

OFFICE OF THE VICE PRESIDENT **FOR ADMISTRATION & FINANCE**

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CERTIFICATION FOR REPRESENTATION AND TRANSPORTATION ALLOWANCES

I hereby certify that the amount of **EIGHTEEN THOUSAND PESOS (P 18,000.00)** representing RATA (Representation Allowance/Travel Allowance) for the month of December, 2021 was fully expended.

I further certify:	
X	That said amount was incurred in the performance of my official duties;
X	That I did not use any government vehicle within my official station for the said month;
х	That all trips referred to exclude those from home to office and vice versa;
X	That I used government vehicle for official travel within fifty (50) Kilometers for November, 2021.

Submitted by:

DANIEL LESLIE S. TAN Vice President for Administration & Finance

