

GUIDELINES FOR THE IMPLEMENTATION OF THE REVISED RATES OF REPRESENTATION AND TRANSPORTATION ALLOWANCES AND UNIFORM ALLOWANCE IN THE LOCAL GOVERNMENT UNITS

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/f3793bf36b2c/>

1.0 Purpose

This Circular is being issued to provide guidelines in the implementation of the modified rates of representation and transportation allowances[*] and uniform allowance authorized under the General Provisions of the General Appropriations Act for FY 1996 (RA No. 8174).

2.0 Rules and Regulations

2.1 Representation and Transportation Allowances

The Sangguniang Panlalawigan/Panlungsod/Bayan may authorize the following officials of provinces, cities and municipalities respectively, to collect monthly commutable representation and transportation allowances (RATA), payable from the programmed appropriations provided for their respective offices at rates not exceeding the maximum rates which shall apply to each type of allowance prescribed as follows:

2.1.1 The members of the Sangguniang Panlalawigan/Panlungsod/Bayan are authorized to collect monthly commutable RATA at rates equivalent to those of department/office heads in their respective local government units.

2.1.2 Officials considered as department heads/assistant department heads refer to those already established as such by competent authority. Other officials may also be entitled to commutable monthly RATA if so authorized by the Sanggunian concerned provided they occupy positions equivalent to department/assistant department heads in accordance with Memorandum Circular No. 19 of the Civil Service Commission.

2.1.3 Officials in-charge of a unit considered as lower than a department/office but higher than a division may be entitled to the RATA at rates equivalent to those of provincial, city or municipal assistant department heads as the case may be.

2.1.4 The transportation allowance herein authorized however, shall not be granted to officials who are assigned government vehicle or who use government motor transportation in the performance of their official duties and responsibilities.

2.1.5 Appropriation of funds for representation and transportation allowances may be allowed only when all statutory and contractual obligations of the local government unit concerned shall have been fully provided for in its current budget and no fund or cash overdraft is existing or will be incurred as a result of the implementation thereof.

2.2 Uniform/Clothing Allowance

The local chief executive, with the approval of the sanggunian, may grant uniform/clothing allowance to local government officials and employees at rates not exceeding P1,800 per annum, provided that said allowance shall

be in lieu of any similar grant, in cash or in kind, of the same amount or value, to employees.

3.0 Limitation on Personal Services Expenditure

The local government unit concerned shall see to it that the annual income or finances of the LGU as certified by the Treasurer will allow or permit the grant of the benefits without violating the 45%/55% limit on allowable personal services expenditure prescribed under the Local Government Code.

4.0 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.

5.0 Repealing Clause

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

6.0 Effectivity

This Circular shall take effect January 1, 1996.

Adopted: 1 Jan. 1996

(SGD.) SALVADOR M. ENRIQUEZ, JR.

Secretary

[*] Text available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.