1.0 REFERENCES


1.2 DILG Memorandum dated April 08, 2019 on the Executive Order (EO) No. 77.

2.0 RATIONALE

2.1 This policy, in accordance with Executive Order No. 77 dated March 15, 2019, is hereby implemented in the Bureau of Jail Management and Penology to give specific guidelines on travelling expenses and allowances for official local and foreign travels of BJMP personnel, such as representation expenses, clothing, and daily necessities as well.

2.2 This policy will help the Jail Bureau to carry out proper utilization and optimization of resources in the organization.

3.0 OBJECTIVE

This policy shall prescribe rules and regulations on the rates and regulations of expenses and allowances for official local and foreign travels of BJMP personnel. This will foster transparency, responsibility and accountability in the use of organizational resources in order to safeguard any allocations intended for travel expenses.

4.0 SCOPE

This Memorandum Circular shall cover all BJMP personnel in the active service only.

Prepared by: RINGO I. MONTAUS, MBA, MPSA
Jail Chief Superintendent
Director, Directorate for Comptrollership

Reviewed by: DENNIS J. ROCAMORA, CEOE
Jail Chief Superintendent
Deputy Chief for Operations
of the Jail Bureau
Quality Management Representative

Approved by: ALLAN S. IRAL, CEOE
Jail Director
Chief, BJMP

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5.0 DEFINITION OF TERMS

5.1 DAILY TRAVEL EXPENSES – the amount authorized to cover expenses for local travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.

5.2 DAILY SUBSISTENCE ALLOWANCE – The cost to cover expenses for foreign travel which includes costs for hotel accommodation or lodging, meals and incidental expenses.

5.3 PERMANENT OFFICIAL STATION – The place where the office or regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee.

5.4 PLACE OF ASSIGNMENT – It refers to the assigned area or home-based during the whole duration of the official travel.

5.5 TRANSPORTATION EXPENSES – The actual fares of the authorized modes of transportation (e.g., land, sea and air) for local and foreign travels from the permanent official station to the destination or place of assignment and back.

6.0 PROCEDURES / GUIDELINES

6.1 COVERAGE OF OFFICIAL TRAVEL
Official travels shall cover only those which meet the following criteria:

6.1.1 Local and Foreign Travels and Assignments of BJMP Personnel shall be allowed based on the following criteria:

a. It is essential to the effective performance of an official or personnel’s mandates or functions;

b. It is required to meet the needs of the Jail Bureau;

c. The presence of the BJMP personnel is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and

d. The projected expenses are not excessive or involve minimum expenditure.

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6.1.2 All BJMP personnel authorized to approve local or overseas travels are required, as far as practicable, to minimize travel cost.

6.1.3 The following individuals shall not be issued foreign travel authorities and entitlement of BJMP funding for such trips:

a. Private individuals;

b. Consultant of, and/or those engaged by way of contract of service by, government agencies, except in highly meritorious circumstances (e.g., unavailability of qualified personnel in highly technical or specialized fields), and upon written justification to the authorized approving officials; and,

c. Spouses or children of government officials, except when diplomatic protocol or established international practices provide otherwise.

6.2 APPROVAL OF OFFICIAL TRAVELS

6.2.1 APPROVAL OF LOCAL TRAVELS

a. The official local travels of the BJMP Personnel for thirty (30) days or more and payment of their corresponding travel shall be approved by the Chief, BJMP and/or Officer-in-Charge in the National Headquarters or any authorized representative/s in the Regional Level.

b. Notwithstanding the foregoing, the Office of the President (OP) is not precluded from requiring any BJMP personnel to secure authority for local travel from said Office or from another approving authority to be designated by it.

6.2.2 APPROVAL OF FOREIGN TRAVELS

a. Regardless of the length of travel abroad and the number of delegates, official foreign travels and payment of travel expenses shall be approved by the Secretary of the Department of the Interior and Local Government, or his/her authorized representative.

