

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 78

AUTHORIZING PROVINCIAL, CITY AND MUNICIPAL OFFICIALS AND EMPLOYEES TO COLLECT ACTUAL AND NECESSARY EXPENSES INCURRED FOR SUBSISTENCE AND LODGING WHEN TRAVELING ON OFFICIAL BUSINESS IN LIEU OF PER DIEMS UPON APPROVAL OF THE DEPARTMENT HEAD CONCERNED AND IMPOSING CERTAIN LIMITATIONS ON TRAVELS ON OFFICIAL BUSINESS.

The public interest so requiring, I, SERGIO OSMEÑA, President of the Philippines, by virtue of the powers vested in me by law, do hereby promulgate the following:

Provincial, city and municipal officials and employees when traveling on official business outside their permanent station may be allowed payment of expenses for subsistence and lodging actually and necessarily incurred in excess of the authorized rates of per diems upon the approval of the proper head of department and after certification by the treasurer concerned that funds are available for the purpose, when the prevailing conditions in the place visited so justify.

Travels on official business by provincial, city and municipal officials and employees outside their respective station shall be subject to the following conditions:

(a) Except when called by the Department Head concerned or to take up emergency cases involving the interest and welfare of the inhabitants of his province, city or municipality, in the case of the Provincial Governor or City or Municipal Mayor, which from their nature cannot suffer any delay, or for the purpose of depositing or withdrawing government funds in the case of the provincial and city treasurers, or of taking up emergency cases of public works involving imminent danger to life and property in the case of the District Engineer, no provincial, city or municipal official or employee shall make trips outside the province or city without the prior approval of the Department Head concerned.

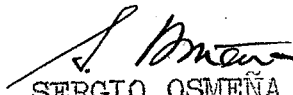
(b) Official trips within the province may be made by the subordinate officials and employees only upon the prior approval of the head of office concerned.

(c) Actual expenses for lodging and subsistence shall not exceed ₱16 a day in Manila, exclusive of actual, necessary and reasonable transportation expenses, which shall not exceed ₱4 a day, and ₱8 a day in the province.

The different heads of departments shall issue regulations in conformity with the provisions of this Order so that official trips shall not be made except when absolutely necessary in the interest of the public service.

This Order shall take effect as of December 1, 1945.

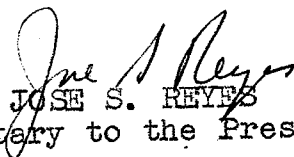
Done in the City of Manila, this 5th day of December, in the year of Our Lord, nineteen hundred and forty-five, and of the Commonwealth of the Philippines, the eleventh.



SERGIO OSMEÑA

President of the Philippines

By the President:



JOSE S. REYES

Secretary to the President