

PERSONAL TRAVEL

1. How often can an official or employee avail himself of a personal travel in a year?

There is no limit as long as it is approved by the concerned Official/s. The number of days to be covered in the requested personal travel will be charged accordingly to the leave credits of the requesting party.

2. How long will it take for a personal travel to be approved by the concerned signing officials putting into consideration that all the documentary requirements are submitted?

It will only take less than a week provided that the concerned signing officials are available. That's why, it would be better if applicants for personal travel file their request complete with all the attachments at least 2 to 3 weeks before the scheduled travel.

3. I have a personal travel to the United States of America for 15 days, who should be signing my travel authority?

If you are	Recommending	Approval
Undersecretary, Assistant Secretary, Head of Sectoral/ Project Offices and Attached Agencies/ Corporations	Undersecretary for Operations	Secretary
DOTC Central Office Service Director and below	Assistant Secretary (Admin & Comptrollership)	Undersecretary for Operations
For Personnel below Agency Head for Sectoral/ Project Offices and Attached Agencies and Corporations (regard less of duration)		Agency Head

*It is recommended that official declare the exact address of the place they will visit.

**If the foreign travel is in excess of 30 days the person is required to submit a duly signed clearance.

4. How can we make sure that all employees are given equal opportunity for professional and staff development?

Training has always been considered a privilege and a tool for development. That's why it is encouraged that every employee should be given the opportunity for development. Likewise, for the employee to recognize the importance of training and how it can tremendously affect one's professional and personal life, as well.

Every year, the HRD Division regularly conducts a Training Needs Assessment to determine the trainings and other developmental activities of the employees. However, not all the identified trainings can be implemented due to prioritization and budgetary constraints. Learning is not only within the confines of the training room but is could also be achieved through reading educational materials, involvement in various activities, surfing the net or even coaching/mentoring on the part of the supervisor.