



Republic of the Philippines
Province of Benguet
Municipality of Itogon
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Administrative Order No. 038
Series of 2011

SUBJECT: Amending Administrative Order No. 61, s. 2010 on the Rates of Daily Travel Allowances for Itogon Local Government Personnel


In view of the observation that the provisions of A.O. No. 61, s. 2011 on local travel allowances has been misused bordering to being outrightly abused, paragraph (b) and the subsequent paragraphs thereof are hereby amended and shall read as follows:

- b. (i) When on official travel to Baguio City or La Trinidad, Benguet or any adjoining municipality, the reimbursement of actual fare shall be in the amount equal to the prevailing rates of the authorized and reasonable mode of transportation from the regular official station to the destination and vice versa;
- (ii) The cost of meal allowance and incidental expenses shall be in the amount of Eighty pesos (PhP 80.00), respectively;
- (iii) Whenever RP vehicle is used in the pursuit of the official mission, cost of meals and incidental expenses shall be allowed but not transportation or fare expenses.
- c. (i) When on official travel within the municipality of Itogon but outside the regular place of work, the reimbursement for actual fare shall be in the amount equal to the prevailing rates of the authorized and reasonable mode of transportation from the official station to the destination and vice versa;
- (ii) The cost of meals and incidental expenses shall be in the amount of Eighty pesos (PhP 80.00) and Forty peseos (PhP 40.00, respectively;
- (iii) If RP vehicle is used for transport, no fare/transportation allowance shall be allowed. In no case shall personnel receiving RATA be entitled for travel allowances under this paragraph.
- d. Transportation allowance or actual fare under pars. (a) & (b) of this Administrative Order shall be determined in accordance with the prevailing rates of the available, authorized and reasonable mode of transport in the pursuit of the official mission.
- e. Municipal Personnel who are officially employed as "Drivers" who are on official local travel as drivers shall be entitled only to meal allowances and incidental expenses in accordance with the schedule provided for in pars. (b) & (c), as the case may be, on a per day and not on a per trip basis.
- f. All other scenarios not contemplated herein shall be subject to the provisions of Executive Order No. 298.

This A.O supersedes earlier issuances on travel allowances in so far as they are inconsistent herewith.

This A.O. shall take effect immediately subject to availability of funds.

Issued this 1st day of April 2011 at Itogon, Benguet.


OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc:

- All Departments
- File