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Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

Ministry of Finance, and Budget and Management

Bangsamoro Government Center, Rosary Height VII, Cotabato City

BANGSAMORO BUDGET CIRCULAR

No. **2024 003**

13 Sha'ban 1445
23 February 2024

TO : All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Human Resource Management Officers; and All Others Concerned

SUBJECT : GUIDELINES ON THE RELEASE OF FUNDS FOR THE INCREASE IN THE REPRESENTATION AND TRANSPORTATION ALLOWANCES (RATA) FOR FY 2024

1.0 BACKGROUND

- 1.1 Bangsamoro Autonomy Act No. 56, "An Act Appropriating Funds for the Operation of the Bangsamoro Government from January One to December Thirty-One, Two Thousand and Twenty-Four and For Other Purposes" or otherwise known as 2024 General Appropriations Act of the Bangsamoro (FY 2024 GAAB), was passed by the Bangsamoro Transition Authority Parliament on Jumada Al-Akhirah 08, 1445/December 21, 2023.
- 1.2 The Ministry, Office, and Agency (M/O/A) specific budget for Personnel Services in the FY 2024 GAAB excludes the approved increase in Representation and Transportation Allowances (RATA) in accordance with Section 45. Representation and Transportation Allowances of the FY 2024 GAAB General Provisions.
- 1.3 As provided in the Special Provision No. 1, item (d) of the Miscellaneous and Personnel Benefits Fund (MPBF), the funding requirement for the increases in Salaries and Wages, Uniform and Clothing Allowance (U/CA), and the Representation and Transportation Allowances (RATA) shall be covered by the MPBF.

2.0 PURPOSE

This Circular is issued to prescribe the guidelines on the release of funds for the differential in the Representation and Transportation Allowances (RATA) for FY 2024.

3.0 COVERAGE

This Circular shall apply to all Bangsamoro Government Officials entitled to receive RATA as provided in the FY 2024 GAAB:

- a) Chief Minister or equivalent;
- b) Deputy Chief Ministers/Speaker/Members of the Parliament or equivalent;
- c) Ministers or equivalent;
- d) Deputy Ministers/Bangsamoro Director-General or equivalent;
- e) Director II and Director III or equivalent; and
- f) Director I, Chief of Division or equivalent, identified as such in the Personnel Services Itemization and Plantilla of Personnel.

4.0 GENERAL GUIDELINES

4.1 *Section 45 of the BAA No. 56 or the FY 2024 GAAB* provides that Government Officials with the following ranks and their equivalent, as determined by the MFBM, while in the actual performance of their respective functions, are hereby authorized monthly commutable representation and transportation allowances at the rates indicated below, for each type of allowance:

- a) Fifteen Thousand Five Hundred Pesos (₱15,500.00) for Chief Minister or equivalent;
- b) Twelve Thousand Five Hundred Pesos (₱12,500.00) for Deputy Chief Ministers/Speaker/Members of the Parliament or equivalent;
- c) Ten Thousand Pesos (₱10,000.00) for Ministers or equivalent;
- d) Nine Thousand Five Hundred Pesos (₱9,500.00) for Deputy Ministers/Bangsamoro Director-General or equivalent;
- e) Eight Thousand Five Hundred Pesos (₱8,500.00) for Director II and Director III or equivalent; and
- f) Six Thousand Pesos (₱6,000.00) for Chief of Divisions, Director I or equivalent, Identified as such in the PS Itemization and Plantilla of Personnel.

4.2 The grant of representation and transportation allowances shall be subject to the following:

- a) Transportation allowance, whether in full or partial amounts, shall not be granted to officials 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 reason, as determined by the MFBM, may be granted transportation allowance during the said period;

- b) No amount of representation or transportation allowances, whether commutable or reimbursable, which exceed the rates authorized under this Section may be granted to the foregoing officials. Previous administrative authorizations inconsistent with the rates and conditions specified herein shall no longer be valid and payment shall not be allowed; and
- c) Other applicable laws and such other guidelines as may be issued thereon.

4.3 The table below provides the increase of the monthly commutable representation and transportation allowances at the rates indicated below, for each type of allowance:

Table 1. Increases of monthly commutable representation and transportation allowance.

Government Officials with the following ranks and their equivalent	Pursuant to BBC 2021-04¹	Pursuant to Section 45 of the BAA No. 56 (FY 2024 GAAB)
Chief Minister or equivalent	₱14,000.00	₱15,500.00
Deputy Chief Ministers/ Speaker/Members of the Parliament or equivalent	₱11,000.00	₱12,500.00
Ministers or equivalent	₱9,000.00	₱10,000.00
Deputy Ministers/Bangsamoro Director-General or equivalent	₱8,500.00	₱9,500.00
Director II and Director III or equivalent	₱7,500.00	₱8,500.00
Chief of Divisions, Director I or equivalent	₱5,000.00	₱6,000.00

4.4 The rationalized scheme on the grant of RATA based on the number of days of actual work performance on workdays by the officials/employees concerned as prescribed under NBC No. 548², dated May 15, 2013, if applicable, shall be applied on the new RATA rates.

5.0 FUND SOURCE

The RATA of the M/O/As shall be charged against the following fund source under the FY 2024 GAAB:

¹ Omnibus Guidelines on Execution of Personnel Services Fund, dated March 22, 2021

² Amended Rules and Regulations on the Grant of Representation and Transportation Allowances, dated May 15, 2013

- 5.1 **M/O/A Specific Budgets** - For the requirements based on authorized amounts for RATA under BBC 2021-04; and
- 5.2 **Miscellaneous Personnel Benefits Fund (MPBF)** - For the differential due to the increase in RATA in accordance with Section 45 of FY 2024 GAAB.

The allotment for the RATA of the M/O/As under the M/O/A-specific budgets are covered by GAAB as Allotment Order (GAABAO). While the allotment for the RATA differential shall be covered by a Special Allotment Release Order (SARO).

6.0 DOCUMENTARY REQUIREMENTS

M/O/As shall submit the following documents for the request of RATA differential:

- 6.1 Special Budget Request (SBR)
- 6.2 Monthly Cash Program (BED No. 3); and
- 6.3 "Annex A" of this Circular

7.0 RESPONSIBILITY OF MINISTERS/HEADS OF OFFICES AND AGENCIES

Ministers/Heads of Offices and Agencies shall be responsible for the proper implementation of this Circular. They shall be held liable for any grant and payment of RATA not in accordance with the provisions of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

8.0 RESOLUTION OF CASES

Cases not covered by the provisions of this Circular shall be referred to the MFBM for resolution.

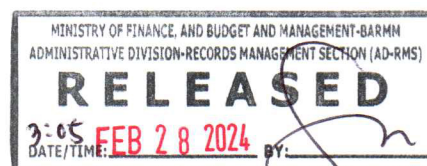
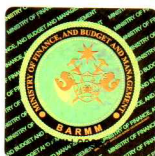
9.0 REPEALING CLAUSE

All provisions of existing circulars and other issuances inconsistent with this Circular are modified accordingly.

10.0 EFFECTIVITY

This Circular shall take effect immediately.

UBAIDA C. PACASEM
Minister



"Annex A"

Organizational Unit	Item Number	Name of Personnel	Position Title	Salary Grade	Step	RATA Differential
Total						