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b. Foreign travels authorized under this policy shall refer only to those under the following categories:

   i. International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;

   ii. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to the Jail Bureau; and,

   iii. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement of the DFA.

c. In case of trips involving delegations, the authorized approving authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application or proposal.

6.3 ENTITLEMENT TO OFFICIAL TRAVELS

6.3.1 LOCAL TRAVELS: beyond 50-kilometer Radius from the Permanent Official Station

a. Transportation Expenses and Miscellaneous Expenses

   i. The allowable transportation expenses and reasonable miscellaneous expenses (e.g., terminal fees, parking fees, road tolls, etc.) from the permanent official station to the destination or place of assignment shall cover the following areas:
MEMORANDUM CIRCULAR
TOPIC
STANDARD OPERATING PROCEDURE ON
TRAVELLING EXPENSES AND
ALLOWANCES FOR OFFICIAL LOCAL AND
FOREIGN TRAVELS OF BJMP PERSONNEL

PRESCRIBING RULES AND REGULATIONS OF
EXPENSES AND ALLOWANCES OF BJMP PERSONNEL
FOR OFFICIAL LOCAL AND FOREIGN TRAVELS

➢ From the office or residence to the point of
  embarkation, and vice-versa;

➢ From the point of embarkation to the point of
disembarkation in the place of destination, and vice-
versa; and,

➢ From the point of disembarkation to the office or
destination or place of assignment in the field, and vice
versa.

ii. The transportation expenses and reasonable miscellaneous
    expenses under this provision shall be in addition to the daily
    travel expenses as shown in item b in the succeeding
    subsection.

iii. BJMP Personnel concerned shall not be entitled to
    transportation expenses for the entire trip or portion of such
    trip where BJMP Transport Vehicle was used.

iv. If a private vehicle is used, no reimbursement of the cost of
    gasoline and fuel shall be allowed. The BJMP Personnel
    concerned, however, is entitled to the equivalent cost of the
    customary mode of transportation.

b. Daily Travel Expenses (DTE)

   i. The maximum allowable DTE of BJMP Personnel, regardless
      of rank and position, shall be at the following rates:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>MAXIMUM DTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster I Regions I, II, III, V, VIII, IX, XII, XIII, and BARMMM</td>
<td>Php. 1,500.00</td>
</tr>
<tr>
<td>Cluster II Regions VI, VII, X, XI, and CAR</td>
<td>Php. 1,800.00</td>
</tr>
<tr>
<td>Cluster III NCR, CALABARZON and MIMAROPA</td>
<td>Php. 2,200.00</td>
</tr>
</tbody>
</table>

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ii. The claims for payment of DTE as provided for travel beyond the 50-kilometer radius from the permanent official station shall not require presentation of bills and receipt.

c. Apportioned Travel Expenses

The allowable DTE for travel beyond the 50-kilometer radius from the permanent official station shall be based on the following apportionment:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Percentage</th>
<th>To Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business</td>
<td>100%</td>
<td>Hotel (50%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meals (30%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incidental Expenses (20%)</td>
</tr>
<tr>
<td>Days of departure for permanent official station (regardless of time) if other than date of arrival</td>
<td>50%</td>
<td>Meals (30%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incidental Expenses (20%)</td>
</tr>
</tbody>
</table>

d. Travel Expenses in Excess of Authorized Travel Rates

Claims for reimbursement of actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts, and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred percent (100%) of such component of the prescribed DTE rate, and only upon:

i. Submission of certification by the head or authorized representative as absolutely necessary in the performance of an assignment; and,

ii. Presentation of bills and receipt. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts.

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e. Precluding Double Payment of Travel Expenses

To preclude double payment, the corresponding portion of the DTE shall not be allowed when the fare paid for transportation includes meals and/or quarters en route, or where meals and/or lodging are paid for or provided by the Jail Bureau.

