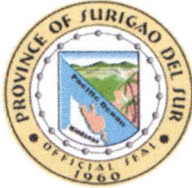


For Information



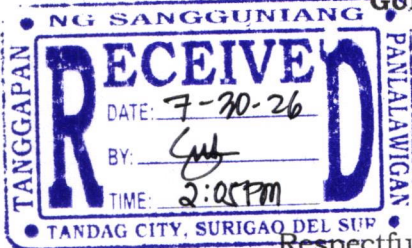
Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY



BAGONG PILIPINAS

Office of the Governor

SUBJECT: 1ST ENDORSEMENT DATED JULY 27, 2026 RE: REITERATION OF
GUIDELINES FOR THE APPLICATION OF FOREIGN TRAVEL AUTHORITIES



1st Indorsement
July 29, 2026



Respectfully indorsed **Mr. Edgar G. Perez, II, J.D., Secretary to the Sangguniang Panlalawigan**, this Province, the herein basic communication from Rizza D. Sion, CESO V, Provincial Director, DILG, Tandag City, for your appropriate action.

MANUEL O. ALAMEDA, SR.
Acting Provincial Governor



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan

Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06129

For the Governor:

JOHN VINCENT C. PIMENTEL
Provincial Administrator

PGO RECORDS/MVP/cha



BAGONG PILIPINAS

POU 5-111-07.27-011

Department of the Interior and Local Government
Surigao del Sur Provincial Office

JUL 27 2023 2:57 PM

[Signature]

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SURIGAO DEL SUR PROVINCIAL OFFICE
Capitol Hills, Brgy. Telaje, Tandag City, Surigao del Sur
www.caraga.dilg.gov.ph

**BASIC : REITERATION OF GUIDELINES FOR THE APPLICATION
OF FOREIGN TRAVEL AUTHORITIES**

1st Endorsement
July 27, 2026

Respectfully endorsed to **HON. MANUEL O. ALAMEDA, SR.**, Acting Provincial Governor, Surigao del Sur, the herein attached basic communication, for information, guidance and compliance.

[Signature]
RIZZA D. SION, CESO V
Provincial Director
OPD/RDS/MJLP/adpg

RECEIVED
PGO-SURIGAO DEL SUR
ARNIN C. CORDOVEZ
SIGNATURE OVER PRINTED NAME
JUL 27 2023 3:14



BAGONG PILIPINAS

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)
Purok 1-A, Barangay Doongan, Butuan City
www.caraga.dilg.gov.ph

MEMORANDUM

TO : ALL PROVINCIAL/CITY DIRECTORS
DILG – REGION XIII (CARAGA)

SUBJECT : REITERATION OF GUIDELINES FOR THE APPLICATION OF
FOREIGN TRAVEL AUTHORITIES

DATE : July 23, 2026

RELEASED
DATE: 07-23-2024
TIME: 5:54 PM
BY: JMS
RECEIVED
CARAGA-2026-07-23-055

Attached is the Advisory dated July 22, 2026, issued by Undersecretary Marlo L. Iringan, reiterating the guidelines on the application and processing of Foreign Travel Authorities (FTA) through the FTA Online System.

You are directed to immediately disseminate the Advisory to all Local Government Units (LGUs) within your areas of responsibility. Local Chief Executives (LCEs) are likewise requested to cascade the information to all local officials and employees concerned in their respective jurisdictions.

For your information and appropriate action.

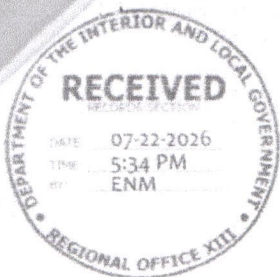
DONALD A. SERONAY
Assistant Regional Director

Stamp:
JUL 27 2026 7:35 PM

ORD/MILE/DAS/LGMED/RGF/Jiafa



"Matino, Mahusay at Maaasahan"
Trunkline No. (085) 975-9830 to 34
RegionalOffice@caraga.dilg.gov.ph
LGMED-13 – (AFVA) – 2026-07-23-2009



2026-07-22-230



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

www.dilg.gov.ph

ADVISORY

FOR : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, AND ALL OTHERS CONCERNED

SUBJECT : REITERATION OF GUIDELINES FOR THE APPLICATION OF FOREIGN TRAVEL AUTHORITIES

DATE : July 22, 2026

=====

This refers to the implementation of DILG Memorandum Circular No. 2025-023 dated March 4, 2025, or the Guidelines on the Use of the Foreign Travel Authority Online System Application (Version 3), Amending Provisions of DILG MC No. 2022-147, series of 2022, and Advisory No. 2026-01, on the Application of Foreign Travel Authorities.

To ensure smooth and timely processing of FTA applications, the following reminders and guidance are reiterated:

A. COVERAGE

All elective and appointive local government officials and employees are required to apply for a foreign travel authority (FTA) through the FTA online system, regardless of whether the intended travel is for official or unofficial purposes.

