The HRDD prepares foreign travel order(s)/travel authorities of the DOTr Officials and employees including those from the sectoral offices, attached agencies and corporations attending foreign meetings, training or scholarship.  
  
In order to facilitate the preparation/processing of these foreign travel orders, the HRDD has designated dedicated Action Officers who are personally in-charge of overseeing and facilitating your agency’s scholarship and travel documents.

|  |  |
| --- | --- |
| **ACTION OFFICERS (AOs)** | **ASSIGNMENTS** |
| **Arlene Joy P. Derilo** | **Air Transport Sector** |
|  | • Civil Aeronautics Board (CAB) • Manila International Airport Authority (MIAA) • Clark International Airport Corporation (CIAC) • Mactan-Cebu International Airport Authority (MCIAA) • Philippine Aerospace Development Corporation (PADC) • Office for Transportation Security (OTS) |
| **International Commitments of DOTr-Central Office, Attached Agencies and Offices** |
| • Association of Southeast Asian Nations (ASEAN) |
| **Jerome S. Cruz** | **Air Transport Sector** |
|  | • Civil Aviation Authority of the Philippines (CAAP) |
| **Rail Transport Sector** |
| • Manila Metro Rail Transit System Line 3 (MRT-3) |
| **DOTr Central Office** |
| • Official Travels of the Secretary, Undersecretaries and Assistant Secretaries |
| **International Commitments of DOTr-Central Office, Attached Agencies and Offices** |
| • Brunei Darussalam-Indonesia-Malaysia-Philippines East ASEAN Growth Area (BIMP-EAGA) |
| **Helen P. Ibañez** | **Rail Transport Sector** |
|  | • Light Rail Transit Authority (LRTA) • North Luzon Railways Corporation (NORTHRAIL) |
| **Road Transport Sector** |
| • Land Transportation Office (LTO) • Land Transportation Franchising and Regulatory Board (LTFRB) • Toll Regulatory Board (TRB) • Office of Transportation Cooperatives (OTC) |
| **Maritime Transport Sector** |
| • Cebu Port Authority (CPA) |
| **International Commitments of DOTr-Central Office, Attached Agencies and Offices** |
| • Asia-Pacific Economic Cooperation (APEC) • Association of Southeast Asian Nations (ASEAN) - Republic of Korea (ROK) |
| **Daryll Joy D. Malunes** | **Maritime Transport Sector** |
|  | • Maritime Industry Authority (MARINA) • Philippine Coast Guard (PCG) • Philippine Merchant Marine Academy (PMMA) |
| **International Commitments of DOTr-Central Office, Attached Agencies and Offices** |
| • United Nations (UN) |
| **DOTr Central Office** |
| • Local Out-of-House Courses |
| **Jerold James B. Cruz** | **Maritime Transport Sector** |
|  | • Philippine Ports Authority (PPA) |
| **Ma. Reena Rose R. Palma** | **Rail Transport Sector** |
|  | • Philippine National Railways (PNR) |
| **DOTr-Central Office** |
| • Local Out-of-House Courses |
| **Camille Angel A. Tolentino** | **DOTr-Central Office** |
|  | • Personal Travels of Officials and Employees |
| **All Action Officers** | **General Courses** |
|  | • Computer Courses/Programs • Sponsored Masteral Courses • Other Non-Technical Development Programs |

**In-House Programs**

Programs which are initiated, organized and implemented for DOTr personnel. These are programs being developed, coordinated and administered under the supervision of the HRDD. These could be conducted within the DOTr premises or outside (different from Out-of-House programs) depending on the nature of the program.

*All employees attending programs are considered on detail with the HRDD for the duration of the training program.*

**Out-of-House/External Programs**

Programs which are being offered/conducted by other training institutions, organizations whether private or public within the country with corresponding registration/training fee.

