



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

DPRM (PP)-20240519-047

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MEMORANDUM CIRCULAR
NO.: **2024-078**

REVISED GUIDELINES AND PROCEDURES ON THE APPLICATION, PROCESSING, AND ISSUANCE OF OFFICIAL FOREIGN TRAVEL AUTHORITY OF PHILIPPINE NATIONAL POLICE (PNP) PERSONNEL, AMENDING PNP MEMORANDUM CIRCULAR 2018-021

1. REFERENCES:

- a. Annual General Appropriations Act;
- b. Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;
- c. Executive Order No. 77 dated March 15, 2019 entitled, "Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel";
- d. Memorandum from Executive Secretary Salvador C. Medialdea dated January 3, 2018 with subject: Directives Applying to Foreign Travels of all Government Officials and Personnel in the Executive Department;
- e. NAPOLCOM Memorandum Circular (MC) No. 2019-003 dated July 1, 2019 entitled, "Prescribing Rules and Guidelines on the Application, Processing and Issuance of Travel Authority to Personnel of the Philippine National Police (PNP), Amending for the Purpose Memorandum Circular No. 2019-090";
- f. NAPOLCOM MC No. 96-012 dated October 17, 1996 entitled, "Prescribing Additional Guidelines on Official Foreign Travels of Uniformed Personnel of the PNP";
- g. NAPOLCOM MC No. 95-025 dated December 8, 1995 entitled, "Prescribing the Policies and Procedures Governing the Official Foreign Travels of Uniformed Personnel of the PNP";
- h. NAPOLCOM Resolution No. 2010-090 dated February 9, 2010 entitled, "Confirming Philippine National Police Circular No. 2008-018 entitled, 'Prescribing the Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel,' Amending PNP Memorandum Circular No. 2002-017 dated November 16, 2002 entitled: 'Foreign Travel'";
- i. PNP MC No. 2018-021 dated May 15, 2018 entitled, "Revision of the PNP MC No. 2008-018 entitled, 'Prescribing the Policies, Guidelines and Procedures on Official Foreign Travel of PNP Personnel', Amending PNP MC No. 2002-017 dated November 16, 2002 entitled, 'Foreign Travel'";
- j. Memorandum from CPNP dated January 24, 2006 with subject: Addendum to the Specific Authority Delegated to the Directorial Staff; and



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k. Commission on Audit Handbook on Government Expenditures.

2. RATIONALE:

This Memorandum Circular (MC) prescribes the revised policies, guidelines, and procedures governing official foreign travel of all PNP personnel.

3. SITUATION:

The PNP MC No. 2018-021 was issued on May 15, 2018, and has provided essential guidelines for the processing of official foreign travels of PNP personnel. However, new issuances pertaining to foreign travel of government officials and employees have been issued since then and the need for clearer and more efficient procedures has emerged. Proposals for its alignment to existing policies, amendments, and the streamlining of the processing of Official Foreign Travel Authority (OFTA) were made to address the current situation and to comply with the reduction of signatories under Rule 3 Section 2(d) of the IRR of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Services Delivery Act of 2018."

4. PURPOSES:

- a. To institutionalize a system in processing official foreign travels;
- b. To promote fair, equitable, and judicious selection of candidates for official foreign training, conference, or meeting, thereby ensuring that opportunities for attendance thereof would serve as an incentive for better performance;
- c. To extend to as many qualified personnel the opportunity to attend or to participate in foreign training, conferences, and meetings in order to develop a pool of highly qualified and competent police personnel;
- d. To provide PNP offices/units, especially those in charge in the processing of applications, with a more comprehensive guide; and
- e. To provide PNP personnel traveling abroad with the necessary information to guide them on what to do before, during, and after their travel.

5. DEFINITION OF TERMS:

For the purposes of this MC, the following terms or words and phrases shall mean or be understood as follows:

- a. International Affairs – refer to general activities with international bodies or organizations.
- b. International Commitment – refers to bilateral or multilateral undertaking between the PNP and international bodies or organizations.



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- c. Ladderized Foreign Training, Seminar, or Conference – refers to foreign training, seminar or conference conducted continuously or by parts.
- d. Leave Abroad – refers to travel abroad for purposes of training, study grant, observation tour, and seminar arising from personal invitations from foreign agencies and other personal undertaking of the personnel involved which are treated as personal leave/undertaking and should not involve government or PNP funds. However, leave abroad shall still be on government expense by way of official leave of absence (PNP MC 2017-008).
- e. Official Foreign Travel – refers to the official travel of PNP personnel abroad on an official mission.
- f. Official Foreign Travel Authority (OFTA) – refers to the authority granted to PNP personnel to travel on official time duly approved by the SILG/Chairperson, NAPOLCOM indicating therein the specific purpose of travel, number of days required, prepared and detailed itinerary of travel, and the contact details of the personnel while in their destination.
- g. Official Mission – is an engagement using official time.
- h. Official Time – refers to the span of time given to the PNP personnel to complete their official mission.
- i. Personal Invitation – refers to invitation coming from foreign organizations, law enforcement agencies, and other international bodies addressed to a certain PNP personnel to participate in an international activity. The activity to be participated in is seemingly not aligned to the official function or capacity of the PNP personnel involved.
- j. PNP Personnel – refers to uniformed and non-uniformed members of the PNP in the active service.
- k. Pre-departure Briefing – refers to the mandatory briefing given to personnel scheduled to go on foreign travel.
- l. Qualified Participants – refer to any PNP personnel who are not serving suspension during the scheduled travel.
- m. Travel Advisory – refers to all relevant information about the country to be given to PNP personnel on personal travel.
- n. Travel Documents – refer to the documents needed for travel which include among others: Foreign Travel Authority, Travel Order, Passport, and Visa.
- o. Travel Expenses – refer to the authorized amount to cover hotel/lodging rate, meals, and incidental expenses excluding transportation expenses



going to and from the country of destination.

