



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

NOV 22 2019

DEPARTMENT ORDER
No. 2019 - 0225 - A

SUBJECT: Amendment to Department Order 2019-0225 Dated July 10, 2019 Entitled Guidelines on Official Local and Foreign Travels Including Allowable Rates for Department of Health (DOH), Attached Agencies and All Others Concerned

In order to incorporate some clarifications on issues and concerns and to achieve judicious, reasonable and justifiable implementation of the new rates specifically for taxi fares the following amendments to D.O. No. 2019-0225 dated July 10, 2019 are hereby issued for consistent and clear implementation:

IV. DEFINITION OF TERMS

Ordinary Public Conveyance or Customary Modes of Transportation – mode and class of transportation to be taken which shall be the most advantageous to the government from the standpoint of economy and efficiency. (*Government Accounting and Auditing Manual Volume I*)

Extra Ordinary Means of Transportation – vehicles used to transport too complicated, time consuming, expensive and threat to security load/s such as when carrying large amounts of cash, bulky equipment and important documents, accompanying dignitaries or high level government officials and dignitaries and during inclement weather.

Liaison Officer - someone whose job is to establish a working relationship between two or more agencies, often in order to help them work on a mutual problem or concern.

Transport Network Vehicle Service (TVNS) – an organization whether a corporation, partnership, sole proprietor, that provides pre-arranged transportation services for compensation using an internet-based technology to connect passengers with drivers using their personal vehicles.

VI. SPECIFIC GUIDELINES

A. For Local Travels

2. Travel beyond 50 kilometer Radius from the Permanent/Official Station

From the point of disembarkation to the office of destination or place of assignment in the field, and vice versa shall be based on **(Annex B)** if the prevailing rates per passenger are not available in the locality or municipality.

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b. (1) Taxi fare and Transportation Network Vehicle Services (TNVS)

As a general rule, only the use of ordinary public conveyance or customary modes of transportation such as taxis shall be allowed during the participation to official activities such as but not limited to meetings, forum, seminars, workshops and conventions outside DOH facility.

To consider the most economical and advantageous utilization of government funds, the origin should be the Permanent/Official Station or residence whichever is nearer to the destination with the maximum allowable fare of ₱550.00, provided that this shall be supported by a receipt and a justification approved by the Head of Office.

For taxi fares incurred in the amount of ₱300.00 and below, *Certification of Expenses Not Requiring Receipts* per COA Circular No. 2017-001 (**Annex A**) dated June 19, 2017 will suffice.

The use of accredited vehicles under TNVS (e.g. Grab) are considered **extraordinary** means of transportation, **hence shall not be availed of** unless justified by the prevailing circumstances and subject to strict compliance to the prescribed conditions as follows:

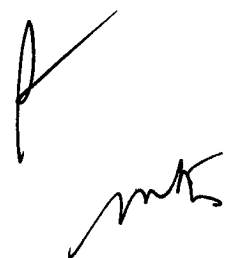
1. Shall not exceed the amount of ₱700.00 (traveler shall shoulder the excess amount)
2. Shall be supported by justification stating the prevailing circumstances (e.g. carrying large amount of money, bulky equipment, inclement weather, when time is of the essence, etc.) duly approved by the Head of Office
3. Shall be supported by E-Receipt issued in the name of the claimant

The allowable transportation expenses and reasonable miscellaneous expenses of other DOH Offices other than the Central Office shall depend on the fare matrix prepared and established by the concerned offices ensuring that it is fairly reasonable, cost effective, efficient and within their financial capability.

2.d Personnel using government vehicle shall be not be allowed to claim transportation expenses. However, if stipulated in the DPO, he is entitled to payment of gasoline, toll fees and parking fees.

2. f Rates for **Taxi fares from residence/official station to airport terminal and vice versa** based on city quadrant shall be based on (**Annex C**) for a more fair and reasonable claims.

3. Travel Within the 50-Kilometer Radius from the Permanent Official Station



b. (2) Those personnel who are authorized to conduct monitoring, validation, assessment, audit, inspection, investigation, evaluation and other related activities shall be allowed **meal allowance equivalent to 20% of the Daily Travel Expenses (DTE)**. An additional 10% maybe allowed only if the aforementioned day-today activities will be beyond 7 P.M. as supported by reasonable justification and approved by the Head of Office.

b. (4) Those personnel who are designated to act as Liaison Officer shall be **categorized** and entitled to:

(b.1) Designated as Liaison tasked to receive and follow up documents

The Liaison Officer shall be allowed to collect 10% of the DTE as meal allowance if he/she **left the official station on or before 8:00 AM** to transact, receive and follow up official documents to and from government offices and other institutions as authorized by the Head of Office;

(b.2) Staff of the Health Policy Development and Planning Bureau, Legislative Liaison Division (HPDPB-LLD)

