

MEMORANDUM CIRCULAR NO. 001
Series of 1993

**SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT
OF HONORARIA/INCENTIVE PAY FOR DOST
AND FOR NATIONAL RESEARCH AND
DEVELOPMENT SYSTEM**

This Memorandum Circular provides the guidelines for the granting of honoraria/incentive pay to researchers, technical and support personnel of DOST and the National Research and Development System or personnel of other offices authorized by the agency head to render services thereon. The agent of honoraria/incentive to above-named personnel is provided by Republic Act 2067 and Presidential Decree 1502 and NSTA Administrative Order No. 08, Series of 1986.

1. RATIONALE

To encourage the productivity and acknowledge extraordinary performance, efficient delivery of services and output in the DOST and the National Research and Development System (NRDS), the grants of honoraria/incentives to researchers, technical and support personnel is herein provided.

2. DEFINITION OF TERMS

2.1 Honorarium - form of remuneration for services rendered beyond the minimum/ regular workload of an individual whose broad and superior knowledge, expertise or professional standing in a specific field contributes significantly to scientific and technological research and development. The minimum/regular workload of an individual should be determined by the agency head concerned [PD 1502 and Accounting and Auditing Manual for Research Operations (AAMRO Book I)].

Honorarium is an incentive for service rendered by officials/ employees on special assignment (OCPGN. 80-4, Aug. 7, 1980, implementing LOI No. 565, dated June 30, 1977). For this purpose, a special assignment is an undertaking by an individual or a composite group of officials/employees which is beyond their regular and primary functions.

2.2. Program - A group interrelated R & D projects requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.

2.3 Project - A basic unit in the investigation of a specific R & D problem with predetermined objective(s) to be accomplished within a specific time frame.

2.4. Program leader - one who directly plans, organizes, supervises the overall activities of an R & D program and is directly responsible for the conduct of one of the projects of said program.

2.5 Project leader - one who directly plans, organizes, supervises, and conducts the implementation of a basic unit of investigation of a specific R & D problem.

2.6 Project staff - those whose basic function is to assist or participate in the day to day activities in the implementation of an R & D activity.

2.7 Research coordinator - a person who renders advisory, administrative, and/or management and other service related functions in the overall implementation of an R & D program/project(s) involving 3 or more lead institutions/agencies with grants or with foreign assistance/institutional grants.

2.8 Research support staff - those who render administrative and management- related services/assistance in the conduct of an R & D activity. Support staff would include levels 1, 2, & 3 as defined by the Civil Service Commission.

Level 1 - the 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 positions in the Career Executive Service.

2.9 Research and/or Development Consultant - A person from outside the DOST system engaged to provide special expertise, special assistance, and/or special advice to an R & D and other related program/project/activity.

2.10 Special activity – this consists of activities/meetings related to a research program or project development, conference, symposium, seminar, workshop, or similar activity.

2.10.1 Commodity team/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 an R & D program/project.

2.10.2 Commissioned work team – refers to projects/activities contracted for a fee by a private individual or companies with a research institute to undertake specific work within a specific time frame.

2.10.3- Conference/Symposium/Seminar/Workshop/Forum - a science and technology 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.

2.10.4 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 science and technology related activity.

2.10.5 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.

2.10.6 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 2.8.

2.10.7 Interagency committee – a group of individuals from different agencies engaged to implement a specific science and technology activity or an undertaking, the creation of which should be initiated by a designated authority and covered by a Special Order.

2.10.6 Training - refers to activities meant to effect the systematic development of the attitudes, knowledge, behavior and technical skills of target clientele of DOST agency for the efficient performance of a given task

provided that the DOST personnel conducting the training do not belong to a training group. Provided, DOST 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 DOST 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 (Accounting and Auditing Manual for Research Operations [AAMRO) Book I].

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 a government official or employee or private individual who is involved in the conceptualization of projects/ programs; implementation of research and development activities; coordination of R & D activities; or rendition of advisory, administrative and/or management functions in the implementation of R & D activities.

4. COVERAGE

4.1. Researchers, technical and support personnel of the DOST, National Research and Development System (NRDS), or personnel of other offices authorized by the agency head to render services thereon shall be entitled to honoraria.

Technical personnel shall also include accountants and other personnel whose technical expertise in their own field of specialization is required. On the other hand, support personnel shall include, but not limited to, clerks, typists, drivers and others of similar or equal rank as determined by the agency head on a case-to-case basis. [Accounting and Auditing Manual for Research Operation (AAMRO) Book 1].

4.2 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 or made available from grants, donations or income from outside sources and approved as such by the Secretary of the Department or the concerned Council/Agency head.

5. RATES OF HONORARIA

5.1 Research Program/Project

5.1.1 Researcher

Program Leader (at least)	1-2 projects	P 3,500/mo
	3-4 projects	P 4,000/mo
	5 or more	P 5,000/mo
Project Leader (at least one (1) project)		P 3,000/mo
Project Staff		
Level 3		P 2,000/mo
Level 2		P 1,000/mo
Level 1		P 750/mo

5.1.2 Research Management

Research Coordinator		
1-3 program/projects		P 2,000/qtr.
4 or more program/projects		P 3,000/qtr.
Research Support Staff		
Level 3		P 1,000/qtr.
Level 2		P 500/qtr.
Level 1		P 300/qtr.

