



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-MC— 070

MEMORANDUM CIRCULAR NO. 019

TO : Undersecretaries and Assistant Secretaries
The Prosecutor General
The Chief State Counsel
All Heads of Bureaus, Commissions and Offices attached to the
DOJ, Agencies and Units Thereof
All Officials and Employees of the Department Proper

SUBJECT: Strict compliance with the ten (10) day rule on all requests for authority to travel, whether foreign or domestic, official or personal and whoever is the designated signatory thereof.

DATE : MAR 24 2017

Despite the issuance of Department Circular No. 074 dated 18 November 2013 on the compliance with the ten (10) day rule and Memorandum Circular No. 069 dated 14 December 2015 reiterating the ten (10) day rule in all requests for authority to travel, the same remain unobserved.

Officials and employees of this Department is once again called to **strictly observe** the ten (10) day rule for submission of requests.

Henceforth, **non-compliance with the ten (10) day rule will be a cause for non-action of the document.** If the same will cause prejudice to the requesting party, despite the request for authority having been submitted providing reasonable time for processing, the person who may cause the delay in the submission of the same to the signing authority pursuant to the ten (10) day rule shall be dealt with administratively.

For information, guidance and strict compliance.

VITALIANO N. AGUIRRE II

Secretary

Department of Justice
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Cc: All concerned.