MEMORANDUM CIRCULAR
No. 18
Series of 2003

SUBJECT: Amendment To Memorandum Circular No.7,
Series Of 2003

Memorandum Circular No. 7, Series of 2003 is hereby amended specifically
its provisions on the Classification of Administrative Issuances to include Travel
Order, to read as follows:

5. Travel Order- directed to a particular official or employee, of limited
application and covers a specific date, place and time.

Item B on “Policies” is likewise hereby amended to include therein the
following provisions:

6. Special orders and travel orders shall be prepared by the requesting/
originating Office/ Bureau/ Service/ Division/ Operating unit, to be
signed by authorized officials.

7. The Records section shall in turn, immediately furnish the Personnel
Division a copy of the numbered Special Order and Travel Order for
information and record purposes.

8. Any subsequent amendment of the Special/ Travel Order shall also be
done by the requesting/ originating office. The Records section shall
also furnish Personnel Division a copy of such amendment.

This Circular shall take effect immediately.

Issued in Quezon City, this 16th day of June 2003.

CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:
RENAO F. GILERA
Records Officer III