• Local Minimum Requirements

The following minimum requirements should be met by all candidates for trainings, seminars, workshop and other study related activities:

1) Regular, Casual, Temporary or Contractual Employees that has rendered at least six (6) months government service  
2) No pending Administrative Case

• Local Service Obligation

Grantees of scholarships or participants in trainings, seminars, workshops and other related activities shall render the service correspondingly:

**Without Government Expense** (registration/tuition/seminar fee)

|  |  |
| --- | --- |
| **Duration** | **Required Service Contract** |
| 6 months and beyond | 1 year |
| Below 6 months | 6 months |

**With Government Expense** (registration/tuition/seminar fee), sponsored by government organization

|  |  |  |
| --- | --- | --- |
| **Duration** | **Registration/Tuition/Seminar Fee involved** | **Required Service Contract** |
| 10 days or less | Category 1: ₱1,000.00 to ₱9,000.00 | 3 months |
| Category 2: Above ₱9,000.00 to ₱15,000.00 | 6 months |
| Category 3: Above ₱15,000.00 to ₱30,000.00 | 8 months |
| Category 4: Above ₱30,000.00 to ₱45,000.00 | 1 year |
| Category 5: Above ₱45,000.00 to ₱60,000.00 | 1 year and 3 months |
| Category 6: Above ₱60,000.00 | 1 1/2 year |

For seminars, trainings, workshops and other study related activities, the participants are required to:

- To accomplish Pre-training Form  
- To accomplish Training/Seminar Undertaking  
- To conduct Echo Seminar within 30 days upon return to work in coordination with the HRDD  
- To submit Post Training Report on the activity attended within 5 days upon return to work  
- To submit to the Personnel Division and HRDD copy of the Certificate of Training/Attendance immediately upon return to work  
- To participate in the Impact Evaluation activity of the HRDD if identified as responded after 3 to 6 months of training

For conferences, meetings and symposium

- To submit report on the activity attended within 5 days upon return to work  
- To liquidate cash advances incurred, if any  
- To submit to the Personnel Division and HRDD copy of Certificate of Training/Attendance within 1 day after return to work

In the event that the attendee fails to finish the activities through his/her own fault or other causes within his/her control, he/she shall be required to refund in full the expenses defrayed by the Office within the period of six (6) months.

• Local Training Fees and Allowances

**National Budget Circular No. 563 s. 2016**

Government officials and employees may be authorized to participate in conventions, seminars, conferences, symposia and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against government funds.

The registration or participation fee in said convention, seminar, etc. shall not exceed **₱2,000** per day for each participant.

In cases where the convention in held out-of-town, authorized participants may be entitled to travel expenses and allowances as authorized under existing rules and regulations.

• Required Documents

**Local Out-of-House Pre-training Form**

The form indicates pertinent facts about the nominee and the training program to be attended. Hence, in one glance, summary of all information will already be available. While it is believed that the supervisor is in the best position to know the training needs and development of the staff, this form will be beneficial for HRDD to know the reasons for sending the particular nominee. The form certifies that the supervisor has briefed the nominee on expected output after attending the program.

**Post Training Report Form**

The form highlights the action plan/re-entry plan of the participants as consulted with and approved by the supervisor. Both participant and supervisor are required to indicate the date of the echo seminar sa part of the post training requirement.

This will prevent the practice of the nominee typing the nomination letter and/or report and having the supervisor signing the same. Responsibilities of both nominee and sendee in the learning process should be emphasized. Thus, these forms will ensure collaborative efforts between the nominee, supervisor and the HRDD.

FOREIGN

Programs which are being offered/conducted by other training institutions outside the country and which are being offered/conducted by foreign training institutions/organizations, either through TESDA or by direct invitations or through funding from foreign grants or bilateral agreements.

