



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07
<http://www.dswd.gov.ph>

Memorandum Circular
No. 03
Series of 2008

Subject: GUIDELINES ON TRAVELS ABROAD

I. RATIONALE

The Department allows travels abroad by officials/employees on official business and on personal time. The nature of travels encountered by the Department on official business range from meetings and conferences to workshops and full term educational programs.

The Foreign Scholarship Program (FSP) is one of the human resource development programme of the Department. It aims to develop the competencies and potentials of employees. This Program was established on the basis of Rule VIII, Sec. 14 of Executive Order 292 series of 1987 set by Civil Service Commission (CSC). It states that *a Personnel Development Committee (PDC) shall be established in each department and agency ... which shall provide support to management in matters pertaining to selection of agency nominees to training, development, and scholarship programs in accordance with existing civil service policies and standards.*

The Department institutionalized this Program through Memorandum Circular No. 2, series of 2006 or the *Guidelines on Foreign Scholarships, Training Grants and Related Travels Abroad*. This Circular however prescribes a procedure on how to manage and assign foreign scholarships¹ received through government agencies (e.g. Technical Education and Skills Development Authority (TESDA), Commission on Higher Education (CHED), National Economic and Development Authority (NEDA), Department of Foreign Affairs, etc.) or private local and foreign organizations. Therefore, the coverage of this Circular is limited to those scholarships which are disseminated in the Department and to which employees are nominated and vie for the slot available. The PDC is the body which recommends a nominee to a particular scholarship

The only provision in the MC that will cover "other travels abroad" or those which are not handled by the PDC is under Section VI.8.

The absence of a standard operating procedure on how to handle other foreign travels has led to difficulties in the handling and processing of these travels. Issues about how to classify requests as official or not, extent of support from the Department and the procedure for assigning Department representatives lend to the difficulty. MC 2006-02

¹ Foreign scholarship is any training, seminar, or academic/educational opportunity awarded to the employee by an educational institution or organization and to be held in a foreign country. (This may include but is not limited to trainings, workshops, educational courses, conferences, and seminars.)

has an overlap with other related travels. Hence, this set of guidelines is a standard operating procedure for handling of invitations abroad which do not go through the PDC including those solicited by officials and employees.

II. LEGAL BASES

- ❖ Memorandum Circular No. 2, series of 2006, Guidelines on Foreign Scholarships, Training Grants and Related Travel Abroad
- ❖ Executive Order No. 129 dated May 6, 1968 – Providing Rules and regulations Governing Official Travel Abroad of Officials and Employees of the Government, Both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and Other Expenses Therefore
- ❖ Executive Order No. 367 dated August 21, 1989 which further amend E.O No. 129 dated May 6, 1968, as amended by E.O. No. 421, dated November 26, 1973
- ❖ Executive Order No. 248 dated May 29, 1995 Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel
- ❖ Executive Order No. 248 dated August March 23, 1995 as amended by E.O. No. 248-A

III. OBJECTIVES

The objective of the guidelines is to set forth a standard operating procedure:

1. in assigning or granting requests for nominations to travels abroad from other agencies/organizations;
2. in handling requests for travels abroad by officials/employees; and
3. in ensuring equitable distribution of opportunities on travels abroad.

IV. SCOPE

This circular covers all travels abroad or foreign travels of DSWD officials and employees which do not fall under FSP or those that do not involve screening by the PDC. These include :

1. high level/ministerial meetings, conferences and the like;
2. other related travels abroad approved on official time (e.g. escorting, program/project related);
3. direct applications of employees for training and education opportunities abroad; and

4. invitations to scholarships and trainings abroad by international organizations and foreign schools directed to employees.

