



LOCAL WATER UTILITIES ADMINISTRATION

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January 10, 2018

MEMORANDUM CIRCULAR NO. 001-18

TO : ALL WATER DISTRICTS

SUBJECT : SUPPLEMENTARY TO THE REQUIREMENTS ON FOREIGN TRAVEL
OF WATER DISTRICT OFFICIALS AND OFFICERS

Effective immediately, pursuant to the Memorandum issued by the Executive Secretary on 03 January 2018 and in addition to LWUA MC. No. 009.12 dated 25 June 2017, concerned Officials and Officers of WDs are hereby enjoined to strictly observe the following measures:

- The purpose of trip is strictly within the mandate of the requesting government official or personnel;
- The projected expenses for the trip are not excessive; and
- The trip is expected to bring substantial benefit to the country

After completion of the foreign travel, concerned officials and officers are directed to submit a brief statements explaining how each official trip complies with the minimum criteria enumerated above including the destination, duration of trip, purpose of travel and the total cost incurred during the travel.

Furthermore, as provided in the said Memorandum, failure to comply with the directives may result in the filing of administrative actions for misconduct insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

For strict compliance.


JECI A. LAPUS

Acting Administrator