



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 05
Series of 2000

**SUBJECT: PAYMENT OF REPRESENTATION AND TRANSPORTATION
ALLOWANCE (RATA) TO DAR OFFICIALS**

The General Appropriations Act (GAA) of CY 2000 (RA 8760) provides that officials and those of equivalent rank as determined by the Department of Budget and Management (DBM) are granted monthly commutable representation and transportation allowances (RATA) payable from the programmed appropriation provided for their respective offices not exceeding the rates provided by the said annual appropriations. In pursuance to the herein mentioned Act and in consonance with the rulings and decisions of the Supreme Court, Commission on Audit and the Civil Service Commission on the grant of RATA, the following rules are hereby adopted.

Section 1. For purposes of this memorandum circular, Acting capacity shall refer to those designated to vacant positions while Officer-in-Charge shall refer to those designated to filled-up positions.

Section 2. Commutable RATA shall be paid from the amount appropriated for the purpose under the Personal Services (PS) fund. Reimbursable RATA shall be paid from the same fund appropriated for RATA, if available, otherwise it shall be charged against savings from the programmed appropriation for personal services (PS) in general. In no case shall reimbursable RATA be charged against MOOE.

Section 3. The officials specified by the GAA and employees of equivalent rank determined by DBM as reflected in the approved Personal Services Itemization (PSI), while in the actual performance of their respective functions are entitled to commutable RATA at the rate authorized as follows:

<u>Official</u>	<u>Rate for each Type of Allowance/Month</u>
a. Department Secretary	Php 7,350
b. Department Undersecretary	5,700
c. Department Assistant Secretary, DARAB Board Member	4,875
d. Director IV, DARAB Executive Director RARAD	4,150
e. Director III, PARAD	3,575
f. PARO II	2,950
g. PARO I, Attorney VI, Division Chief, MARO	2,675

Section 4. Officials or employees holding positions entitled to RATA under Section 3 shall cease to receive RATA when transferred or detailed to another organizational unit/special projects of the DAR or another agency where he performs functions not entitled to RATA and when the detail or transfer is done to his own volition or request.

Section 5. Those who are reassigned or detailed to another organizational unit/special projects of the DAR or to another agency, when entitled to RATA, shall continue to receive RATA from the organizational unit where they draw their salaries.

Section 6. Those who are duly designated in Acting capacity to vacant positions enumerated in Section 3 hereof, are authorized to collect commutable RATA.

Section 7. Those who are designated as Officer-in-Charge (OIC) of filled-up positions enumerated in Section 3 hereof may be entitled to collect RATA on reimbursable basis chargeable against the proper funds of the office where they are assigned, Provided: that the Orders designating them as OIC specify that they are authorized to such allowance subject to funds availability and provided furthermore: that they submit a certification that they incurred in full the expenses in connection with the performance of their functions.

Section 8. Those officials and employees enumerated in Section 3 who are designated to higher positions or designated in concurrent capacity are authorized to collect whatever difference if the new or concurrent designations provide higher rates of RATA, subject to availability of funds.

Section 9. Officials and employees who are authorized to attend a training course, scholarship grant or any other related activity who are:

- a. In attendance to the said activity for less than thirty (30) days may continue to receive RATA.
- b. In attendance to the said activity for more than thirty (30) days and it overlaps two months, said official or employee may only claim RATA in either month.
- c. In attendance to said activity for more than thirty (30) days shall not be entitled to RATA unless the order authorizing attendance to the said activity specifically states that the same is tantamount to performance of official duties and responsibilities, in which case the official or employee is entitled to RATA to said activity.

Section 10. Transportation Allowance (TA) shall not be granted to officials who are assigned a government vehicle.

Section 11. This Memorandum Circular repeals all memoranda, orders, or issuances inconsistent with it.

Section 12. This Order takes effect on 01 January 2000.



HORACIO R. MORALES, JR.
Secretary