



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF AGRICULTURE AND FISHERIES
ORG Compound, Cotabato City
Tel./Fax No. (064) 421-1234/421-1248



DEPARTMENT OF AGRICULTURE
AND FISHERIES - ARMM
RELEASED
Date 9-13-16 10:40 AM
By: _____
Records Section

MEMORANDUM NO. 038
Series of 2016

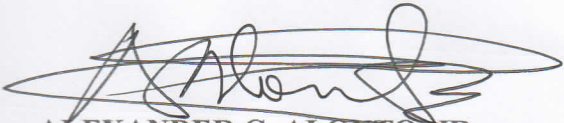
TO : ALL OFFICIALS AND EMPLOYEES
This Department

DATE : September 13, 2016

SUBJECT : TRAVEL ORDER FIRST BEFORE TRAVEL.

Effective today, all concerned are hereby directed to adopt the “Travel Order First Before Travel Policy” for official travels with claims outside Cotabato City. Meaning, those intending to undertake official travels to attend conferences, workshops, trainings, seminars, fora, meetings or other similar activities outside Cotabato City and with travel claims must secure first the corresponding approved travel orders before the scheduled travels. Otherwise, travel claims for the purpose will not be processed or approved.

Strict compliance hereon is a must.


ALEXANDER G. ALONTO, JR.
Regional Secretary