



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

41426218

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
Elementary and Secondary School Heads
School-Based Teaching and Non-Teaching Personnel
SDO Personnel
All Others Concerned

FROM : *Nympha D. Guemo*
NYMPHA D. GUEMO
Schools Division Superintendent

SUBJECT : REVISED POLICY ON AIRFARE REIMBURSEMENT FOR
OFFICIAL TRAVEL (BICOL TO MANILA AND VICE VERSA)

DATE : April 14, 2026

In the interest of aligning with current economic conditions and ensuring compliance with applicable accounting and auditing rules, this Office hereby issues a revision to the internal policy on travel expenses, specifically on airfare reimbursement for official travel from Bicol to Manila and vice versa.

Effective immediately, the reimbursable amount for airfare shall be limited to **Three Thousand Pesos (P3,000.00) or the actual amount incurred, whichever is lower.**

This adjustment is made in consideration of the rising cost of airfare brought about by inflation and the continuous increase in fuel prices. The previous reimbursement ceiling was Two Thousand Pesos (P2,000.00).

All personnel are reminded that, **in accordance with accounting and auditing rules, travelers are required to avail of the most economical and efficient means of transportation.** Only ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by prevailing circumstances.

Furthermore, this revised ceiling is temporary in nature. Once economic conditions stabilize and airfare rates normalize, the reimbursement limit shall revert to P2,000.00.

For information and guidance.



Binatagan, Ligao City



(052) 201-2672



ligao.city@deped.gov.ph