6.3.2 LOCAL TRAVELS: Within the 50-Kilometer Radius from the Permanent Official Station

a. For OFFICIAL TRAVEL WITHIN 50-KILOMETER RADIUS from the permanent official station, the actual transportation expenses and reasonable miscellaneous expenses and allowable travel expenses in the preceding paragraph may be authorized. The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice as supporting document for said travel.

b. PERSONNEL ON OFFICIAL TRAVEL who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed to the following expense:

   i. Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back;

   ii. Meals in an amount not exceeding the thirty percent (30%) of the authorized meal component of the DTE as indicated in abovementioned provision.

c. Presentation of transportation ticket or any equivalent document (such as boarding pass, certificate of appearance, certificate of travel completed, disbursement voucher, etc.) shall be required as proof of actual travel undertaken. (Please see Annex B)
6.3.3 FOREIGN TRAVELS: Pre-departure Expenses and Return Trip Fees of Foreign Travels

a. Pre-departure expenses not exceeding Php. 3,500.00 shall be allowed to cover miscellaneous expenses for taxicab fare, passport processing, immunization and medical laboratory fees, photographs, porterage, airport terminal fees, if any, and other related expenses.

b. Likewise, reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip.

c. Transportation Expenses

In case the personnel authorized to travel abroad shall not be provided with transportation fee by the host country or sponsoring organization, they shall be entitled transportation expenses for the economy class.

d. Clothing Allowance

i. Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis, as follows:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than one (1) month but less</td>
<td>Php. 10,000.00</td>
</tr>
<tr>
<td>than three (3) months</td>
<td></td>
</tr>
<tr>
<td>Three (3) months and more but</td>
<td>Php. 15,000.00</td>
</tr>
<tr>
<td>less than three (6) months</td>
<td></td>
</tr>
<tr>
<td>Six (6) months and more</td>
<td>Php. 20,000.00</td>
</tr>
</tbody>
</table>

ii. Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed Php. 20,000.00.

iii. When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

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<table>
<thead>
<tr>
<th>Time Duration</th>
<th>Clothing Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) weeks or less</td>
<td>PhP. 10,000.00</td>
</tr>
<tr>
<td>More than two (2) weeks but less</td>
<td>PhP. 15,000.00</td>
</tr>
<tr>
<td>than one (1) month</td>
<td></td>
</tr>
<tr>
<td>One (1) month and more</td>
<td>PhP. 20,000.00</td>
</tr>
</tbody>
</table>

iv. Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by the Jail Bureau.

v. When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.

vi. The clothing allowance may be granted more than once in every twenty-four (24) months.

vii. Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two (2) seasons or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

e. Reimbursement of Representation Expenses

i. The Chief, BJMP, who is authorized to attend international conferences or undertake official missions in the exigency of service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the rates proposed in this policy, subject to the approval of the authorities listed under Section 10(a) of Executive Order No. 77. The amount should only be that of the lowest as prescribed by E.O No. 77. Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with the generally accepted practices.
ii. BJMP Personnel on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by benefactor or sponsoring organizations, shall not be entitled reimbursement of representation expenses.

f. Insurance

i. BJMP personnel on foreign travel pursuant to this policy may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of Php500,000.00 if there is no minimum coverage set by the country.

6.4 REQUIREMENTS FOR OFFICIAL TRAVELS

6.4.1 Local Travel
a. Disbursement Voucher
b. Itinerary of Travel
c. Certificate of Travel Completed
d. Authenticated Letter Order
e. Certificate of Appearance
f. Tickets for Plane and Taxi
g. Boarding Pass (in case of boarding in Plane)

