



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

NO. 25

Series of 2002

**SUBJECT : IMPLEMENTING GUIDELINES ON THE GRANT
OF HONORARIA FOR HEDF FUNDED PROJECTS**

In accordance with Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and by virtue of Resolution No. 299-2002 of the Commission en banc, the following are the guidelines for the grant of honoraria to researchers, technical and support personnel of CHED or personnel of other offices authorized by the agency head to render services thereon. The grant of honoraria to above named personnel is provided by National Compensation Circular No. 75.

1. RATIONALE

To encourage the productivity and acknowledge extraordinary performance, efficient delivery of services and output in the CHED, the grant of honoraria to researchers, technical and support personnel is herein provided.

2. DEFINITION OF TERMS

- 2.1 **Honorarium** - is a form of compensation or reward paid over and above the regular pay in recognition of gratuitous services rendered by government personnel covered under this Circular. In general, honoraria is paid to government personnel for additional work rendered which is not among his regular functions, but may also be paid to non-government personnel for special services or for membership in projects.
- 2.2 **Program** - a group of interrelated higher education projects requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.
- 2.3 **Agency Activity/Special Project** - an undertaking by a composite group of officials/employees from one or more bureaus/offices of a department/agency or from one or more departments/agencies which is not among their regular functions. An agency activity/special project which shall hereinafter be referred to as project shall have a specific timeframe of not less than one month; and shall result in an output or sets of outputs which are not part of the regular outputs of the departments or agencies concerned.
- 2.4 **Project Component** - a specific group undertaking within the scope of the entire project which has a distinct set of outputs, accomplishment of which require independent internal planning and development.

- 2.5 **Program Leader** - one who directly plans, organizes, supervises the overall activities of a higher education program and is directly responsible for the conduct of one of the projects of said program.
- 2.6 **Project Leader** - one who directly plans, organizes, supervises, and conducts the implementation of a specific project.
- 2.7 **Project Staff** - those whose basic function is to assist or participate in the day to day activities in the implementation of the project activity.
- 2.8 **Research Coordinator** - a person who renders advisory, administrative, and/or management and other service related functions in the overall implementation of a higher education program/ project(s) involving 3 or more lead institutions/ agencies with grants or with foreign assistance/institutional grants.
- 2.9 **Research Support Staff** - those who render administrative and management-related services/ assistance in the conduct of a higher education activity. Support Staff would include Levels 1, 2, & 3 as defined by the Civil Service Commission.
- Level 1 - the first level shall include clerical, trades, crafts, and custodial service positions which involve non-professional or sub-professional work in a non-supervisory capacity requiring less than four years of college studies;
- Level 2 - the second level shall include professional, technical, and scientific positions which involve professional, technical, or scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate work up to Division Chief Level;
- Level 3 - the third level shall cover supervisory positions with a salary grade not lower than 26.
- 2.10 **Research and/or Development Consultant** - a person from outside the CHED engaged to provide special expertise, special assistance, and/or special advice to higher education and other related program/project/activity.
- 2.11 **Special Activity** - this consists of activities/ meetings related to a research program or project development, conference, symposium, seminar, workshop, or similar activity.
- 2.11.1 **Technical Panel** - refers to a group of experts called to provide direction, guidance, assistance, advisory service to an agency in the overall planning, coordination and/or implementation of a higher education program/project.
- 2.11.2 **Conference/Symposium/Seminar/Workshop/Forum** - a higher education activity where participants coming from other agencies,

local or foreign, are invited to provide assistance, guidance and expertise in the resolution or discussion of a given issue/problem/topic.

- 2.11.3 **Conference/Symposium/Seminar/Workshop/Forum Coordinator** – a person who renders advisory, administrative, management, coordination and/or other service related functions in the overall conduct of a higher education related activity.
- 2.11.4 **Conference/Symposium/Seminar/Workshop/Forum Technical Secretariat** – those who render technical services like report writing and report consolidation in the conduct of a Conference, Symposium, Seminar, Workshop or Forum.
- 2.11.5 **Conference / Symposium / Seminar / Workshop / Forum Support Staff** – those who render administrative and management related services/assistance in the conduct of a Conference, Symposium, Seminar, Workshop or Forum. They include levels 1 and 2 as defined in item 2.9.
- 2.11.6 **Interagency Committee** – a group of individuals from different agencies engaged to implement a specific higher education activity or an undertaking, the creation of which should be initiated by a designated authority and covered by a Special Order.
- 2.11.7 **Technical Working Group** - an ad-hoc committee formed to fast track an activity or to complete a small project as recommended by concerned office/technical working group, the creation of which should be initiated by a designated authority and covered by a Special Order.
- 2.11.8 **Training** – refers to activities meant to effect the systematic development of the attitudes, knowledge, behavior and technical skills of target clientele of CHED for the efficient performance of a given task provided that the CHED personnel conducting the training do not belong to a training group. Provided, CHED and its agencies personnel may avail of the honoraria in case they do not belong to the training group of their respective agency. However, if CHED personnel belonging to a training group will be invited to conduct training outside of their agency, they may avail of the honoraria provided that funds will come from the requesting agency.

3. TYPES OF HONORARIA

- 3.1 Those paid to a government official or employee or private individual who is requested to speak, lecture or act as a resource person in seminars, workshops, conferences, symposia, trainings or classroom sessions.
- 3.2 Those paid to a government official or employee by another office to which he/she is on detail or special assignment provided that if he/she is already collecting similar compensation or allowance for the same service or period

for which payment is being claimed, he/she may only choose to collect whichever is higher but in no case shall he/she receive both (Ibid).

- 3.3 Those paid to a government official/employee or private individual for his membership in or special assignment to committees or special projects (Ibid).
- 3.4 Those paid to government official or employee or private individual who is involved in the conceptualization of projects/programs; implementation of program/project activities; or rendition of advisory, administrative and/or management functions in the implementation of said activities.

4. COVERAGE

- 4.1 Agency personnel performing or discharging duties in agency activities or special projects in addition to or over and above their regular functions regardless of the source of fund;
- 4.2 researchers, experts and specialists who are acknowledged authorities in their field of specialization, other than those paid consultancy fees; and
- 4.3 officials and employees assigned to special activities (task forces, study groups, teams, technical review panels, committees, and consultancy groups) which are beyond the normal workload shall be entitled to honoraria provided that funds for this purpose have been provided in the budget and approved as such by the Commission En Banc.

5. RATES OF HONORARIA

5.1 Research Program/Project

5.1.1 Researcher

Project Leader (at least one [1] project)	P2,500/month
Project Staff	
Level 3	P2,000/month
Level 2	P1,200/month
Level 1	P 800/month

5.1.2 Research Management

Research Coordinator	P2,000/month
Research Support Staff	
Level 3	P1,600/month
Level 2	P1,200/month
Level 1	P 800/month

5.2 Special Activity/Assignment

Technical Panel and Technical Committee on OLDE

Chairman	P2,500/month
Member	P2,000/month

Technical Committee

Chairman	P1,250/meeting not exceeding 2 meetings/month
Member	P1,000/meeting not exceeding 2 meetings/month

Technical working Group/ Inter Agency Committee/ Task Group

Chairman	P2,500/meeting maximum of 1 meeting/month
Member	P2,000/meeting maximum of 1 meeting/month
Technical Staff Team Leader	P1,600/meeting maximum of 1 meeting/month
Technical Staff Team Member	P1,200/meeting maximum of 1 meeting/month
Administrative Staff	P 800/meeting maximum of 1 meeting/month

5.2.2 Training

Training Coordinator	P1,000/training
Training Resource Person	
Lecture	P1,000/hour
Laboratory	P 800/hour
Training Support Staff	P 800/training

5.2.4 Technical Assessor P1,000/program/school

5.2.5 Technical Experts P1,000/project proposal

6. GENERAL PROVISIONS

6.1 The minimum/regular workload as defined by the organizational and operational functions, criteria, plans and programs, rules and regulations of the unit where the personnel is employed shall be that as defined in the Position Description Form.

6.2 Honoraria must be provided in an approved work and financial plan. In cases where specific provisions for rates of honoraria are stipulated in the

Memorandum of Agreement/ Understanding (MOA/MOU) for projects with foreign funding, the terms of the contract shall be followed but in no case shall the rates of the honoraria be lower than those indicated herein. If the MOA/MOU does not specify the rates, then those herein prescribed shall apply.

Payment of honoraria for projects shall be made only after the targeted milestones are attained or after six months of project completion for activities or projects whose duration is less than six months. Payment of honoraria for Committees shall be made based on actual performance of work.

- 6.3 All proposals and requests for funding shall include a specific time frame for accomplishing objectives and a listing of milestone indicators and/or accomplishments for the project/assignment.
- 6.4 Total honoraria accruing to the personnel for the duration of the project/activity shall be paid in full if milestones for the whole duration are attained earlier than targeted.
- 6.5 An accomplishment report must be submitted by the program/project leader as supporting document in claiming payments of honoraria.

7. LIMITATION

- 7.1 Any official or employee may be permitted to participate in more than one project, provided that the total honoraria received shall in no case exceed fifty per cent (50%) of his annual salary.
- 7.2 Payment of honoraria shall be to a maximum of two memberships in any committee/working group.

8. OTHER PROVISIONS

- 8.1 All other applicable provisions of National Compensation Circular No. 75 dated March 1, 1995 shall form part of this Memorandum Order.
- 8.2 All other provisions of earlier orders inconsistent herewith are hereby revoked. This order takes effect on 01 January 2003.

Pasig City, Philippines, November 14, 2002.


ESTER A. GARCIA
Chairperson