- p. Travel Order – refers to the issued official order dispatching personnel for travel to participate in local and international commitments such as schooling, conferences, seminars, or programs among others.

6. GUIDELINES:

a. General Guidelines:

- 1) The PNP shall honor international commitments by sending personnel to participate in various fora on law enforcement and similar activities;
- 2) The PNP shall promote bilateral and multilateral coordination and cooperation between and among law enforcement organizations;
- 3) The PNP shall strictly adhere to existing laws, rules, and regulations governing the foreign travel of government officials and employees;
- 4) Except for the CPNP, only one member from the Command Group and a maximum of four members from the Directorial Staff shall be allowed to go on travel at any one time;
- 5) No PNP personnel shall be allowed to travel abroad on official business without an approved OFTA from NAPOLCOM/SILG. However, the CPNP and other Senior Officers who will form part of an official delegation may travel abroad with the authority from the President;
- 6) All PNP personnel participating in official foreign travel specifically authorized by a DILG Department Order are exempted from the standard Foreign Travel Screening Committee (FTSC) processes. DPRM will automatically issue the necessary Travel Orders for these participants;
- 7) Travel expenses of PNP personnel shall strictly adhere to the provisions of Executive Order No. 77 dated March 15, 2019, entitled, "Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel";
- 8) In case of trips involving delegations, ensure that the number of participants is kept to the barest minimum, and the role of each member in the delegation is clearly specified and justified in the travel application or proposal and the presence of the PNP personnel is critical to the outcome of the meeting, conference, seminar, consultation, or any official activity to be attended;
- 9) In cases when government fund is involved, official foreign travel of PNP personnel who is due to retire within one year shall be in



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accordance with the annual issuance of GAA;

- 10) Following appropriate coordination with the Department of Foreign Affairs (DFA) and the immigration authorities, PNP personnel violating established foreign travel procedures shall be barred from leaving the country;
- 11) All travels abroad for purposes of training, education, study grant, observation, tour, seminar, and the like, arising from a personal invitation from foreign agencies or sponsored by host organizations, companies, universities, and other private agencies or individuals shall be treated as a personal undertaking of the personnel concerned and shall not involve any government or PNP funds. In such cases, the personnel shall apply for leave abroad. However, any travel relative to the said invitation shall still be on government expense by way of leave with pay;
- 12) Participation of PNP personnel shall be limited only to one foreign training, seminar, or conference every two years; except, for the following:
 - a) Personnel who are designated as PNP official representatives in specific international bodies such as INTERPOL, ASEANAPOL, and the like where the PNP has an international commitment or other internationally known and respected law enforcement or security bodies or entities; and
 - b) Personnel who are attending ladderized or continuous foreign training, seminars, or conferences;
- 13) The age bracket shall be considered should there be several qualified candidates for training. Priority shall be given to those who are 45 years old and below;
- 14) Travel abroad on official mission shall be limited to the actual number of personnel required for the trip;
- 15) Invitations from host countries or international bodies received by PNP offices other than the OCPNP and the FTSCs shall be endorsed to the FTSC concerned for appropriate action;
- 16) An invitation that nominates specific personnel to attend a seminar, symposium, forum, or any other similar activity is prohibited and shall not be processed by the FTSCs, except if the personnel whose designation and field of expertise fall under the agenda of said activity and the invitation is an offshoot of a continuing activity or ladderized training;
- 17) PNP personnel undergoing mandatory schooling who will have foreign travel for the purpose of educational or study tour, are no



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longer required to undergo the FTSC processes. However, the training institution concerned shall request clearance from the CPNP through TDHRDD pertaining to such travel. The request shall contain the list of students included in the travel for subsequent submission to DLOD, DPRM for issuance of DLOD clearance prior approval of the CPNP;

- 18) The participants in any official foreign travel with at least 12 hours air travel time are given a maximum of three days travel time in going to and returning from the official mission considering flight availability, connecting flights, and long-haul trips;
- 19) All foreign training programs, seminars, workshops, conferences, and similar activities provided by international bodies with explicit commitments from the PNP shall be coordinated and facilitated by the Directorate for Plans (DPL). Those specifically pertaining to counterterrorism or intelligence matters will be managed by the Directorate for Intelligence (DI). For all other foreign training activities, seminars, workshops, and the like, the coordination and facilitation responsibilities shall be vested in the Directorate for Human Resource and Doctrine Development (DHRDD);
- 20) All PNP personnel who will undergo foreign training with a duration of more than 15 days shall be reassigned to PHAU, DPRM so that the Head of Office/Unit concerned can designate a replacement to ensure the uninterrupted operation of their office while those personnel who will undergo foreign training for less than 15 days will remain assigned to their respective offices/units; and
- 21) Participants who have a pending application from any of the FTSCs shall not apply for another official travel abroad.

b. Specific Guidelines:

- 1) Creation of Foreign Travel Screening Committees (FTSCs).

