



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-MC-_____

MEMORANDUM CIRCULAR No. 016

TO: Undersecretaries and Assistant Secretaries
Heads of Programs, Activities and Projects
The Prosecutor General
The Chief State Counsel
Regional/Provincial/City Prosecutors
All Concerned

SUBJECT: Implementation of the Government Fares Agreement

DATE: FEB 27 2017

In view of the implementation of the Government Fares Agreement by the Department of Budget and Management and the Procurement Service-PhilGEPS, the online reservation and purchase of airline tickets from Philippine Airlines and Cebu Pacific are now considered part of the PS Catalogue of Common Supplies and Equipment.

In this regard, air tickets of personnel who will be on official domestic travel shall be booked and issued by the Department, through the Financial Service, upon submission of a duly-filled up Request Form (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.

For strict compliance.


VITALIANO N. AGUIRRE II
Secretary

Department of Justice
CN : 0201702247



Encl: Request Form for Air Ticket

REQUEST FORM FOR AIRLINE TICKET

Control No. _____

Travel Authority/Department Order No. _____ dated _____

PREFERRED FLIGHT DETAILS	
Origin:	Destination:
Date of Departure:	Date of Return:
Time:	Time:
PASSENGER DETAILS	
SURNAME:	FIRST/GIVEN NAME:
PASSPORT NO.:	(for foreign travel)
POSITION:	OFFICE:
EMAIL ADDRESS:	MOBILE NO.:

This is to certify that I have read and reviewed the correctness of the information provided.

Printed Name and Signature

Date: _____

For FINANCIAL SERVICE use only

Booked and Ticket Issued by: _____

Date: _____

Amount: _____