• Foreign Minimum Requirements

A Candidate must:

- Have a permanent appointment  
- Have no pending administrative case  
- Have at least two (2) years government service, one (1) year of which must be in the nominating agency  
- Have no pending application for a foreign scholarship, training or seminar under another program  
- Has finished at least 50% of existing service obligation for post training programs attended

**Technical Education and Skills Development Authority (TESDA) Basic Documentary Requirements**

- Nomination Letter signed by the Chairman of the DOTr Scholarship Committee  
- Personal Data Sheet to include list of training programs and seminars attended (1 original, 1 certified copy)  
- Statement of PRESENT Actual Duties and Responsibilities (including past involvement) RELEVANT to the course/program signed by the immediate supervisor  
- Certificate of No Pending Case  
- Certificate of No Pending Scholarship Nomination (see Downloadable Forms)  
- Nominees' Performance Ratings for two consecutive semesters  
- Certificate of Non-Withdrawal from attending the course, if accepted signed by the nominee and attested by the HRD Chief (1 original)  
- Certification from a medical doctor stating that the nominee is FIT TO TRAVEL AND UNDERGO FOREIGN TRAINING with attached laboratory exam results of CBC, ECG, CHEST X-RAY & PREGNANCY TEST (for women) (2 copies of the medical certificate, 1 set of the results)

• Foreign Service Obligation

Grantees of scholarships or participants in trainings, seminars, workshops and other study related activities shall render the service correspondingly:

|  |  |
| --- | --- |
| **Duration** | **Required Service Contract** |
| 6 months to 1 year | 2 years |
| 2 months to 6 months | 1 year |
| Below 2 months | 6 months |

• Foreign Training Fees and Allowances

**Affected by Administrative Order No. 103**

For Daily Subsistence Allowance (DSA) rates please visit the United Nation - International Civil Service Commission website at [https://icsc.un.org](https://icsc.un.org/).

Please note that the DSA being granted to foreign travel availees are based on existing UNDP rates at the time the Foreign Travel Order is prepared by the HRDD.

• Criteria for Evaluation [<view>](https://drive.google.com/file/d/15-y2JkZnpt4Yk0ecNCiilShKwOpw8nWb/view?usp=sharing)

• Required Documents for Various Foreign Travels

**International Commitment**

1) Approved nomination of attendee by Undersecretary concerned (to be provided by ICD with matrix of delegation if appropriate)  
2) Request for Travel Authority (from ICD)  
3) Invitation  
4) Certification as to No Pending Task  
5) Certification as to No Pending Administrative Case  
6) Service Record  
7) Certification as to Availability of Funds (if with government expense) or Estimate breakdown of expenses by sponsoring agency office (if without government expense)  
8) Certification as to No Unliquidated Cash Advance  
9) Certification as to Not Due for Retirement (officials/personnel)  
10) Certificate of Undertaking  
11) Certification as to No Unsubmitted Post Travel Reports

**Meetings/Conferences/Special Mission and Other Non-Study Trips**

1) Request for Travel Authority  
2) Invitation  
3) Certification as to No Pending Task  
4) Certification as to No Pending Administrative Case  
5) Service Record  
6) Certification as to Availability of Funds (if with government expense) or Estimate breakdown of expenses by sponsoring agency office (if without government expense)  
7) Certification as to No Unliquidated Cash Advance  
8) Certification as to Not Due for Retirement (for agencies officials/personnel)  
9) Certificate of Undertaking  
10) Certification as to No Unsubmitted Post Travel Reports

**Trainings/Scholarships/Seminars/Workshops and Other Study Trips**

1) Request for Travel Authority  
2) Invitation/Acceptance Letter  
3) Minutes of Agency Scholarship Committee Deliberation  
4) Scholarship Contract  
5) Certification as to No Pending Task  
6) Certification as to No Pending Administrative Case  
7) Service Record  
8) Certification as to Availability of Funds (if with government expense) or Estimate breakdown of expenses by sponsoring agency office (if without government expense)  
9) Certification as to No Unliquidated Cash Advance  
10) Certification as to Not Due for Retirement  
11) Certificate of Undertaking  
12) Certification as to No Unsubmitted Post Travel Reports

