

CITIZENS' CHARTER- HRDD:

1. Preparation of Travel Authority

The Travel Authority is issued to Government Officials and Employees who will be travelling outside of the country, this is in compliance to the mandate of the Department of Foreign Affairs (DFA) and Department of Interior and Local Government (DILG) for Government Officials and Employees per Memorandum Circular No. 2018-197 s. 2018.

Office or Division:		Provincial Human Resource Management Office – Human Resource Development Division		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		Government Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter from Provincial Administrator (1 Original) 2. Accomplished Leave Form (1 Original)		1. Provincial Administrator’s Office 2. Respective Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly approved request letter to PHRMO with the Accomplished Leave Form.	1. Preparation of the Travel Authority.		2 minutes	<i>Admin. Assistant II/ HRDD</i>
	1.1 Submit the Travel Authority Letter to Provincial Administrator for initial and Provincial Governor for Signature.		3 Days	<i>Senior Admin. Assistant II/ AD</i>
2. Receive the duly signed Travel Authority in the respective office.	1. Deliver the Approved Travel Authority to the respective office.		2 minutes	<i>Admin. Assistant I/HRDD</i>
TOTAL:		None	3 days and 4 mins.	