

REVENUE MEMORANDUM CIRCULAR NO. 47-2002 issued on November 13, 2002 publishes the full text of Memorandum Circular No. 26 of the Office of the President of the Philippines relative to guidelines on foreign trips involving delegations or groups of two or more persons.

Such trips must be cleared with the Office of the President under a single proposal. The size of the group or delegation should be minimized and the composition of the group or delegation should be carefully determined to avoid overrepresentation and to preclude the need for amendment after a travel authority is issued.

In the case of inter-agency delegation, the lead or coordinating agency should assume the responsibility of submitting to the Office of the President the travel proposal, with the role/s of each participant clearly defined or delineated. Simultaneous or piecemeal submission of travel proposals to the different layers of authority in the said office is strictly prescribed.