Job Order and Contract-of-Service personnel are not required to secure a foreign travel authority issued by the DILG, as they are not considered "public officers" within the scope of the Department's foreign travel restrictions.

B. FTA ONLINE SYSTEM NAVIGATION

1. Application Period

FTA applications must be submitted at least seven (7) working days before the intended travel date via the FTA website (fta.dilg.gov.ph). To ensure that all documents are properly uploaded and all required fields are filled, applicants are encouraged to use desktops or laptops when applying.

Applicants may also request assistance from their respective DILG Field and Regional Offices.

2. Use of Active E-mail Address

All applicants are reminded to use an active e-mail address for the FTA application. This is to ensure that all important updates and communications regarding the status of the application will be received.

Upon successful submission of the FTA application, the applicant will receive, via email, their Application Control Number (ACN), which may be used to track the application. Clarifications and requests for additional documents, if necessary, as well as the approved FTA certificate, shall be sent to the provided e-mail address.

3. Travel Category

Official Travel

The following are considered as Official Travel, pursuant to Section 3 of Executive Order No. 77, series of 2019:

- a. International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to NGAs, including SUCs, GOCCs, GFIs and LGUs; and
- c. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon the endorsement of the DFA.

Period of official travel shall only cover dates of the activity as indicated in the official invite.

Unofficial Travel

Foreign trips pursued for personal or private purposes, which include, but are not limited to, medical reasons, personal emergencies, and/or special occasion/s, are considered unofficial travel.

4. Travel Type

Single Travel

Applicants whose destination is only one (1) country shall select this option. For convenience, applicants may select their destination country in the dropdown menu in the FTA online system.

For travels across different periods with different destination countries, applicants are advised to file separate applications for each travel period to facilitate proper tracking and processing (e.g., applicant has a trip to Spain

on September 11-20, and to Singapore on October 10-13, two (2) separate applications are recommended to be filed).

Multi-Travel

Only one (1) application shall be filed in the FTA online system if the travel involves multiple destinations within a continuous period (e.g., if applicant will travel to Hong Kong and Macau from December 10 to 15, this shall be covered under a single application).

Extension

Applicants may file for an extension for their approved foreign travel, provided that it is filed at least seven (7) working days before the end of the initially approved foreign travel.

5. Prohibition Against Travel Junkets

Pursuant to Executive No. 77, series of 2019, all forms of travel junkets are expressly prohibited. The conduct of strategic planning sessions or team-building activities outside the country shall not be permitted. Likewise, the filing of personal leave immediately preceding or following the official engagement is strongly discouraged. Should the circumstances of the travel—such as the nature of the activity, its purpose, and the itinerary—suggest that the trip is primarily for personal reasons, the entire travel shall not be recognized as official in any capacity.

6. Compliance of Lacking Documents

Applicants shall be contacted via the e-mail they provided, should there be any comment or clarification on their FTA application, and may comply with the identified deficiencies by submitting the documents via e-mail to fta@diq.gov.ph to facilitate processing. Applicants are advised to comply as soon as possible to avoid further delays in the processing of the FTA application.

7. Application Follow-up

To track a pending application, applicants may utilize the "Follow Up" button located on the homepage of the FTA online system. The Application Control Number (ACN) issued upon submission must be entered accurately. Only applications with a valid and correct ACN may be tracked through the system.

Application Status

- a. Received – Received by the online system and for assignment of processor;
- b. Processing – With assigned processor and for review and evaluation of submitted documents;
- c. For endorsement – Endorsed to BLGS Director/Assistant Director for evaluation
- d. For Approval – Endorsed to the Office of the Secretary for approval

C. APPLICATION REQUIREMENTS

1. Basic Requirements

- a. Notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case
 - Must include applicant's signature and valid ID
 - Must be notarized by a legitimate notary public with a Roll of Attorney and IBP Number, or a Public Attorney
 - If notarized by a private practitioner or notary public, it must include Document No., Page No. and Book No. with Series
- b. Accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7, revised 2018)
 - Ensure that all fields are filled out: (1) Date of Filing, (2) Purpose of clearance with specified destination country, (3) Date of Effectivity, (4) Office of Assignment and Position, and (5) Name and Signature
 - Must be signed by all applicable department heads or clearing officers, with name and position indicated, and the applicable cleared or not cleared column must have a check mark or N/A if not applicable
 - For barangays, the CS form may be used, or they may opt to submit a certification, specifying that they are cleared of money and property

c. Comelec Certification on the Ranking of Sanggunian Members

- Must be submitted by Governors, Vice Governors, Mayors, and Vice Mayors, since an application for foreign travel will cause a temporary vacancy in their respective offices
- If applicable, may attach a supporting document with the designation of acting vice mayor, if there is simultaneous travels within the sanggunian

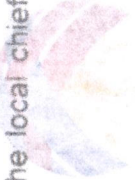
2. Official Travel

The following additional documents must be submitted for applications for official foreign travel:

