GUIDELINES FOR THE IMPLEMENTATION OF THE REVISED RATES OF REPRESENTATION AND TRANSPORTATION ALLOWANCES (RATA) OF OFFICIALS IN LOCAL WATER DISTRICTS (LWDS)

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1.0 Purpose

This Circular is being issued to amend Item E, RATA, of Part IV, Rules and Regulations for Implementation of the Manual on the Categorization/Recategorization of LWDs, Model Organizational Structure/Staffing Pattern, Compensation Policy, and Rules for Implementation Thereon, and provide guidelines for the grant of RATA consistent with the rates authorized under the General Provisions of the FY 2000 General Appropriations Act (GAA), RA No. 8760, and years thereafter.

2.0 Rules and Regulations

The Governing Boards of LWDs may authorize the increase in the monthly commutable RATA of the following officials pursuant to Section 41, General Provisions of RA 8760:

- General Manager

- Assistant General Manager

- Department Manager

- Division Manager

2.1 For purposes of determining the maximum monthly rate for each type of allowance, the said LWD officials in cities or in municipalities are equated to national government officials entitled to RATA under the annual GAA as shown in Annex "A*".

2.2 In cases where funds are not sufficient to implement fully the RATA rates, the LWD officials may be granted the RATA rates at a uniform percentage of the national RATA rates

2 3 An official or employee designated as Officer-ln-Charge of a position entitled to RATA may collect the RATA authorized for the position if so specified in the order of designa-tion, provided that, when the designated official/employee is also entitled to RATA in his regular position, he shall be allowed to collect the difference only, if any, between the RATA of the two positions.

2.4 The transportation allowance herein authorized shall not be granted to an official who uses government motor transportation in the performance of his official duties and re-sponsibilities, provided that if he is assigned a government motor transportation, he must use the same.

In case said vehicle is under repair for at least one week, the official concerned may collect the corresponding proportion of the monthly transportation allowance of his position

3.0 Automatic Implementation of Future Adjustments in RATA

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LWDs may automatically implement adjustments in RATA under the annual GAA, subject to the availability of funds as authorized under the annual budget of the LWD concerned, and in accordance with the rules and regulations prescribed herein. The funding requirements shall be within the 75% of revenue from operations net of the required subsidy for loans amortization

4.0 Responsibility of Heads of LWDs

The Governing Boards of LWDs shall be held responsible and personally liable for any payment of RATA not in accordance with the provisions this Circular, without prejudice, however, to refund of any excess payment by the official concerned

5.0 Saving Clause

Cases not covered by the provisions of this Circular shall be submitted to the Department of Budget and Management for appropriate action and/or resolution

6 0 Repealing Clause

At rules and regulations inconsistent with the provisions of this Circular are deemed modified accordingly.

7.0 Effectivity

This Circular shall take effect January 1, 2000.

Adopted: 14 Nov. 2000

(SGD.) BENJAMIN E. DIOKNO
Secretary

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* Text Available at Office of the National Administrative Register, U.P. LawComplex, Diliman, Quezon City

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