

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRIYO NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

March 1, 1965

DECS MEMORANDUM
No. 25, s. 1965

OFFICER-IN-CHARGE DECS IS ENTITLED TO REGULAR REPRESENTATION/
TRANSPORTATION ALLOWANCES OF POSITION ON REIMBURSABLE BASIS,
SUBJECT TO CERTAIN CONDITIONS

To: Bureau Directors
Cultural Agency Directors
Chief of Service /Centers/Units
Regional Directors
School Superintendents
Vocational Schools Superintendents/Administrators

1. For the information and guidance of the field, inclosed is a copy of a letter dated February 19, 1965, from Director A. C. Otilada, Office of Compensation and Classification, OCM, San Miguel, Manila, re entitlement of Officer-in-Charge designees to representation/transportation benefits.
2. Special attention is invited to the last paragraph which states that for an Officer-in-Charge to be granted such reimbursable benefits, it must be so stated in the Assuance or Office Order designating him/her as Officer-in-Charge and that the regular incumbent is no longer collecting the same allowances.
3. Strict compliance herewith is desired.

(SGJ.) JAIME C. LAYA
Minister

Incl.:
As stated

Reference:
None

Allotment: 1-2-5--(D.O. 1-76)

Subjects:
ALLOWANCES
BUREAUS & OFFICES
OFFICIALS
RULES & REGULATIONS
TRANSPORTATION

(Inclosure to MECS Memorandum No. 25, s. 1985)

Republic of the Philippines
OFFICE OF BUDGET AND MANAGEMENT
Malacañang, Manila

Office of Compensation and Position
Classification
General Salano St., San Miguel, Manila

February 19, 1985

The Honorable
The Minister of Education,
Culture and Sports
Palacio del Gobernador
Intramuros, Manila

Attention: Mr. Jesus Manipula
Assistant Secretary
Finance & Management Service

S i r :

This pertains to the attached request of that Office for an opinion regarding the legality of the grant of representation and transportation allowances to Officer-in-Charge designees, when the regular incumbents (who are entitled to these benefits pursuant to Section 31, General Provision of the General Appropriations Act for CY 1985) are either on official leave of absence, on detail or have retired.

Pursuant to existing policy, an official/employee not entitled to transportation and representation allowances in his permanent position who is duly designated by competent authority to perform full-time duties and responsibilities as Officer-In-Charge of a position entitled to transportation and representation allowances for at least one full calendar month, whether CES or non-CES, whether or not in the same ministry/bureau/office/agency, the incumbent of the position being on an authorized attendance at a training course/scholarship grant/seminar or any other similar activity or on vacation or sick leave of absence, shall be entitled to the regular transportation and representation allowances of said position on a reimbursable basis, provided that it is so specified in the issuance/office order designating him as Officer-In-Charge and the regular incumbent is no longer collecting the same allowances.

Very truly yours,

(SGD.) A. C. OFILADA
Director

A true copy