**Factory Acceptance Test/Inspection and/or Related Training**

1) Request for Travel Authority/Approval by the Secretary  
2) Invitation/Contract Agreement/Terms of Reference  
3) Certification as to No Pending Task  
4) Certification as to No Pending Administrative Case  
5) Service Record  
6) Certification as to Availability of Funds (if the travel is with cost to government)  
7) Certification as to No Unliquidated Cash Advance  
8) Certification as to Not Due for Retirement (for agencies officials/personnel)  
9) Minutes of Agency Scholarship Deliberation (for Factory Training)  
10) Scholarship Contract (for Factory Training)  
11) Certificate of Undertaking (not accepting gifts/perks)  
12) Portion/Provision of the Contract where the Factory Acceptance Test/Inspection is indicated

**Personal Travel - Heads of Agencies, DOTr-CO Officials and Personnel**

1) Request Letter from the person traveling (noted by Office Head/Supervisor)  
2) Certificate of No Pending Task  
3) Officer-in-Charge (if Division Chief and above)  
4) Certificate of No Pending Case  
5) Service Record  
6) Approved Leave Application  
7) Clearance from Properties and Accountabilities (if travel is beyond 30 days)

• Flow of Transactions/Procedures in the Preparation of Foreign Travel Orders

**Process Flow on the Preparation of Foreign Travel Order for International Commitments** [<view>](https://drive.google.com/file/d/13VTvJyOPGi70EmQErqe3iWpSZEEGRqEK/view?usp=sharing)

**Process Flow on the Preparation of Foreign Travel Order for:** [<view>](https://drive.google.com/file/d/1QFJlbDnw_5BDLmg3HN9o0XxhnBZcfJyW/view?usp=sharing)

- Meetings/Conferences/Special Mission and Other Non-Study Trips  
- Factory Acceptance Test/Inspection and/or Related Training  
- Trainings/Scholarships/Seminars/Workshops and Other Study Trips

**Process Flow on the Preparation of Foreign Travel Order for Personal Travel** [<view>](https://drive.google.com/file/d/1GADtZhZcy4Bx04SvaLrZKoXECcT-sv_6/view?usp=sharing)

- Heads of Agencies, DOTr-CO Officials and Personnel

• Facilitation of Official Travel Documents after Securing the Travel Authority from DOTr [<view>](https://drive.google.com/file/d/1Ei9Efc96XCd_pZI0hc5bcqN-fVKk-E28/view?usp=sharing)

*Note: For Foreign External Program nominations, please refer to our "Downloadable Forms" section of this page*

International meetings shall mean those activities related but not limited to UN, ASEAN, APEC, BIMP-EAGA and other related organizations.

Hence, all travel proposals should be received in the DOTr-Central Office through the International Cooperation Desk (ICD) to review the role of the participants/attendees not less than 20 working days prior the scheduled departure together with the following documents to avoid delays in the processing of papers and inconvenience to the signing authorities:

a. Duly approved Letter-Request/Nomination  
b. Invitation  
c. Certification as to No Pending Task/Officer-in-Charge  
d. Certification as to No Pending Administrative Case  
e. Service Record  
f. Certificate of Availability of Funds with Breakdown of Expenses  
g. No Unliquidated Cash Advance

Please note that the DOTr-HRDD will only prepare/process Travel Authorities after the DOTr-ICD has evaluated and endorsed the list of participants.

Piecemeal submission of requirements is discouraged. Piecemeal preparation of Travel Authorities of attendees belonging to one delegation is not allowed.

**Required Documents**

Travel proposals should be received in the DOTr-Central Office not less than 20 working days to the scheduled date of departure together with the following documents to avoid delays in the processing of papers and inconvenience to the signing authorities.