The staff of the HPDPB-LLD tasked to liaise among the DOH, other executive agencies for cross-cutting measures, and the legislative branch – House of Representatives and Philippine Senate shall be entitled to claim the following:

b.2.1. Maximum of 20% of DTE as meal allowance; and

b.2.2. Actual fare at the prevailing rates of authorized modes of transportation to the place of assignment (HRep or Senate) from the permanent official station and /or place of residence and vice –versa

c. For Live-out trainings and other official activities conducted within 50 km. radius in Metro Manila, DOH Personnel shall be entitled to availment of taxi from official station to any official destination and back to official station or residence, **regardless of number of days** as follows:

Distance (based on Google Map)	Maximum Allowable per Trip (in Php)
0-10 km	₱100
>10 km up to 15 km	250
>15km up to 20 km	300
>20km up to 25 km	400
>25 km and beyond	450

This shall be supported by Official Receipt, otherwise the maximum amount that may be reimbursed is up to ₱300.00 per COA Circular No. 2017-001 (Annex A).

5. Registration or Course Fees for participation to human resource development activities/Learning and Development (LD) interventions conducted by other duly registered and accredited institutions and academes

The maximum registration fee per participant in the participation to Conventions, Seminars, Conferences, Symposia and Similar Non – Training Gatherings sponsored by Non-Government Organizations or Private Institutions is set at **₱2,000.00 per day** under National Budget Circular No. 563 dated April 22, 2016. Likewise, a Department Personnel Order (DPO) authorizing participation to the aforesaid activities has to be cleared by HHRDB subject to guidelines on clearance of DPO, upon recommendation for approval by head of Office of the personnel concerned.

6. Registration or Course Fees for participation to Certificate courses, Short courses, Trainings, and other Human Resource or Learning and Development Interventions conducted by Non-DOH Institutions

Registration or Course Fees for participation to Certificate courses, Short Courses, Trainings and other human resource or Learning and Development interventions, not covered by DBM National Budget Circular No. 563 dated April 22, 2016, conducted by other duly registered and accredited institutions and academes shall be based on the current fees prescribed by said institutions, and attendance there shall be authorized through Department Personnel Order cleared by HHRDB upon recommendation for approval by Head of Office of the Personnel concerned. Payment for these shall be availed subject to existing COA rules and regulation.

The Job Order or Contractual Staff shall not be allowed to avail training with registration/course fee for participation to trainings since Provision No. 6 in the Contract of Service stipulated that *“There exist no employer-employee relationship between the parties thereto, Thus, Service rendered by the Second Party under this Contract shall neither be considered nor accredited as government service. Likewise, the latter shall not be entitled to benefits enjoyed by regular employees”*. This is also in compliance with the recommendation of COA that no training with registration fee shall be allowed for Job Order/Contractual Staff.

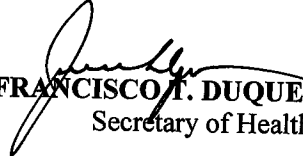
B. For Foreign Travels

2. Approval of Foreign Travels

c. Foreign travel of officials and personnel shall also be endorsed to the DFA.

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All other provisions stipulated in the Department Order No. 2019-0225 dated July 10, 2019 not reflected by this amendment still stand in effect.


FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health

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REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
 Commonwealth Avenue, Quezon City, Philippines

CIRCULAR

No.: 2017-001

Date: JUN 19 2017

TO : All Heads of Departments, Bureaus, Offices, Agencies and Instrumentalities of the National Government; Heads of Local Government Units; Managing Heads of Government-Owned and/or Controlled Corporations; Commission on Audit Assistant Commissioners, Directors, Supervising Auditors, Audit Team Leaders, and all others concerned

SUBJECT : Reimbursement of expenses not requiring official receipts

In view of the reduced purchasing power of the peso, expenses incurred by government officials and employees in the discharge of their official functions amounting to P300.00 or less need not be supported by official receipts, except for the following:

- a. Payment of fares in public utility vehicles issuing receipts such as bus, train, vessel/ship; and
- b. Purchases in business establishments issuing receipts.


The official/employee concerned shall be required to submit a certification for expenses P300.00 or less as supporting document (Annex "A").

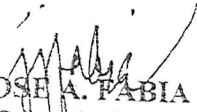
Any circular or directive in conflict herewith is hereby amended/modified/revoked accordingly.

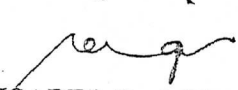
This Circular shall take effect fifteen (15) days from date of publication in a newspaper of general circulation.

COMMISSION ON AUDIT
 OFFICE OF THE COMMISSION SECRETARIAT




MICHAEL G. AGUINALDO
 Chairperson


JOSE A. FABIA
 Commissioner


ISABEL D. AGITO
 Commissioner



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD
Est Avenue, Quezon City

PUB (Ordinary) GENERAL FARE GUIDE
Metro Manila

Plate No.

