

~~UNIVERSITY~~ UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

29 September 1989

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. 6
Series of 1989

SUBJECT: Requests for Authority to Travel Abroad

Effective immediately, the following Guidelines shall be observed in the disposition of requests for authority to travel abroad:


1. Consistent with Executive Order No. 6, dated 12 March 1986, of the President of the Philippines, travel requests of all University officials and personnel shall be finally acted upon by the President of the University. However, travel requests which include representation expenses shall be approved by the Office of the President of the Philippines.
2. In each constituent university, requests for travel authority shall be coursed through proper channels. The Chancellors are, however, authorized to sign indorsements of travel requests to government agencies.

The Chancellor shall consolidate all such requests and submit the list (see attached form) to the Office of the President. As far as practicable, the list should be submitted to the Office of the U.P. President allowing a reasonable time for that office to evaluate the request before the intended start of travel.

3. Everyone granted authority to travel abroad shall, within ten (10) days upon his return, submit a brief written report to the President through the Chancellor.
4. The Chancellors shall submit to the Office of the President a complete report on all authorized travels. The report should include purposes of travel and destinations, their funding sources, and important observations and recommendations, and shall be submitted on the last working day of January and July every year.

5. This Order supersedes Executive Order No. 3 dated April 3, 1986 and Executive Order No. 1 dated February 9, 1989, both issued by the Office of the UP President.

Diliman, Quezon City; September 29, 1989.


JOSE V. ABUEVA
President

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