FTSCs shall be created to evaluate, screen, assess, and select candidates to participate in official missions abroad according to the following classifications:



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Official Mission Classification	FTSC Chair
<p>Attendance to international conferences, symposia, and fora such as: INTERPOL, ASEANAPOL, ASEAN-SOMTC, PH-US Mutual Defense Board-Security Engagement Board, Joint Commission for Bilateral Cooperation, EUROPOL, AFRIPOL, and other similar international bodies/organizations, and/or foreign police counterparts that the PNP has explicit commitment with.</p> <p>Deployment to UN peacekeeping missions, and secondment to foreign agencies.</p> <p>Foreign donor invitations not training-related such as: UNDP, JICA, USAID, KOICA, Aus-Aid, and other foreign funding agencies.</p> <p>Exchange visits between the PNP and foreign police agencies.</p>	TDPL
<p>Posting of Police Attaché (PA) and subsequent inspection of the PA posts (Inspection of Police Attaché posts).</p> <p>Participation in intelligence exchange with foreign counterparts.</p> <p>Counterterrorism and Intelligence training.</p>	TDI
<p>Participation in foreign training, seminars, study grants, research, observation tours, workshops, exchange study visit, and exchange student (cadet) programs, except those involving international commitments, counterterrorism, and intelligence training.</p> <p>Participation in international sports, cultural, and religious activities.</p>	TDHRDD
<p>Attendance to international expositions and exhibitions.</p>	TDRD
<p>Attendance of PNP personnel as witness to court cases and inquiries.</p> <p>Request for investigative assistance from foreign counterparts.</p> <p>Official foreign travel of PNP investigators, when deemed necessary, for case build-up or as part of a continuous police operation such as transport of a prisoner, arrested suspects, and the like from the Philippines to another country and vice versa.</p>	TDIDM
<p>Plant/Factory visit abroad.</p> <p>Conduct of post-qualification test abroad to include pre-inspection of procured items prior to delivery.</p>	TDL

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The FTSCs shall be composed of the following:

COMPOSITION OF FTSC		
POSITION	DESIGNATION	
The Director of the Directorate/FTSC concerned	Chairperson	1
Executive Officer of the Directorate/FTSC concerned	Member	1
Division Chief preferably in charge of Foreign Travel from the Directorate/FTSC concerned	Member	1
Section Chief in charge of Foreign Travel from the Directorate/FTSC concerned	Secretariat	-
TOTAL		3

- 2) All applications for OFTA must be submitted to NAPOLCOM for approval at least seven (7) days prior to the scheduled foreign travel:

Applicants	Approving Authority
All 3 rd Level PNP personnel	Chairman, NAPOLCOM
All 2 nd Level PNP personnel and below	Vice Chairperson and Executive Officer, NAPOLCOM

- 3) Applications for the issuance of OFTA received beyond the reglementary period will not be processed (except for explicit commitment of the PNP such as INTERPOL, ASEANAPOL, PH-US MDB-SEB, and the like that requires the participation of the CPNP or his duly designated representative), unless accompanied by meritorious and justifiable reasons. In such cases, the relevant FTSC shall indicate the reasons for not meeting the prescribed timeline and emphasize the significance of the proposed travel;
- 4) To prevent disapproval or non-action by NAPOLCOM, all OFTA applications must adhere to the minimum criteria and satisfy the following documentary requirements:
- a) Letter of Indorsement from the PNP;
 - b) Invitation letter from Sponsor or Host Country;
 - c) Approved FTSC Resolution;
 - d) Affidavit of Undertaking; and
 - e) Photocopy of current Passport.
- 5) The following requirements must be submitted to the relevant FTSC at least 15 working days before the departure date to undergo the necessary processes prior approval of the CPNP:
- a) Invitation letter from Sponsor or Host Country;
 - b) Endorsement from Head of Office/Unit;

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- c) Affidavit of Undertaking;
 - d) DPRM OPRMS-generated Personal Data Sheet administered by authorized PNP Personnel;
 - e) DLOD Clearance; and
 - f) Medical Certificate from the PNPGH or its regional counterparts.
- 6) In every foreign travel slot, the FTSC shall select two among the applicants, one to be designated as principal and the other one as alternate;
 - 7) For training invitation which has less than 15 days to process reckoning from the date of receipt to the date of departure, the selection of nominee/s and subsequent recommendation for the approval of the CPNP shall be at the discretion of TDHRDD, TDI or TDPL;
 - 8) In the absence of FTSC members, the duly designated Officer-In-Charge of their offices shall sign the FTSC Resolution on their behalf;
 - 9) In case an extension of OFTA is needed due to unforeseen or unexpected event, the participant shall submit their letter request to the CPNP, copy furnished the FTSC, stating clearly and distinctly the justifiable reasons thereof, with attached supporting documents, if any, before the lapse of the period covered in the OFTA, for approval and endorsement to NAPOLCOM;
 - 10) At the end of every quarter, the PNP through the DPRM shall submit to the Office of the President, through the Executive Secretary a complete report on all foreign travels of PNP personnel indicating therein the following:
 - a) Names of the PNP personnel concerned;
 - b) Destination and duration of the trip;
 - c) Nature and purpose of the travel;
 - d) Total cost of travel for official trips; and
 - e) A brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 of the Memorandum of the Executive Secretary dated January 3, 2018, with subject: Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department.
 - 11) ITPO, DPRM shall create Foreign Travel Database Information



