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OFFICE OF THE SECRETARY
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ADMINISTRATIVE ORDER

No. 02
Series of 2025

SUBJECT : AMENDMENT TO II. (3) (a) OF DA ADMINISTRATIVE ORDER NO. 02, SERIES OF 2019 RE: GUIDELINES ON LOCAL AND FOREIGN TRAVELS OF THE OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE PURSUANT TO EXECUTIVE ORDER NO. 77 S. 2019

In the interest of service, Item II. Official Local Travels 3. Travel Beyond 50-Kilometer Radius from the Permanent Official Station (a) Transportation Expenses and Miscellaneous Expenses (TEME) of the DA Administrative Order No. 02, Series of 2019 is hereby amended to add the following statements and to consider additional rate on public transport on **case-by-case** basis:

As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances such as but not limited to, carrying large amounts of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high level government officials, or when time is of essence. (Section 7. Mode of Transportation and Type of Accommodation, EO No. 77, Series of 2019).

Further to the above, the use of GRAB rides and/or taxi may be allowed only in cases such as going to and from airport or to and from official station during unholy hour 11:00 P.M. to 5:00 A.M. or when flight schedule is between 5:00 to 7:00 A.M., or during inclement weather.

Official receipts shall be required to claim for fares using public utility vehicles such as bus, train, marine vessel/ship. For GRAB rides and/or taxis, a maximum allowable amount of P800 may be claimed, provided that the expense falls under the permitted circumstances. A certification confirming the necessity of such transportation must also be submitted.

All other provisions in DA AO No. 02, Series of 2019 shall remain in order.

This Order shall take effect immediately. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of Feb. 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary



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