V. DEFINITION OF TERMS

- ❖ **Foreign travel or travel abroad** refers to any trip outside the country that does not pass through the PDC selection, but is undertaken on official time. This includes ministerial meetings, direct applications, direct invitations, and other related foreign travels. Foreign travel as used in the guidelines, is classified according to the reason by which it occurs. It is broadly categorized as follows:
1. **Ministerial/High level meetings** – high-level official meetings where regional/global issues among country participants are discussed or concerns on international commitments with foreign bilateral partners of the Department are taken up, which are also regularly conducted.
 2. **Direct application** – when a DSWD official/employee applies to foreign scholarship opportunities, which he/she sourced on his/her own such as those publicly disseminated through media or the Internet by the organizers (e.g. Japanese Grant Aid for Human Resource Development Scholarship (JDS), Monbushu Scholarship, Fulbright, etc.)
 3. **Direct invitation** – when a sponsoring agency, organization or institution specifically invites an employee/official because of his/her having attended the previous training/meeting/activity primarily of his/her being employed in the Department. It must be noted that direct invitations are generally from activities/scholarships that are conducted with some regularity (e.g. Regional Seminar for ASEAN Project of Early Childhood Care, Netherlands Fellowship Program). This shall include foreign scholarships requiring urgent nominations.
 4. **Other related travels abroad** – other travels that are not covered by above terms but are undertaken on official time by an official/employee to perform any of the following official functions:
 - act as guest speaker or resource speaker;
 - escort clients who are minors or physically unable to travel abroad alone;
 - participate as members of mission or programme assignment, detailment or delegation to a foreign country (e.g. ACEH, programs under International Social Welfare Service for Filipino Nationals (ISWSFN)) or study tours in relation to any Department programme or project (e.g. KALAHI-CIDSS);
 - provide technical assistance or conduct monitoring of DSWD programs implemented abroad;
 - participant to any activity in relation to advocacy/promotion of any social welfare and development sectoral concerns (e.g. Ambilympics);
 - other travels abroad.

- ❖ **Personnel Development Committee (PDC)** – authorized by the Department to develop, adopt and implement a judicious screening process and criteria in the selection of nominees/candidates to scholarships, trainings and other development opportunities.²

VI. GENERAL POLICIES AND GUIDING PRINCIPLES

1. The Department shall support³ travels abroad that are pertinent to its organizational goals and objectives which include official/employee's professional development and work productivity.
2. Travels abroad shall be regulated in a manner that will promote the best interest of the Department and its officials and employees' professional growth. Considerations shall be made according to the following:
 - a. the internal requirement of the Department;
 - b. the requirements of the inviting party;
 - c. relevance of the activity to the Department;
 - d. promotion and maintenance of good international relationships and fulfillment of international commitments by the Department; and
 - e. level of representation e.g. ministerial meeting or senior officials meeting.
3. Opportunities for travel abroad shall be equitably distributed among the employees of the Department. To ensure this, the frequency of foreign travels on official time by officials and employees per year shall follow the indicative guide below unless exempted by the Secretary or the Executive Committee (EXECOM):

a. Undersecretary	=	3 foreign travels
b. Assistant Secretary	=	2 foreign travels
c. Director IV and III	=	1 foreign travel
d. Rank and File Employee	=	1 foreign travel
4. Except for those personally sourced by the employee, priority in assigning travels abroad shall be given to those who are qualified and have had the least travel except in the following cases:
 - a. the organizers set specific requirements as to the qualifications of the participants;
 - b. the organizers specifically requested an employee/official due to suitability and/or previous arrangement; and
 - c. nature of the activity which will lead the Department to consider the suitability of the nominee based on position, actual duties and responsibilities, tasks

² Memorandum Circular No. 3 s. 2006 or Terms of Reference of the Personnel Development Committee.

³ The type of support that the Department shall provide for travels abroad are classified into: (1) Full Support; and (2) Partial Support. Please see Annex A with the corresponding entitlements and the terms and conditions for the grantee or scholar.

delegated to him/her by the Department, expertise, expected inputs, expected outputs/follow through activities after the activity, etc.

5. Travels abroad shall not adversely affect the delivery of service of the office, bureau or service.
6. Service obligation shall be required of employees who attend activities abroad that are categorized as scholarship/training in nature;
7. The officials/employees are encouraged to explore and apply for foreign scholarships/trainings available for their own development and to inform their Heads of Offices of such efforts.