System (FTDIS) that will be manned by Performance Evaluation Section (PES), PPPD, DPRM to easily monitor the travel data of PNP personnel and for the expeditious submission of compliance to the Office of the President; and

- 12) DHRDD FTSC, DI FTSC, and DPL FTSC shall provide the names of PNP personnel who will undergo foreign training with a duration of more than 15 days to Publication Section, RMD, DPRM for the issuance of reassignment orders not later than three days upon approval of the OFTA.

c. Responsibilities

1) **Participants**

- a) Secure the necessary documents in para 6.b.5 of this MC for submission to the FTSC;
- b) Inform the Philippine Embassy, Consulate Office, or Police Attaché of the purpose, itinerary, and duration of the travel upon arrival to the country of destination;
- c) Conduct themselves in an appropriate manner at all times as representatives of the PNP;
- d) Report immediately to respective office/unit upon arrival/return from official mission abroad;
- e) Submit an After Official Foreign Travel Report to the CPNP within 30 days after arrival from the official mission duly endorsed by the Head of Office copy furnished the FTSC concerned which shall include the following, among others:
 - (1) Brief details of what transpired during the activity;
 - (2) Indicate the benefit of the activity to the PNP;
 - (3) Issues and concerns encountered; and
 - (4) The recommendation of participants based on what they have learned in the activity.
- f) Secure the following documentary requirements after returning from foreign travel for the processing of reimbursement, if needed:
 - (1) Ticket;
 - (2) Original Boarding Pass;
 - (3) Quotation from three airlines/travel agencies;

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- (4) Hotel voucher;
 - (5) Other receipts;
 - (6) Itinerary; and
 - (7) Certificate of Appearance.
- g) Perform other tasks as required.
- 2) **Head of Office of the Participants**
- a) Evaluate and endorse interested qualified participants for the official mission to the FTSC concerned at least 15 working days before the scheduled travel;
 - b) Facilitate all logistical and administrative requirements for the travel such as:
 - (1) Preparation of reference materials (if needed);
 - (2) Submission of budgetary requirements in adherence to the provisions of E.O. No. 77 (if source is from PNP funds);
 - (3) Purchase of travel tickets;
 - (4) Hotel accommodation;
 - (5) Travel insurance;
 - (6) Visa application;
 - (7) Liquidation of travel expenses (in case PNP funds are involved); and
 - (8) Submission of After Official Foreign Travel Report to the CPNP and NAPOLCOM.
 - c) Monitor the arrival/return of their respective personnel from official mission abroad and initiate the filing of appropriate administrative case against the personnel who failed to report on time; and
 - d) Perform other tasks as required.
- 3) **Foreign Travel Screening Committees/Secretariats**
- a) Ensure that the applicants submit complete documentary requirements;
 - b) Ensure that the prescribed rates of expenses and allowances for official foreign travel are in accordance with the provisions stated



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under Executive No. 77;

- c) Validate and check through respective BFOs the fund requirements of the official foreign travel when PNP fund is involved or the participants request for travel funds;
- d) Facilitate the request for fund requirement in coordination with the Directorate for Comptrollership (DC) for issuance of Notice of Fund Availability (NFA) when government fund is involved;
- e) Ensure that no official foreign travel of PNP personnel shall be allowed unless it satisfies all the following minimum criteria:
 - (1) The purpose of the trip is strictly within the mandate of the PNP personnel;
 - (2) The projected expenses for the trip are not excessive. Likewise, the travel expenses and allowances of personnel must comply with the existing laws, rules, and regulations provided by the Office of the President; and
 - (3) The trip is expected to bring substantial benefits to the organization.
- f) Ensure that applicants for foreign travel have no pending applications to other FTSCs to avoid violation of certain provisions of this MC which may cause delay in the processing of documents;
- g) Facilitate the issuance of OFTA and shall be in charge in the coordination with the foreign counterpart/organizer;
- h) Ensure that the applications reach the Office of the Chief of Directorial Staff (OTCDS) not later than 12 days before the scheduled travel date to give ample time for the Command Group to endorse the document to the CPNP;
- i) In case of not meeting the 12-day lead time requirement of the OTCDS, the requesting FTSC shall indicate the reason for not meeting the required timeline and the importance of the travel;
- j) Submit to DI the travel details of PNP personnel one week before the pre-departure briefing for coordination with the DFA and information of Police Attachés;
- k) Endorse the list of the recommended participants through a resolution for the approval of the CPNP 10 days before the scheduled travel; and
- l) Perform other tasks as required.

