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MEMORANDUM

FOR/TO : **All Concerned Officials**
DENR Central Office

FROM : **The Director**
Administrative Service

SUBJECT : **LETTER FROM THE AUDIT TEAM LEADER, COMMISSION ON AUDIT, NGS CLUSTER 8 – AGRICULTURE AND ENVIRONMENT, NCR AUDIT GROUP C & D DATED 16 NOVEMBER 2021**

DATE : **NOV 24 2021**

This is in relation to the attached copy of the letter from the Audit Team Leader, Commission on Audit, NGS Cluster 8 – Agriculture and Environment, NCR Audit Group C & D dated 16 November 2021 regarding **National Budget Circular No. 548 (Amended Rules and Regulations on the Grant of Representation and Transportation Allowances)** dated May 15, 2013.

For your information and guidance.

ROLANDO R. CASTRO

MEMO NO. 2021 - 805



Republic of the Philippines
COMMISSION ON AUDIT
NGS Cluster 8 – Agriculture and Environment
NCR Audit Group C & D
Department of Environment and Natural Resources
Visayas Avenue, Quezon City

November 16, 2021

Secretary ROY A. CIMATU
Department of Environment and Natural Resources
Visayas Avenue
Quezon City

Dear Secretary Cimatu:

In relation to the submitted Monthly Report of DENR-CO Officials with assigned government vehicle as of October 31, 2021, this is a kind reminder in the use of government vehicles and grant of transportation allowance as provided in Section 56 of the General Provisions of the General Appropriations Act (GAA) of Fiscal Year (FY) 2021 that:

“(a) Transportation allowance, whether in full or partial amounts, shall not be granted to officials who are assigned or actually using government motor transportation...”


“(d) The pertinent provisions of N.B.C. No. 548 and Local Budget Circular NO. 103, both dated May 15, 2013, and such other guidelines issued by the DBM...”

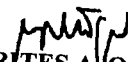
Also, Section 2.3 of COA Circular No. 2000-005 dated October 4, 2000 states that *“Whenever an official or employee entitled to transportation allowance uses the government vehicle issued to his office, a corresponding proportionate reduction on his transportation allowance shall be made.”*

Copy of the National Budget Circular No. 548 or the Amended Rules and Regulations on the Grant of Representation and Transportation Allowances is attached for your reference.

Thank you.

Very truly yours,


VIOLY Q. MOLINA
Audit Team Leader


MARITES AVODTOJAN
Supervising Auditor



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Boncodin Hall, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 548

MAY 15, 2013

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 : Amended Rules and Regulations on the Grant of Representation and Transportation Allowances

1.0 Background

- 1.1 Item (4)(g)(i) of the Senate and House of Representatives Joint Resolution (J.R.) No. 4¹, s. 2009, lists the Representation and Transportation Allowances (RATA) among the Specific-Purpose Allowances and Benefits under the Total Compensation Framework of the Compensation and Position Classification System established under Republic Act (R.A.) No. 6758², as amended. These are granted to government officials down to division chiefs at monthly standard rates in order to **defray representation and transportation expenses while in the actual performance of the duties and responsibilities of their positions.**
- 1.2 Section 45 of the General Provisions of R.A. No. 10352, the FY 2013 General Appropriations Act (GAA), provides new rates of RATA, as well as the policies governing the grant thereof.

2.0 Purpose

This Circular is issued to amend National Budget Circular No. 546 dated January 17, 2013 prescribing rules and regulations on the grant of RATA.

¹ J.R. No. 4 – “Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and for Other Purposes,” approved on June 17, 2009

² R.A. No. 6758 – “An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes,” dated August 21, 1989

3.0 Nature of RATA

- 3.1 RATA is a collective term for two distinct but complementary allowances: Representation Allowance (RA) and Transportation Allowance (TA). Both allowances are provided to select government officials to cover related expenses incidental to and in connection with the actual performance of their respective functions.
- 3.2 RATA may either be commutable³ or reimbursable⁴.

