

 <b>NCCA</b>	<b>NATIONAL COMMISSION FOR CULTURE AND THE ARTS</b>	<b>Document Reference Code: NCCA-OO-00</b>	
	<b>OFFICE ISSUANCE</b>	Revision No. 01	Effectivity Date: January 3, 2019
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**Office Order No. 2020-04-061**

27 April 2020

To : **INTERNATIONAL AFFAIRS SECTION-SENTRO RIZAL (IAS-SR)**

CC : **OFFICE OF THE CHAIRMAN  
ALL MEMBERS, MANAGEMENT COMMITTEE (ManCom)**

Re : **Revised Policy Regarding Foreign Travels**

The Department of Budget and Management issued on April 22, 2020 National Budget Circular No. 580, with Subject: "Adoption of Economy Measures in the Government Due to the Emergency Health Situation", Section 4.3.1.3. of which states that **all foreign travels, except for ministerial meetings and scholarship/trainings that are grant-funded or undertaken at no cost to the government shall be discontinued** as part of the government-wide specific measures to partially generate the required amounts to implement the national policy to address the COVID-19 situation.

Since the NCCA has the duty to comply with the above-stated national policy, it is incumbent upon the undersigned, as the NCCA official with direct supervision over the IAS-SR, to lay down the following revised policy on foreign travels:

1. Final action regarding invitations for foreign travel, that is, whether to nominate or to recommend participant/s, shall emanate from the ManCom. For this purpose, the IAS-SR shall:
  - a. refer all invitations for foreign travel it has received to the Executive Director for immediate discussion of the same by the ManCom;
  - b. henceforth avoid direct referral of invitations for foreign travel to non-OED or non-ManCom entities; and
  - c. recall all invitations referred directly to non-OED/ManCom entities within the period March 16, 2020 up to the present and comply with above Item No. 1.a.
2. The ManCom will not nominate nor recommend participants to foreign travel unless:
  - a. the policy on community quarantine has been thoroughly lifted;
  - b. the destination country is free from COVID-19 as reported in official sources; and
  - c. the purpose of the travel is for:
    - 1) a ministerial meeting,
    - 2) scholarship/training undertaken at no cost to the government, or
    - 3) other official matter/s granted express exemption by the Office of the President.
3. The IAS-SR will process only foreign travels green-lighted, if ever, by the ManCom.
4. The foregoing policy shall be effective immediately and shall remain in force, as part of the COVID-19-instigated "new normal", until amended or revoked accordingly.
5. This Office Order revokes, amends, or modifies previous issuances that are inconsistent herewith.

**For your information, guidance, and strict compliance.**

  
**AL RYAN S. ALEJANDRE, D.P.A.**  
Executive Director