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4) **DPRM**

- a) Receive the OFTA from NAPOLCOM and facilitate the issuance of Travel Order of the participants;
- b) Provide copy of the Travel Order to the FTSC concerned;
- c) Facilitate the issuance of DLOD Clearance to the participants for official mission abroad and to the personnel undergoing mandatory training for their study tour abroad;
- d) Designate PPPD as administrator of FTDIS;
- e) Submit quarterly report to the Office of the President pertaining to PNP personnel who officially travelled abroad;
- f) Supervise through the development of the FTDIS which shall be completed six months upon effectivity of this MC;
- g) Facilitate the issuance of orders to all personnel undergoing foreign training for more than 15 days in coordination with PDS, RMD;
- h) Monitor through PHAU the arrival/return of personnel with more than 15 days official foreign travel abroad and initiate the filing of appropriate administrative case to the personnel who failed to report on time in coordination with DIDM; and
- i) Perform other tasks as required.

5) **DI**

- a) Coordinate with the DFA and Office of the Philippine Embassy of the country of destination of the details of the travel including the itinerary of the traveling personnel at least five days before the scheduled departure;
- b) Conduct a pre-departure briefing at least three days before the departure to all PNP personnel concerned to apprise them of the pertinent customs, immigration laws, detailed security information, and other travel warnings, if applicable, to ensure their safety and to avoid problems upon their entry, during their stay in and exit from the country of destination; and
- c) Perform other tasks as required.

6) **DIDM**

- a) Conduct pre-charge investigation on any violation committed by Crime-based PNP personnel in relation to the official foreign travel, as reported by the office/unit concerned; and



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- b) Perform other tasks as required.
- 7) **DC**
 - a) Determine the fund to be used and recommend to the CPNP for approval;
 - b) Assist the FTSCs in the processing of fund requirements; and
 - c) Perform other tasks as required.
- 8) **All PROs**
 - a) Conduct pre-charge investigation on any violation committed by respective personnel in relation to official foreign travel as reported by the office/unit under its area of responsibility and initiate the filing of appropriate administrative case against its personnel who failed to report on time through its RIDMD; and
 - b) Perform other tasks as required.

7. PROCEDURES:

- a. Before travel
 - 1) The CPNP or the Chairperson, FTSC receives invitation letter from the host country or any of the international bodies or organizations that the PNP has international commitment with;
 - 2) The FTSC concerned shall publish the invitation from the host country;
 - 3) Interested participants shall request endorsement from their Head of Office/Unit and shall submit the same to the FTSC concerned;
 - 4) The FTSC concerned shall evaluate, screen, process, assess, and select candidates and endorse them to the CPNP, through a resolution, those who are qualified to be participants in the activity, with attached administrative and logistical requirements 10 days before the scheduled travel date. Subsequently, AdmO, OCPNP shall endorse the same to NAPOLCOM upon approval of the CPNP. In cases where the application will not meet the required period, provide a valid reason that will justify the cause of the delay;
 - 5) Upon approval of NAPOLCOM, AdmO, DPRM shall receive the OFTA and facilitate the issuance of a Travel Order;
 - 6) AdmO, DPRM shall forward the OFTA and the Travel Order to the FTSC concerned;
 - 7) The FTSC concerned shall inform the participants of the approval of



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their travel;

- 8) The FTSC concerned, in coordination with the DI, shall furnish a copy to the DFA and Office of the Philippine Embassy of the country of destination of the details of the travel including the itinerary of the traveling personnel at least five days before the scheduled departure; and
- 9) The DI shall conduct a pre-departure briefing at least three days before the departure to all PNP personnel concerned to apprise them of the pertinent customs, immigration laws, detailed security information, and other travel warnings, if applicable, to ensure their safety and to avoid problems upon their entry, during their stay in and exit from the country of destination.

b. During travel

Upon arrival to the country of destination, personnel concerned on official mission shall inform the Philippine Embassy, Consulate Office or Police Attaché of the purpose, itinerary, and duration of the travel. A copy of the OFTA shall likewise be submitted for their reference.

c. After travel

- 1) Within 30 days after arrival from the foreign mission, personnel concerned shall submit an After Official Foreign Travel Report to the CPNP to be endorsed by their respective Head of Office copy furnished the secretariat of the FTSC concerned;
- 2) Within 30 days after arrival from international conferences, conventions, or symposia, in which the Philippines is represented by a delegation, the head of mission shall submit an After Official Foreign Travel Report to the President through the SILG/Chairman, NAPOLCOM as endorsed by the CPNP;
- 3) FTSCs shall require the submission of proposals and recommendations on the applications of newly acquired knowledge, skills, and expertise from personnel returning from study, training, seminar, conference, and workshop abroad;
- 4) All PNP personnel returning from study or training abroad with more than 15 days duration shall sign an undertaking to the effect that they shall render instructional services in PNP training institutions or with the DHRDD for at least one year after their return to the Philippines;
- 5) PNP personnel returning from study/training abroad relative to police skills such as anti-terrorism, bomb disposal, criminalistics, and other specialized fields shall be assigned to unit(s) where the acquired skill/specialty is needed;
- 6) Personnel returning from foreign travel shall apply for the



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reimbursement of their related expenses strictly within 60 days after their return to the country in accordance with the Audit Observation Memorandum from the Commission on Audit; and

- 7) In cases PNP personnel need immediate medical attention or other similar circumstances after the end of their official travel, they shall be allowed to submit an After Official Foreign Travel Report after the lapse of 30-day period. It shall not be considered as a violation of this MC, provided, they shall submit a medical certificate or supporting document thereto.

