

**[DBM NATIONAL BUDGET CIRCULAR NO. 454,
October 14, 1996]**

**GUIDELINES ON THE GRANT OF THE MONTHLY CASH
EQUIVALENT OF THE TRANSPORTATION ALLOWANCE
AUTHORIZED UNDER THE ANNUAL GENERAL APPROPRIATIONS
ACT**

1.0

Purpose

This Circular is being issued to prescribe guidelines on the grant of the monthly cash equivalent of the Transportation Allowance authorized under the annual General Appropriations Act of officials whose service vehicles are temporarily out of order or undergoing, repair to provide them the necessary expenses incidental to and in connection with the exercise or discharge of the functions of their offices.

2.0

Coverage

All government officials entitled to Transportation Allowance but who are assigned or allowed to use service vehicles.

3.0

Rules and Regulations

3.1 Officials whose service vehicles could not be used for at least one (1) week because these are temporarily out of order or are undergoing repair shall be allowed to claim the proportionate monthly cash equivalent of the Transportation Allowance corresponding to their positions.

3.2 As soon as the service vehicles concerned are ready for use, claims for the monthly cash equivalent of the Transportation Allowance shall automatically be disallowed.

4.0

Funding Source

Funds needed to implement this Circular shall be charged against the amount appropriated for the purpose and other personal services savings of the agency or