



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 743
 Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
OFFICE OF THE MINISTER

RELEASED

BY: Hajir
 DATE: 04 OCT 2023
 TIME: 8:25 AM
 Ctrl No: 2023-10-061

TO : **ALL DIVISION AND SECTION CHIEFS
 ALL DIRECTOR GENERALS
 ALL OTHERS CONCERNED**

FROM : **MOHAGHER M. IQBAL**
 Minister

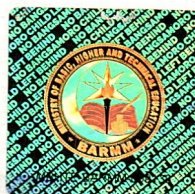
SUBJECT : **POLICY ON THE REQUEST FOR TRAVEL ORDER**

DATE : **02 OCTOBER 2023**

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Molon
 Date: OCT 04 2023
 Time: 8:30 AM
 Control No: 2023-10-061

1. To streamline workflow processes within the Ministry of Basic, Higher, and Technical Education, we are issuing a directive to all employees and officials at the Ministry's regional offices. Prior to the issuance of a Travel Authority, it is mandatory to obtain an endorsement from your immediate supervisor. For employees within the education subsectors, your endorsement will be signed by your respective director general, while those under the Office of the Minister divisions should secure their endorsement from their respective division chiefs (See attached format of endorsement).
2. This policy has been put in place to ensure rigorous oversight of employees travel by their direct supervisors. It aims to guarantee the uninterrupted provision of Ministry services during personnel travel, ensuring that no disruption occurs. Your cooperation in adhering to this policy is greatly appreciated as it contributes to the smooth functioning of the Ministry.
3. Also, please be reminded to submit your request for travel order **7 days prior to the start of your travel** alongside the complete attachments (**Approved budget proposal (if necessary), letter of invitation (if necessary) & released memorandum**)
4. For dissemination and strict compliance.

By Authority of the Minister
MOHAGHER M. IQBAL:



[Signature]
HARON S. MELING
 Deputy Minister



ENDORSEMENT

(date)

Respectfully endorsing to the **Office of the Minister (OMIN)** the following officials who will have a travel on **(Date of Travel)** at **(Location)** relative to the **(purpose of the travel or subject of the Memo)**:

| Name | Position (indicate if COS) | Subsector/Division/Section |
|------|----------------------------|----------------------------|
| | | |
| | | |

Name of Subsector Head and/or Division Head/Section Head

(Position)

Cc: **MOBARAK P. PANDI**
Chief, Information and Communications Division