



**TOURISM  
INFRASTRUCTURE AND  
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ZONE  
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**OFFICE ORDER**

NO. 087-2020 *mf*

**PROVISION FOR DEFRAYMENT OF GASOLINE OR TRANSPORTATION EXPENSES DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO THE COVID-19 PANDEMIC**

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, series of 2020, specifically Section 3 on Alternative Work Arrangements and Section 4 on the provision of support mechanisms in view of the COVID-19 situation in the country, in order to provide support for those who are members of the skeleton force that cannot be serviced by the limited number of service vehicles, the defrayment of gasoline or transportation expenses shall be permitted subject to accounting and auditing rules and regulations, in order to ensure that all workers are afforded with reasonable transportation facilities.

The defrayment of gasoline or transportation expenses shall be allowed subject to the following guidelines:

1. There must be limited or no availability of public transportation considering the location of the personnel's residence and their assigned work shift.
2. Official Receipts or a print-out of payment confirmation for fuel or transportation expenses incurred for travel to and from the assigned workstation shall be submitted to Department Managers on or before the 15<sup>th</sup> of the month. Those who are not able to submit within the cut-off period will be processed the following month.
3. Department Managers shall collate the supporting documents of all personnel who filed for defrayment under their department and submit the same to the Financial Services Department on or before the 15<sup>th</sup> of the month.
4. All personnel filing for defrayment of fuel or transportation expenses shall be entitled only to Php220.00 per day of travel to the office.
5. Those holding positions who are already entitled to Representation Allowance (RA) and Transportation Allowance (TA) or RATA shall no longer be allowed defrayment under this office order.
6. All defrayments made shall be subject to accounting rules and regulations.

This office order shall take effect from 1 July up to 31 December 2020, subject to further extension as warranted by the prevailing circumstances.

Thank you.



*[Signature]*  
**POCHOLO J.D. PARAGAS**  
Chief Operating Officer

1 July 2020