



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 24, 2026

OFFICE MEMORANDUM
FD-2026- **151**

**UPDATES ON THE INTERNAL TRAVEL GUIDELINES FOR THE REGIONAL
OFFICE PERSONNEL**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, announces that effective after adjustment of Work Financial Plan (WFP) for Quarter 1, the following updates on the internal travel guidelines for travel of Regional Office personnel shall be implemented:

- a. All official air travel shall be coursed exclusively through the PS-DBM Government Fares Agreement (GFA) eWallet System, unless otherwise authorized by DBM under exceptional circumstances.
- b. One personnel from the Administrative Division shall be designated to manage the PS-DBM Government Fares Agreement (GFA) eWallet and to process the booking of official airline tickets. The designated personnel shall hereinafter be referred to as the "Travel Arranger" in the succeeding paragraphs of this Memorandum.
- c. Travel requests shall be processed only upon confirmation of available and sufficient funds under the approved Annual Procurement Plan-Travel.
- d. No travel booking shall be made without an approved Travel Authority and complete supporting documents.
- e. Booking of airline tickets shall be facilitated only by designated travel arrangers in the administrative division through the official GFA portal.

To ensure this, requesting officials/personnel must refer to the process flow for upcoming travels hereto attached as Annex A.

2. All upcoming approved travel prior to the adjustment of WFP shall be charged to proposed adjusted APP – Travel funds. All functional divisions shall provide the Finance Division their respective expected allocation tagged as Travel Fund in their APP as basis for determining the amount of funds to be deposited to the PS-DBM GFA e-Wallet for official travel.

3. The Finance Division, in coordination with concerned Divisions, shall ensure that funds intended for official air travel are properly allocated under the approved APP. Based on confirmed travel requirements, the Finance Division shall initiate the deposit of funds to the PS-DBM GFA eWallet, following existing DBM and PS-DBM procedures.

4. AIRFARE BOOKING PROCEDURE

- a. Division Chief confirms fund availability through the shared monitoring sheet shared by the Finance Division.
- b. After confirmation of fund availability, concerned personnel shall submit the following documents to the Administrative Division:
 - i. Approved Travel Authority (TA)
 - ii. Memorandum of Activity
 - iii. Approved Itinerary Details
- c. Designated Travel Arranger processes the booking through the PS-DBM GFA portal, ensuring compliance with the "most advantageous" cost rule after reviewing completeness of documents.
- d. Travel arranger shall issue electronic tickets to the personnel concerned.

5. REBOOKING, CANCELLATION, AND CHANGES IN TRAVEL

- a. Any changes to approved travel dates, including destination, itinerary, or passenger details shall be supported by a Corrigendum Memorandum, duly approved by the proper authority, clearly indicating the revised travel details.
 - b. Rebooking or cancellation of airline tickets shall be processed only through the PS-DBM GFA System by the designated travel arranger.
 - c. Any applicable refunds, credits, or unused ticket values shall revert to the GFA eWallet, subject to existing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III



FD-AS-JPA

ANNEX A. Process Flow for Official Air Travel by Officer/Personnel

Division Chiefs shall monitor available travel funds under the APP - Travel through the shared monitoring sheet and endorse travel requests only upon confirmation of fund availability.



The concerned personnel shall secure an approved Travel Authority, Memorandum of Activity and Itinerary Details duly approved by the Regional Director/Assistant Regional Director.



Designated Travel Arranger books airfare via the PS-DBM GFA portal after review of documents.



Travel Arranger to furnish electronic tickets to the personnel concerned.



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ITINERARY DETAILS

(REQUEST FOR AIRLINE BOOKING AND ISSUANCE OF PLANE TICKET/S)

DATE : _____

TO : The Travel Arranger
Administrative Division

FROM : (Name) _____

(Position)

(Functional Division)

Please make the necessary airline booking arrangement and issuance of plane ticket/s to the official / employee listed hereunder, details as follows:

Details of Passenger:

Employee ID:		Date of Birth:	
First Name:		MI:	Last Name:
Mobile No:		Email:	
Senior Citizen?		PWD?	
Note: If PWD and/ or Senior Citizen, attach a photocopy of your valid duly issued PWD/ SC ID.			
Preferred airline:	<input type="checkbox"/> Cebu Pacific	<input type="checkbox"/> Philippine Airlines	
Alternate airline:	<input type="checkbox"/> Cebu Pacific	<input type="checkbox"/> Philippine Airlines	
Please indicate membership ID/Number below (if applicable):			
Cebu Pacific Go Rewards:			
PAL Mabuhay Miles:			

Note: Indication of a preferred airline is for reference only. Final airline selection may differ, subject to the most advantageous option in accordance with DBM travel and procurement guidelines.

TRAVEL ITINERARY DETAILS

Destination:	
Date of Departure:	Expected Time of Departure:
Return Date:	Expected Time of Departure:
Baggage allowance:	(number of kgs)

In case of travels requiring connecting flights, please provide additional information:

A	Destination:	
	Date of departure:	Expected Time of Departure:
	Return Date:	Expected Time of Departure:
B	Destination:	
	Date of departure:	Expected Time of Departure:
	Return Date:	Expected Time of Departure:
Baggage allowance:	(number of kgs)	

For proper guidance and reference, attached is a copy of the duly-approved Travel Authority / Travel Memorandum. Purchased plane ticket/s shall be charged against Proper Fund, subject to availability of fund and the usual accounting and auditing policies, rules and regulations.

DATA PRIVACY CONSENT

By signing this Request for Airline Booking, I grant my free, voluntary, and unconditional consent to the Department of Education (DepEd) Region VIII to collect and process my Personal Data (including name, birthdate, Employee ID, and PWD/Senior Citizen status) and Travel Itinerary Details. This information shall be processed in accordance with **R.A. 10173 (Data Privacy Act of 2012)**.

I acknowledge my rights to access, correct, object to, or withdraw my personal data from the agency's system. I understand that exercising these rights may result in the re-evaluation or termination of my booking request and related travel services.

Conformed By: _____ Date: _____, 2026
(Signature over Printed Name of Employee)

APPROVED BY:

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



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ACTION OF TRAVEL ARRANGER

A. Travel Details:

AIRLINE	FLIGHT NO.	ROUTE	ETD	ETA	BOOKING REFERENCE NO.

B. Total Amount of Fare: _____

ISSUED BY:

SIGNATURE ABOVE PRINTED NAME OF TRAVEL ARRANGER

Date / Time:

ACCEPTED BY:

SIGNATURE ABOVE PRINTED NAME OF PASSENGER

Date / Time: