



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 10, 2021

OFFICE MEMORANDUM

No. **084**, s. 2021

To: The Chiefs of Functional Divisions

**SUBMISSION OF SUPPORTING DOCUMENTS FOR THE PREPARATION OF
REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)**

1. To facilitate immediate processing of payroll for the release of Representation and Transportation Allowance (RATA), the Chiefs of Functional Divisions are hereby directed to submit the Daily Time Record (DTR) with the required supporting documents in two (2) sets duly certified by the authorized signatories to the Administrative Division-Personnel Section on or before the **7th day of the following month**. Should the 7th day falls on a Saturday, Sunday or Holiday, submission should be the last working day prior to the 7th.
2. For strict compliance.


MA. GEMMA MERCADO LEDESMA
+ Regional Director 

AD-PS-EDR