VII. GENERAL OPERATING GUIDELINES

1. The Office of the Secretary (OSec) or the Office of the Undersecretary for GASSG shall serve as a clearing house for all invitations to activities/events/scholarships that will be held abroad except those that are sourced by officials/employees in their personal capacity (direct application). The clearing house shall identify and approve officials/employees for such activities in accordance with the general policies and guiding principles.
2. Scholarships/trainings and related activities sourced and pursued by employees/officials in their personal capacity (direct application) should be brought to the attention of his/her immediate supervisor or head of office before application especially if support will be requested from the Department (e.g. financial, official time) or that it will entail absence from the Department of five (5) working days or more.
3. To ensure coordinated Department response to such activities/opportunities, no action shall be taken unless the Secretary or designated Undersecretary has approved the foreign travel with corresponding endorsement of Cluster Head.
4. The status of employment and qualification requirements for foreign travels shall meet the general qualifications stated in MC No. 2, s. 2006 and EO No. 367:
 - a. For Direct Invitation involving **scholarship/training**
 - Two (2) years DSWD service under permanent status of appointment;
 - With Very Satisfactory performance rating for 2 consecutive semesters;
 - No pending foreign scholarship application;
 - No pending service obligation from previous scholarship grants;
 - No pending administrative case;
 - No pending feedback/ travel report for submission from previous scholarship grants; and
 - No pending liquidation from previous local and foreign travels, if applicable.

- b. High Level Meetings and Other Related Travels Abroad
 - no pending feedback/ travel report for submission from previous scholarship or travel abroad; and
 - has not reached the indicative number of travel/s per year.
 - c. Direct Application
 - Recommendation and approval of travel shall consider the following conditions:
 - Proper arrangements are put in place so as not to adversely affect the functions of that office; and
 - No additional MOA worker shall be hired to perform his/her functions.
5. All officials and employees who were granted foreign travels are required to submit a feedback report and/or re-entry plan and echo learnings to the Department upon their return.
 6. For travels abroad that are scholarship in nature, grantee or scholar must sign a service contract with the Department and render required service obligation. For failure to comply with the obligations of the scholar or travel grantee, he/she shall refund to his/her office the amount provided by the government and/or sponsor. He/she shall be automatically disqualified for availment of foreign travels until he/she has completed the terms and conditions for travel abroad.
 7. Travels abroad on personal time shall be guided by existing rules such as leave application.⁴
 8. Fund source for travel abroad shall be identified by the recommending office or the clearing house and certified as to availability by the Finance Management Service (FMS).
 9. Purchase of health insurance is strongly advised. This is at the expense of the employee/official except if required by the organizer or as a requirement to the issuance of a visa by the country where the venue of the meeting/ training/ scholarship/ activity will be. In this case, the Department will shoulder the cost of the health insurance.

VIII. SPECIFIC OPERATING GUIDELINES

A. For Ministerial Meetings/High Level Meetings, Direct Invitations and Other Related Travels Abroad

1. All invitations received by Officials or employees shall be forwarded to the Secretary or the Undersecretary for GASSG.

⁴ MCs on Application for Leave: DSWD MC 15 s. 2004 or Delegation of Authority By the Secretary; CSC MC No. 41, s. 1998 or Amendments to the Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292)

2. The recipient may recommend a candidate to the activity indicated in the invitation. It is assumed that the recommended candidate meets the general qualification requirements and that appropriate arrangements will be made to ensure the smooth operation of the office has been done.
3. The Secretary identifies the representative of the Department to the activity/meeting/training. In the case of invitations to foreign scholarship/training, the Secretary may also refer the same to the PDC.
4. If a participant is identified by the Secretary, the OSec relays the information and pertinent documents to the Cluster Head concerned for appropriate action copy furnished the Undersecretary for GASSG or the HRMDS.

If it is referred to the PDC, the process prescribed in MC No. 02, s. 2006 or the Guidelines on Foreign Scholarships, Training Grants and Related Travels Abroad shall apply.

5. The identified official/employee shall comply with the documentary requirements of the inviting party and shall be assisted by the HRMDS as needed.
6. Scholar or Grantee shall sign a contract with the Department as needed in accordance with EO 129 or MC No. 02, s. 2006 (Contract is not needed for ministerial meetings).
7. Upon return, official/employee shall submit feedback report and/or re-entry plan (see Annex B). For those who attended scholarship/training, scholar/grantee shall submit copies of the training materials and references to the Secretary within 60 days upon completion, render required service obligation and echo learnings within 1 year.
8. The liquidation report shall be submitted 60 days upon return together with the complete supporting documents such as certificate of participation, approved itinerary of travel (see Annex C), original receipts, original used plane tickets, feedback reports and program/schedule.

