CPCS CIRCULAR NO. 2021-006

SUBJECT : GRANT OF REPRESENTATION AND TRANSPORTATION ALLOWANCES (RATA)

DATE : 12 JAN 2022

1. LEGAL BASES. – Executive Order (E.O.) No. 150, s. 2021 approved the Compensation and Position Classification System (CPCS) and the Index of Occupational Services, Position Titles, And Job Grades for GOCCs (IOS-G) Framework.

Section 5 of the said E.O. provides that "[t]he existing compensation granted by GOCCs to its officers and employees shall be standardized in accordance with the CPCS approved under this Order."

Under Chapter VII of the CPCS, officers and employees of GOCCs may be entitled to specific-purpose allowances and benefits, including Representation and Transportation Allowance (RATA), based on the prescribed rates, guidelines and regulations to be promulgated by the Governance Commission for GOCCs (GCG) based on applicable compensation laws and issuances for National Government Agencies.

This Circular is being issued pursuant to the above directive.

2. NATURE OF RATA.

2.1. RATA is a collective term for two distinct but complementary allowances: Representation Allowance (RA) and Transportation Allowance (TA). Both allowances are provided to select government officials to cover related expenses incidental to and in connection with the actual performance of their respective functions.

2.2. RATA may either be commutable¹ or reimbursable²

3. COVERAGE. – This Circular shall apply to the specific officers and employees of GOCCs and their subsidiaries covered under Republic Act (R.A.) No. 10149 and are not otherwise excluded from the coverage of the CPCS under E.O. No. 150.³

¹ As derived from Sec. 317, Article 8, Chapter 5, Volume 1, Government Accounting and Auditing Manual (GAAM), RATA is commutable if the grant thereof is specifically authorized by law and if funds for its payment are provided for in the agency budget. Payment of RATA presupposes actual rendition of services in line with official duties.
² As derived from Sec. 286, Article 1, Chapter 5, Volume 1, GAAM, reimbursable RATA should be duly supported by receipts or by a certificate to the effect that the expenses had been incurred in accordance with the purpose for which the allowance is granted.
³ GOCC Governance Act of 2011.
4. **Exclusions**. – The following are excluded from the coverage of this Circular:

4.1. Officers and employees of GOCCs with approved abolition or deactivation orders;

4.2. Individuals hired by GOCCs without employer-employee relationships and/or those whose compensation is not sourced from Personal Services appropriations/budgets of their respective GOCCs, as follows:

(a) Members of the Governing Board;
(b) Consultants and experts hired to perform specific activities or services with expected outputs;
(c) Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
(d) Student laborers and apprentices; and
(e) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

5. **Authorized Monthly RATA Rates.**

5.1. The authorized grant and monthly rates for each type of allowance shall be based on the prescribed rates under the applicable General Provisions of the annual General Appropriations Act (GAA).

5.2. For the initial implementation of this Circular, the following RATA rates\(^5\) may be granted to officers and employees with the following career bands and job grades under the CPCS:

<table>
<thead>
<tr>
<th>Monthly RA or TA (P)</th>
<th>Position Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,000.00</td>
<td>Head of GOCC</td>
</tr>
<tr>
<td>10,000.00</td>
<td>Other Executive Band Positions in the GOCC</td>
</tr>
<tr>
<td>8,500.00</td>
<td>M Band – JG 16</td>
</tr>
<tr>
<td>7,500.00</td>
<td>M Band - JG 14 to 15</td>
</tr>
<tr>
<td>5,000.00</td>
<td>M Band - JG 10 to 13</td>
</tr>
</tbody>
</table>

5.3. The above officers and employees who are entitled to RATA shall be:

5.3.1. Those holding regular positions entitled to RATA under 5.2 hereof;

5.3.2. Those whose regular positions in the GOCC staffing pattern have been determined by the GCG to be of equivalent ranks to those enumerated under 5.2 hereof;

5.3.3. Those who occupy positions in the GOCC staffing pattern consisting of contractual positions and determined by the GCG to be of equivalent ranks to those enumerated under 5.2 hereof;

\(^{4}\) Section 1, E.O. No. 150, s.2021.

\(^{5}\) Based on Section 56 of the General Provisions of R.A. No. 11518 or the General Appropriations Act of 2021.
5.3.4. Those duly designated by competent authorities to perform the full-time duties and responsibilities as Officers-in-Charge (OICs) of authorized regular or contractual positions under 5.3.1, 5.3.2 and 5.3.3 hereof; and

5.4. The officers and employees under 5.2. and 5.3 hereof shall be entitled to the grant of this specific purpose allowance only if they perform supervisory functions or are the heads of organizational units.

