



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

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MEMORANDUM CIRCULAR NO. 001
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**SUBJECT: REVISED IMPLEMENTING GUIDELINES ON THE
GRANT OF HONORARIA TO PERSONNEL WHOSE
SERVICES ARE ENGAGED BY THE NATIONAL
SCIENCE AND TECHNOLOGY SYSTEM**

This Memorandum Circular provides the guidelines for the grant of honoraria to Science and Technology (S&T) personnel, S&T-related personnel, and other non-S&T personnel whose services are engaged by the National Science and Technology System. The grant of honoraria to above named personnel is provided by Republic Act No. 8439 (1998), Republic Act. No. 2067 (1958) amended by Republic Act No. 3589 (1963), and Presidential Decree No. 1502 (1978).

RATIONALE

To encourage the productivity, innovativeness, and acknowledge extraordinary performance, effective and efficient delivery of services and output in the National Science and Technology System, the grant of honoraria to S&T personnel, S&T-related personnel, and non-S&T personnel is herein provided.

In conformity with Sec. 7a of R.A. No. 8439, Sec. 4.12 of R.A. No. 2067 as amended by R.A. No. 3589, and Sec. 5 of PD No. 1502, these guidelines on the granting of honoraria to S&T personnel, S&T-related personnel and other non-S&T personnel whose services are engaged by the National Science and Technology System are hereby formulated.

1. COVERAGE

1.1 Researchers, technical and support personnel of the National Science and Technology System authorized by the agency head to render services thereon shall be entitled to honoraria.

1.2 Officials and employees assigned to special activities (task forces, study/working groups, teams, technical review panels, committees, among others) which are beyond their regular 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 agency head.

2. DEFINITION OF TERMS

2.1 **Honorarium** - form of remuneration for services rendered beyond the regular workload of the following personnel:

- a) those whose broad and superior knowledge, expertise or professional standing in a specific field contributes significantly to science and technology (S&T). The regular workload of an individual consists of actual duties and responsibilities of the personnel as contained in their approved performance target/commitment.
- b) those whose services in management, administration, or support capacities contribute to the effective operation or management of S&T and R&D programs/projects;

- c) those requested to organize, speak, lecture or act as resource persons in seminars, workshops, conferences, symposia, fora, trainings and classroom sessions;
- d) those requested to render service on special assignment, including those in ad-hoc inter-agency task force, who are assigned to undertake a specific task within a specific period. For this purpose, a special assignment is an undertaking by an individual or a composite group of officials/employees.

2.2 **S&T personnel** - refers to scientists, engineers, researchers; members of the Scientific Career System; S&T managers, supervisors, planners; non-DOST S&T personnel; DOST personnel involved in S&T education, training, and services; DOST technicians; and DOST S&T-related personnel which include the technical and support personnel.

Technical personnel include those 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, artists, drivers and others of similar or equal rank as determined by the agency head on a case-to-case basis.

2.3 **Scientific and Technological Activities (STA)** – refer to all systematic activities which are closely concerned with the generation, advancement, dissemination and application of scientific and technical knowledge in all fields of natural science and technology. These include the following:

2.3.1 **Research and Development (R&D)** – is any systematic and creative work undertaken in the physical, natural, mathematical, agricultural and applied sciences

by using methods in order to increase the stock of knowledge and the use of this knowledge in these fields to devise new applications.

2.3.2 **Scientific and Technological Services (STS)** – refer to activities in support of scientific research and development, promotion and commercialization of technology, dissemination and application of scientific and technical knowledge (i.e., library, information and museum services; geological and hydrological surveys, meteorological and seismological observations; compilation of routine statistics; testing, standardization and quality control; counseling of clients; patenting and licensing; engineering and technical services).

2.3.3 **Scientific and Technical Education and Training (STET)** – refer to all activities comprising higher education and training leading to a university degree, post-graduate and further training, organized life-long training for scientists and engineers, and specialized non-university higher education.

2.4 **Program** - A group of interrelated and/or complementary S&T projects requiring an interdisciplinary or multidisciplinary approach to meet an established goal within a specific time frame.

2.5 **Project** - A basic unit in the investigation of a specific S&T problem with predetermined objective(s) to be accomplished within a specific time frame.

2.6 **Program Leader/Manager/Director** - one who directly plans, organizes, supervises the overall activities of an S&T program and is directly responsible for the conduct of at least two of the projects under said program.

2.7 **Project Leader/Manager/Director** – one who directly plans, organizes, supervises and conducts the implementation of an S&T project.

2.8 Program/Project Staff – those whose basic function is the actual day-to-day implementation of the S&T program/project. Program/project staff includes levels 1 and 2 as defined by the Civil Service Commission, and level 3 includes the positions in the Career Executive Service and the Scientific Career System.

- Level 1 – the first level includes 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 includes professional, technical, and scientific positions up to Division Chief level, which involve professional, technical, or scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate work;
- Level 3 – the third level covers positions in the Career Executive Service and the Scientific Career System.