8. PENALTY CLAUSE:

Any violation of this MC shall be dealt with in accordance with existing laws and NAPOLCOM MC No. 2016-002 entitled, "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police."

9. REPEALING CLAUSE:

All existing PNP directives and other issuances which are contrary to or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

10. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, and Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



ROMMEL FRANCISCO D MARBIL
Police General
Chief, PNP

- Distribution:
- Command Group
 - IG, IAS
 - Cmdrs, APCs
 - D-Staff
 - P-Staff
 - Ds, NSUs
 - RDs, PROs
 - SPA to the SILG

OCPNP Signed 2024 S099933



S099933



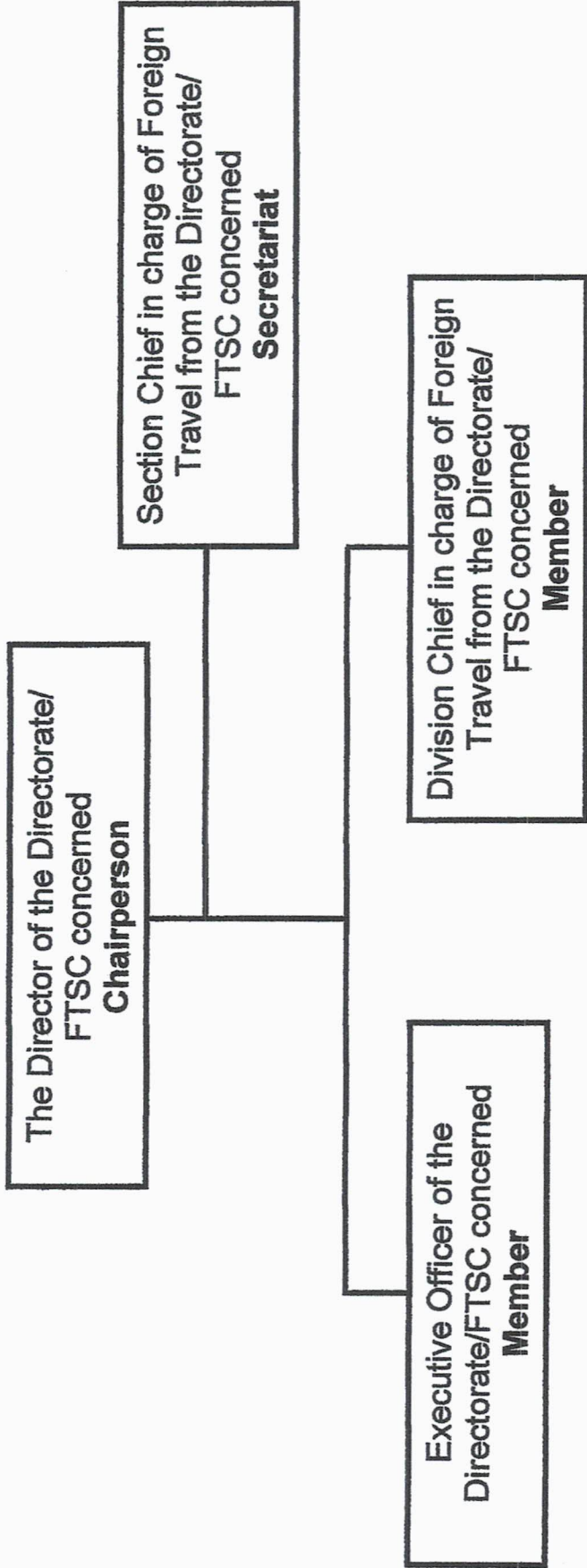
BAGONG PILIPINAS

"Sa Bagong Pilipinas, Ang Gusto ng Pulis, Ligtas Ka!"

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BRYAN ANGELO K PAJARILLO
POLICE LIEUTENANT COLONEL
ADMINISTRATIVE OFFICER, DPRM