- Official request signed by the Head of Office  
- Invitation Letter  
- Acceptance Letter from the Host Institution/Country  
- Service Records  
- Certification as to No Pending Administrative Case  
- Certification as to No Pending Tasks and Designation of the Staff/Officer-in-Charge who will assume the duties and responsibilities  
- Itemized statement of expenditures with justification as to the necessity of such item of expense, certifying their availability and identifying what funds it will be charged

DOWNLOADABLE FORMS

**Foreign External Programs**

• Nomination Form [<download link>](https://drive.google.com/file/d/1ULWxJ2AMBthkEOoyUpc5rOs6cC7YQNgB/view?usp=sharing)• Post Travel Report Form [<download link>](https://drive.google.com/file/d/1rcuhf5AXzZrb21UAhbnMivWoarH2y9B-/view?usp=sharing)  
• Suggested Format Certification for Foreign Travel Did Not Push Through [<download link>](https://drive.google.com/file/d/11gsJt3DOuWRra1kpRw2BFzXdD6Ho487x/view?usp=sharing)  
• Potential Assessment Form [<download link>](https://drive.google.com/file/d/1wx3D2xpSZeQtM5mQyYmzgFLpD9C9K0_F/view?usp=sharing)• Scholarship Service Contract Form [<download link>](https://drive.google.com/file/d/14eES8EX_eUaslB2zJqqcu5XFcrqO3NAS/view?usp=sharing)• TESDA Forms  
          [Certification Template](https://drive.google.com/file/d/1fz39sxLnItTvZKOqUvP8lNrzbklpDBjm/view?usp=sharing)  
          **MTCP** (Malaysian Technical Cooperation Programme)  
                    [• Application Form](https://drive.google.com/file/d/10jw1IUsOWoGYHU9i69nY4-gb0Y3QCpKv/view?usp=sharing)  
                    [• Annex A](https://drive.google.com/file/d/1ypiagP2kzDN0aC-fD7n4M5vF7MN9a9Sl/view?usp=sharing)

**Korea International Cooperation Agency (KOICA)**

• Executive Summary Form [<download link>](https://drive.google.com/file/d/1DWbA6fG4-gQCN-TnIGQUFsfEFwOsmxsN/view?usp=sharing)  
• Program Proposal Form [<download link>](https://drive.google.com/file/d/1QpYWyqn_xvmGy7GBKE-w9g68TfTMRMPs/view?usp=sharing)

**Local Out-of-House/External Programs**

• Pre-Training Form [<link to Google Form>](http://bit.ly/2NIsEW2)  
• Learning and Development Contract (Local) [<download link>](https://drive.google.com/file/d/1LEx1LNsiJg9b5-cqId_qDyAEsiw9f1aB/view?usp=sharing)  
• Post-Training Form [<download link>](https://drive.google.com/file/d/1TzlroUdVyAta7YYdyNGytA7RIejKyW4u/view?usp=sharing)

**Other**

• Individual Development Plan (IDP) Form [<download link>](https://bit.ly/2Y2i8hF)

Qna

**Question 1:**   
*What is the difference between a Travel Authority and Foreign Travel Order?*

A Travel Authority and a Foreign Travel Order are one and the same hence used interchangeably. There are two types of Travel Orders, Foreign Travel Order (for foreign/overseas travel) and Local Travel Order.

**Question 2:**  
*When do I need a Foreign Travel Order/Travel Authority?*

Any government employee leaving the country should have a travel authority regardless of nature and duration.

**Question 3:**  
*Why is there a need to still justify a travel while in fact it is an international commitment of the agency?*

All sectoral offices/attached agencies and corporations are to submit a list/matrix of international commitments attended to by officials and employees of the Agency. If the request for a foreign travel order to attend a particular meeting of an official or employee is not included in the submitted matrix by his/her agency, a justification is necessary.  
  
Moreover, all officials and employees requesting for foreign travel order are required to submit satisfactory justification of why the travel authority should be granted. Attendance to international conference, seminars and meetings in itself, whether part of an international commitment or not, shall not be an acceptable justification for the said request. The additional justification must declare specific details including the exact objective of the trip, the role of every applicant in the conference, etc. and the gains that the applicant aims to bring back to his agency and/or the DOTr. Failure of the applicant/s to submit the required satisfactory justification will be a ground for denial of the request for travel authority.