- a. Invitation from the organizing body of the events to be attended
 - Must be specifically addressed to the applicant or local chief executive
- b. Local CapDev Agenda and/or Program of Activities of each event
 - This justifies the intended official foreign travel



- c. Written permission (endorsement/travel order) from the local chief executive



3. Unofficial/Personal Travel

The following additional documents are to be submitted for applications for unofficial foreign travel:

a. Accomplished Leave of Absence (Civil Service Form No. 6, revised 2020)

- Ensure that all fields are filled out: (1) Office/Department and Position, (2) Applicant's Name and Signature, (3) Date of Filing, (4) Type of Leave to be Availled and Number of Working Days Applied, with inclusive dates, and (5) Details of Leave, including travel within the Philippines, if applicable (e.g., applicant is from Palawan and will travel to NAIA Terminal 1 for the international flight. Applicant must indicate travel dates from Palawan to NAIA Terminal 1 and vice versa, aside from the declaration of travel abroad)
- Specify the number of working days approved, whether with or without pay

4. Approving Authority

The following shall be the approving authority of the requirements for FTA:

APPLICANT	CLEARANCE FORM	LEAVE OF ABSENCE
Governors, Mayors of HUCs and ICCs	Administrator or HRMO	SILG
Mayors of Component Cities and Municipalities	Administrator or HRMO	Governor
Vice Gov/Mayor Sanggunian Members (Panlalawigan, Panlungsod, Bayan) and Staff	Governor or Mayor Governor or Mayor	Governor or Mayor Vice Governor or Vice Mayor
Presidents of Liga ng mga Barangay and SK Federation (Ex-Officio Sanggunian Members)	Governor or Mayor	Vice Governor or Vice Mayor
Appointed LGU staff (including hospitals and other offices operated by the LGU)	Governor or Mayor	Governor or Mayor

APPLICANT	CLEARANCE FORM	LEAVE OF ABSENCE
Punong Barangay	Barangay Treasurer and Barangay Secretary	Mayor
Sangguniang Barangay Members	Punong Barangay	Punong Barangay
Sangguniang Kabataan Members	Punong Barangay	Punong Barangay

All applicants are advised to include the name and position of the approving authority in all CS forms to be submitted. Delegation document must also be submitted should other LGU personnel are authorized to sign CS forms on behalf of the abovementioned approving authorities.

D. RELATED ISSUANCES

1. Official Travel in relation to Sister City or Town Twinning Program

LGUs undertaking official travel in connection with sister city or town twinning initiatives must strictly comply with Item 5.2.3.3.2.1 of DILG Memorandum Circular No. 2024-066 dated May 7, 2024 and DILG Memorandum Circular No 2026-004 on the Amended Guidelines on the Establishment of National or International Sister City or Town Twinning Program, to quote:

The BLGS, shall record, review and evaluate the proposed partnership. Once the documents submitted have been found to be complete and in order, the BLGS shall forward the documents to the Department of Foreign Affairs (DFA) and the National Security Council (NSC), for further assessment and clearance, as well as to the following concerned National Government Agency, as applicable:

Department of Migrant Workers - for matters concerning seasonal workers

Department of National Defense and National Intelligence Coordinating Agency – for matters concerning national security and peace and order

Department of Agriculture – for agricultural partnership, whether field work or research

Department of Information and Communications Technology – for information and communications technology partnerships

Department of Tourism – for tourism and cultural exchanges

Department of Trade and Industry – for economic and commercial partnerships

Department of Health – for health-related partnerships

Department of Environment and Natural Resources – for environment-related partnerships

Additionally, Item 4.2.3 of DILG Memorandum Circular No. 2026-004, Addendum on the Amended Guidelines on the Establishment of National or International Sister City or Town Twinning Program, provides the necessary documents to support such undertakings, to quote:

Include, as supporting documents in the application for Foreign Travel Authority FTA, the Means of Verification, such as official communication or email threads, demonstrating prior coordination with the concerned Embassy or Consulate.

Failure to comply with the foregoing provisions shall preclude further processing of the FTA application.

E. FTA-RELATED MATERIALS AND REFERENCES

For further information and reference, all relevant materials and documents are available and can be accessed through the following shared drive: <https://bit.ly/FTAMaterials2025>. Applicants may also coordinate with their respective DILG Regional and Field Offices for assistance.

All DILG Regional Offices are directed to ensure the immediate and widest dissemination of this Advisory to all LGUs within their jurisdiction.

For further clarification, assistance, and other related concerns, the Policy Compliance Monitoring Division of the Bureau of Local Government Supervision may be reached through Tel. No. (02) 8876 3454 local 4210 or 4211, from Monday to Thursday (except holidays), 8:00 AM to 6:00 PM.

For information and guidance.

MARLO L. IRINGAN

Undersecretary for Local Government

BLGS-2026-06 24 017

BLGS/RAJ/MRF/PCMD/mfq/mcm/rca/sba

