

**BUDGET CIRCULAR**

No. 2007 - 1

APRIL 23, 2007

- TO :** Heads of National Government Agencies (NGAs) Including State Universities and Colleges (SUCs), Government-Owned and/or - Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and Local Government Units; and All Others Concerned
- SUBJECT :** Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators
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**1.0 Purpose**

This Circular is issued to prescribe the guidelines on the grant of honoraria to lecturers, resource persons, coordinators and facilitators in seminars, training programs, and other similar activities pursuant to Section 46(b), General Provisions of RA No. 9401, the FY 2007 General Appropriations Act (GAA).

**2.0 Definitions**

- 2.1 An honorarium is 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.
- 2.2 A lecturer is any person who uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs and other similar activities.
- 2.3 A resource person is any person who, by virtue of his/her expertise in a specific subject area, serves as speaker in seminars, conferences, symposia, training programs and similar activities.
- 2.4 A coordinator is any person who acts as lead person in the conduct of seminars, training programs, and other similar activities. He/She directs, supervises and/or participates in the organization, coordination, and conduct of such activities; develops training designs, modules and curricula of identified courses in response to training needs; may serve as lecturer, resource person, or facilitator.
- 2.5 A facilitator is any person who is a subject expert in neutrally managing group processes and dynamics sessions 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.

### 3.0 Coverage

This Circular shall apply to lecturers, resource persons, coordinators and facilitators who fall under the afore-stated definitions, and who hail from national government agencies (NGAs) including SUCs, GOCCs, GFIs and LGUs, or from the private sector.

### 4.0 Guidelines

- 4.1 Government personnel who act as lecturers, resource persons, coordinators or facilitators in other government agencies which are outside of their mother agencies, may be paid honoraria at such rates as may be determined by the agency authorities concerned in accordance with the succeeding guidelines.
- 4.2 In view of the expertise of lecturers, resource persons, coordinators or facilitators, the minimum honoraria rates shall be two (2) times their hourly rates based on their monthly salaries at 22 work days per month, and 8 work hours per day. Such honoraria rates may be raised further but not exceeding the maximum honoraria rates of two (2) times the hourly rate for a position of Professor VI, step 1 of SG-29, depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource persons, coordinators and facilitators, and the position levels of the participants. Furthermore, the honoraria to be paid shall correspond to the number of actual lecture/training hours plus equal number of hours for preparation.

The following formula shall serve as guide in the computation of the minimum and maximum honoraria to be paid given a group of fifty (50) seminar/workshop/training participants:

$$\begin{aligned} \bullet \text{ Total Minimum Honorarium} &= (2) \left( \frac{\text{MSR}_{\min}}{1 \text{ month}} \times \frac{1 \text{ month}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2) (T \text{ hours}) \\ &= (0.023) (\text{MSR}_{\min}) (T) \end{aligned}$$

$$\begin{aligned} \bullet \text{ Total Maximum Honorarium} &= (2) \left( \frac{\text{MSR}_{\max}}{1 \text{ month}} \times \frac{1 \text{ month}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2) (T \text{ hours}) \\ &= (0.023) (\text{MSR}_{\max}) (T) \end{aligned}$$

Where:

$\text{MSR}_{\min}$  = monthly salary rate of the lecturer/resource person/coordinator/facilitator

$\text{MSR}_{\max}$  = monthly salary rate of a position of Professor VI, step 1 of SG-29

T = number of actual lecture/training hours

The total honoraria may be proportionately increased depending on the number of seminar/workshop/training participants in excess of fifty (50) participants.

- 4.3 Lecturers, resource persons, coordinators and facilitators from the private sector may be paid honoraria at such rates as may be determined by the agency authorities concerned and by using the above formula as guides.
- 4.4 In addition to the honoraria, lecturers, resource persons, coordinators and facilitators in out-of-town seminars, training programs and similar activities may be entitled to traveling and other expenses incidental hereto, subject to existing rules and regulations.
- 4.5 Honoraria shall not be granted to the designated lecturers, resource persons and facilitators within their respective sponsoring agencies as such services are deemed part of the duties and responsibilities of their appointive positions to disseminate information, to clarify issues and concerns and to interact with clients and/or implementers of agency mandates.
- 4.6 Agency personnel who are in charge of the conduct of training and similar programs and activities by virtue of their positions in the sponsoring agency, are not entitled to honoraria when they act as lecturers, resource persons, coordinators or facilitators in in-house training and similar programs and activities.

#### **5.0 Applicability to Government Agencies Exempted from the Coverage of RA No. 6758, as Amended**

Government agencies which are exempted from the coverage of RA No. 6758, as amended, may adopt the provisions of this Circular as far as practicable.

#### **6.0 Fund Sources**

The honoraria shall be sourced from the following:

- 6.1 For NGAs, the amounts shall be charged against the appropriations for the purpose in the annual GAA or from agency savings. No additional funds shall be provided by the government.
- 6.2 For GOCCs and GFIs, the amounts shall be charged against their respective corporate funds.
- 6.3 For LGUs, the amounts shall be charged against their respective local government funds.

#### **7.0 Responsibilities of Agency Heads**

Agency heads shall be held responsible and personally liable for honoraria payments not in accordance with the provisions of this Circular, without prejudice, however, to the refund by the personnel concerned of any excess payments made to them.

**8.0 Saving Clause**


Cases not covered by the provisions of this Circular shall be referred to the Department of Budget and Management for resolution.

**9.0 Repealing Clause**

All provisions of existing circulars, guidelines, rules and regulations relative to the grant of honoraria to lecturers, resource persons, coordinators and facilitators are hereby repealed.

**10.0 Effectivity**

This Circular shall take effect immediately.

  
**ROLANDO G. ANDAYA, JR.**  
Secretary