



Republic of the Philippines
Department of Transportation
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Quezon City

No : 005
Date : February 13, 2018

BOARD RESOLUTION

WHEREAS, the Board recognizes the vital role played by constant and real time communication in the effective and efficient attainment of the Board's mission and vision;

WHEREAS, the Board Officials, Division Chiefs and selected employees necessarily communicate/coordinate with each other as well as with their clientele, to effectively and efficiently discharge their duties and responsibilities;

WHEREAS, the use of cellular phone has become the most convenient means of communication particularly when outside the office or in remote or isolated municipalities/barangays, where landlines are not available;

WHEREAS, cellular phone card expenses is a necessary operating expense for the effective delivery of services of the Board to the public, which is treated as Telephone Expense-Mobile;

WHEREAS, there is a need to set guidelines for the payment of said allowance to Officials and selected employees concerned, to conform with accounting and auditing guidelines prescribed by the Commission on Audit;

NOW, THEREFORE, the Board has resolved, as it does hereby resolve, that, effective upon approval of this resolution, officials and selected employees of this Board shall be paid a monthly cellular phone card allowance according to the need of each Official and employee with respect to their position and/or function, chargeable against the Board's appropriation for Maintenance and Other Operating Expenses (MOOE).

FURTHER RESOLVED that guidelines will be issued for the proper implementation of herein resolution.


ATTY. MARTIN B. DELGRA III
Chairman


ENGR. RONALDO E. CORPUS
Board Member


ATTY. AILEEN LOURDES A. LIZADA
Board Member



Republic of the Philippines
Department of Transportation
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Diliman, Quezon City

MEMORANDUM

No. : _____
Date: February 13, 2018

TO : ALL OFFICIALS AND EMPLOYEES CONCERNED

SUBJECT: Guidelines on the payment of Monthly Cellular Phone Card Allowance to Board Officials, Division Chiefs and selected employees of the Board

In line with Board Resolution No. 005 dated February 13, 2018, authorizing the payment of cellular phone card allowance to officials and selected employees, which is chargeable against the Board's appropriation for Maintenance and Other Operating Expenses (MOOE), the following guidelines shall be taken in consideration for uniformity and consistency:

1. Only Board Officials and Division Chiefs are entitled to the Payment of Cellular Phone Card Allowance. However, Employees whose function or work necessarily requires the use of cellular phone in the discharge of their duties and responsibilities shall also be entitled to said allowance;
2. The monthly cellular phone card allowance shall be paid as follows:
 - a. The Chairman shall receive Five Thousand pesos (P5,000.00) and each Board Member shall receive Three Thousand Five Hundred pesos (P3,500.00) allowance. In case these Board Officials prefer to avail in a Post-paid Plans, they are to be paid based on their actual bill but in no case shall exceed on their allocated monthly cellular phone card allowance;
 - b. The Executive Director shall receive Three Thousand Five Hundred pesos (P3,500.00) allowance;
 - c. Each Division Chief shall receive One Thousand pesos (P1,000.00) allowance;
 - d. Employees, whose position or function requires the use of cellular phone in the discharge of their duties and responsibilities shall receive an allowance of Three Hundred pesos (P300.00) except for the following personnel with the corresponding amount of cell card allowance;

Raymund Arthur C. Matias	-	Php1,000.00
Merrynil Kay P. Maton	-	Php1,000.00
Maridith O. Canoy	-	Php1,000.00
Mary Ann G. Alcantara	-	Php1,000.00
Roben Ryan M. Salvador	-	Php1,000.00
Concesa B. Patting	-	Php500.00
3. The Chairman shall issue an Office Order to those employees mentioned under par. (d) of the preceding number including the specific functions relative to the issuance of such allowance;
4. Payment shall be made out of the cash advance by the Cashier, where the corresponding fund transfer for such purpose shall be made. An initial cash advance covering one month requirement shall be drawn, subject to monthly replenishment.
5. Claimants, who are on leave of absence with or without pay and on study leave or scholarship grants for a whole month, shall not be entitled to the cellular card allowance.
6. The Cashier shall submit a copy of the monthly paid payroll, within ten (10) working days after the end of each month to the Financial and Management Division.

For guidance and strict compliance.


ATTY. MARTIN B. DELGRA III
Chairman 