**Question 4:**  
*Why are consultants and job order personnel cannot be nominated and eventually attend foreign scholarships?*

It is a policy that candidates for training, scholarships or seminars must have a permanent appointment. As career personnel, the government will be able to make full use of whatever experience and knowledge they would acquire.  
  
Pursuant to DOTr Department Order No. 2011-12, no travel authority shall be issued to personnel under contract of service and job order as their services are not considered government service because no employee-employer relationship exists between the individual and the government. Hence, they shall not be entitled to government funding when they go abroad.  
  
This is reiterated in OP Memorandum Circular No. 7, s. 2010 that private individuals and consultants are not issued travel authorities and shall not be entitled to government funding when they go abroad.

**Question 5:**  
*Are non-permanent personnel involved in undertaking and implementing foreign assisted projects allowed to attend trainings in connection with the projects?*

Yes, they are allowed to travel but then again, no travel authority shall be issued to personnel under contract of service and job order as already mentioned in question 4.

**Question 6:**  
Can we allow an official to travel on official time to inspect or visit facilities as invited by the service contractors/providers/suppliers (i.e. railway projects, constructions, maintenance of facilities?

Pursuant to OP Memorandum dated 19 November 2001, to ensure utmost impartially and objectively in the award of contracts for the purchase and delivery of goods, equipment and services and in line with the state policy to promote a high standard of ethics in the public service, all concerned officials and employees are likewise enjoined not to accept invitations to travel, funded directly, fully or partially by contractors or suppliers or goods, equipment and services purportedly to undertake study or assessment of their capabilities as such contractors or suppliers.

Therefore, a visit/inspection of facilities could only be allowed after post qualification of the contractor or supplier who has contracted a project pursuant to R.A. 9184, R.A. 3019, and R.A. 6713.

**Question 7:**  
*Is clothing allowance granted to personnel on foreign travel?*

Yes. Pursuant to Section 13 of [EO No. 77 (s. 2019)](https://drive.google.com/file/d/1965i-nCtaufeuWbkW58x9zk2vtrEiuls/view?usp=sharing), clothing allowance shall be granted to personnel on foreign travel.

**Question 8:**  
*Who are entitled to payment of travel tax?*

The official foreign travels of government officials and personnel are exempted from the payment of travel tax, except for government-owned and controlled corporations and government financial institutions who are authorized to shoulder the travel tax of their personnel traveling abroad for official purposes.

**Question 9:**  
*Who is entitled to daily subsistence allowance (DSA) and what is its basis?*

Attendees/delegates to international meetings are entitled to DSA based on the rates provided by UNDP every month. Said rates cover the hotel and daily allowance which were carefully researched and studied by UNDP per region. However, DSA will not be given to the attendees/delegates if the host country/institution will shoulder/cover their participation. If for example, only the accommodation will be shouldered, the attendee is given DSA pro-rated, in other words the % amount to cover meals will still be given to him/her, not the full DSA amount. Please note that the DSA constantly change and the DSA indicated by HRDD in the travel authority for a specific travel depends on the UNDP Index on the date the travel authority is prepared.

**Question 10:**  
*I am the Head of Delegation (HOD), am I automatically entitled to representation allowance?*

No. Representation allowance is only given to the head of delegation, if the said official is required to host meetings, outside the programs arranged by the host country, and if and only when, giving tokens to other delegates is part of the meeting's protocol.  
  
Per Memorandum Circular No. 7 only, Undersecretaries, Assistant Secretaries and officials of equivalent ranks, are entitled to representation allowances.

