



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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<http://www.dilg.gov.ph>



January 19, 2016

CIRCULAR
No. 2016-01

SUBJECT:

POLICY GUIDELINES ON GRANTING HONORARIA TO LECTURERS, RESOURCE PERSONS, FACILITATORS AND DOCUMENTERS ON CAPACITY DEVELOPMENT ACTIVITIES CONDUCTED BY THE DILG-LOCAL GOVERNMENT SECTOR AND LOCAL GOVERNMENT ACADEMY

1. PURPOSE

This Circular is issued to rationalize the granting of honoraria to lecturers, resource persons, facilitators and documenters on seminars, training programs and other similar capacity development activities conducted by DILG - Local Government Sector and Local Government Academy (LGA).

2. REFERENCES

- 2.1. Section 55 of the General Provisions of General Appropriations Act, FY 2015
- 2.2. DBM Budget Circular No. 2007-1 dated April 23, 2007 "Guidelines on The Grant of Honoraria to Lecturers, Resource Persons, Coordinators And Facilitators"
- 2.3. COA Circular No. 2012-001 dated June 14, 2012 "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions"
- 2.4. BIR Revenue Memorandum Order No. 23-2014 dated June 30, 2014 "Obligations of Government Agencies, Bureaus and Instrumentalities as Withholding Agents"

3. DEFINITIONS

- 3.1. Honorarium -- a form of compensation given as a token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety, no fixed price is set.
- 3.2. Lecturer -- any person who, by virtue of his/her expertise in a specific area, uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs and other similar activities.
- 3.3. Resource Person -- any person who, by virtue of his/her expertise in a specific area, serves as speaker in seminars, workshops, conferences, symposia, training programs and other similar activities.
- 3.4. Facilitator -- any person who is a subject expert in neutrally managing group processes and dynamics such that he/she intervenes for greater group

understanding; thus, enabling the participants to full participation, to mutual understanding, and to shared responsibilities in the achievement of group objectives and/or in making quality decisions.

- 3.5. Documenter -- any person who acts as secretariat in the conduct of seminars, training programs, and other similar activities and during preparatory activities thereof. He/she shall be the temporary repository of records and documents and shall be responsible in taking down notes, agreements and photos during preparatory meetings/trainings/seminars and preparation of Terminal or After-Activity Reports.

4. COVERAGE AND EXCLUSION

- 4.1. This Circular shall apply to lecturers, resource persons, coordinators, facilitators and documenters of DILG - LG Sector and LGA capacity development activities.
- 4.2. Honorarium herein shall not be granted to Officials/Employees within the Department who act as lecturer, resource person, facilitator and documenters of said capacity development activities.

5. GUIDELINES

- 5.1. The capacity development activities to be conducted shall be covered with a Central Office, Regional Office or LGA Approved Activity/Training Design.
- 5.2. The Activity/Training Design shall indicate the budgetary requirements to include the allocation for honoraria of lecturers, resource persons, facilitators and documenters.
- 5.3. The individual rates of honoraria shall be determined based on the following:

For lecturers, resource persons and facilitators

- 5.3.1. The difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource person, coordinators and facilitators, and the position levels of the participants.

- 5.3.2. Formula – $Rate/Hour = Monthly\ Salary\ Rate\ multiply\ by\ 0.023$; but the rate/hour should not exceed the product of *Monthly Salary Rate of Professor VI, Step 1 of SG 29 multiplied by 0.023*. The 0.023 factor corresponds to the number of actual lecture/training hours plus equal number of hours for preparation pursuant to DBM Circular 2007-1.

- 5.3.3. For more than 50 participants, the individual rate of honoraria may be proportionately increased based on the number of participants.


For documenters

- 5.3.4. The rate should not exceed P 1,200.00/day (at least 8 hours) regardless of the number of participants and the complexity of the subject matter. For less than 8 hours engagement, the honorarium shall be prorated.

- 5.4. The Operating Units should observe the individual rates of honoraria prescribed in CO/RO/LGA Approved Activity/Training Design.
- 5.5. For Centrally-funded/LGA-funded capacity development activities, which individual rates of honoraria are not specified in the Approved Central Office or LGA Activity/Training Design, Regional Offices shall determine the individual rates of honoraria for lecturers, resource persons, facilitators and documenters following 5.3.1 to 5.3.4 hereof in their Activity/Training Design.
- 5.6. The total payment of honoraria of lecturers, resource persons, facilitators and documenters shall not exceed the total budget allocation for honoraria in the Approved Activity/Training Design.
- 5.7. Lecturers, resource persons, facilitators and documenters in out-of-town capacity development activities may be entitled to travelling and other incidental expenses, subject to existing accounting and auditing rules and regulations.
- 5.8. The payment of honoraria shall be supported with:
- 5.8.1. Office Order/Invitation Letter duly confirmed by the lecturer, resource person, facilitator and documenter;
 - 5.8.2. Course syllabus/program of lectures;
 - 5.8.3. Report/Certification of DILG Coordinator/Focal Person on the accomplishment of the lecturer, resource person, facilitator and documenter indicating – (1) the name of lecturer, resource person, facilitator and documenter, (2) the actual days/hours rendered, and (3) the covered activity/topic/module;
 - 5.8.4. Daily Time Record (DTR) for facilitators and documenters;
 - 5.8.5. Approved Activity/Training Design; and
 - 5.8.6. Curriculum Vitae of the lecturer, resource person, facilitator and documenter.
- 5.9. All Operating Units shall ensure that the required Bureau of Internal Revenue (BIR) taxes are withheld.

This Circular shall take effect immediately.

For strict compliance.


MEL SENEN S. SARMIENTO
Secretary 