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TO : ALL FIQD PERSONNEL


FROM : SONIA LUISA G. SANCHEZ
Officer-in-Charge, FIQD

SUBJECT : GUIDANCE IN THE CONDUCT OF OFFICIAL TRAVEL

Following the directive of the National Director Elizer S. Salilig regarding the conduct of official travels, please be guided to observe the following:

1. Travel Orders shall be limited to a maximum of three (3) days. In any case where the travel duration is required beyond three (3) days, the need thereof must be properly justified.
2. Except for official foreign travels or extraordinary circumstances, travel period shall not commence on a Monday.

For compliance.


SONIA LUISA G. SANCHEZ
Officer-in-Charge, FIQD