MEMORANDUM FOR : THE DIRECTORATE
ALL EMPLOYEES

The Office of the Resident Auditor has now required that processing of vouchers covering official travels abroad by POEA officials and employees be accompanied by a copy of the travel authority duly authenticated by the office.

In view of the above requirement, the following procedures shall be implemented:

1. After securing/revalidating the passports of the concerned POEA officials/employees, all original copies of travel authority issued by the Secretary of Labor or by the Office of the President must be submitted to the Central Records Division for custody.

2. The Central Records Division shall, upon receipt of the original document, issue to the holder of the authority six (6) copies of the travel authority duly certified and authenticated for the following:
   a) Accounting Division - 2 copies
   b) Auditing Office (COA) - 1 copy
   c) POEA official/employee - 2 copies
   d) Budget Division - 1 copy

3) The POEA official/employee shall be responsible in presenting a certified/authenticated copy of his/her authority to the Immigration Officer upon departure.

FOR GUIDANCE OF ALL CONCERNED.

MANUEL G. IMSON
Deputy Administrator
for Management Services

Approved:

TOMAS D. ACHACOSO
Administrator

cc: Auditor Tolentino
Finance Branch
Ms. Rosita Cruz

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BY: Lat
DATE: JAN 23, 1989