4.0 Coverage

The following officials/employees are covered by this Circular:

- 4.1 Those holding regular positions entitled to RATA under the pertinent General Provision of the annual GAA;
- 4.2 Those whose regular positions in agency staffing patterns have been determined by the Department of Budget and Management (DBM) to be of equivalent ranks to those under sub-item 4.1;
- 4.3 Those who occupy positions in agency staffing patterns consisting of contractual positions and determined by the DBM to be of equivalent ranks to those in sub-tem 4.1;
- 4.4 Those duly designated by competent authorities to perform the full-time duties and responsibilities as Officers-in-Charge (OICs) of authorized regular or contractual positions under sub-items 4.1, 4.2, and 4.3, whether or not in concurrent capacities; and,
- 4.5 Designated Vice Presidents, deans of colleges, directors of centers/institutes/services and satellite campuses duly authorized by law, and department heads in SUCs consistent with National Budget Circular No. 404, s. 1989.

5.0 Authorized Monthly RATA Rates

- 5.1 The authorized monthly rates for each type of allowance shall be as prescribed under the pertinent General Provision of the annual GAA.

Pursuant to Section 45 of the General Provisions of R.A. No. 10352, the FY 2013 GAA, the new monthly rates effective January 1, 2013 are as follows:

³ As derived from Sec. 317, Article 8, Chapter 5, Volume 1, Government Accounting and Auditing Manual (GAAM), RATA is commutable if the grant thereof is specifically authorized by law and if funds for its payment are provided for in the agency budget. Payment of RATA presupposes actual rendition of services in line with official duties.

⁴ As derived from Sec. 286, Article 1, Chapter 5, Volume 1, GAAM, reimbursable RATA should be duly supported by receipts or by a certificate to the effect that the expenses had been incurred in accordance with the purpose for which the allowance is granted.

Officials/Employees	Monthly RA or TA (In Pesos)	RATA Code
Department Secretaries and those of equivalent ranks	14,000	RT1
Department Undersecretaries and those of equivalent ranks	11,000	RT2
Department Assistant Secretaries and those of equivalent ranks	10,000	RT3
Bureau Directors, Department Regional Directors, and those of equivalent ranks	9,000	RT4
Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Directors, and those of equivalent ranks	8,500	RT5
Assistant Bureau Regional Directors and those of equivalent ranks	7,500	RT6
Chiefs of Division Identified as such in the Personal Services Itemization and Plantilla of Personnel and those of equivalent ranks	5,000	RT7

5.2 In line with Section 45 of the General Provisions of R.A. No. 10352:

5.2.1 No amount of RA or TA, whether commutable or reimbursable, which exceeds the authorized rates may be granted to the foregoing officials/employees, whether or not their positions are covered by R.A. No. 6758, as amended.

5.2.2 Previous administrative authorizations inconsistent with the authorized rates and conditions specified herein are no longer valid, and payment shall not be allowed.

5.2.3 The TA shall not be granted to officials/employees who are assigned or presently use government motor transportation.

6.0 General Guidelines on the Grant of RATA

6.1 A rationalized scheme on the grant of RATA based on the number of days of actual work performance on workdays⁵ by the officials/employees concerned is hereby prescribed.

⁵ In general, there are 22 workdays in a month, exclusive of Saturdays and Sundays which are rest days.

The RATA schedule follows⁶:

Number of Workdays of Actual Work Performance in a Month	Actual RATA for a Month
1 to 5	25% of the monthly RATA
6 to 11	50% of the monthly RATA
12 to 16	75% of the monthly RATA
17 and more	100% of the monthly RATA

6.2 For purposes of RATA, the following instances shall be construed as actual work performance:

6.2.1 Public holiday falling on a workday;

6.2.2 Compensatory time-off in accordance with Civil Service Commission (CSC)–Department of Budget and Management (DBM) Joint Circular No. 2, series of 2004, as amended;

6.2.3 Time-off from work charged against the five (5) days forced or mandatory leave in accordance with CSC Memorandum Circular (MC) No. 41, series of 1998;

6.2.4 Special emergency leave for employees affected by natural calamities or disasters, provided it is covered by a specific directive/resolution from the Office of the President (OP) or the CSC, as in the case of CSC MC No. 2, series of 2012, for those affected by typhoons Pedring, Quiel and Sendong; and,

6.2.5 Suspension of work as declared by competent authority.

6.3 For purposes of RATA, the following leaves, notwithstanding that such are paid and are authorized time-off from work, shall **not** be construed as actual work performance:

