



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

August 11, 2026

OFFICE MEMORANDUM

AD-2026- **396**

**IMPLEMENTATION OF THE AIRLINE BOOKING THROUGH
THE mPhilGEPS eMARKETPLACE**

To: Director III
Functional Division Chiefs
All Others Concerned

1. To ensure compliance with existing procurement policies and procedures, this Office, through the Administrative Division - Procurement Unit, shall implement the airline booking through the mPHILGEPS eMarketplace effective **August 17, 2026**.
2. In view thereof, all personnel requesting airline tickets for their official travels are advised to:
 1. Accomplish the required Air Travel Request (AR) and other supporting documents such as approved Memorandum, Activity Request and Travel Authority;
 2. Ensure that the travel details, including **name of traveler, destination, travel dates, and preferred flight schedule**, are complete and accurate;
 3. Access the designated Airliner Booking Request form by using the link https://docs.google.com/forms/d/e/1FAIpQLSepEGiVZeY5tvVV0Y_QTOXED5MvovUz4NeviQ0WPcO_fMPCKg/viewform?usp=header
 4. Submit the request at least one (1) week prior to the scheduled travel to allow sufficient time for processing and booking to the Chief of the Administrative Division, except for emergency travel.
3. For information, guidance, and strict compliance.


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Regional Director

AD-PU-MBL



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