6.4.2 Foreign Travel
a. Endorsement from the Regional Director (Region Only)
b. Endorsement from the Warden (Those assigned in jails only)
c. Letter Request of personnel indicating the purpose, date and place of travel
d. Certificate of Leave Credits Breakdown
e. Affidavit of No-Pending Administrative and Criminal Case
f. Certificate of No-Pending Case (Legal Service Office)
g. Certificate of No-Money Accountability (Finance Service Office)
h. Certificate of No-Property Accountability (Supply Accountable Office)
i. Supporting Documents (Photocopy of Passport, Plane Ticket and VISA if Necessary)

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6.5 SUPPLEMENTARY REQUIREMENT

6.5.1 Taking of personal leave immediately before or after the official activity is highly discouraged. As such, within one (1) calendar month after returning to the permanent official station, every personnel authorized to travel under this policy shall submit to the National Headquarters or Director for PRM a report with recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken.

6.5.2 Further, the Jail Bureau in the National Headquarters and Regional Offices down to the lowest level of jail units shall ensure the extensive dissemination of this policy nationwide.

7.0 MONITORING PROCEDURE

The Directorate for Comptrollership of the National Headquarters shall conduct quarterly monitoring of the implementation of this Memorandum Circular to ensure policy compliance.

8.0 FINANCIAL CLAUSE

The funds shall be sourced out from the Bureau’s Maintenance and Other Operating Expenses (MOOE).

9.0 SEPARABILITY CLAUSE

In the event that any provision or part of this SOP be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

10.0 REPEALING CLAUSE

All existing rules, regulations and other issuances or portion thereof which are inconsistent with the provision of this policy standard are hereby modified, repealed or revoked accordingly.

11.0 EFFECTIVITY

This shall take effect upon the approval of the Chief, BJMP.

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12.0 ANNEXES

12.1 ANNEX A: LOCAL TRAVEL (Cash Advance)
12.2 ANNEX B: LOCAL TRAVEL (REIMBURSEMENT)
12.3 ANNEX C: FOREIGN TRAVEL DOCUMENTS TO BE SUBMITTED
ANNEX A:
LOCAL TRAVEL (Cash Advance)

BJMP PERSONNEL
(request)

ACCOUNTING OFFICE
Documents:
- Obligation Request and Status
- Disbursement Voucher
- Letter Order
- Itinerary
- Tickets

COMPTROLLERSHIP
(Funding)

Accounting
(Process)

FINANCE SERVICE OFFICE
(Release)

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ANNEX B:
LOCAL TRAVEL (Reimbursement)

BJMP PERSONNEL
(Request)

ACCOUNTING OFFICE
Documents:
- Obligation Request and Status
- Disbursement Voucher
- Letter Order
- Itinerary of travel
- Certificate of Travel Completion
- Certificate of Appearance
- Tickets/Receipts
- Boarding Pass

COMPTROLLERSHIP
(funding)

Accounting
(Process)

FINANCE SERVICE OFFICE
(Release)
**ANNEX. C**  
**FOREIGN TRAVEL DOCUMENTS TO BE SUBMITTED**

<table>
<thead>
<tr>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Order/Travel Order; except Head of Agency under the OP</td>
</tr>
<tr>
<td>as approved by the OP</td>
</tr>
<tr>
<td>Duly Approved Itinerary of travel</td>
</tr>
<tr>
<td>Letter of Invitation of host/sponsoring country/agency/organization</td>
</tr>
<tr>
<td>Plane Fare (quotation of three (3) travel Agencies)</td>
</tr>
<tr>
<td>Copy of UNDP rate of daily subsistence allowance (DSA) for the computation of DSA</td>
</tr>
<tr>
<td>Document (to show dollar to peso exchange rate at the date of grant of cash advance)</td>
</tr>
<tr>
<td>Authority from the OP to claim representation expenses</td>
</tr>
<tr>
<td>Seminar/Trainings (Invitation, Acceptance of the Nominee as participants, Program Agenda and Logistics Information)</td>
</tr>
<tr>
<td>Certification from the Accountant (Previous Cash Advance has been liquidated and accounted)</td>
</tr>
</tbody>
</table>

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