2.9 Program/Project Coordinator – one who manages, coordinates and monitors the overall implementation of S&T programs/projects which are funded by sources (local or foreign) other than the agency.

2.10 Program/Project Support Staff – those who render technical, administrative or management-related services/assistance, including research utilization practitioners, e.g., information, education, communications and promotion materials writers, tri-media communications support staff, among others, in the conduct of an S&T activity. Management/Support Staff include Levels 1 and 2 as defined in section 2.8.

2.11 **S&T Consultant** – one engaged to provide special expertise, special assistance and/or services to an S&T or other related program/project/activity outside the capability of the agency. He/she may also act as a referee or evaluator of S&T proposals, reviews, and other reports; provide technical assistance, technical services and/or consultancy/advisory services.

2.12 **Special Activity** – this consists of activities such as project development, conference, symposium, seminar, workshop and forum.

2.12.1 **Commodity Team/Technical Panel** – refers to a group of experts called to provide direction, guidance, assistance, and advisory service to an agency in the overall planning, evaluation, coordination and/or implementation of an S&T program/project/activity.

2.12.2 **Technical Assistance** – involves activities that are basic, applied or developmental, geared towards the immediate solution of a technical problem in a specific area.

2.12.3 **Technical Services** – involves the provision of information, data and advice on S&T operations and other purposes.

2.12.4 **Consultancy/Advisory Services** – involves provision of expertise, technical know how and advice.

2.12.5 **Conference/Symposium/Seminar/Workshop/Forum** – an S&T activity where participants from other agencies, local or foreign, are invited to provide assistance and expertise in the discussion or resolution of a given issue/problem/topic.

2.12.5.1 **Convener/Coordinator/Chairperson/Member** – a person who renders administrative, management, coordination and/or other service-related functions in the overall conduct of a conference/symposium/seminar/workshop/forum.

2.12.5.2 **Moderator** – one who manages the flow of discussions in a seminar, workshop, conference, symposium, or forum.

2.12.5.3 **Technical Secretariat** – those who render technical services like report writing, report editing, and report consolidation in the conduct of a conference, symposium, seminar, workshop or forum.

2.12.5.4 **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 section 2.8.

2.12.5.5 **Rapporteur** – one who takes notes and provides synthesis of the proceedings of the activity and prepares the required reports.

2.12.5.6 **Paper Writer/Author of Technical Paper** – one who writes/prepares/presents the document/material subject of the discussions.

2.12.5.7 **Discussant/Reactor** – one who provides comments/views on the paper presented.

2.12.5.8 **Resource Person** – a person in authority who provides his/her expertise and other information relating to the subject matter.

2.12.6 **S&T Working Group** – a group of individuals from different agencies engaged to implement a specific S&T activity or an undertaking, the creation of which should be initiated by a designated authority and covered by a Special Order.

2.12.7 **Training** – refers to activities meant to effect the systematic development of the attitudes, knowledge, behavior, management, and technical skills of target clientele for the efficient performance of a given task, provided that the personnel conducting the training do not belong to a training group of their respective agencies. However, if personnel belonging to a training group will be invited to conduct training outside of their agency, or are tasked to implement an inter-agency training, they may be entitled to honoraria provided that funds will come from the requesting agency.

2.12.7.1 **Training Coordinator** – one who acts as the lead person in the conduct of the training.

2.12.7.2 **Training Resource Person** – resource person as defined in section 2.12.5.8.

2.12.7.3 **Training Support Staff** – support staff at levels 1 and 2 as defined in section 2.8.

2.12.8 **Board of Judges, Evaluation Panel for National S&T Awards** – membership in these bodies is required to assess/evaluate accomplishments of candidates for national S&T awards, contests, exhibitions, and other similar undertakings in S&T.



2.13 **National Policy-making Body/Governing Council** – a policy-making body composed of representatives from various government, private, and other institutions that provide policy direction in terms of program identification and priority setting, among others.

2.14 **Technical Advisory Committee/Steering Committee** – a body composed of representatives from various government, private, and other institutions that provide advice to the head of agency as regards implementation of major institutional programs.

3. RATES OF HONORARIA

3.1 Program/Project

3.1.1 Researcher

Program Leader	
(at least) 1 - 2 projects	P5,775/mo.
3 - 4 projects	6,600/mo.
5 or more	8,250/mo.

The number of programs handled should not exceed 2 programs/person.

Project Leader P4,950/mo.

The number of projects handled should not exceed 2 projects/person.

Project Staff	
Level 3	P3,300/mo.
Level 2	P1,650/mo.
Level 1	P1,240/mo.

The project staff shall be allowed to handle a maximum of 2 projects at a time.

3.1.2 Program/Project Coordinator

1 - 3 programs/projects	P3, 300/qtr
4 or more programs/projects	P4, 950/qtr.

