



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
Bangsamoro Government Center, Cotabato City



MEMORANDUM

Order No. 002

Series of 2024

TO : ALL SERVICES, DIVISIONS AND SECTIONS
This Ministry

SUBJECT : ADDITIONAL GUIDELINES FOR OFFICIAL TRAVEL ORDERS

DATE : 03 January 2024 | Jumada Al-Akhirah 21, 1445

1. Beginning the fiscal year of 2024, this ministry's Records Section under Administrative Division will be implementing the policy of no longer issuing Travel Order series number to travel documents submitted **after** the actual travel date unless accompanied with due reason and/or justification.
2. With this and in the endeavor to standardize such justification, all travelling personnel are hereby provided with the template attached herewith for reference.
3. For **information** and **strict compliance**.

ENGR. ABDULRAKMAN K. ASIM, PME, MERIE
Officer-in-Charge

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|---|-------------|
| Bangsamoro Autonomous Region in Muslim Mindanao | |
| MINISTRY OF SCIENCE AND TECHNOLOGY | |
| Records Section | |
| RELEASED | |
| By: | <i>DEM</i> |
| Date: | JAN 03 2024 |
| Time: | 2:00pm |

Encl.a/s

| | |
|--------------------------------|--------------------|
| RECEIVED FOR ROUTING | |
| MOST - BARMM Records Section | |
| By: | <i>DEM</i> |
| Date & Time: | JAN 03 2024 2:00pm |





JUSTIFICATION FORM
for delayed issuance of Travel Order

Date accomplished: _____

Name of travellers:

Reason/s for delayed request of Travel Order:

Requestor:

Verified by:

(Signature above printed name)

Immediate Supervisor

Approved

Disapproved due to:

RAMLA S. BUTUANAN-LANTONG
Chief Administrative Officer