6.3.1 Vacation Leave with pay in excess of the five (5) days forced or mandatory leave;

6.3.2 Sick Leave with pay;

⁶ To illustrate the application of the RATA schedule:

Official with Corresponding Number of Workdays of Actual Work Performance in a Month	Actual RATA for a Month
Official A – 4 workdays	25% of the monthly RATA
Official B – 8 workdays	50% of the monthly RATA
Official C – 15 workdays	75% of the monthly RATA
Official D – 22 workdays	100% of the monthly RATA

- 6.3.3 Maximum of three (3) days Special Leave Privileges in accordance with CSC MC No. 41, series of 1998;
 - 6.3.4 Maximum of seven (7) days Paternity Leave in accordance with CSC MC No. 41, series of 1998;
 - 6.3.5 Maximum of seven (7) days Parental Leave to Solo Parents in accordance with CSC MC No. 08, series of 2004;
 - 6.3.6 Maximum of ten (10) days Leave for Victims of Violence Against Women and their Children in accordance with CSC Resolution No. 051206;
 - 6.3.7 Maximum of sixty (60) days Maternity Leave in accordance with CSC MC No. 41, series of 1998;
 - 6.3.8 Maximum of two (2) months Special Leave Benefits for Women under Republic Act (RA) 9710 in accordance with CSC MC No. 25, series of 2010;
 - 6.3.9 Maximum of six (6) months Rehabilitation Leave under CSC-DBM Joint Circular No. 1, series of 2006; and
 - 6.3.10 Maximum of six (6) months Study Leave under CSC MC No. 21, series of 2004.
- 6.4 For officials/employees observing an eight-hour work day, undertime shall still be counted as a day of actual work performance.

7.0 RATA for Incumbents of Positions

- 7.1 For Incumbents Who Are Not Assigned or Who Do Not Use Government Motor Transportation
 - 7.1.1 The commutable RATA for the month shall be granted to incumbents of regular or contractual positions entitled to RATA.
 - 7.1.2 The grant of RATA shall be in accordance with the provisions of sub-items 6.1 to 6.4 hereof.
- 7.2 For Incumbents Who Are Assigned or Who Use Government Motor Transportation
 - 7.2.1 Those who are assigned or who use government motor transportation shall no longer be entitled to the TA, but only to the commutable RA for the month.
 - 7.2.2 The grant of RA shall be based on the number of days of actual work performance on workdays by the official concerned. The RA schedule follows:

Number of Workdays of Actual Work Performance in a Month	Actual RA for a Month
1 to 5	25% of the monthly RA
6 to 11	50% of the monthly RA
12 to 16	75% of the monthly RA
17 and more	100% of the monthly RA

7.2.3 In exceptional cases when an incumbent is prevented from the use of a government motor transportation for 3 days or more, such as when the motor vehicle undergoes repair and a replacement vehicle is not provided, the grant of TA may be allowed, pro-rated based on the number of days of actual work performance on workdays without an official vehicle, as follows:

Number of Workdays of Actual Work Performance in a Month Without an Official Vehicle	Actual TA for a Month
3 to 5	25% of the monthly TA
6 to 11	50% of the monthly TA
12 to 16	75% of the monthly TA
17 and more	100% of the monthly TA

8.0 RATA for OICs of Positions Entitled to These Allowances

8.1 For OICs Who Are Not Assigned or Who Do Not Use Government Motor Transportation

8.1.1 An OIC of a position, authorized in an agency staffing pattern and entitled to RATA, may be allowed to collect the RATA for the position on reimbursable basis, if stipulated in the office order designating him/her as such.

8.1.2 The grant of RATA shall be in accordance with the provisions of sub-items 6.1 to 6.4 hereof.

8.2 For OICs Who Are Assigned or Who Use Government Motor Transportation

The OIC may be allowed to collect only the RA on reimbursable basis. The provisions of sub-items 6.1 to 6.4 and 7.2.2 to 7.2.3 hereof shall apply.

8.3 Those designated as OICs to positions in agency internally created organizational units whose staffing are not authorized by DBM, thus are considered as ad-hoc arrangements, are not entitled to RATA.