Program/Project_Support Staff

Level 2

P 825/qtr.

Level 1

P 495/qtr.

3.1.3 S&T Consultant

On-Call basis
(as referee/evaluator)

P825- P2,475 per
consultation, not
to exceed two
consultations per
month

3.2 Special Activity/Assignment

3.2.1 Commodity Team/Technical Panel

Commodity Team Leader/
Technical Panel Chairman

P3,300/mo.

Commodity Team Member/
Technical Panel Member

P1,650/day
not to exceed
12 days per year

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

with 100
participants
or less

with more than
100 participants

C/S/S/W/F Coordinator/Chairperson

4 days or more

2 – 3 days

P4,950/assign.

P4,125/assign

P4, 950/assign

P4, 125/assign

C/S/S/W/F Member

4 days or more

2 – 3 days

P2,475/assign.

P1,650/assign.

P4,125/assign

P3, 300/assign

C/S/S/W/F Moderator	P825/half day	P1, 650/half day
C/S/S/W/F Technical Secretariat 4 days or more	P2,475/assign/ person	P2,475/assign/ person
2 – 3 days	P1,650/assign/ person	P1, 650/assign/ person
C/S/S/W/F Support Staff 4 days or more	P 990/assign/ person	P1,980/assign/ person
2 – 3 days	P 495/assign/ person	P 990/assign/ person
Rapporteur	P 495/half day	P 990/half day
Paper Writer/Author Of Technical Paper	P3,300/paper	P6,600/paper
Discussant/Reactor	P1,320/paper	P2,640/paper
Resource Person	P1, 650/paper	P3, 300/paper

3.2.3 Inter-Agency Committee (IAC)/Working Group

IAC/WG Chairman	P1, 650-4,950/mo. or P1,650/mtg
IAC/WG Member	P1,320-3, 300/mo. or P1,320/mtg.
IAC/WG Support Staff	
Level 2	P1,320/mo. or mtg.
Level 1	P 825/mo. or mtg.

3.2.4 Training Training Coordinator

P 825 per 5 working
days but not less
than 2 days

Training Resource Person

Lecture

P 825/hour

Laboratory

P 495/hour

Training Support Staff

Level 2

P 660 per 5 working days but
not less than 2 days

Level 1

P 330 per 5 working days but
not less than 2 days

3.2.5 Board of Judges/Evaluation Panel for National S&T Awards

Chairperson

P 1,500/assign

Member

1,000/assign

3.3 National Policy-making Body/Governing Council

P4,950/mtg.

3.4 Technical Advisory Committee/Steering Committee

Council

P3, 300/mtg

Institute

P3, 300/mo.

Other equivalent National Technical
Advisory Body/Steering CommitteeP3,300-P6,600/mo.
or P3,300/mtg.

4. GENERAL PROVISIONS

4.1 Honoraria must be provided in an approved line item budget. In cases where specific provisions for rates of honoraria are stipulated in the Memorandum of Agreement/Understanding (MOA/MOU) with other government agencies or 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.

Honorarium rates for non-DOST-funded S&T projects shall follow the rates formulated by the funding agency but, as much as possible, shall be in harmony with DOST rates.

4.2 Payment of honoraria to those rendering services to programs/projects shall be made based on actual performance of work as certified by the appropriate authority.

4.3 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 program/project/assignment.

4.4 Completion of program/project earlier than targeted duration shall entitle the personnel to the remaining unpaid honoraria.

4.5 An accomplishment report must be submitted by the program/project leader as supporting document in claiming payment of honoraria. Approval of payment to agency personnel up to the level of Deputy Director/Deputy Executive Director shall be the responsibility of the Director/Executive Director while the Secretary shall approve payment to agency heads.



5. LIMITATIONS/EXEMPTION

5.1 No honoraria shall be paid by an agency to its own personnel out of its own general appropriations.

5.2 No honoraria shall be granted to project personnel where payment is made from the project from where they draw their salary.

5.3 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.

5.4 Research and technical personnel in programs/projects granted extension beyond the approved duration shall not be entitled to honoraria except under justifiable circumstances approved by the Secretary or agency head.

5.5 No individual shall 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.

5.6 The rates of honoraria shall not be pegged to the basic salary that each individual receives from his/her agency in accordance with Sec. 5 of PD 1502.

5.7 No payment in any form of additional compensation or remuneration shall be made to government officials or employees who, under provisions of law or executive fiat, are ex-officio members of self-governing boards, commissions, or agencies of the government, or are prohibited from receiving additional compensation or remuneration other than their salaries and authorized allowances.

6. OTHER PROVISIONS

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

6.2 These guidelines shall be reviewed as the need arises.

6.3 All other provisions of earlier orders inconsistent herewith are revoked. This Order takes effect fifteen days after publication in the Official Gazette.

A handwritten signature in black ink, consisting of stylized, overlapping loops and curves, positioned above the printed name.

ESTRELLA F. ALABASTRO
Secretary