5.1.3 Research and/or Development Consultant

On-Call basis (as referee/evaluator)		P 500- 1,500/ Consultation not to exceed two (2) consultations per month
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5.2 Special Activity/Assignment

5.2.1 Commodity Team/Technical Panel

Commodity Team Leader/ Panel Chairmman	P 2,000/mo
Commodity Team Member/ Panel Member	P 1,000/day not to exceed 12 days/year

5.2.2 Commissioned Work Team

Team Leader	rates subject to
Team Member	negotiation with the requesting party

5.2.3 Conference/Symposium/Seminar/Workshop/
Forum (C/S/S/W/F)

<u>Local with less than 100 participants</u>	<u>Foreign or local with more than 100 participants</u>
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C/S/S/W/F Coordinator/Chairperson

4 days or more	P3,000/assign.	P3,000/assign.
2-3 days	P2,500/assign.	P2,500/assign.

C/S/S/W/F Member

4 days or more	P1,500/assign.	P2,500/assign.
2-3 days	P1,000/assign.	P 2,000/assign.
Less than 2 days	none	

C/S/S/W/F Moderator P500/halfday P1,000/halfday

C/S/S/W/F Technical Secretariat

4 days or more	P1,500/assign/ person	P1,500/assign/ person
2-3 days	P1,000/assign/ person	P1,000/assign/ person

C/S/S/W/F Support Staff

4 days or more	P 600/assign/ person	P1,200/assign./ person
2-3 days	P 300/assign/ person	P 600/assign/ person
Rapporteur	P 300/halfday	P 600/halfday
Paper Writer/ Author of Technical Paper	P2,000/paper	P 4,000/paper
Discussant/ Reactor	P 800/paper	P1,600/paper
Resource person	P1,000/paper	P2,000/paper

5.2.4 Inter-agency committee (IAC) activity

IAC Chairman	P 1,000-3,000/mo or 1,000/meeting (as specified in the S.O.)
IAC Member	P 800- 2,000/mo. or 800/meeting (as specified in the S.O.)
IAC Support Staff	
Level 2	P 800/mo. or mtg. (as specified in the S.O.)
Level 1	P 500.mo. or mtg. (as specified in the S.O.)

5.2.5 Training

Training Coordinator	P 500/5 working days But not less than 2 days
Training Resource Person	
Lecture	P 500/hour
Laboratory	P 300/hour

Training Support Staff

Level 2

P 400/5 working days
but not less than 2 days

Level 1

P 200/5 working days
but not less than 2 days

5.2.6 Governing Council

max. P 3,000/mtg

5.3 Technical Advisory Committee

Council

max. P 2,000/mtg

Institute

max. P 2,000/mtg

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 line item budget except in special assignments. 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. The Honoraria Committee which shall be created in each of the DOST Council/Agency shall assess and confirm the reports submitted and shall make the necessary

recommendations for payment. Approval of payment to Agency/Council personnel up to the level of Deputy Director/Deputy Executive Director shall be the responsibility of the Director/Executive Director while payment to Council/Agency Heads shall be approved by the Secretary.

7. LIMITATIONS/EXEMPTION

7.1 No honoraria shall be paid to DOST personnel, regardless of the source of funds, without prior approval by the DOST Secretary for Directors/Executive Directors and DOST-Central Office personnel or by the Council/Agency Head for personnel up to the level of Deputy Director/Deputy Executive Director.

7.2 No honoraria shall be paid to personnel of other agencies outside of DOST without prior approval of the mother agency of the recipient personnel. (LOI No. 565, COA Circular No. 78-77, and OCPC CPG No. 80-4).

7.3 No overtime pay, meal allowance, transportation and other allowances shall be allowed from the same project for the period that honoraria are granted to the personnel concerned. (OCPC CPG No. 80-4).

7.4 Research and technical personnel in programs/projects granted extension beyond the approved duration shall not be entitled to honoraria except under mitigating circumstances approved by the concerned authorities (Secretary or Council/Agency head).

7.5 No individual may be entitled to receive honoraria in more than one project/activity within the program or project. In cases where the individual is assigned/designated in more than one project/activity within each project/program, he/she shall receive only the higher rate of honoraria.

7.6 Honoraria in excess of 100% of the salary of any DOST personnel shall be subject to approval of the Secretary.

8. OTHER PROVISIONS

8.1 All other applicable provisions of the Accounting and Auditing Manual for Research Operations (AAMRO) Book 1 shall form part of this Memorandum Circular.

8.2 All Agencies shall submit to the Office of the Secretary every end of June and December a summary report of the granting of honoraria/incentive pay indicating among others the names, rate and total amount received, duration of payment, agency affiliation, funding agency and title of project/activity.

8.3 All other provisions of earlier orders inconsistent herewith are hereby revoked. This Order takes effect on 01 January 1995.

(Sgd.) WILLIAM G. PADOLINA
Secretary

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