

[COA CIRCULAR NO. 2013-003, January 30, 2013]

REITERATION OF AUDIT DISALLOWANCE OF PAYMENTS WITHOUT LEGAL BASIS OF ALLOWANCES, INCENTIVES, AND OTHER BENEFITS OF GOVERNMENT OFFICIALS AND EMPLOYEES IN THE NGAs, LGUs, AND GOCCs AND THEIR SUBSIDIARIES

I. Purpose

This Circular is issued to ensure that all payments of allowances, incentives, and other benefits to all officials and employees of NGAs, LGUs, and GOCCs and their subsidiaries shall be based on and conform strictly with laws, rules and regulations granting or authorizing such payments. Hence, it is reiterated that, all such payments without legal basis shall be disallowed in audit by this Commission.

II. Entitlement to Allowances, Incentives, and Other Benefits

Government officials and employees shall be entitled only to allowances, incentives, and other benefits expressly provided by law, and other statutory authority, and the rules and regulations promulgated by competent authority.

III. Allowances and Benefits Generally Applicable to Agencies Which Are Covered by Republic Act (RA) No. 6758, The Salary Standardization Law (SSL)

Below is the list of the allowances, incentives and other benefits commonly granted to officials and employees of agencies covered by the SSL, together with the legal authority for the payment thereof and the corresponding rates:

<i>Allowance/Benefit</i>	<i>Legal Basis</i>	<i>Amount/Rate</i>
<i>Personnel Economic Relief Allowance (PERA)</i>	<i>Section 39, General Provisions, 2012 and 2013 General Appropriations Acts (GAAs) and corresponding Section of subsequent years' GAAs</i>	<i>P2,000.00 per month</i>
<i>Representation Allowance and Transportation Allowance (RATA)</i>	<i>Section 45, General Provisions, 2012 and 2013 GAAs and corresponding</i>	<i>As indicated in Section 45, General Provisions, 2012 and 2013 GAAs, and in the</i>

	<i>Section of subsequent years' GAAs</i>	<i>applicable provisions of subsequent years' GAAs; Rates for officials of LGUs are provided in Local Budget Circular (LBC) No. 84 dated April 13, 2007</i>
<i>Extraordinary and Miscellaneous Expenses (EME)</i>	<i>Section 23, General Provisions, 2012 and 2013 GAAs and corresponding Section of subsequent years' GAAs</i>	<i>As indicated in Section 23, General Provisions, 2012 and 2013 GAAs, and in the applicable provisions of subsequent years' GAAs</i>
<i>Productivity Incentive Benefit (PIB)</i>	<i>Department of Budget and Management (DBM) National Compensation Circular (NCC) No. 73 dated December 27, 1994; DBM NCC No. 73-A dated March 1, 1995; DBM Circular Letter Nos. 3- 96 dated January 15, 1996, 2001-6 dated March 2, 2001, and 2002-3 dated January 2, 2002</i>	<i>P2,500.00 or P2,000.00 depending on the performance rating of the employee</i>
<i>Uniform/Clothing Allowance</i>	<i>Section 40, General Provisions, 2012 and 2013 GAAs and corresponding Section of subsequent years' GAAs; DBM Budget Circular (BC) No. 2012-1 dated February 23, 2012</i>	<i>P5,000.00 per year; may vary</i>
<i>Loyalty Cash Award (LCA)</i>	<i>Section 7, Rule X, Omnibus Rules of the Civil Service Commission (CSC); DBM</i>	<i>10th year – P5,000.00 15th year – 3,000.00 20th year –</i>

	<i>Department Order No. 92-10 dated October 1, 1992; CSC Memorandum Circular No. 6, s. 2002</i>	<i>3,500.00 25th year – 4,000.00 30th year – 5,000.00 35th year – 7,500.00 40th year – 10,000.00</i>
<i>Travelling Allowances for Domestic Travels</i>	<i>Executive Order (E.O.) Nos. 248 and 248-A, s. 1995, as amended by E.O No. 298, s. 2004</i>	<i>P800.00 per day for travel outside 50 km. radius from Metropolitan Manila or official station; P400.00 per day for travel within 50 km. radius from Metropolitan Manila</i>
<i>Travelling Allowances for Foreign Travels</i>	<i>Same</i>	<i>Daily Subsistence Allowance (Rates are based on United Nations Development Program (UNDP) Index) Pre-Departure Expenses – P1,500.00 Clothing Allowance - \$400.00 (suspended under Office of the President Memorandum Circular No. 52 dated October 2, 2003) Representation Expenses - \$1,000.00</i>
<i>Costume or Uniform, and Other Expenses Related to Cultural and Athletic Activities</i>	<i>Section 25, General Provisions, 2012 and 2013 GAAs and corresponding Section of subsequent years' GAAs</i>	<i>P1,500.00 per employee – participant per year</i>
<i>Magna Carta Benefits for Public Health Workers</i>	<i>RA No. 7305 and its Revised Implementing Rules and Regulations (IRR)</i>	<i>Hazard Allowance – 25% of the monthly basic salary for salary grade 19 and below; 5% for</i>

		<p>salary grade 20 and above</p> <p>Longevity Pay 5% of monthly basic pay</p> <p>Subsistence Allowance – three (3) meals a day</p> <p>Laundry Allowance – P150.00 per month</p> <p>Medico-Legal Allowance – P200.00 for slight physical injury; P300.00 for less serious physical injury; P500.00 for serious physical injury; P1,000.00 for necropsy; P1,000.00 for autopsy; P600.00 per court appearance; P20,000.00 one time relocation allowance</p> <p>Remote Assignment Allowance – 50% of basic pay</p>
Benefits for Science and Technology Personnel	RA No. 8439 and its IRR, as amended	<p>Share in Royalties 60%-40% basis in favor of the Government and the personnel involved in the technology/activity</p> <p>Hazard Allowance – 15% of monthly basic salary for personnel indirectly exposed to hazard, 30% of monthly basic salary for personnel directly exposed to hazard</p> <p>Subsistence Allowance – three (3) meals a day or P150.00 per day</p> <p>Laundry Allowance – P500.00/month</p> <p>Housing and Quarters Allowance</p> <p>Longevity Pay – 5% of the monthly basic</p>