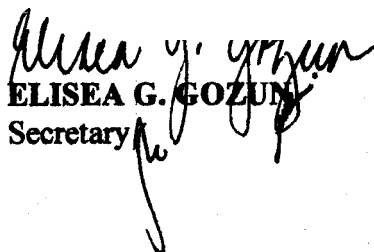


Subject: Guidelines on the Payment of Transportation Allowance

Pursuant to the provisions of Commission on Audit Circular No. 2000-OS rationalizing the use of government vehicles and payment of corresponding transportation allowance, the following guidelines are hereby prescribed for adoption:

1. The assignment and use of vehicles by Officials shall be covered by Acknowledgement Receipts for Equipment (ARE). The ARE shall be the basis for the payment and/or non-payment of transportation allowance (TA). The ARE must be signed by the Head of Office.
2. Officials with assigned vehicles are not allowed to claim TA.
3. Officials with no assigned vehicles and who do not use government vehicles in the performance of their official duties shall be entitled to claim payment of TA. However, if the official was able to use a government vehicle in relation to his/her official duties/responsibilities, a corresponding proportionate deduction shall be made from his/her TA claim.
4. A Monthly - Report on Officials with TA who Used Government Vehicles and a Quarterly Report on Vehicle Assignment will be submitted by the General Services Division to the Undersecretary for Management and Technical Services. The Administrative Division of Bureaus and Regional Offices will submit the same to the Bureau/Regional Executive Directors/RDs.
5. The Personnel Division/Administrative Division will prepare the voucher or payroll for the TA and effect the corresponding reduction based on the submitted Monthly Report.
6. The payment of TA is subject to clearance from the Undersecretary for Management and Technical Services for Central Office Officials and Bureau Director and Regional Executive Director/RD for Bureau and Regional Officials.
7. In order to claim payment of TA, reassigned Officials are required to submit to their Mother Units a certification that no vehicle has been assigned to him/her by the present Office. The certification shall be issued by the Administrative Service Director/Bureau Director/RED/RD.
8. Officials who opt to use their personal vehicles shall turnover the assigned government vehicle to the Motorpool as dispatch vehicle.

This Order takes effect immediately and supersedes all Orders inconsistent herewith


ELISEA G. GOZUN
Secretary