

July 7, 1997

MEMORANDUM NO. 60  
Series of 1997

T O: All ViSCA Concerned Staff

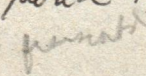
SUBJECT: Certification to Support the Payment of RATA

As per recommendation of the ViSCA based COA, a certification of each claimant is required to support the payment of RATA.

Attached herewith is the format of the certification for reference. Effective July 1997, the certification should be attached to the claim for payment of RATA together with the other required documents.

For compliance.

  
SAMUEL S. GO  
President 

cc: Personnel - 7/7/97  
Accounting - 7/10/97  
Budget - 7/10/97  
COA - 7/10/97  
Records - 7/10/97  
OAA - AMATE  
ONG - 7/10  
OGS - Monica 7/10/97  
OVPAA -   
ODRCK - 7/10/97



Republic of the Philippines  
**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

**CERTIFICATION FOR REPRESENTATION  
AND TRANSPORTATION ALLOWANCES**

\_\_\_\_\_  
Date

I hereby certify that the amount of \_\_\_\_\_

(P) \_\_\_\_\_ representing \_\_\_\_\_  
(state type of allowance)

for the month of \_\_\_\_\_ was fully expended.

I further certify:

- \_\_\_\_\_ 1. That said amount was incurred in the performance of my official duties;
- \_\_\_\_\_ 2. That I did not use any government vehicle within my official station for the said month;
- \_\_\_\_\_ 3. That all trips referred to exclude those from home to office and vice versa;
- \_\_\_\_\_ 4. That the amount corresponding to the number of time I used government vehicle within my official station is deducted from my salary.

Submitted by:

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Designation