5.5. For the initial implementation of this Circular, subject to Item 5.1 hereof, the grant of RATA shall be subject to Section 56 of the General Provisions of R.A. No. 11518, to wit: 6

5.5.1. Transportation allowance, whether in full or partial amounts, shall not be granted to officers and employees who are assigned or actually using government motor transportation. Officials who are assigned government motor transportation, but are not able to use said vehicle for justifiable reasons, as determined by the GCG, may be granted transportation allowance during the said period;

5.5.2. No amount of RATA, whether commutable or reimbursable, which exceeds the authorized rates may be granted.

5.5.3. Previous administrative authorizations inconsistent with the rates and conditions specified herein shall no longer be valid and payment shall not be allowed.

6. GENERAL GUIDELINES ON THE GRANT OF RATA.

6.1. A rationalized scheme on the grant of RATA based on the number of days of actual work performance on workdays 7 by the officer/employee concerned is hereby prescribed, as follows:

<table>
<thead>
<tr>
<th>Number of Workdays of Actual Work Performance in a Month</th>
<th>Actual RATA for a Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>25% of the monthly RATA</td>
</tr>
<tr>
<td>6 to 11</td>
<td>50% of the monthly RATA</td>
</tr>
<tr>
<td>12 to 16</td>
<td>75% of the monthly RATA</td>
</tr>
<tr>
<td>17 and more</td>
<td>100% of the monthly RATA</td>
</tr>
</tbody>
</table>

6.2. For purposes of RATA, the following instances shall be construed as actual work performance:

6.2.1. Public holiday falling on a workday;

6.2.2. Compensatory time-off in accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, series of 2004, as amended.

6 Ibid.
7 In general, there are 22 workdays in a month, exclusive of Saturdays and Sundays which are rest days.
6.2.3. Time-off from work charged against the five (5) days forced or mandatory leave in accordance with CSC Memorandum Circular No. 41, s. 1998;

6.2.4. Special emergency leave for employees affected by natural calamities or disasters, provided it is covered by a specific directive/resolution from the Office of the President (OP) or the CSC.

6.2.5. Suspension of work as declared by competent authority.

6.3. For purposes of RATA, the following leaves, notwithstanding that such are paid and are authorized time-off from work, shall not be construed as actual work performance:

6.3.1. Vacation Leave with pay in excess of the five (5) days forced or mandatory leave;

6.3.2. Sick leave with pay;

6.3.3. Maximum of three (3) days Special Leave Privileges in accordance with CSC M.C. No. 41, series of 1998;

6.3.4. Maximum of seven (7) days Paternity Leave in accordance with CSC Resolution No. 2100020, 07 January 2021;

6.3.5. Maximum of seven (7) days Parental Leave for Solo Parents in accordance with CSC M.C. No. 08, series of 2004;

6.3.6. Maximum of ten (10) days Leave for Victims of Violence Against Women and their Children in accordance with CSC Resolution No. 051206;

6.3.7. Maximum of one hundred five (105) days Maternity Leave under R.A. No. 11210 in accordance with CSC Resolution No. 2100020;

6.3.8. Maximum of two (2) months Special Leave Benefits for Women under R.A. No. 9710 in accordance with CSC M.C. No. 25, series of 2010;

6.3.9. Maximum of six (6) months Rehabilitation Leave under CSC-DBM Joint Circular No. 1, series of 2006; and

6.3.10. Maximum of six (6) months Study Leave under CSC M.C. No. 21, series of 2004.

6.4. For officials/employees observing an eight-hour workday, undertime shall still be counted as a day of actual work performance.

7. **RATA FOR INCUMBENTS OF POSITIONS.**

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 Items 5.1 to 5.4 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;

7.2.2. The grant of RA shall be based on the number of days of actual work performance on workdays by the official concerned. The RA schedule is as follows:

<table>
<thead>
<tr>
<th>Number of Workdays of Actual Work Performance in a Month</th>
<th>Actual RA for a Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>25% of the monthly RATA</td>
</tr>
<tr>
<td>6 to 11</td>
<td>50% of the monthly RATA</td>
</tr>
<tr>
<td>12 to 16</td>
<td>75% of the monthly RATA</td>
</tr>
<tr>
<td>17 and more</td>
<td>100% of the monthly RATA</td>
</tr>
</tbody>
</table>

7.2.3. In exceptional cases when an incumbent is prevented from the use of a government motor transportation for 3 days or more, such as when the motor vehicle undergoes repair and a replacement vehicle is not provided, the grant of TA may be allowed, pro-rated based on the number of days of actual work performance on workdays without an official vehicle, as follows:

<table>
<thead>
<tr>
<th>Number of Workdays of Actual Work Performance in a Month Without Government Motor Transportation</th>
<th>Actual TA for a Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 to 5</td>
<td>25% of the monthly RATA</td>
</tr>
<tr>
<td>6 to 11</td>
<td>50% of the monthly RATA</td>
</tr>
<tr>
<td>12 to 16</td>
<td>75% of the monthly RATA</td>
</tr>
<tr>
<td>17 and more</td>
<td>100% of the monthly RATA</td>
</tr>
</tbody>
</table>

8. RATA for OICs of Positions Entitled to These Allowances

8.1. For OICS who are not assigned or who do not use government motor transportation:

8.1.1. An OIC of a position, authorized in the GOCC staffing pattern and entitled to RATA, may be allowed to collect the RATA for the position on reimbursable basis, if stipulated in the office order designating him/her as such.

8.1.2. The grant of RATA shall be in accordance with the provisions of Items 5.1 to 5.4 hereof.
8.2. For OICs who are assigned or who use government motor transportation:

The OIC may be allowed to collect only the RA on reimbursable basis. The provisions of sub-items 5.1 to 5.4 and 6.2.2 and 6.2.3 hereof shall apply.

8.3. Those designated as OICs to positions in GOCC internally-created organizational units whose staffing is not authorized by GCG are considered as ad-hoc arrangements, and are, thus, not entitled to RATA.

9. **RATA WHILE ON CONCURRENT CAPACITY.** — When an incumbent entitled to RATA in his/her position is subsequently designated as OIC of a higher position in concurrent capacity, he/she shall be entitled to the difference between the RATA of the two positions. When an incumbent is designated as OIC of a lower position in concurrent capacity, no additional RATA shall be provided.

10. **RATA OF INCUMBENTS WHILE ON FULL-TIME DETAIL OR RE-ASSIGNMENT.** — An incumbent who is on full-time detail to another government agency, or on re-assignment within the same GOCC or to a special project, may be authorized to continue to collect RATA, provided that the duties and responsibilities in the new post are comparable with the supervisory or managerial nature of his/her regular position as duly certified by the GOCC Governing Board, subject to the availability of funds.

11. **RATA OF INCUMBENTS WHILE ON SCHOLARSHIP/STUDY/TRAINING GRANT.** — An incumbent who is on authorized full-time attendance in a scholarship/study/training grant or similar activity may be allowed to continue to collect RATA on reimbursable basis, subject to the availability of funds and the following conditions:

11.1. The scholarship/study/training is part of the training and development program of the agency and is aimed at directly enhancing the capability of the official/employee to perform the duties and responsibilities of his/her position;

11.2. The scholarship/study/training requires frequent interaction, coordination, and mobility in order to fulfill the requirements of the course, which entail expenses that are not covered by the scholarship/study/training;

11.3. The grant of RATA within the duration of a particular scholarship/study/training, whether short-term or long term, shall not exceed 6 months. In cases of multiple scholarship/study/training within a calendar year, the combined duration of which exceeds 6 months, RATA may be provided only for a maximum period of 6 months within the calendar year; and

11.4. Compliance with the above conditions for the grant of RATA is certified by the GOCC Governing Board.

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8. "Full-time attendance in a scholarship/study/training grant is understood to mean that the official/employee is unable to perform the duties and responsibilities of his/her position."
12. **Funding Sources.** – The funding for the payment of RATA shall be charged by GOCCs to their respective approved corporate operating budgets (COBs). However, it shall be prohibited to source the payment of the said allowances from the following:

(a) Loans; and
(b) Sale of the GOCC's asset(s) for the sole purpose of paying the RATA; and
(c) Other schemes analogous to the foregoing.

Furthermore, the GOCCs shall not increase their service fees for the purpose of augmenting any deficiencies in the amounts prescribed herein, and neither shall the grant of RATA adversely affect the implementation of programs/projects, as well as the attainment of performance targets.

13. **Responsibility of the GOCCs.** – The GOCCs, acting through their Governing Boards, shall be responsible for the proper implementation of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

14. **Repealing Clause.** – All other GCG orders, circulars, issuances, and decisions, Board resolutions, or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

15. **Resolution of Cases.** – Cases not covered by this Circular shall be referred to the GCG for resolution.

16. **Effectivity Clause.** – This Circular shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation, and upon receipt of a formal copy by the University of the Philippines – Office of the National Administrative Registrar (UP-ONAR).