9.0 RATA While on Concurrent Capacity

When an incumbent entitled to RATA in his/her position is subsequently designated as OIC of a higher position in concurrent capacity, he/she shall be entitled to the difference between the RATA of the two positions. When an incumbent is designated as OIC of a lower position in concurrent capacity, **no** additional RATA shall be provided.

10.0 RATA of Incumbents While on Full-Time Detail or Re-Assignment

An incumbent who is on full-time detail to another government agency, or on re-assignment within the same agency or to a special project, may be authorized to continue to collect RATA, provided that the duties and responsibilities in the new post are comparable with the supervisory or managerial nature of his/her regular position as duly certified by the agency head, subject to the availability of funds.

11.0 RATA of Incumbents While on Scholarship/Study/Training Grant

An incumbent who is on authorized full-time attendance⁷ in a scholarship/study/training grant or similar activity may be allowed to continue to collect RATA on reimbursable basis, subject to the availability of funds and the following conditions:

- 11.1 The study/training/scholarship is part of the training and development program of the agency and is aimed at directly enhancing the capability of the official/employee to perform the duties and responsibilities of his/her position;
- 11.2 The study/training requires frequent interaction, coordination, and mobility in order to fulfill the requirements of the course, which entail expenses that are not covered by the study/training grant;
- 11.3 The grant of RATA within the duration of a particular scholarship/study/training, whether short-term or long term, shall not exceed 6 months. In cases of multiple study/training/scholarship grants within a calendar year, the combined duration of which exceeds 6 months, RATA maybe provided only for a maximum period of 6 months within the calendar year; and,
- 11.4 Compliance with the above conditions for the grant of RATA is certified by the agency head.

⁷ Full-time attendance in a scholarship/study/training grant is understood to mean that the official/employee is unable to perform the duties and responsibilities of his/her position.

12.0 Designated Vice Presidents, Deans of Colleges, Directors of Centers, Institutes/Services and Satellite Campuses, and Department Heads in SUCs

12.1 For Designees Who Are Not Assigned or Who Do Not Use Government Motor Transportation

12.1.1 A faculty member designated as Vice President, dean of a college, director of a center/institute/service or a satellite campus, or a department head in a SUC may be authorized to collect the RATA for the virtual position on reimbursable basis, if stipulated in the office order designating him/her as such.

12.1.2 The grant of RATA shall be in accordance with the provisions of sub-items 6.1 to 6.4 hereof.

12.2 For Designees Who Are Assigned or Who Use Government Motor Transportation

They may be allowed to collect only the RA on reimbursable basis. The provisions of sub-items 6.1 to 6.4 and 7.2.2 to 7.2.3 hereof shall apply.

13.0 Fund Sources

13.1 National Government Agencies (NGAs), Including SUCs

13.1.1 The amounts required for the grant of commutable or reimbursable RATA to incumbents or OICs of regular positions and to designated officials in SUCs shall be charged to the respective agency appropriations/budgets for the purpose. In case of deficiencies, the same shall be charged against agency savings.

13.1.2 The amounts required for the grant of RATA to incumbents or OICs of contractual positions shall be charged against the respective agency lump sum appropriations from which their salaries are drawn.

13.2 In GOCCs and GFIs, the amounts required shall be charged against the respective corporate operating budgets. In case of insufficiency of funds to fully implement the RATA rates, the same may be granted partially at uniform percentages of the RATA rates for all positions.

13.3 The RATA for those on detail to other government agencies shall be charged to the appropriations/budgets of their parent agencies.

14.0 Responsibilities of Agency Heads

Agency Heads shall be held responsible for the proper implementation of this Circular. They shall be held liable for any grant of RATA not in accordance with the provisions of this Circular, without prejudice, however, to the refund of any undue payments received by the officials/employees concerned.

15.0 Cases for Resolution

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

16.0 Repealing Clause

This Circular supersedes National Budget Circular No. 546 dated January 17, 2013. The provisions of all other existing circulars or issuances on the grant of RATA that are inconsistent with the provisions of this Circular are repealed or superseded accordingly.

17.0 Effectivity

This Circular shall take effect on January 1, 2013.


FLORENCIO B. ABAD
Secretary