



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**DEPARTMENT ORDER NO.** 2015-004

**TO :** **Undersecretaries  
Heads of Sectoral Offices, Attached Agencies  
and Corporations  
This Department**

**SUBJECT :** **Revised Policy on Trainings, Seminars, Scholarships and  
Workshops**

**DATE :** 04 March 2015

As far as practicable, to qualify for foreign trainings, seminars, scholarships and workshops, the candidate/nominee must have a permanent appointment, no pending administrative case/s, and have at least two (2) years government service, one (1) year of which must be in the nominating agency.

However, for good and justifiable cause, to be determined by the Undersecretary, Head of Sectoral Office, Head of Attached Agency or Head of GOCC, concerned, the foregoing requirements may be waived.

Such requests for waivers shall be submitted to the Undersecretary for Administration and Procurement, who, if warranted, shall recommend approval to the Secretary.

All other orders, memoranda and issuances are hereby modified accordingly.

**JOSEPH EMILIO AGUINALDO ABAYA**  
Secretary



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[Signature]

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