

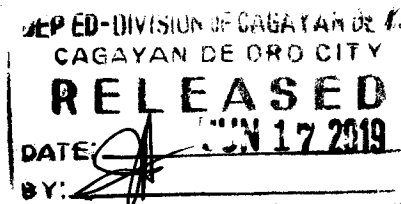
Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO CITY**

Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



June 14, 2019

Division Memorandum  
No. 432 s. 2019

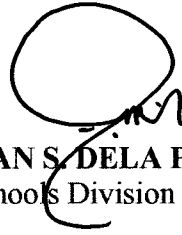


**IMPLEMENTATION OF GOVERNMENT FARES AGREEMENT (GFA)**

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD, All Section Heads, EPS and PSDS  
All Division Office Personnel  
All Elementary and Secondary School Heads  
All Teaching and Non-teaching Personnel  
*This Division*

1. In compliance of Section 21 - General Provisions of the **Republic Act (RA) No. 11260** otherwise known as **General Appropriations Act, FY 2019**, Section 53 of RA No. 9184, and the Government Procurement Policy Board (GPPB) Resolution No. 11-2017 dated March 10, 2017, this Office will implement the **Government Fares Agreement (GFA)** effective **July 1, 2019**.
2. The **GFA** is an initiative of the Department of Budget and Management and the PS-PhilGEPS that will ensure fast, efficient, flexible and savings in time, energy and money when processing the air transportation needs of all government officers and personnel for their official domestic and international trips.
3. In this regard, air tickets of personnel who will be on official business travel shall be booked and issued by this Office, through the Finance Unit - Accounting, upon submission of a duly-filled up **Request Form for Airline Ticket** (see **Annex**). In order to facilitate the liquidation of expenses for air travel, the boarding passes shall be submitted **within three (3) days** after the official travel and no subsequent booking shall be made without liquidation of the prior travel.

4. Please be informed that per COA Memorandum No. 2017-016, any procurement of airline tickets outside GFA may be subject to COA's findings or disallowances, if any and appropriate sanctions may be imposed upon the responsible officials and employees in case of violation of the provision of RA No. 9184.
5. For information and strict compliance.



**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent

References: GAA FY 2019, GPPB Resolution No. 11-2017

To be indicated in the Perpetual Index under the following subjects:

FINANCE SDO and SCHOOL OPERATIONS 2019 MOOE

OSDS/aac



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**Department of Education**  
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**REQUEST FORM FOR AIRLINE TICKET**

Control No. \_\_\_\_\_

Travel Authority/Order No. \_\_\_\_\_

Dated \_\_\_\_\_

**PREFERRED FLIGHT DETAILS**

Origin:	Destination:
Date of Departure:	Date of Return:
Time:	Time:

**PASSENGER DETAILS (Attach List in case of more than 1 passenger)**

SURNAME:	FIRST/GIVEN NAME:
PASSPORT NO.:	(for foreign travel)
POSITION:	OFFICE/SCHOOL:
EMAIL ADDRESS:	MOBILE NO.:

This is to certify that I have read and reviewed the correctness of the information provided herein and the attached Memorandum/Order and Approved Itinerary of Travel.

\_\_\_\_\_  
Printed Name and Signature

Date: \_\_\_\_\_

**For FINANCE SERVICE - Accounting use only:**

Booked and Ticket Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_