



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

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**Joint Financial Services and HR-Central Advisory No. 1
Series of 2022**

TO : ALL CONCERNED

THRU : VICE PRESIDENTS AND CHANCELLORS

**SUBJECT : CLARIFICATION ON THE GRANT OF REPRESENTATION AND
TRANSPORTATION ALLOWANCES**

DATE : 09 JUNE 2022

In relation to the clarifications as to the grant of the Representation Allowance and Transportation Allowance (RATA), please be advised that pursuant to National Budget Circular No. 548 dated May 15, 2013, the Department of Budget and Management (DBM) provided the amended rules and regulations on the grant of Representation and Transportation Allowances.

As provided in the circular, 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 which may either be commutable or reimbursable.

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 62 of the General Appropriations Acts of FY 2022, government officials with the following ranks and their equivalent, as determined by the DBM, while in the actual performance of their respective functions, are hereby authorized monthly commutable representation and transportation allowances at the rates indicated below, for each type of allowance:

Officials/Employees	Plantilla Positions included in GAA (Commutable RATA)	Equivalent Positions (Designated University Officials) (Reimbursable RATA)	Monthly RA or TA (in Pesos)
Department Undersecretaries and those of equivalent ranks	SUC President		11,000
Department Assistant Secretaries and those of equivalent ranks			10,000
Bureau Directors, Department Regional Directors, and those of equivalent ranks		Vice President, University Secretary, Chancellor	9,000
Assistant Bureau Regional Directors and those of equivalent ranks		Vice Chancellor*, Dean (Professor)	7,500
Chiefs of Division identified as such in the Personal Services Itemization and Plantilla of Personnel and those of equivalent ranks	Chief Administrative Officer	Director, Dean (Associate Professor)	5,000

**Subject to the approval of the request for funding from DBM*



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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 as provided in the General Appropriations Act.**


As derived from Sec. 286, Article I, Chapter 5, Volume I, 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.** Those personnel whose designations are considered equivalent to government officials identified in the GAA receives reimbursable RATA, hence, claim for RATA should be accompanied by receipts or a certification of expenses incurred in the performance of respective functions. Attached is the certification for reference.

As provided by Section 62 of the General Appropriations Acts of FY 2022, please be further advised of the following:

1. Officials who are assigned or actually using government motor transportation cannot claim TA. Officials who have an assigned government motor transportation, but are not able to use said vehicle for justifiable reason, as determined by the DBM, may be granted transportation allowance during the said period.
2. No amount of representation or transportation allowances, whether commutable or reimbursable shall exceed the rates authorized.

For information and guidance.


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