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**MALACAÑANG**  
**Manila**

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 102



ENJOINING ALL LOCAL GOVERNMENT OFFICIALS TO OBSERVE STRICTLY  
THE STATUTORY AND ADMINISTRATIVE REQUIREMENTS ON  
FOREIGN TRAVEL

In the interest of the service, all local government officials concerned are hereby enjoined to observe strictly the statutory and administrative requirements on foreign travel, such as Section 96(c) of the 1991 Local Government Code (RA 7160); President's Memorandum of May 26, 1994, directing strict observance by all concerned of the requirements on foreign travel; Memorandum Circular No. 67, dated August 30, 1993, requiring strict observance by all concerned of policy pronouncements and guidelines on foreign travel; and Executive Order No. 401, dated April 26, 1990, prescribing rules and regulations and authorized allowances covering travel abroad of government personnel under the category of conferences, special missions, and other non-study trips.

To attain maximum benefits from foreign travel, all local government officials concerned shall observe strictly the requirement on the submission of their post-travel reports with their recommendations, copy furnished the Office of the President.

This Memorandum Circular shall take effect immediately.

By the President:

  
  
TEODORO T. GUINGONA, JR.  
Executive Secretary

Manila, October 6, 1994

PFVR Ltr # L941769



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