B. Direct Applications and Other Related Travels Abroad

Direct application are travels borne out of the efforts of the employees to avail for foreign scholarship opportunities such as degree courses, diploma course, training, workshop, seminar, research, conference, convention, study tour, and the like, on his/her own. The following procedure shall take place:

1. Official/Employee shall inform his/her immediate supervisor of his/her plans for travel abroad regardless if it is on official time or personal time.
 - a. If on personal time, the process on leave application shall be followed. It must be noted that approval of leave is at the discretion of the approving

authority. (There is no need to sign a Service Contract for travel on personal time.)

- b. If the official/employee wishes to do so on official time, he/she shall formally request this from his/her Head of Office (Director or Coach Monitor as the case may be). Request should be done prior to the employee's application in the scholarship/training.
2. If and when the official/employee decides to attend the scholarship/training/activity, he/she shall formally seek approval from the head of office (Director or Cluster Head). If an official/employee will attend scholarship/training/activity on personal time, an approved application leave is needed. On the other hand, if it will be an official time, a travel authority from the Secretary is necessary.
3. If the head of office disapproves the request for travel, he/she could appeal the decision to the Secretary.
4. If travel will be taken on official time then the following shall be prepared/undertaken:
 - a. Request travel authority from the Secretary through head of office or cluster head;
 - b. Written directive by the concerned Supervisor/Director reassigning or delegating workload of employee/official who will travel abroad;
 - c. If applicable, amendment of the official/employee's performance contract (PC) and staff to whom tasks/workload is delegated to;
 - d. (Office) clearance certificate (see Annex D) from accountabilities for official travel abroad and for personal leave (which include clearance from foreign scholarship's obligations, pending service obligation and/or pending feedback report) from the CPDD;
 - e. Certificate of no pending administrative case;
 - f. Certification by concerned Director/Coach-Monitor to assure the Department that the operations of the office shall not be negatively affected by the absence of the official/employee and that no MOA shall be hired to replace the employee (see Annex E for the template); and
 - g. Scholarship Service Contract in accordance with EO 129 s. 1968 or MC No. 02 s. 2006, if applicable.
5. For other related travels, the requesting office shall be responsible for ensuring that all requirements relative to the travel are met.
6. Upon completion of scholarship/training/activity, the scholar shall submit feedback report and/or re-entry plan (see Annex B) to the Secretary within 60 days, render required service obligation and echo learnings.
7. If applicable, the liquidation report shall be submitted 60 days upon return together with the complete supporting documents such as certificate of participation, approved itinerary of travel (see Annex C), original receipts, original used plane tickets, feedback reports and program/schedule.

IX. INSTITUTIONAL ARRANGEMENTS


1. **Office of the Secretary (OSec)** – shall serve as a clearing house for invitations on travels abroad and shall identify and approve foreign travels of officials and employees. The OSec may refer these to the Office of the Undersecretary for GASSG for appropriate action.
2. **Undersecretary for GASSG** – at the directive of the Office of the Secretary, shall serve as a clearing house for invitations on travels abroad.
3. **Undersecretaries/Cluster Heads** – shall be responsible in recommending approval of nominations for travels abroad to the Secretary and ensuring that operations of concerned office is well-managed during the travel of grantee.
4. **Heads of Offices, Bureaus or Services** – shall recommend nominees to travels abroad or indorse requests of staff to travel abroad thru their Cluster Heads/Undersecretaries.
5. **Human Resource Management and Development Service** – shall be responsible in monitoring the implementation of the policy on travels abroad and in assisting officials and employees in securing foreign travel documents.
6. **Financial Management Service** – shall be responsible in verifying availability of funds for travels abroad from concerned office.
7. **All Offices, Bureaus and Services** – shall adhere to the guidelines on travels abroad; shall allocate funds for travel abroad, if any, in their work and financial plan; shall provide support to their travel grantee/scholar in the application of his/her re-entry plan and/or recommendations from his/her travel/feedback report.

X. EFFECTIVITY

This Circular shall take effect immediately upon signing and shall supersede, amend or modify other pertinent provisions of Department orders, issuance and circulars inconsistent herewith. All matters not covered by this Circular or provisions that require clarification shall be brought to the Secretary or the Undersecretary for GASSG for resolution.

Copies of this Circular shall be disseminated to all the bureaus, services and offices at the Central Office and Field Offices.

