



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

CHED ORDER (CO)

No. 02
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**SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT OF HONORARIA
FOR CHED-FUNDED PROGRAMS AND PROJECTS**

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In accordance with Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994” and by virtue of Resolution No. 147-2011 of the Commission en banc, the following are the guidelines for the grant of honoraria to technical and support personnel as authorized by the agency head to render services in CHED-funded programs and projects.

1. RATIONALE

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

In conformity with Republic Act 7722 otherwise known as Higher Education Act of 1994 Section II, pertinent Department of Budget and Management (DBM) Budget Circulars and Section 50 of Republic Act No. 10147, *General Appropriations Act of 2011*, these guidelines in the granting of honoraria to personnel engaged in CHED-funded programs and projects are hereby formulated.

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 personnel covered under the guidelines. In general, honorarium is paid to personnel for additional work rendered which is not among his regular functions, and/or personnel with expertise or professional standing in recognition of his broad superior knowledge in specific fields.

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. Special projects “are reform-oriented or developmental, and contribute to the improvement of service delivery x x x” (Section 50, General Provision, RA 10147).
- 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 requires independent internal planning and development.
- 2.5 **Program Leader/Director** – one who directly plans, organizes and 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/Director** – 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 **Special Activity** – this refers to activity/meeting related to a program or project.
- 2.8.1 **Technical Panel** – refers to a group of experts called to provide direction, guidance, assistance and/or advisory service to an agency in the overall planning, coordination and/or implementation of a higher education program/project.
- 2.8.2 **Technical Committee** – refers to a group of experts called to provide direction, guidance, assistance and/or advisory service to an agency in the overall planning, coordination and/or implementation of a higher education program/project for a specific discipline.
- 2.8.3 **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.

- 2.8.4 **Technical Working Group/Task Group/Task Force** – 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.
- 2.8.5 **Board of Judges/Evaluation Panel for Awards** – an ad-hoc body created to assess/evaluate accomplishments of candidates for national/regional awards, contests, exhibitions, and other similar undertakings.

3. TYPES OF HONORARIA

- 3.1 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.
- 3.2 Those paid to a government official/employee or private individual for his membership in or special assignment to committees or special projects.
- 3.3 Those paid to a government official/employee or private individual who is involved in the conceptualization of projects/programs; implementation of program/project activities; conduct of research 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 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

Service

Rate

A. Program/project implementation

Program Leader/Director

(at least) 1-2 projects

3-4 projects

5 or more projects

P10,200/month

P11,600/month

P14,600/month

Project Leader/Director

Program/Project Coordinator

P8,800/month

same

Program/Project Staff

Level 3

Level 2 (technical)

Level 1 (adm)

P7,500/month (SG 24.s8)

P6,000/month (SG 18 s8)

P 4,800/month (SG 15.s8)

B. Special Activity/Assignment

Technical Panel

Chairman

Member

P3,000/meeting max 2 meetings/month

P2,500/meeting max 2 meetings/month

Technical Committee

Chairman

Member

P2,500/meeting max 2 meetings/month

P2,000/meeting max 2 meetings/month

Technical Working Group/Inter Agency Committee/Task Group/Task Force/Board of Judges/Evaluation Panel for Awards

Chairman

Member

P3,000/meeting max 2 meetings/month

P2,500/meeting max 2 meetings/month

Technical staff/Team Leader

Technical staff/Team member

Administrative Staff

Technical Assessor

Technical Expert/Evaluator

P1,600/meeting max 2 meetings/month

P1,200/meeting max 2 meetings/month

Same but max 2 meetings/month

P2,000/program/school

P2,000/study/project proposal/paper

C. Other Activities – shall be covered by pertinent Budget Circulars.

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 completion of activities or projects and acceptance of deliverables. 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 twenty five per cent (25%) of his annual salary.
- 7.2 Payment of honoraria shall be to a maximum of two (2) memberships in any committee/working group.
- 7.3 Technical Staff for each Technical Working Group Committee to be created shall be limited to three (3) members only as per CAO #39, s. 2004.

8. OTHER PROVISIONS

8.1 Payment of honoraria to government personnel involved in government procurement shall be covered by Budget Circular No. 2004-5 dated March 23, 2004.

8.2 Payment of honoraria to those who act as lecturers, resource persons, coordinators and facilitators in seminars, training programs and other similar activities in training institutions including those conducted by entities for their officials and employees shall be covered by Budget Circular No. 2007-1 dated April 23, 2007.

8.3 Payment of honoraria for assignment of government personnel in government special projects shall be governed by Budget Circular No. 2007-2 dated October 1, 2007.

8.4 All other provisions of earlier orders inconsistent herewith are hereby revoked.

9. EFFECTIVITY

This CO shall remain in force and effect until otherwise revoked.

Quezon City, Philippines, July 21, 2011



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