Distance (kms.)	Regular	Student / Elderly / Disabled	Distance (kms.)	Regular	Student / Elderly / Disabled
1	10.00	8.00	31	58.00	46.50
2	10.00	8.00	32	60.00	48.00
3	10.00	8.00	33	61.75	49.50
4	10.00	8.00	34	63.75	51.00
5	10.00	8.00	35	65.50	52.50
6	11.75	9.50	36	67.25	54.00
7	13.75	11.00	37	69.25	55.25
8	15.50	12.50	38	71.00	56.75
9	17.50	14.00	39	73.00	58.25
10	19.25	15.50	40	74.75	59.75
11	21.00	17.00	41	76.50	61.25
12	23.00	18.25	42	78.50	62.75
13	24.75	19.75	43	80.25	64.25
14	26.75	21.25	44	82.25	65.75
15	28.50	22.75	45	84.00	67.25
16	30.25	24.25	46	85.75	68.75
17	32.25	25.75	47	87.75	70.25
18	34.00	27.25	48	89.50	71.75
19	36.00	28.75	49	91.50	73.00
20	37.75	30.25	50	93.25	74.50
21	39.50	31.75	51	95.00	76.00
22	41.50	33.25	52	97.00	77.50
23	43.25	34.75	53	98.75	79.00
24	45.25	36.00	54	100.75	80.50
25	47.00	37.50	55	102.50	82.00
26	48.75	39.00	56	104.25	83.50
27	50.75	40.50	57	106.25	85.00
28	52.50	42.00	58	108.00	86.50
29	54.50	43.50	59	110.00	88.00
30	56.25	45.00	60	111.75	89.50

COMPUTATION OF FARES: (Add-on Method)
REGULAR

First Five (5) kilometers = P 10.00

Succeeding kilometers = Additional P 1.85 per kilometer

STUDENT/ELDERLY/DISABLED (20% Discount)

First Five (5) kilometers = P 8.00

Succeeding kilometers = Additional P 1.48 per kilometer

For Clarification,

Pls. visit LTFRB web portal at www.ltfrb.gov.ph

or call LTFRB 24/7 Hotline - 1342

Text/Viber Hotlines: 0917-550-1342/ 0998-550-1342

0998-550-1342

Students are entitled to a fare discount of not less than 20% of the approved adjusted fare EVERYDAY, during school days upon presentation of their valid school ID's

ATTY. AUGUSTINE M. VESTIL, JR.
Executive Director

ATTY. MARTIN B. DELGRA III
Chairman

NOTE: Fares are rounded off to the nearest 25 centavos

Operator: _____ CASE NO _____

OR. No. _____ DATE: _____

Amount: _____

JOEL J. BOLANO
Chief, Technical Division

(Agency Name)			
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS <i>Pursuant to COA Circular No. 2017-001 dated June 19, 2017</i>			
Name of Employee		Employee No.	
Office			
Division			
Particulars		Amount (P)	
		TOTAL	
Purpose			
<p><i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i></p>			
	Certified correct:		Noted by:
Signature			
Printed Name			
	Employee		Immediate Supervisor
	Date	Date	




ANNEX C

TAXI FARES FROM RESIDENCE/OFFICIAL STATION TO AIRPORT TERMINAL AND VICE VERSA BASED ON CITY QUADRANT

Place	Maximum Allowable Rate per Trip (in Php)
<p>Parañaque 1: Baltao, Casino Filipino, Duty Free, MIAA Old Domestic, Moonwalk 1, Multinational Village 1 (Jerusalem St. Tel Aviv St.), Sto, Niño, Tambo, Uniwide Coastal Mall</p> <p>Pasay Area I: Airmen's Village, Pildera 1 & 2, Rivera Village, Villamor Airbase</p>	<p>200.00</p>
<p>Las Piñas Area I: Ilaya (Marine Pond) Manuyo Dos, Poblacion</p> <p>Parañaque Area 2: Baclaran, Better Living, Bicutan Interchange, Don Bosco, Kalayaan Village, Marcelo Green, Merville, Moonwalk 2, Multinational Village 2 (All other streets: Refer to Multi 1), PNCC area, Sun Valley, San Dionisio, SM Sucat, United Parañaque</p> <p>Pasay Area 2: FB Harrison, GSIS, Russian Embassy Senate, Tramo, Vietnam Embassy, World Trade Center</p> <p>Makati Area 1: Dasmariñas Village, Forbes Park (South), Glorietta, Greenbelt, Legaspi Village, Magallanes</p> <p>Taguig Area 1: FTI, FTI. Bonifacio (Lawton Avenue) Signal Village Upper Bicutan Western Bicutan</p>	<p>250.00</p>

ANNEX C