



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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Office of the Vice-Chancellor for Administration

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MEMORANDUM NO. 14

Series of 2021

T O: All Concerned

SUBJECT: Grant of Representation and Transportation Allowance

In compliance with existing accounting and auditing policies, we would like to remind all unit heads, especially new officials and administrators, of the following rules and regulations under National Budget Circular (NBC) No. 548 or the Amended Rules and Regulations on the Grant of Representation and Transportation Allowance (RATA) issued on 15 May 2013.

The authorized monthly rates and equivalent positions enumerated under Section 5.1 of the said NBC are as follows:

Officials/Employees	Monthly RA or TA (In Pesos)	Equivalent Rank of Positions for UPLB Officials
Department Secretaries and those of equivalent ranks	14,000	
Department Undersecretaries and those of equivalent ranks	11,000	Chancellor
Department Assistant Secretaries and those of equivalent ranks	10,000	Vice Chancellors
Bureau Directors, Department Regional Directors, and those of equivalent ranks	9,000	Deans and Directors of National Centers of Excellence
Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Directors and those of equivalent ranks	8,500	University Registrar/Librarian and Directors of Institutes/Principal Units
Assistant Bureau Regional Directors and those of equivalent ranks	7,500	Associate Deans, Director of Sub-Units, Deputy Director, College Secretaries and High School Principal
Chiefs of Division identified as such in the Personal Itemization and Plantilla of Personnel and those of equivalent ranks	5,000	Department Chairs and Heads of Units

Section 5.2 In line with Section 45 of the General Provisions of R.A.10352:

- 5.2.1 No amount of RA or TA, whether commutable or reimbursable, which exceeds the authorized rates may be granted to the foregoing officials/employees, whether or not their positions are covered by R.A.No. 6758, as amended,
- 5.2.2 Previous administrative authorizations inconsistent with the authorized rates and conditions specified herein are no longer valid, and payment shall not be allowed.
- 5.2.3 **The TA shall not be granted to officials/employees who are assigned or presently use government motor transportation.**

Section 7.0 (RATA for Incumbents of Positions) defines entitlements to these allowances:

- 7.1 For Incumbents Who Are Not Assigned or Who Do Not Use Government Motor Transportation:
 - 7.1.1 The commutable RATA for the month shall be granted to incumbents of regular or contractual positions entitled to RATA.
 - 7.1.2 The grant of RATA shall be in accordance with the provisions of sub-items 6.1 to 6.4 hereof.
- 7.2 **For incumbents Who Are Assigned or Who Use Government Motor Transportation**
 - 7.2.1 **Those who are assigned or who use government motor transportation shall no longer be entitled to the TA, but only to the commutable RA for the month.**

In line with these provisions and pursuant to COA Circular No. 2012-001 of 14 June 2012 providing for the documentary requirements in support of the grant of RATA, all heads of units entitled to RATA are requested to submit a Certification to the Accounting Office, indicating whether or not they are assigned to, or are using official government vehicles for transportation **not later than 15 April 2021**. Submission of such certifications will then be the basis of the Accounting Office in preparing the RATA payroll effective April 2021 and onwards. For those who have been issued authority to drive government vehicles, please attach them to your Certifications.

Thank you for your usual support and cooperation.

ROLANDO T. BELLO
Vice Chancellor