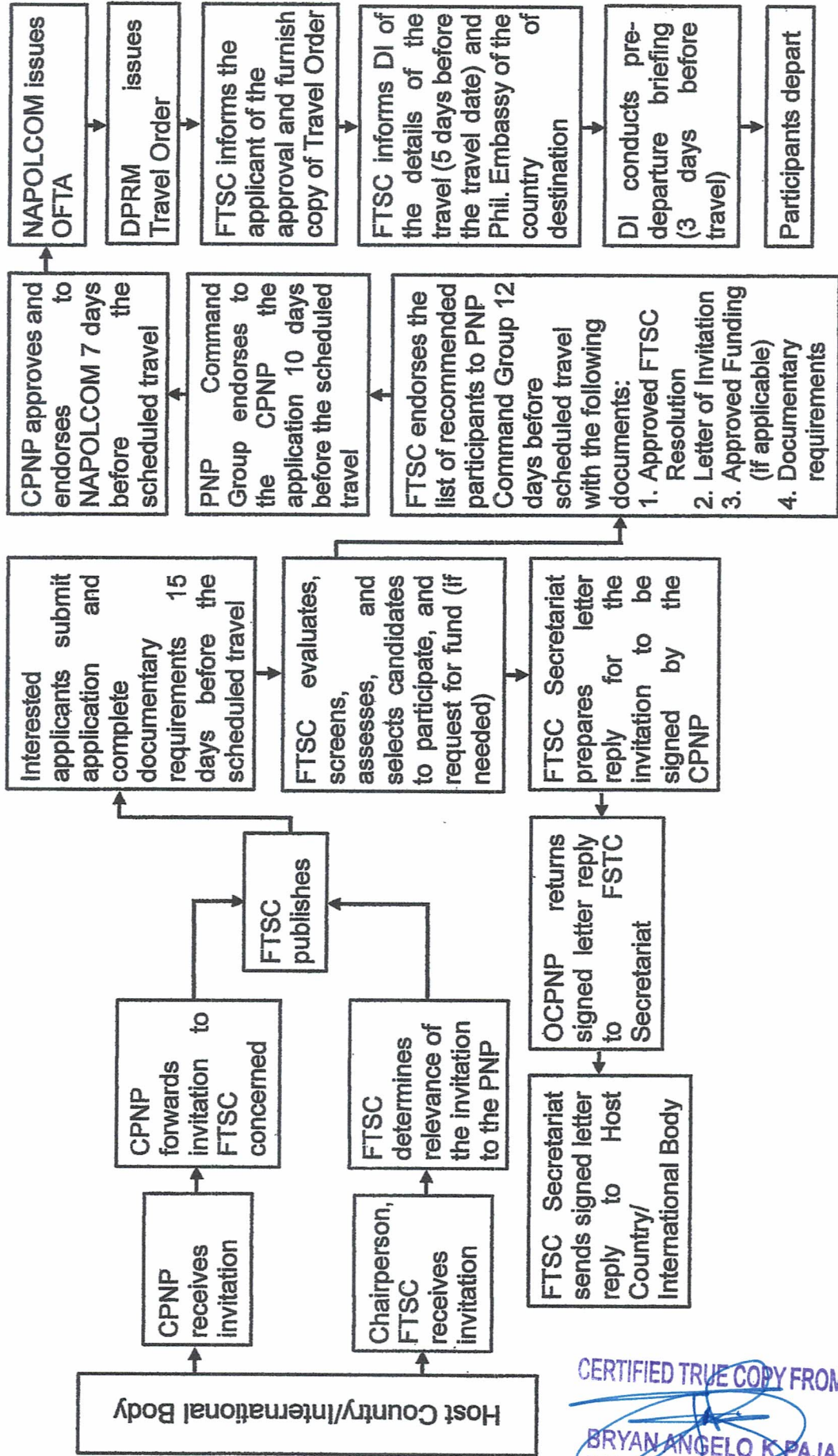
COMPOSITION OF FOREIGN TRAVEL SCREENING COMMITTEE (FTSC)



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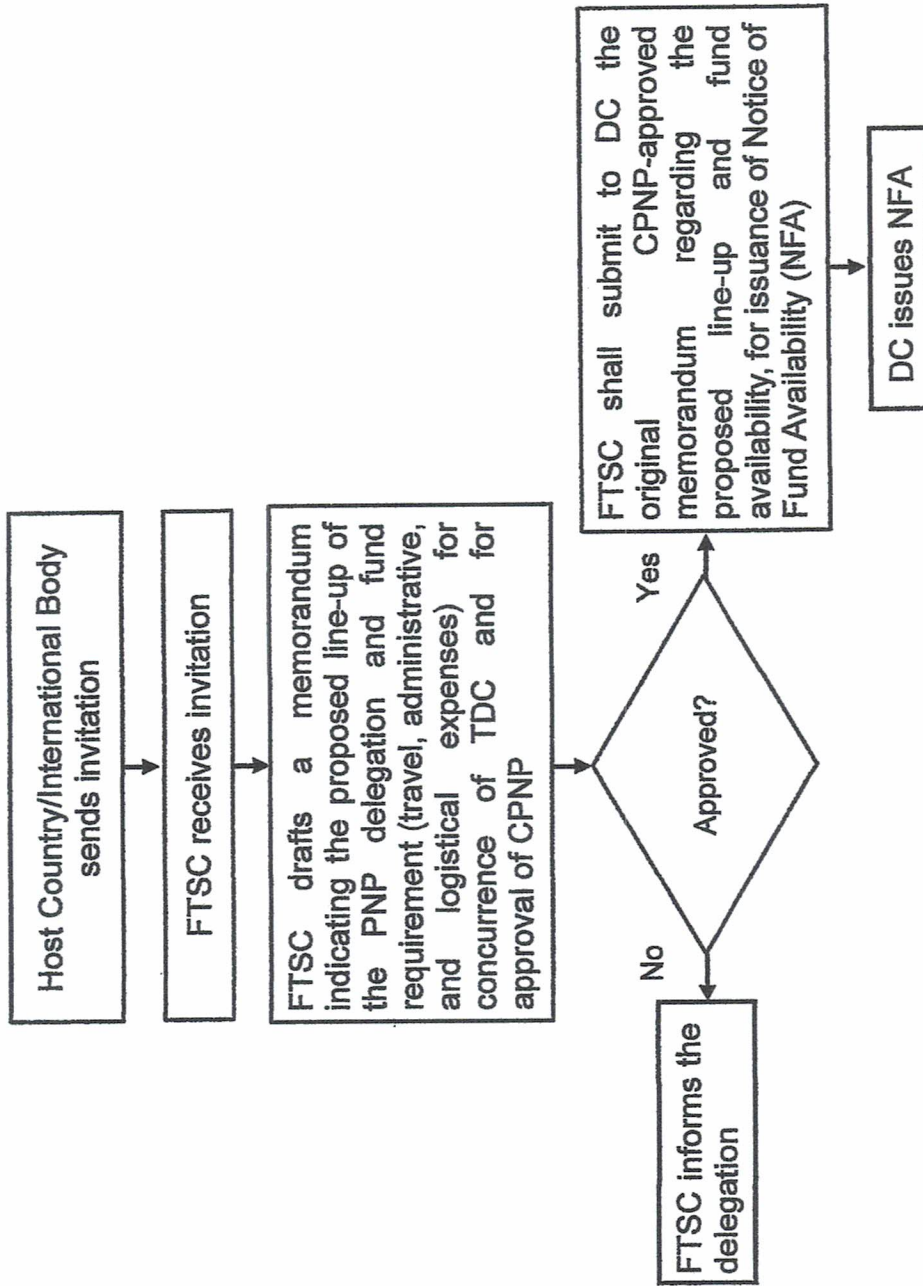
PROCESS FLOW – FTSC LEVEL



