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Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Tandag City

Office of the Provincial Governor

MEMORANDUM ORDER NO. 90, Series of 2026
October 30, 2026

NG SANGGUNIANG PANLALAWIGAN
TANGGAPAN
RECEIVED
DATE 11/3/26
BY:
TIME 10:50 AM
TANDAG CITY, SURIGAO DEL SUR

TO : **ALL EMPLOYEES**
This Province

FROM : **THE GOVERNOR**

RE : **REMINDERS ON LEAVE APPLICATIONS, TRAVEL AUTHORIZATION, AND RELATED ADMINISTRATIVE MATTERS**

To ensure compliance with established administrative procedures, proper coordination, and continuity of government operations, all concerned are hereby reminded to strictly observe the following guidelines:

1. ***Monetization of Leave Credits.*** All applications for monetization of leave credits must first secure the prior approval or authority from the Governor before its processing and approval through the Leave Management System (LMS) by the Provincial Administrator. No application shall be processed without such authority.

2. ***Vacation Leave Exceeding Five (5) Days***. Applications for vacation leave exceeding five (5) working days must be properly endorsed by the concerned Department Head, either through written or duly communicated verbal endorsement to the Provincial Human Resource Management Office (PHRMO) and PADMO. This requirement is intended to ensure that appropriate work arrangements and turnover of responsibilities are undertaken to maintain continuity of office operations during the employee's absence. The endorsement shall be uploaded to the system in the same manner as the other required attachments.

3. ***Travel Orders for Trainings and Official Activities***. Employees attending trainings, conventions, seminars, and other official activities requiring cash advances are directed to file the necessary Travel Order well in advance of the scheduled activity. Exceptions may be considered only when circumstances warrant, particularly in cases of last-minute invitations from government agencies or other legitimate inviting institutions, subject to proper justification and applicable rules.

4. ***Foreign Travel Authority (FTA).*** All applicants for Foreign Travel Authority are reminded to observe the advance processing requirements under DILG Memorandum Circular No. 2025-023 dated March 4, 2025. Applications must be initiated and submitted at least two (2) weeks to one (1) month prior to the intended departure date to allow sufficient time for evaluation, processing, and approval by the appropriate authorities.

Observance of the Travel Advisories of the DILG for travels to identified areas and countries in the Middle East currently affected by the Iran-United States conflict is likewise imposed.

All Department Heads and concerned personnel are enjoined to ensure strict compliance with these directives. Applications that fail to satisfy the foregoing requirements shall be returned for appropriate compliance, without prejudice to applicable rules and regulations.

For strict compliance and guidance.

JOHNNY T. PIMENTEL
Provincial Governor

FOR THE GOVERNOR:

JOHN VINCENT C. PIMENTEL
PROVINCIAL ADMINISTRATOR