



Republic of the Philippines
Department of Social Welfare and Development

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DEPT. OF SOCIAL WELFARE & DEV'T.
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MEMORANDUM CIRCULAR

NO. 43

Series of 2004

LEGAL SERVICE
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**SUBJECT: AMENDMENT TO M.C. NO. 37, S. 2004, "FY 2004
AUSTERITY MEASURES ON THE USE MAINTENANCE
AND OTHER OPERATING EXPENSES AND CAPITAL
OUTLAYS FUNDS"**

The following provisions of Memorandum Circular No. 37, series of 2004 providing the FY 2004 Austerity Measures on the Use of Maintenance and Other Operating Expenses and Capital Outlays Funds are hereby amended as follow:

1. TRAVEL

Section 1.3 is amended to read:

"Officials and employees including MOA workers and consultants on official travel to the Field Offices and who were provided with free board and/or lodging accommodations shall no longer be allowed to collect per diem. Any cash advance received for the purpose shall be refunded by concerned official/employee. Otherwise, a certificate from the Field Director or **representatives** that no free board and/or lodging accommodation was provided to said official/employee shall be attached to the claim for per diem." ***In the case of drivers, the official passenger may certify that no free board and lodging was provided.***

2. TRAINING

Section 2.1 is amended to read:

"Attendance to trainings/seminars/conferences/conventions sponsored by private institution shall be subject to the availability of funds and approval of the Head of the Department. The conduct of trainings/seminars/conferences/conventions may be allowed if funded by existing foreign commitments, grant or provided at no cost to the government." ***Provided, however, that the conduct of seminar/training shall be undertaken in existing DSWD facilities. Venues outside of DSWD may be allowed only if DSWD facilities cannot accommodate the total number of participants.***

Issued in Quezon City, this 1st day of December 2004.

[Signature]
CORAZON JULIANO SOLIMAN
Secretary

GI:F/ndv

A CERTIFIED COPY:

[Signature]
CARMELITA P. LAFRA
Chief, General Services Division
and OIC, Records Unit