



Republic of the Philippines

IFUGAO STATE UNIVERSITY

Nayon, Lamut, Ifugao

OFFICE ORDER NO. 12 – 2011

Subject: Proper Utilization of Representation Allowance/ Incentives

Date: August 17, 2011

1. The representation allowance (RA)/ Incentives given to Vice Presidents, Campus Directors, Deans and Directors were intended to be used for representation expenses when said official is to represent his/her office to visitor/s or when said official is visiting other offices. It is clear that the amount is intended to support the effective performance of official functions and is not an additional salary.
2. As a matter of policy, RATA are supposed to be given as reimbursement of actual expenses but we trust that they are properly used for the purpose.
3. However, it was observed that officials with RA and Incentives submit for payment from university funds/ by administration cost of meals of their visitors even if they are two to five persons only which is contrary to the intent of the grant of allowance.
4. In this regard, the following guidelines are hereby prescribed for immediate implementation, to wit:
 - a. All designated officials receiving representation allowances (RA) or incentives up to Php8000.00/ month must use it to pay cost of meals/ snacks of visitors numbering up to four (4) persons;
 - b. Similarly, all designated officials receiving incentives less than Php8000.00/ month must use it to pay cost of meals/ snacks of visitors numbering up to two (2) persons;
 - c. Designated officials may request payment of meals of even one (1) visitor, provided he/she could show proof that his RA/ Incentives were already fully exhausted;
 - d. For visitors of respective units exceeding the prescribed number cited above, the concerned official shall cause the preparation of a purchase request to be approved by him/her. A copy of the same shall be given to the project manager of the food services center as basis for the preparation of the requested food to be prepared. Payment shall be charged to the unit appropriations, provided that, payments not processed within thirty days reckoned from the date of the approval of the purchase request shall become a personal debt of the concerned official/ unit head concerned.
5. For university visitors who are not visitors of a particular office/unit, the Office of the University President, through any of its office personnel, shall request for the serving of meals/ snacks and thereafter process the payment following established procedures. The same procedure applies in cases where the university is under an Officer-in-Charge.
6. This office order shall take effect immediately and shall continue to be in effect unless rescinded or modified by this office or by competent authority.


SERAFIN L. NGOHAYON, PH.D.
University President