

Republika ng Pilipinas
(Republic of the Philippines)
KAGANAPAN NG KONEHAYON NG DEPUTA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

April 25, 1976

DEPARTMENT MEMORANDUM
No. 127, s. 1976

**REGULATING THE PERMANENT OFFICIAL STATION OF OFFICIALS
AND EMPLOYEES IN METRO MANILA**

To the: Bureau Directors
Regional Directors
Chiefs of Staff Services
and Heads of Units
Coordinator, State Colleges
and Universities

For the information and guidance of all concerned,
inclosed is a copy of Commission on Audit Circular No. 74-8
dated March 1, 1976, entitled: "Fractional Per Diem;
Amendment to Paragraph 3, General Circular No. 127, Dated
November 27, 1973 to Relate to the Permanent Official Station
of Officials and Employees in the Metro Manila Area."

(Sgd.) EDUARDO L. MANUEL
Secretary of Education and Culture

Incl.:
As stated

Reference:

None

Attachment: 1--(D.O. 1-76)

To be indicated in the Formal Index
under the following subjects:

~~EMPLOYEES~~
~~SYSTEMS~~
~~OFFICIALS~~
~~RULES & REGULATIONS~~

Republic of the Philippines
KOMISYON SA AUDIT
(COMMISSION ON AUDIT)
Luzon Division

March 1, 1976

COMMISSION ON AUDIT CIRCULAR NO. 76-S

TO : All Heads of Departments, Chiefs of Bureaus and Offices, Provincial Governors and City and Municipal Mayors, Managing Heads of Government-Owned or Controlled Corporations and Self-Governing Boards, Agencies and Commissions, Corporation, Provincial, City and National Auditors and All Other Government Officials and Employees in the Metro-Manila Area.

SUBJECT : Practical Pay Diets; Amendment of Paragraph 3, General Circular No. 127 dated November 27, 1973 to re-define the Permanent Official Station of Officials and Employees in the Metro-Manila Area.

1. Stays out of the Proper -

It has come to the attention of the Commission on Audit that numerous officials and employees of all offices in the Metro-Manila Area called as "Practical Pay Diets" while on travel to other offices or places within the Metro-Manila jurisdiction.

Undoubtedly, any place within the Metro-Manila Area is within commuting distance, hence, collection of per diems represents excessive and unnecessary, if not illegal, expenditure. In plenty of cases, officials and employees leave their offices at about 10:00 A.M. or 11:00 A.M. and return at 2:00 P.M. or thereafter for the obvious purpose of being entitled to the per diem. In many instances also, it is made to appear that the employee leaves his residence earlier than 7:00 A.M. for travel direct to his destination or makes it appear that he arrived at his residence from his destination before 7:00 P.M. for the same obvious purpose.

The rationale for providing per diems for travels within the Metro-Manila is lacking in logic and moral basis as an employee who does not leave his office has to take his lunch in the same way as when he leaves his office. This also holds true with breakfast and supper and all these should be at his personal expense.

2. Re-definition of Permanent Official Station of Officials and Employees within the Metro-Manila Area -

In order, therefore, to conserve much needed financial resources and to clarify issues of the privilege, Section 3 of General Circular No. 127 is hereby re-stated and amended to read as follows:

17. PERMANENT OFFICIAL STATION:

For purposes of this Circular the term permanent official station shall be construed to mean the place where an office or regular place of business of the office or employee concerned is permanently located. Agency heads shall specify in writing the permanent official stations of personnel assigned to offices, branches, units or field parties in localities away from the central offices of their respective agencies."

Section 2 of Presidential Decree No. 824 creating Metropolitan Manila reads as follows:

Section 2. Territorial Jurisdiction. -

The Commission shall have jurisdiction over the cities of Manila, Quezon, Pasay and Calcutan and the municipalities of Makati, Mandaluyong, San Juan, Las Piñas, Marikina, Navotas, Pasig, Pateros, Parangal, Marikina, Muntinlupa, and Taguig in the province of Rizal; and the municipality of Oraniaga, in the province of Bulacan, all of which together shall hereafter be known as Metropolitan Manila."

The official station of all officials and employees whose offices are located within the Metro-Manila Area, is therefore, hereby defined to be the territorial jurisdiction of said new political entity to include Valenzuela, Quezon; Calcutan, Navotas, Marikina, Pasig, Taguig, Pateros, San Juan, Mandaluyong, Makati, Marikina, Las Piñas and Muntinlupa, and of the Province of Rizal; Oraniaga City, City of Manila, Pasay City and Calcutan City.

Travels, therefore, within the said area by officials and employees, whether national, local and corporate, whose offices are situated in any of the above places shall not entitle them to full or fractional per diem but only to reimbursement of actual transportation expenses. The use of taxis or special hired vehicles should be avoided unless extremely necessary and certified to by the head of office concerned and supported by properly accomplished reimbursement receipt. / General Form No. 3 (A) /

3. Disciplinary Measures -

Any ODA personnel who fails to implement the provisions of this Circular shall be dealt with administratively.

4. Effectivity -

This Circular shall take effect for travels starting March 16, 1976.

(SGD.) FRANCISCO S. TANTUICO, JR.
Acting Chairman

A true copy