoins all Local Chief Executives (LCEs) and their officials and employees travelling outside their jurisdictions to secure written permissions, pursuant to *Article 173 on the Permission to Leave Station, Implementing Rules and Regulations of the Local Government Code of 1991 (RA 7160)*, which specifically provides, as follows:

"All appointive local officials going on official travel shall apply and secure written permission from their respective local chief executives before departure. The application shall specify the reasons for such travel and the permission shall be given or withheld based on considerations of public interest, financial capability of the LGU concerned, and urgency of the travel. Should the LCE concerned fail to act on such application within four (4) working days from receipt hereof, it shall be deemed approved."

Item (b)(iii) of Title I. Official local travel of government personnel under Presidential Executive Order No. 77 dated March 15, 2019, specifically provides that:

"Provincial Governors shall approve official local travels of LGU officials and employees, including the Municipal Mayors and City Mayors within their territorial jurisdiction, for less than 30 days, while the Municipal Mayors or City Mayors, for their respective LGU officials and employees, including those officials and employees of barangays within their territorial jurisdiction."

This Department may only issue Certificates of Appearance to any local officials and employees with the approved Travel Order from proper authorities who have supervision over them. Local officials transacting official business with other national government agencies in Metro Manila must secure Certificates of Appearance from the office where they personally transact their official business, and this Department will not issue on their behalf, for whatever purpose it may serve them.

The DILG-BARMM Minister of Local Government and all DILG Regional Directors are also directed to widely disseminate this Memorandum Circular to all LGUs within their respective jurisdictions.


EDUARDO M. ANO
Secretary

