



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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13 June 2024

MEMORANDUM NO. ACR 24 - 81

FOR : Chancellors
Director, UP PGH
Dean, UP Tacloban College

Attention: Vice Chancellors for Administration
Deputy Director for Administration
Associate Dean for Administration
Directors/Heads of HRDO/Accounting Office/Budget Office
Directors/Heads of UP System Units


SUBJECT : **Revised Rates of Representation and Transportation Allowance (RATA) for FY 2024 and Years thereafter**

As part of the compensation scheme of the University as mandated by RA 9500 and following the latest issuance of the Department of Budget and Management National Budget Circular (NBC) No. 593 dated 03 May 2024¹, OVPA Memorandum No. MSVA-13-69 is hereby superseded to reflect the revised rates of RATA effective 01 January 2024 (attached). The equivalency of the University positions to the RT Codes stipulated in the aforementioned NBC is based on the approval of the UP BOR during its 1120th Meeting held on 27 May 1998.

Note also that the DBM NBC 593 includes a provision on the release of actual RATA for University Administrators whose office/unit has adopted a compressed workweek in accordance with CSC MC No. 06, 2022.

Responsible officers shall be held liable for any payment **not** in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

For your information and guidance


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: President Angelo A. Jimenez
Executive Vice President Jose Fernando T. Alcantara
Vice Presidents and Secretary of the University

¹ Department of Budget and Management (2024, May 03). *National Budget Circular No. 593 - Updated Rules and Regulations on the Grant of Representation and Transportation Allowance (RATA) for FY 2024 and Years Thereafter*. <https://www.dbm.gov.ph/wp-content/uploads/Issuances/2024/National-Budget-Circular/NATIONAL-BUDGET-CIRCULAR-NO-593-DATED-MAY-03-2024.pdf>

REVISED RATES OF RATA FOR UNIVERSITY ADMINISTRATORS

effective 01 January 2024 per DBM NBC No. 593 dated 03 May 2024

POSITION	RATA Code*	RATA PER MONTH (for each type of allowance) As per GAA 2013	RATA PER MONTH (for each type of allowance) As per GAA 2024
President	RT1	PhP14,000.00	PhP15,500.00
Executive Vice President	RT2	PhP11,000.00	PhP12,500.00
Vice Presidents	RT2	PhP11,000.00	PhP12,500.00
Secretary of the University	RT2	PhP11,000.00	PhP12,500.00
Chancellors	RT2	PhP11,000.00	PhP12,500.00
Assistant Vice Presidents**	RT3	PhP10,000.00	PhP11,500.00
Assistant Secretary of the University	RT3	PhP10,000.00	PhP11,500.00
Special Assistant to the President	RT3	PhP10,000.00	PhP11,500.00
Vice Chancellors	RT3	PhP10,000.00	PhP11,500.00
PGH Director	RT3	PhP10,000.00	PhP11,500.00
System Directors***	RT3	PhP10,000.00	PhP11,500.00
Deans	RT4	PhP9,000.00	PhP10,000.00
Directors of National Centers of Excellence	RT4	PhP9,000.00	PhP10,000.00
University Registrars	RT5	PhP8,500.00	PhP9,500.00
CU Directors	RT5	PhP8,500.00	PhP9,500.00
Directors of Principal Units	RT5	PhP8,500.00	PhP9,500.00
University Librarians	RT5	PhP8,500.00	PhP9,500.00
Associate Deans	RT6	PhP7,500.00	PhP8,500.00
Deputy/Deputy Directors of System Offices	RT6	PhP7,500.00	PhP8,500.00
High School Principals	RT6	PhP7,500.00	PhP8,500.00
College Secretaries	RT6	PhP7,500.00	PhP8,500.00
Directors of Sub-Units	RT6	PhP7,500.00	PhP8,500.00
Deputy Directors of Centers	RT6	PhP7,500.00	PhP8,500.00
Chairpersons of Divisions / Departments	RT7	PhP5,000.00	PhP6,000.00
Chiefs / Heads of Divisions / Departments	RT7	PhP5,000.00	PhP6,000.00

*Position and RT Code Equivalency is based on the approval of the BOR during its 1120th Meeting dated 27 May 1998.

**RT Code for Assistant Vice Presidents is based on the approval of the BOR during its 1134th Meeting dated 25 August 1999.

***System Accounting, System Cash, System Human Resources Development Office, and System Supply & Property Management Offices are not included and shall fall under Directors of Principal Units