**Question 11:**  
*Why am I being requested to submit to DOTr-HRDD, a Letter of Credentials as part of my documentary requirement when I am attending an IMO meeting/workshop?*

A Letter of Credentials is a requirement to all international meetings relating to maritime concerns, particularly, International Maritime Organization (IMO), International Mobile Satellite Organization (IMSO), International Oil Pollution Comprensation Funds (IOPCF) and other similar organization where the Philippines is invited to send its representatives.  
  
It is a requirement of DFA that all representatives/delegates of the Philippines shall be properly endorsed to said organization, hence request for a Letter of Crendentials shall be forwarded/addressed to the incumbent Undersecretary, Office of the United Nations and other International Organizations, Department of Foreign Affairs. This letter of credential shall be attached to the attendees' request for travel authority.

**Question 12:**  
*As an official representative to an international meeting, am I allowed to enter into a Memorandum of Agreement or Memorandum of Understanding (MOA/MOU)?*

No. The concerned official should seek first the approval of the President of the Philippines before entering into a MOA or MOU.

**Question 13:**  
*What is Note Verbale? What is it for? What office issues it?*

*Note Verbale* is a piece of diplomatic correspondence which is also referred to as a third-party note, like request for grant of visa to person/s on official visit (official foreign travel) to a particular country. The holder of the *Note Verbale* no longer needs to pay the visa fee.

Only the Department of Foreign Affairs may issue a *Note Verbale* but only to those using an official passport.  
  
It is needed when an official and regular employee of the government is on official foreign travel and it is being issued by the Department of Foreign Affairs thus will be free from visa payment.  
  
On the other hand, HRDD needs to be informed if the traveler requesting for issuance/revalidation of official passport so that it could prepare the necessary letter to the DFA.

• FAQs on Diplomatic and Official Passport [<go to link>](http://consular.dfa.gov.ph/index.php?option=com_content&view=article&id=77)  
*Courtesy of: www.dfa.gov.ph*

• FAQs on Nomination

**Question 1:**  
*When can I qualify for application to another foreign scholarship, training and seminar after the recent attended program?*

To qualify for application to another foreign scholarship, training and seminar, one must have rendered the required service obligation or at least half of the required service obligation for scholarship, training or seminar recently attended at the time of nomination.

**Question 2:**  
*I am interested to avail myself of a personally solicited training/seminar, how do I go about it to make it on official time?*

To make a personally solicited training/seminar on official time, the concerned applicant should course his/her application to the DOTr Scholarship Committee. The applicant will still have to submit the necessary documents for evaluation.  
  
Then the committee will officially nominate the applicant to the solicited training/scholarship.

**Question 3:**  
*Is the age requirement set by the inviting institution always a setback/hindrance for nomination?*

In most cases, the age requirement has become a hindrance for nomination. However, this could still be waived by the inviting institution depending on the justification submitted by the nominating agency. Also, if there are no contenders from the other agencies, a waiver will be requested as to the age requirement.

**Question 4:**  
*Who has the final say in choosing/selecting the candidate for a particular foreign training/seminar?*

All foreign training nominations passes through the DOTr Scholarship Committee.

**Question 5:**  
*PCG Officers are given the chance to work or be assigned as an officer to ReCAAP for two (2) years, what are the requirements necessary to get a travel authority?*

To avail the said opportunity, said officer should seek for a secondment from the DOTr Personnel Division for the approval of the Secretary before requesting for a travel authority. The travel authority will be signed by the concerned/designated DOTr official.

• FAQs on Personal Travel

**Question 1:**  
*How often can an official or employee avail himself of a personal travel in a year?*

There is no limit as long as it is approved by the concerned official/s. The number of days to be covered in the requested personal travel will be charged accordingly to the leave credits of the requesting party.

**Question 2:**  
*How long will it take for personal travel to be approved by the concerned signing officials putting into consideration that all the documentary requirements are submitted?*

As long as all documentary requirements are submitted, and the approving officers are present/available, the Personal Travel Order should not take more than three (3) days.

