



Reference No. 2023-10-85
 October 9, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR OFFICIALS AND STAFF

SUBJECT : APPROVING AUTHORITY ON TRAVEL ORDERS AND LOCATOR SLIPS

In line with the Bureau's efforts to further strengthen its capability of producing quality output and optimum results from all the official travels, acknowledging that these travels are essential part of the effective monitoring activities as well as the overall *efficient performance of every employee* whenever they are assigned to do such task, the approving authority on all Travel Orders (TO) and Locator Slips (LS) must be established accordingly. Hence, all concerned BAR staff are hereby informed of the updated guidelines on the **filing and approval process of all TO and LS**, to wit:

Concerned Division/Unit	Recommending Authority	Approving Authority	Attachment/s
Office of the Director (PMU, Internal Audit)	Office of the Assistant Director	Office of the Director <i>*with the initial of respective unit head/compliance officer</i>	1. Invitation letter or any official communication relative to the proposed travel; 2. Itinerary of travel and signed communication for project monitoring; and/or, 3. Copy of Special Order on the Authority to Participate for events such as, but not limited to, seminars, expos, workshops, anniversary events, among others.
Technical Division Heads and Administrative and Finance Division Unit Heads	Office of the Assistant Director	Office of the Director	
Administrative and Finance Division - Staff	Unit Head	Office of the Assistant Director	
Technical Divisions - Section Heads (PDD, PMELD, KMISD)	Office of the Assistant Director	Office of the Director <i>*with the initial of respective division heads</i>	
Technical Divisions - Staff (PDD, PMELD, KMISD)	Office of the Assistant Director	Office of the Director <i>*with the initial of respective section heads</i>	

This memorandum shall take effect immediately.

For your information and guidance.


JUNEL B. SORIANO, PhD