Issued in Quezon City, this 13th day of March, 2008.


DR. ESPERANZA I. CABRAL
Secretary



TYPES OF SUPPORT FOR TRAVEL ABROAD

The following are types of support that the Department provides for travels abroad with the corresponding entitlements. The terms and conditions for the grantee or scholar is stipulated under MC No. 02, s. 2006 and EO No. 367.

A. Full Support

The travel of official/employee shall be treated as if it is sponsored or sanctioned by the Department wherein the employee is allowed to go on official time with pre-travel allowance and the "scholar" or employee/ official shall sign a scholarship or service contract with the required service obligations¹:

<i>Status/ Qualifications of the Employee/Scholar</i>	<i>Entitlements Provided by the Department</i>
<ul style="list-style-type: none"> • 2 year resident of DSWD on regular appointment • with VS performance rating for 2 semesters • no pending service obligation • no pending administrative case filed on him • no pending feedback/ travel report for submission from previous scholarship grants 	<ul style="list-style-type: none"> • official time • pre-travel allowance of PhP 1,500.00 based on E.O. 248 as amended by E.O. 248-A subject to availability of funds and accounting and auditing rules, • Representation and Transportation Allowance (RATA) for Directors and Division Chiefs; and • salary for the period of the training/ scholarship.

B. Partial Support

Only partial support shall be provided to employee/official traveling abroad if he/she was allowed to attend the travel abroad on official time only.

<i>Status/ Qualifications of the Employee/Scholar</i>	<i>Entitlements Provided by the Department</i>
<ul style="list-style-type: none"> • 2 years on permanent service • with VS performance rating for 2 semesters • no pending service obligation • no pending administrative case filed on him • no pending feedback/ travel report for submission from previous scholarship grants 	<ul style="list-style-type: none"> • official time WITHOUT Pre-travel allowance • salary for the period of the training/ scholarship

¹ Service obligation is required for travels that are scholarship/training in nature. These are as follows: (a) for every year or fraction thereof no less than 6 months = 2 years; (b) a fraction of a year less than 6 months but not less than 2 months = 1 year; (c) a fraction of a year less than 2 months = 6 months (MC No. 2, series of 2006). Ministerial meetings and work-related foreign travels do not render service obligation.

POST-TRAVEL/ TRAINING/ FEEDBACK REPORT²

NAME OF GRANTEE/SCHOLAR :
 OFFICE / AGENCY :
 TITLE OF PROGRAM/ COURSE :
 INCLUSIVE DATE :
 COUNTRY :
 PLACE OF TRAINING :

The Post-travel/Feedback report should be submitted to the Scholarship Affairs Secretariat (SAS) – TESDA/DepEd/CHED within sixty (60) days upon completion of the training. It must contain the following:

- I. Evaluation of the course, the content delivery, applicability to Philippine situation to include positive and negative factors
- II. Problems Encountered
- III. Recommendation
- IV. Re-entry plan
- V. Others

POST-TRAVEL/TRAINING/FEEDBACK REPORT**I. Evaluation of the course, the content delivery, applicability to Philippine situation to include positive an negative factors**

This includes the grantee or scholar's ideas and expectations on the course in both technical and administrative matters. Technically, the impression must indicate the manner that the course design was prepared, the effectiveness of the lecturers and the programming of lectures. The impression must also indicate the efficiency of the overall administrative and logic report, the allowances, social workers, student advisers, accommodations.

The evaluation should be an analysis of the training program which should mention: (a) the importance of the course in relation to the priorities of the Medium Term Philippine Development Plan (MTPDP) and the agency's training needs; (b) the need for modification in the coverage of the training which matches with the agency's training needs/ expectations; and (c) other agencies or institutes relevant to participate in the training, and

² Adopted with some modifications from the prescribed template of the post-travel/training report from the SAS (NEDA-Special Committee on Scholarships)

Relevance to the present work of the scholars and applicability and availability of materials used during the training in his present place of work – to maximize multiplier effect of the training.

II. Problems Encountered

This portion should indicate the difficulties experienced in the country of training, school facilities, lodging, training staff, languages, schedules, etc. It must also indicate, e.g. the donor agency's reporting to the institutes and rapport with the adviser.

