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| **SECTORAL AND ATTACHED AGENCIES - Attachments/ Requirements** |
| |  | | --- | | * 1. Meetings/Conferences/Special Missions | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Certificate as to no pending task/ Officer-in-charge | | * Certification as to no pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) * Estimate of Breakdown of Expenses (if without government expense) | | * Certificate as to No Unliquidated Cash Advance | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | |
| |  | | --- | | * 1. Trainings/Scholarship/Seminars/Workshops | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Acceptance Letter | | * Minutes of Agency Scholarship Committee Deliberation | | * Scholarship Contract (notarized) | | * Certificate as to No Pending Task/ Officer-in-charge | | * Certification as to No Pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) * Estimate of Breakdown of Expenses (if without government expense) | | * Certificate as to No Unliquidated Cash Advance | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | |
| |  | | --- | | * 1. Factory Acceptance Test/ Inspection other related training | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Contract Agreement/ Terms of Reference (Portion/Provision of the Contract where the Factory Acceptance Test/Inspection is indicated) | | * Certificate as to No Pending Task/ Officer-in-charge | | * Certification as to No Pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) * Estimate of Breakdown of Expenses (if without government expense) | | * Certificate as to No Unliquidated Cash Advance | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | | * Minutes of Agency Scholarship Deliberation (for Factory Training) | | * Scholarship Contract (for Factory Training) | |
| |  | | --- | | * 1. Personal Travel | | * Request for Travel Authority | | * Certificate as to No Pending Task/ Officer-in-charge | | * Certification as to No Pending Admin case | | * Service Record | | * Approved Leave Application | | * Clearance from Properties and Accountabilities (if travel is beyond 30days) | |

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| **DOTR CENTRAL OFFICE - Attachments/ Requirements** |  |
| |  | | --- | | * 1. International Commitments | | * Endorsement from Usec. concerned | | * Request for Travel Authority (from ICD) | | * Approved Nomination signed by the USec concernced | | * Invitation Letter from the host/ country | | * Certificate as to no pending task/ Officer-in-charge | | * Certification as to no pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) * Estimate of Breakdown of Expenses (if without government expense) | | * Certificate as to No Unliquidated Cash Advance | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | |  |
| |  | | --- | | * 1. Meetings/Conferences/Special Missions | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Certificate as to no pending task/ Officer-in-charge | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | | HRDD will provide the following:   |  | | --- | | * Certification as to no pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) | | * Certificate as to No Unliquidated Cash Advance | |
| |  | | --- | | * 1. Trainings/Scholarship/Seminars/Workshops | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Acceptance Letter | | * Minutes of Agency Scholarship Committee Deliberation | | * Scholarship Contract (notarized) | | * Certificate as to No Pending Task/ Officer-in-charge | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | | HRDD will provide the following:   |  | | --- | | * Certification as to no pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) | | * Certificate as to No Unliquidated Cash Advance | |
| |  | | --- | | * 1. Factory Acceptance Test/ Inspection other related training | | * Endorsement from Usec. concerned | | * Request for Travel Authority | | * Invitation | | * Contract Agreement/ Terms of Reference (Portion/Provision of the Contract where the Factory Acceptance Test/Inspection is indicated) | | * Certificate as to No Pending Task/ Officer-in-charge | | * Certificate as to Not due to Retirement/ Resign | | * Certificate of Undertaking | | * Minutes of Agency Scholarship Deliberation (for Factory Training) | | * Scholarship Contract (for Factory Training) | | HRDD will provide the following:   |  | | --- | | * Certification as to no pending Admin case | | * Service Record | | * Certificate of Availability of Funds (if with government expense) | | * Certificate as to No Unliquidated Cash Advance | |
| |  | | --- | | * 1. Personal Travel | | * Request for Travel Authority | | * Certificate as to No Pending Task/ Officer-in-charge | | * Approved Leave Application | | * Clearance from Properties and Accountabilities (if travel is beyond 30days) | | HRDD will provide the following:   |  | | --- | | * Certification as to no pending Admin case | | * Service Record | |