



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



Office of the Minister

MEMORANDUM ORDER

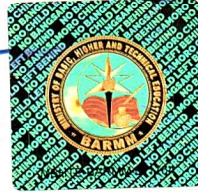
No. 159
 Series of 2024

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

BY: Jamar
 DATE: MAR 01 2024
 TIME: 1:20 PM
 Ctrl. No. 2024-03-266

TO : **ALL MBHTE DIRECTORATES**
ALL MBHTE OFFICIALS IN THE MAIN OFFICE

FROM :  **MOHAGHEY M. IQBAL**
 Minister



SUBJECT : **IMPLEMENTATION OF THE "NO TRAVEL ORDER, NO TRAVEL" POLICY**

DATE : February 29, 2024

1. This has reference to the issued MBHTE Regional Memorandum No. 763, s. 2023 dated October 2, 2023, regarding the **policy on the request for Travel Order**.
2. To reiterate, **it is mandatory for all employees and officials of the Ministry to obtain an endorsement from their immediate supervisor.**
3. **For employees within the four (4) directorates, your endorsement shall be signed by your respective director generals.**
4. **On the other hand, for employees under the Office of the Minister divisions, you are directed to secure endorsement from your respective division chiefs.**
5. 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.
6. Please be reminded to submit your request travel order **7 days before the official date of your travel** alongside the complete attachments (approved budget proposal [if necessary], letter of invitation [if necessary], and released memorandum).
7. Thus, the Ministry will be implementing the **"NO TRAVEL ORDER, NO TRAVEL" POLICY effective Monday, March 4, 2024.**
8. Submission of request travel order **AFTER** the official travel has taken place is considered a repudiation of expenses incurred.
9. Attached are the draft endorsement and travel order for reference.
10. For information and **STRICT COMPLIANCE.**

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: Jamar
 Date: MAR 01 2024
 Time: 1:35 PM
 Control No. 2024-03-266



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 F. PANDI**
Chief, Information and Communications Division



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Cotabato City



Office of the Minister

AUTHORITY TO TRAVEL

Control No. _____

Name of Officials:

Name	Position
xxxx-Nothing Follows-xxxx	

Purpose of Travel:

Activity
Organized by:

Inclusive Date/s:

Official Business

Official Time

Destination:

Expenses
Covered:

Fund Source
(PAP Code):

Approved By:

MOHAGHER M. IQBAL
Minister



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

Hajir

BY _____
 DATE 04 OCT 2023
 TIME 8:25 A.M.
 Cont. 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 *Moham*
 Date OCT 04 2023
 Time 8:55 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

