

DILG Regional Office 8

FRONTLINE SERVICES

Service: Processing of Request for Authority to Travel Abroad

Client: Local Government Officials and Employees

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
Processing of Request for Authority to Travel Abroad Client: Local Government Officials and Employees	1. Receiving / recording of request	5 minutes	RACHEL PAPISTOL Receiving Officer	For Official Travel (1 set only): 1. Letter-request for authority to travel 2. Host country / sponsoring agency's invitation letter 3. Affidavit of No Pending Administrative or Criminal Case 4. Clearance from Money and Property Accountabilities 5. OIC designation from requesting LCE/VM/VG/Dept. Head 6. DTI indorsement (only for trade and investment-related trips) 7. Justification on Benefits to be derived from the trip 8. Certification from the LCE/HRMO that said trip/activity is included in their CAPDEV 9. MLGOO's and PD's indorsement For Personal Travel (1 set only): 1. Letter-request stating inclusive dates of travel and places to be visited; 2. Approved Leave of Absence 3. MLGOO's and PD's indorsement	Indorsement to Central Office
	2. Verification of records and evaluation of request	30 minutes	PIA M. Q. LOVETE Chief, LGMED		
	<ul style="list-style-type: none"> • If complete, prepares indorsement to Central Office • If incomplete, prepares checklist of lacking documents to be returned to applicant through PO 	10 minutes	PIA M. Q. LOVETE Chief, LGMED		
	3. Signing of Indorsement / letter	5 minutes	PEDRO A NOVAL JR Regional Director		
4. Releasing of Certificate / Written request for additional supporting document	10 minutes	JENNEFER PAGATPAT Releasing Officer	Indorsement to Central Office		