III. Recommendations

This includes the learning insights organized into what could be applied by the grantee/scholar to his/her present position and function. It should highlight the ways, means and what extent of the training or study met and contributed to the training needs of the grantee/scholar and the department/agency. Suggestions may include response to the issues and problems identified which could be controlled and avoided in the Philippines.

IV. Re-entry Plan

Re-entry plan must explain how the technology gained will be transferred/ applied to the beneficiary agency. The proposed entry plan may be explained through set of activities to be undertaken within the unit/ staff / office/ agency. The proposal may indicate the budgetary requirements for the implementation of said activity. The assistance from the donor institute or the government coordinating authority may likewise be needed to make effective proposal. This must also include the grantee/scholar's proposal to utilize the knowledge learned upon return to the Philippines. The re-entry plan must at least cover 2-3 years plan of action with clear quantifiable targets (supported by schedule of activities) to address actual gaps in his/her office/organization. This consideration is closely linked to how multiplier effects should be maximized.

V. Others

This may include items that would contribute to improvement/ effectiveness of the program. A free-wheeling discussion of the other points of interest which would directly influence the formulation of course designs/ programs that would be more responsive and practicable to Philippine conditions. Special concerns which a particular individual/ scholar would wish to highlight.

Department of Social Welfare and Development

ITINERARY OF TRAVEL

Name: _____
 Position: _____
 Official Station: _____
 Purpose of Travel: _____

Date: _____
 Monthly Salary: _____

Dates	Places of to be Visited	Time		Means of Transportation	Allowable Expenses			Total Amount
		Departure	Arrival		Transportation	Per Diem	Terminal Fee	
				Total			P	

I certify that (1) I have reviewed the foregoing itinerary (2) The Travel is necessary to the service. (3) The Period covered is reasonable (4) The Expenses claimed are proper.

(1) Prepared by:

Official or Employee

 Designation

APPROVED:

HOBS/Undersecretary Concerned

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Quezon City

CLEARANCE CERTIFICATE

This is to certify that (name) _____, (position) _____ of (office) _____ is cleared as of (date) _____ of money, property and legal accountabilities with the Department of Social Welfare and Development. This clearance is being issued for purpose of _____.

1. Records, Assignments and other Accountabilities

Immediate Supervisor

Head of Office/Bureau/Service

2. Financial Accountabilities

LEONILA M. HAYAHAY
Chief, Accounting Division

VIRGINIA R. LA MADRID
Chief, Fiscal Control Division

3. Property Accountabilities

NICOMEDES P. SULLER
Chief, Property Management
Division

CARMELITA F. ZAFRA
Chief, General Services
Division

LEMIE A. REYES
Librarian

4. Personnel Records/Service Obligation, Scholarship/Administrative Cases

CESAR A. AQUINO
Chief, Personnel Division

ERLINDA F. LAYGO
Chief, Career Planning and
Development Division

SALLY D. ESCUTIN
Director, Legal Service

5. Employees' Cooperatives/Mutual Benefit Association (MBA)

THERESITA V. GARCIA
KBCI, Chairman

ALICIA R. BALA
ECCI, Chairman

GUILLERMA E. FLORES
MBA, Treasurer

LUWALHATI F. PABLO
Undersecretary
Department Secretary or Authorized Representative

NOTE: This Clearance Certificate shall be without prejudice to any other accountability that may be discovered later on and shall be used for its purpose(s) within sixty (60) days upon issuance to/receipt of the official/employee concern, otherwise it shall be rendered invalid.

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the scholarship grant/travel abroad of **Mr./Ms.** _____, (Position) of the (Office) of this Department, will not hamper the operations of the Office and alternate staff was/were identified to take on Mr./Ms. _____ duties during his/her scholarship/travel.

Further, this certifies that no additional Memorandum of Agreement (MOA) worker or Substitute Employee will be hired while Mr./Ms. _____ is on scholarship/travel abroad. Mr./Ms. _____ shall sign a Service Contract with the Department requiring him/her to serve the Department or any government office for a period of _____ after his/her return to duty.

This certification is being issued in connection with Mr./Ms. _____'s scholarship grant/travel abroad to the _____, scheduled from _____, 2007 in _____.

Issued in **Quezon City** this ____ day of _____ 2007.

(Name and Signature of Director/Coach-Monitor)
(Position) – (Office)