



# **Minimum Requirements on Processing Request for Authority to Conduct Lakbay Aral/Study Tours Conducted or Participated by LGU[s] Officials and Personnel**

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DILG Regional Unnumbered Memorandum  
dtd 30 May 2017



# LEGAL BASIS



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)  
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)**

**Joint Memorandum Circular No. 02**

**Date: September 23, 2016**

**To :** Local Chief Executives, Members of the Local Sanggunians, Heads of Local Government Departments and Offices, Regional Governor of the Autonomous Region in Muslim Mindanao, Heads and Directors of the Central and Regional Offices (ROs)/Field Offices of the DBM and DILG, and All Others Concerned

**Subject :** **POLICIES AND GUIDELINES ON STUDY TOURS OR "LAKBAY ARAL" ACTIVITIES OF LOCAL GOVERNMENT UNITS**



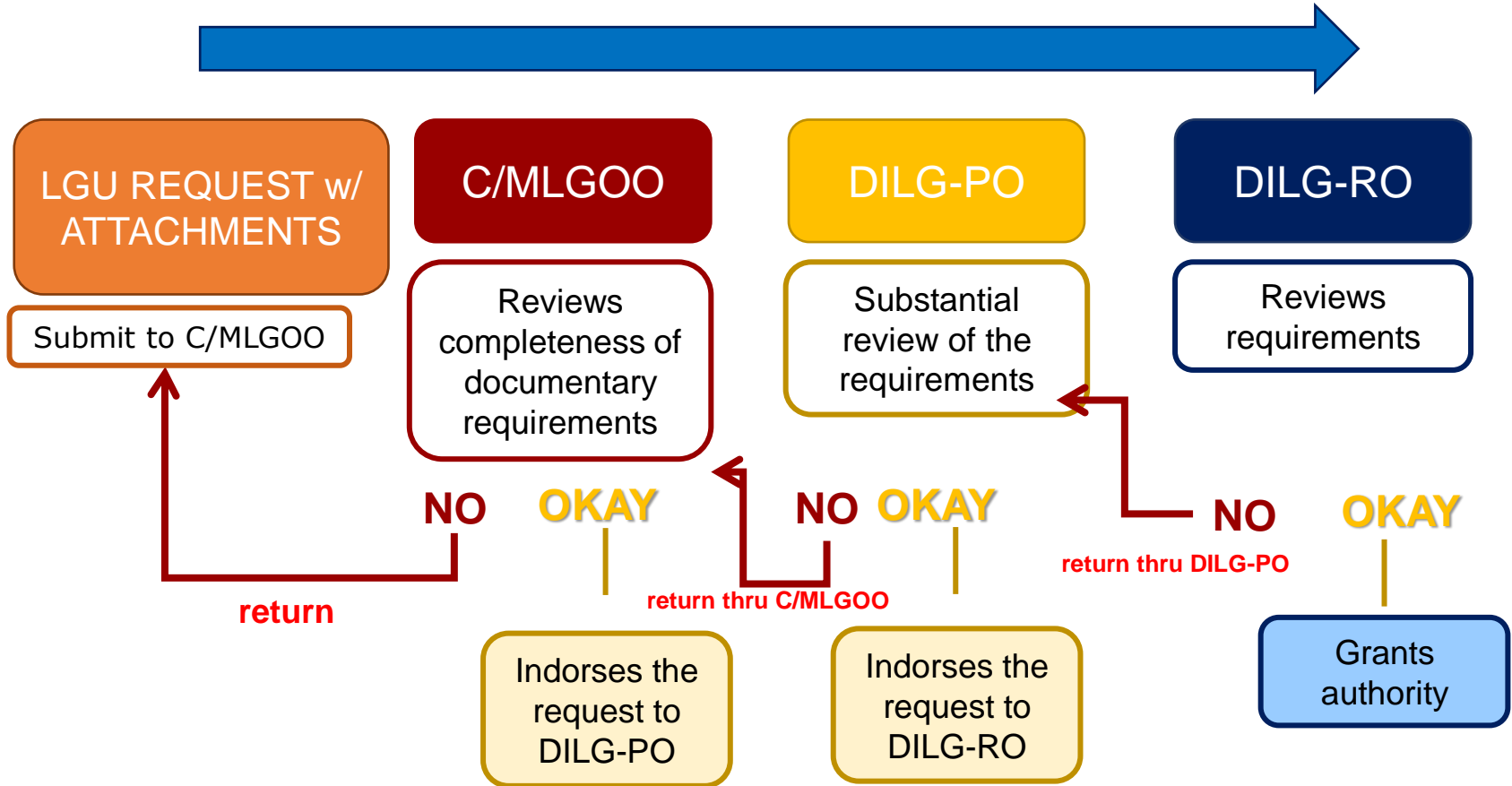
# WHEN TO SUBMIT THE REQUEST?

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At least **TEN (10) DAYS** prior to the conduct of the activity



# PROCESSING OF REQUEST





# WHAT ARE THE MINIMUM REQUIREMENTS?

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*Approved Activity Design, reflecting among others;*

**1**  
Objectives

**2**  
Expected Participants

**3**  
Methodology

**4**  
Breakdown of Budgetary Requirements

**5**  
Corresponding Source of Funds

**6**  
Output/s of the Activity

**7**  
Monitoring and Evaluation



# WHAT ARE THE MINIMUM REQUIREMENTS?

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- Approved Itinerary of Travel;***
- Approved Travel Orders of the Participants;***
- Prior Confirmation from the Host LGU(s) or Institutions;***
- Official List of Participants, their Designation and Official Station;***



# WHAT ARE THE MINIMUM REQUIREMENTS?

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- Local League/Association Resolution Approving/Adopting The Proposed Activity (if the organizer is local league or association);***
- Certification by the C/MLGOO concerned that the Proposed Activity is included in the Current Capacity Development Agenda (CapDev) of the Participating LGU(s); and***
- Issuance/s designating the Officer/s In-Charge in view of the Official Travel of Head/s of Office/s;***



**THANK YOU VERY MUCH!**

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