



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA

August 3, 1993

CUSTOMS MEMORANDUM ORDER  
NO. 38-93

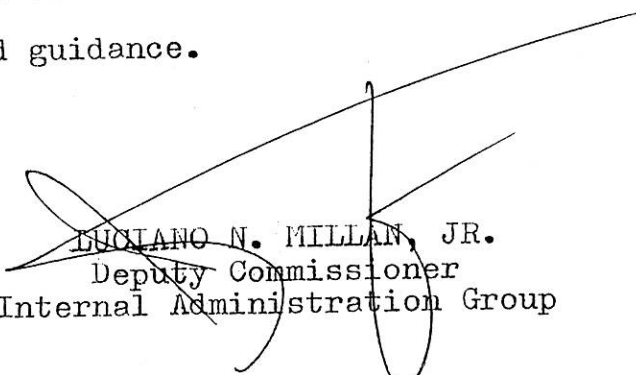
To All Customs Officials  
Others Concerned

Subject: Representation and Transportation  
Allowances of the National  
Government Officials and Employees  
(RATA)

Attached are copies of DBM National Compensation Circular Nos. 67 and 67-A, dated January 1, 1992 and May 15, 1992, prescribing the guidelines in the granting of RATA to National government officials and employees to cover expenses incurred in the discharge of performance of their duties and responsibilities.

All payments of RATA which are found inconsistent with this Circular shall be revised accordingly.

For information and guidance.

  
LUCIANO N. MILLAN, JR.  
Deputy Commissioner  
Internal Administration Group

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA

NATIONAL COMPENSATION CIRCULAR NO. 67  
January 1, 1992

**T O** : Heads of Departments, Bureaus, Offices, Agencies of the National Government; State Universities and Colleges; and All Others Concerned

**SUBJECT** : Representation and Transportation Allowances of National Government Officials and Employees

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1. 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. 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.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA

OFFICIAL  
RELEASE

Malacanan, Manila

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National Compensation Circular No. 67-A  
May 15, 1992

TO : Heads of Departments, Bureaus, Offices, Agencies of  
the National Government; State Universities and  
Colleges and All Others Concerned

SUBJECT : Amending National Compensation Circular No. 67  
dated January 1, 1992 Relative to the Representation  
and Transportation Allowances of National Government  
Officials and Employees

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1. Purpose

This Circular is being issued to amend National Compensation Circular No. 67 to harmonize certain of its provisions with recent Court rulings.

2. Sub-Paragraph 3.3.1 of the said Circular is hereby amended to read as follows:

"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 as mandated or as a direct consequence of law or office orders and personnel actions based on voluntary action and consent of the officials or employees concerned, 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."

3. The following Paragraph is hereby added to the same Circular which shall be known as Paragraph 3.4:

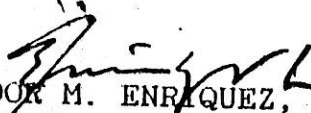
"3.4 Officials and employees whose detail with another organizational unit of the same agency, another agency, or special project has been found by an appropriate judicial body to be not in accordance with existing laws, rules and regulations, shall be authorized to collect RATA on a reimbursable basis for the duration of such detail.

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4. Paragraphs 3.4 and 3.5 and Sub-Paragraphs 3.5.1 and 3.5.2 of the aforesaid Circular shall hereinafter be known as Paragraphs 3.5 and 3.6, and Sub-Paragraphs 3.6.1 and 3.6.2, respectively.
5. This amendatory Circular shall take effect on January 1, 1992.

  
SALVADOR M. ENRIQUEZ, JR.  
Secretary

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

3.3.2 When on vacation, sick or maternity leave of absence with or without pay for one (1) full calendar month or more.

3.4 However, officials and employees who are on authorized attendance at a training course/scholarship grant/seminar or any other similar activity, which is tantamount to the performance of their regular duties and responsibilities, may be authorized to continue to collect RATA on a reimbursable basis, subject to the availability of funds.

3.5 Officials and employees designated as Officers-In-Charge of positions entitled to commutable RATA may be authorized to collect the RATA authorized for the said positions provided it is so specified in the order designating them as Officers-In-Charge, except in the following instances:

3.5.1 When designated in a concurrent capacity and the officials and employees so designated are already entitled to commutable RATA in their permanent positions, in which case they may be authorized to collect the difference only, if any, between the RATA of the two positions.

3.5.2 When on full-time or part-time detail with another organizational unit of the same agency, another agency, or special project,

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attending a training course/scholarship grant/seminar or any other similar activity; or on vacation, sick or maternity leave of absence, for one (1) full calendar month or more.

**4. Funding Source**

In all cases, commutable and reimbursable RATA shall be paid from the amount appropriated for the purpose and other personal services savings of the agency or project from where the officials and employees covered under this Circular draw their salaries. No one shall be allowed to collect RATA from more than one source.

**5. Responsibility of the Head of Agency**

The Head of agency shall be held responsible and personally liable for any payment of RATA not in accordance with the provisions of this Circular, without prejudice, however, to refund of any excess payment by the official or employee concerned.

**6. Saving Clause**

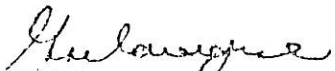
Appropriate cases not covered by the provisions of this Circular shall be submitted to the DBM for resolution.

**7. Repealing Clause**

All circulars, guidelines, rules and regulations which are inconsistent with the provisions of this Circular are hereby repealed.

**8. Effectivity**

This Circular shall take effect on January 1, 1992.

  
GUILLERMO N. CARAGUE  
Secretary