



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

May 12, 2021

OFFICE MEMORANDUM

No. **000186**, s. 2021

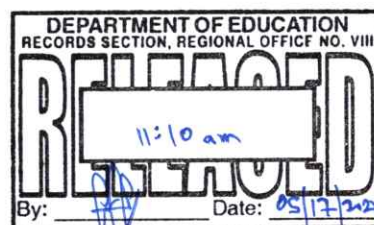
To: The Chiefs of Functional Divisions

**CORRIGENDUM AND ADDENDUM TO OFFICE MEMORANDUM NO. 084, S. 2021
(SUBMISSION OF SUPPORTING DOCUMENTS FOR THE PREPARATION OF
REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA))**

1. With the adjustment on the date of submission of Daily Time Records (DTR) from 7th to 5th day of the following month, all Chiefs of the Functional Divisions are also directed to submit their DTR and other supporting documents for the immediate processing of Representation and Transportation Allowance (RATA) to the Administrative Division-Personnel Section, Attention: **Ms. Milgrace A. Gaddi** on or before **5th day of the following month, effective June 2021.**
2. For those who will not be able to submit the required documents on the scheduled date shall prepare his/her own voucher and facilitate submission to the Finance Division for processing.
3. For strict compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-PS-EDR





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

March 10, 2021

OFFICE MEMORANDUM

No. _____, 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 SA

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