



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

VNA-DC-\_\_\_\_\_

**DEPARTMENT CIRCULAR NO. 004**

**SUBJECT : Authority of Undersecretaries to Issue Office Orders for Local Travel on Official Business**

**DATE : JAN 17 2018**

In the interest of the service and pursuant to the provisions of existing laws, **All DOJ Undersecretaries** are hereby designated and authorized to issue **Office Orders directing or authorizing local travel on official business including payment of allowable travel expenses** of personnel under immediate supervision and in offices within respective delegated functional responsibilities per existing Department issuances, except for Assistant Secretaries and Heads of constituent/ attached agencies which shall be acted upon and approved by the Secretary of Justice.

This authority is **limited** to official travel within the country that are necessary for **regular/day-to-day functions and operations** of supervised personnel and offices particularly field work, official representation and attendance in meetings, and similar/related purposes.

All other official travels shall be authorized by the Secretary and Undersecretary for Administration and Finance, subject to provisions of Department Circular No. 074, s. 2013, re: Requirements and Internal Guidelines in the Submission and Processing of Travel Authorities for the Approval of the Secretary of Justice, and other related rules, regulations and issuances.

This Circular takes effect immediately and amends/supersedes the provisions of earlier issuances that are inconsistent herewith, and remains in force until further directives.

For compliance.

**VITALIANO N. AGUIRRE II**

*Secretary*

Department of Justice  
CN : 0201801109

