

Republika ng Pilipinas  
PAMBANSANG PANGASTIWAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 003 , S. 1987

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; THE OFFICERS-IN-CHARGE, OFFICE OF THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENT AND STAFFS; HEADS OF FOREIGN ASSISTED PROJECTS; OPERATION MANAGERS; REGIONAL MANAGERS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; CORPORATE AUDITORS; REGIONAL PROJECT AUDITORS; AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA) FOR SECTION CHIEFS

For the information and guidance of all concerned, the grant of representation and transportation allowance (RATA) is hereby extended to Section Chiefs of the NIA.

I. DEFINITION OF TERMS

- a. Section - refers to an organizational unit performing a specific sub-function or portion of the division to which it belongs. The existence of this unit as a section must be recognized in the organization.
- b. Chief of Section - refers to the head of the section, usually, the highest ranking in that organizational unit. This position is responsible for the output of the section. Its main duties are planning, supervising and reviewing the work of the employees of the section.

II. COVERAGE

This RATA covers all NIA employees who are chiefs of sections either in Central Office, Regional or Project Offices, provided that:

1. The employee holds a duly approved monthly appointment and is actually discharging the duties and responsibilities as Chief of Section. A certification to this effect from the proper division manager and confirmed by the next higher immediate superior shall be attached to the first claim for RATA.
2. In case of vacancy, the Chief of Office may designate an OIC or Acting Chief of Section, subject to the approval of the Administrator and upon recommendation of the Assistant Administrator of the Sector concerned.

Examples:

- a. The designation as OIC of Design Section shall be recommended by the Assistant Administrator for Project Development and Implementation.
- b. The designation as OIC of Accounting Section shall be recommended by the Assistant Administrator for Finance and Management.

3. A Chief of Section is entitled only to either the RATA of his position or the PDA (See MC - s. 87) if any, whichever is higher.
4. A Chief of Section who is presently receiving representation allowance under a previous authority is entitled to either the RATA under this MC or to the existing approved representation allowance, whichever is higher.

Example:

A Regional Cashier who is the Chief of Cash Section of the region is entitled to RATA. Under a previous memo of the Administrator he was assigned as disbursing officer of one province, for which he was given an incentive allowance of P150/month. Under this MC, this regional cashier shall be entitled to P300 RATA as Chief of Cash Section but no longer to the Allowance previously approved. He shall, however, be entitled to the usual allowances for employees on travel, subject to accounting and auditing rules.

III. RATES

The amount of RATA for a section chief is dependent on the amount of RATA of his immediate supervisor (MC 34, s. 86) as follows:

<u>RATA of Immediate Supervisor</u>	<u>RATA of Section Chief</u>
P 700 or 800/mo.	P 300/mo.
600/mo.	250/mo.
500/mo.	200/mo.

This circular is effective October, 1986.

Please be guided accordingly.

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator

20 January 1987