



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

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01.12.2010

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DEPARTMENT ORDER)
No. 08)
Series of 2010)
SUBJECT : **REPRESENTATION AND
TRANSPORTATION ALLOWANCE
(RATA) OF DPWH OFFICIALS AND
EMPLOYEES**

The Department of Budget and Management (DBM) has clarified that, as a general rule, RATA is attached to the performance of the duties and responsibilities of the incumbents of positions, and not to positions as erroneously viewed and implemented. Moreover, the salary grades of positions do not automatically entitle the incumbents thereof to RATA.

In this connection, and for purposes of uniformity and consistency of actions on claims for representation and transportation allowance in this Department, and to ensure prudent utilization of government funds, only those personnel that fall under the following categories shall be entitled to RATA:

1. Officials and employees listed under Section 2 of National Budget Circular No. 2009-520 dated 27 March 2009 and who are actually performing the duties and responsibilities of their positions. Each type of allowance mentioned therein is subject to change in accordance with the rates in the annual General Appropriations Act (GAA);
2. Those designated as Officers-in-Charge of positions entitled to commutable RATA provided such designation is approved by the Secretary; and
3. Those whose positions are determined by the DBM to be of equivalent rank with the officials and employees enumerated under the aforementioned National Budget Circular.

Since a Project Manager is not among of the positions listed under Section 2 of NBC No. 2009-520, only Project Managers designated and performing the duties and responsibilities of Project Directors or Assistant Project Directors shall be entitled to RATA.

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 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 / scholarship grants / seminars or any other similar activities; or on vacation, sick or maternity leave of absence for one (1) full calendar month or more.

Other issuances consistent herewith shall remain in force.

This Order shall take effect immediately.



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VICTOR A. DOMINGO
Acting Secretary



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Building I, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 2009-520

March 27, 2009

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government Including State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs); and All Others Concerned

SUBJECT : Revised Rates of Representation and Transportation Allowances (RATA)

1.0 Purpose

This Circular is issued to implement the revised RATA rates authorized under Section 44, General Provisions of RA No. 9524, the FY 2009 General Appropriations Act, and to prescribe the funding sources therefor.

2.0 RATA Rates

The monthly RATA rates shall be as follows:

Officials and Employees	Monthly Rate For Each Type of Allowance
Department Secretaries and those of equivalent ranks	P 11,000
Department Undersecretaries and those of equivalent ranks	8,700
Department Assistant Secretaries and those of equivalent ranks	7,800
Bureau Directors, Department Regional Directors and those of equivalent ranks	7,000
Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Chiefs and those of equivalent ranks	6,300
Assistant Bureau Regional Directors and those of equivalent ranks	5,500
Chiefs of Division identified as such in the Personal Services Itemization and Plantilla of Personnel and those of equivalent ranks	4,000

3.0 Funding Sources

3.1 National Government Agencies (NGAs) and SUCs

The RATA shall be charged against agency appropriations for the purpose. In case of deficiencies, the same shall be charged against agency savings.

3.2 GOCCs and GFIs

3.2.1 The RATA shall be charged against the respective approved corporate operating budgets.

3.2.2 In case of insufficiency in corporate funds to fully implement the RATA rates, the same may be granted partially at a uniform percentage of the RATA rates for all personnel entitled thereto within the GOCC/GFI.

4.0 Effectivity

This Circular shall take effect April 2009.


ROLANDO G. ANDAYA, JR.
Secretary