

**[DBM CORPORATE BUDGET CIRCULAR NO. 18,
November 14, 2000]**

**GUIDELINES FOR THE IMPLEMENTATION OF THE REVISED
RATES OF REPRESENTATION AND TRANSPORTATION
ALLOWANCES (RATA) OF OFFICIALS IN LOCAL WATER
DISTRICTS (LWDS)**

1.0 Purpose

This Circular is being issued to amend Item E, RATA, of Part IV, Rules and Regulations for Implementation of the Manual on the Categorization/Recategorization of LWDS, Model Organizational Structure/Staffing Pattern, Compensation Policy, and Rules for Implementation Thereon, and provide guidelines for the grant of RATA consistent with the rates authorized under the General Provisions of the FY 2000 General Appropriations Act (GAA), RA No. 8760, and years thereafter.

2.0 Rules and Regulations

The Governing Boards of LWDS may authorize the increase in the monthly commutable RATA of the following officials pursuant to Section 41, General Provisions of RA 8760:

- a. General Manager
- b. Assistant General Manager
- c. Department Manager
- d. Division Manager

2.1 For purposes of determining the maximum monthly rate for each type of allowance, the said LWD officials in cities or in municipalities are equated to national government officials entitled to RATA under the annual GAA as shown in Annex "A*".

2.2 In cases where funds are not sufficient to implement fully the RATA rates, the LWD officials may be granted the RATA rates at a uniform percentage of the national RATA rates

2.3 An official or employee designated as Officer-In-Charge of a position entitled to RATA may collect the RATA authorized for the position if so specified in the order of designation, provided that, when the designated official/employee is also entitled to RATA in his regular position, he shall be allowed to collect the difference only, if any, between the RATA of the two positions.