**Question 3:**  
*I have a personal travel to the United States of America for 15 days, who should be signing my travel authority?*

|  |  |  |
| --- | --- | --- |
| **If you are** | **Recommending** | **Approval** |
| Undersecretary Assistant Secretary Head of Sectoral/Project Offices and Attached Agencies/Corporations | Undersecretary concerned | Secretary |
| DOTr Central Office Service Director and below | Assistant Secretary concerned | Undersecretary concerned |
| For Personnel below Agency Head for Sectoral/Project Offices and Attached Agencies and Corporations (regardless of duration) |  | Agency Head |

\* It is recommended that official declare exact address of the place they will visit.  
\*\* If the foreign travel is in excess of 30 calendar days, the person is required to submit a duly signed clearance.

**Question 4:**  
*How can we make sure that all employees are given equal opportunity for professional and staff development?*

Training has always been considered a privilege and a tool for development. That's why it is encouraged that every employee should be given the opportunity for development. Likewise, for the employee to recognize the importance of training and how it can tremendously affect one's professional and personal life, as well.  
  
Every year, ther HRDD regularly conducts a Training Needs Assessment to determine the trainings and other developmental activities of the employees. However, not all the identified trainings can be implemented due to prioritization and budgetary constraints. Learning is not only within the confines of the training room but it could also be achieved through reading educational materials, involvement in various activities, surfing the net or even coaching/mentoring on the part of the supervisor.

• FAQs on Local Training

**Question 1:**  
*Why is the seminar fee limited to ₱2,000.00/day?*

Seminar fee sponsored by non-government and private organization shall not exceed ₱2,000.00/day/participant. Any amount in excess of the prescribed rate shall be at the expense of the participant pursuant to DBM National Budget Circular No. 563 (issued 22 April 2016).

**Question 2:**  
*Is there a limit as to the cost of seminar fee for invitations coming from government entities?*

No. The limit only applies to non-government organization or private institution conducted conventions, seminars, conferences, symposia and such other activities.

• Pre and Post Training

**Question 1:**  
*What is the relevance of Training Needs Analysis (TNA)?*

The Training Needs Analysis (TNA) comes in as one of the significant part of the whole training process. Through TNA, the training team will identify certain training needs of employees to improve their respective jobs/tasks (whether it may be technical, non-technical, computer literacy or moral development.

**Question 2:**  
*Do I really need to submit Post Travel Report?*

Yes, aside from the fact that it is a requirement in the foreign/local travel order issued to the official/employee, a post travel report gauges the applicability of the meeting/seminar and help ascertain that the knowledge, skills, attitudes acquired will be useful to the employee and organization through the action plan.  
  
It also gives the DOTr-HRDD an idea of what transpired in the seminar through the general evaluation of the attendee of the procedures, topics discussed, comments on the conduct of the program. This will be an important input in order for HRDD to evaluate the applicability of the program and whether it is worth to send additional employees to similar training in the future.  
  
The DOTr-HRDD has a database that keeps track of those who have/have not submitted post travel reports. A subsequent request for a travel authority of a previous availee of foreign travel is not acted upon, until such time that one has complied with all reportorial requirements.

**Question 3:**  
*What is the importance of an Action Plan after attending a training, seminar and scholarship?*

An action plan illustrates or highlights outputs of all the learning the grantee/s gained after attending trainings/seminars/scholarships. Through action plan, the grantee/s will be able to enumerate, identify and execute those learning and apply it to his/her daily tasks and key result areas. These will be then, an application of the new ideas and will eventually be a return of investment, beneficial to both DOTr and the employee. The action plan or re-entry plan, which may be submitted as part of the post travel report or as a separate document, shall include the following items: suggested activities or projects, timeframe and expected output, to be duly noted by the supervisors.

**Question 4:**  
*Is it necessary to conduct an Echo Seminar?*

The conduct of an echo seminar is necessary in order for the grantee/s to evaluate/assess the relevance of the seminar attended. Considering that only a minimal number of attendees is allowed per division, it will allow other co-employees to learn new ideas from the seminar conducted.