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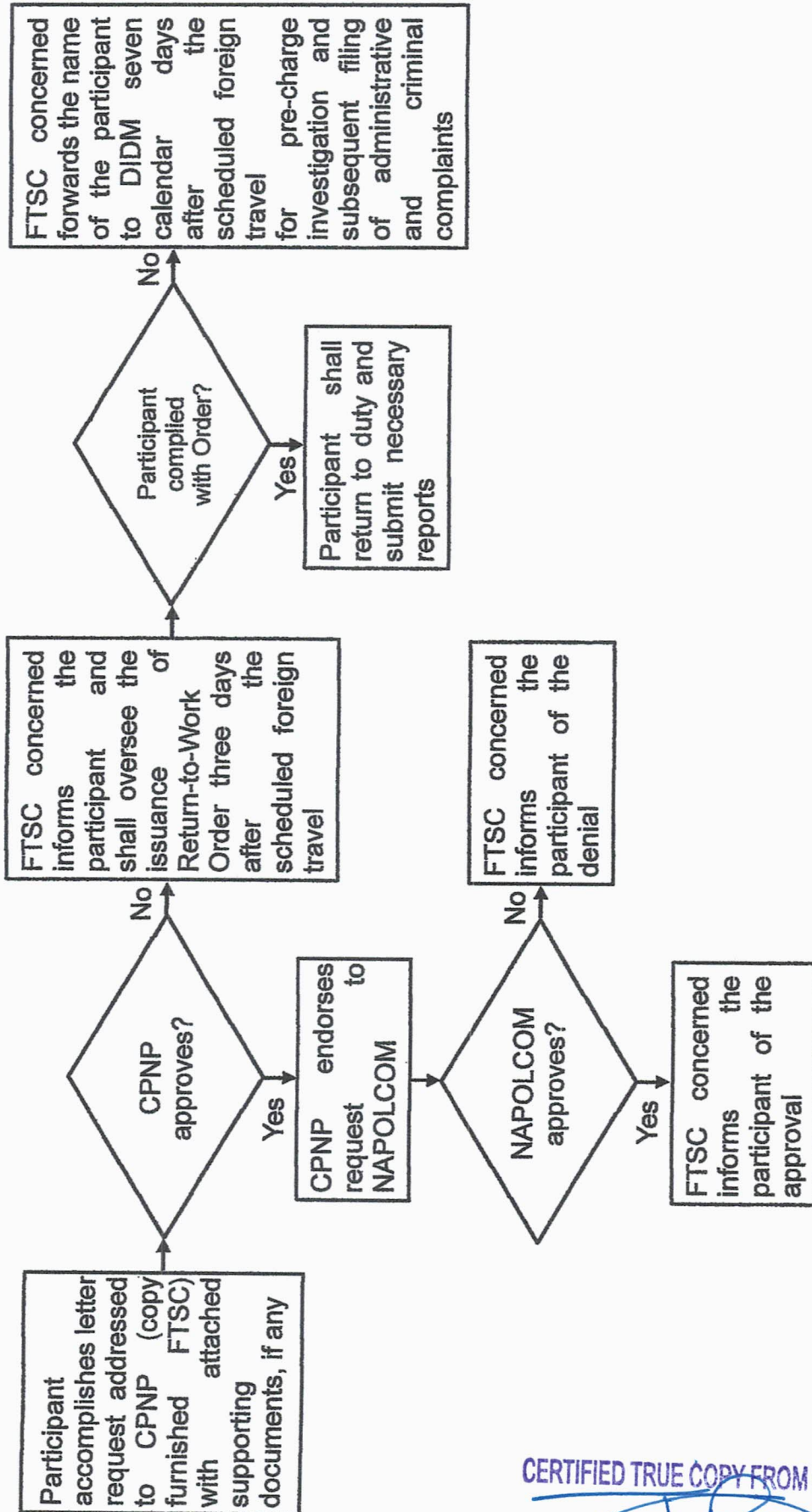
PROCESS FLOW – REQUEST OF FUND FOR OFFICIAL FOREIGN TRAVEL



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ADMINISTRATIVE OFFICER, DPRM

APPLICATION FOR EXTENSION OF OFTA



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