

COA Regional Office No. IV-B (MIMAROPA)**Commonwealth Avenue, Quezon City****TRAVEL ABROAD****SUPPORTING DOCUMENTS**

1. Letter Request for Travel Abroad
2. Application for Leave Form
3. COA Central Office Clearance, signed by Head of Office
4. Regional Office Clearance and Agency Clearance
5. Travel History
6. Indorsement Letter from Head of Regional Office

ADDITIONAL DOCUMENTS

1. Medical Certificate, if Travel Abroad filed as Sick Leave

PROCEDURES:

No.	Service Activity	Person Responsible	Timeline
1	Receive and review as to the completeness of the documentary requirements to support the request/application for travel abroad	Leave-in-Charge	Within 30 minutes
2	Certify the updated leave balance and indicate the number of days requested for travel abroad	Leave-in-Charge; Leave Supervisor	Within 30 minutes
3	Process the Regional Clearance - Property Section - Accounting Section - Cash Section - Recommending approval of Regional Supervising Auditor	Leave-in-Charge; Leave Supervisor; Property Officer; Accountant; Cashier; Regional Director	Within three (3) days
4	Prepare transmittal memorandum for the Human Resource Management Office for signature of the Regional Director	Leave-in-Charge; Leave Supervisor; Service Chief, Administration, Training and Finance Services; Regional Director	Within 30 minutes
5	Release/inform approved Travel Authority to respective provinces/agencies/employees	Releasing Officer	
END OF TRANSACTION			