



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

897.13 DPWH
02-09-2010

FEB 09 2010

DEPARTMENT ORDER

No.

08-A

Series of 2010

SUBJECT :

CLARIFICATION/AMENDMENT TO
D.O. NO. 08, S. 2010, RE: RATA OF
DPWH OFFICIALS AND EMPLOYEES

To address the queries of some concerned personnel relative to the grant and/or payment of Representation and Transportation Allowance (RATA), and to have a common understanding and uniform interpretation, the following guidelines as stipulated under D. O. No 08, s. 2010, are hereby clarified and/or amended:

D.O. NO. 8 PROVISIONS	AMENDMENT
"In the case of contractual personnel in the PMOs, only those Chiefs of Divisions identified as such in their respective organizational charts as approved by the Secretary and staffing pattern as approved by the DBM shall be entitled to RATA. With regards to OIC-Division Chiefs, the condition stated in Item No. 2 shall apply."	"In the case of contractual personnel in the PMOs, only those Chiefs of Divisions identified as such in their respective staffing pattern as approved by the DBM, including those Division Chiefs whose positions were either transferred or created through "scrap and build" policy, shall be entitled to RATA. With regards to OIC-Division Chiefs, the condition stated in Item No. 2 shall apply."
"In no case shall the RATA be paid to those who are on full-time or part-time reassignment/detail with another organizational units/agencies, or special projects; attending training courses/scholarships grants/seminars or any other similar activities; or on vacation, sick or maternity leave of absence for one (1) full calendar month or more."	"In no case shall the RATA be paid to those who are on full-time or part-time detail with another agencies; attending training courses/scholarships grants/seminars or any other similar activities; or on vacation, sick or maternity leave of absence for one (1) full calendar month or more."

In addition, any claim and/or request for payment of Transportation Allowance (TA) shall be accompanied by a certification (see attached form) from the Head of Office (Director level) or Administrative Officer, Chief of Staff and/or Executive Assistant concerned, certifying to the effect that said personnel-claimant has not been issued any service vehicle either owned/leased or rented by the DPWH or provided by the concerned DPWH contractor/consultant.

This Order, which supplements and/or amends in part D. O. No. 08, s. 2010, shall take effect immediately.


VICTOR A. DOMINGO
Acting Secretary



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

(Date)

CERTIFICATION

This is to certify that the following DPWH Personnel – claimants of Transportation Allowance (TA), (Office/Bureau/Service/PMO) _____, have not been issued any service vehicle either owned or leased/rented by the DPWH or provided by the concerned DPWH Contractor/Consultant, namely:

- 1.
- 2.
- 3.
- 4.
- 5.

This CERTIFICATION is being issued for the purpose of payment of RATA for the month of _____, 2010.

Head of Office (Director Level) or
Administrative Officer
Chief of Staff and/or Executive Assistant