

**[DBM NATIONAL COMPENSATION CIRCULAR NO.
67, January 01, 1992]**

**REPRESENTATION AND TRANSPORTATION ALLOWANCES OF
NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES**

**1.0
Purpose**

This Circular is being issued to ensure uniformity and consistency of actions on claims for representation and transportation allowances (RATA) which is primarily granted by law to national government officials and employees to cover expenses incurred in the discharge or performance of their duties and responsibilities.

**2.0
Coverage**

The following national government officials and employees are covered by this Circular:

2.1 Those whose positions are listed under Service Code 18 of the Index of Occupational Services issued by the Department of Budget and Management (DBM) pursuant to National Compensation Circular No. 57 except for the positions of the President, Vice-President, Lupon Member and Lupon Chairman, and positions under the Local Executives Group;

2.2 Those whose positions are identified as chiefs of division in the Personal Services Itemization;

2.3 Those whose positions are determined by the DBM to be of equivalent rank with the officials and employees enumerated under Sections 2.1 and 2.2 hereof (Annex A); and

2.4 Those who are duly designated by competent authority to perform the full-time duties and responsibilities, whether or not in concurrent capacity, as Officers-in-Charge for one (1) full calendar month or more of the positions enumerated in sections 2.1 , 2.2 and 2.3 hereof.

**3.0
Rules and Regulations**

3.1 Payment of RATA, whether commutable or reimbursable, shall be in accordance with the rates prescribed for each of the following officials and employees and those of equivalent ranks, and the conditions enumerated under the pertinent Section of the General Provisions of the annual General Appropriations Act (GAA):

Officials and Employees	Category	Rate
Department Secretaries or equivalent;	A	P2,500
Department Under Secretaries or equivalent	B	P1,700
Department Assistant Secretaries or equivalent;	C	P1,500
Directors IV (Bureau directors and Department Regional Directors) or equivalent;		
Directors III (Assistant Bureau Directors, Department Assistant Regional Directors, Department Service Chiefs or equivalent; Directors II (Bureau Regional Directors) or equivalent	D	P1,400
Directors I (Assistant Bureau Regional Directors) or equivalent	E	P1,200
Chiefs of Division identified as such in the Personal Services Itemization or equivalent	F	P1,100

3.2 RATA is attached to the performance of the duties and responsibilities of the incumbents of positions and not to positions as viewed and implemented before. Moreover, the salary grades of positions do not automatically entitle the incumbents thereof to RATA, Hence, only those officials and employees enumerated under Section 2 hereof and who are actually performing the duties and responsibilities of their positions shall be entitled thereto.

3.3. The officials and employees referred to in Sections 2.1, 2.2 and 2.3 hereof shall no longer be authorized to continue to collect RATA in the following instances:

3.3.1 When on full-time detail with another organizational unit of the same agency, another agency, or special project for one (1) full calendar month or more, except when the duties and responsibilities they perform are comparable with those of their regular positions, in which case, they may be authorized to continue to collect RATA on a reimbursable basis, subject to the availability of funds; and