

[DBM LOCAL BUDGET CIRCULAR NO. 62, July 29, 1996]

GUIDELINES ON THE GRANT OF HONORARIA IN THE LOCAL GOVERNMENT UNITS

1

Purpose

In view of the modification in the rates of honoraria in the national government to conform with the pertinent provisions under Letter of Instructions No. 565 and the annual General Appropriations Act, and in line with RA 7160, this Circular is being issued to prescribe rules and regulations in the grant of honoraria in the local government units pursuant to Presidential Administrative Order No. 42, s. 1993.

2

Definition of Terms

For purposes of this Circular, the following terms shall be defined as follows:

2.1 Honoraria is a form of compensation paid to a government official or employee for services rendered in addition to, but nevertheless form part of, his regular duties and responsibilities.

2.2. Local government activity/special project is an undertaking by a composite group of officials/employees from one or more department(s)/office(s) of a local government unit or from one or more LGUs which is not among their regular functions. An activity/special project which shall hereinafter be referred to as project shall have 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 LGUs concerned.

2.3 Project Component refers to a specific group undertaking within the scope of the entire project which has a distinct set of outputs, accomplishment of which require independent internal planning and development.

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Coverage

3.1 This Circular shall cover the following:

3.1.1 Local government personnel performing or discharging duties in LGU activities or special projects in addition to or over and above their regular functions regardless

of the source of fund;

3.1.2 Researchers, experts and specialist who are acknowledged authorities in their field of specialization, other than those paid consultancy fees;

3.1.3 Judges, prosecutors, public elementary and high school teachers and other national government officials assigned in LGUs; and

3.1.4 Officials and employees of LGUs designated to fill a temporary vacancy in the staffing pattern of the LGU in a concurrent capacity.

4

Honoraria for Project Personnel

4.1 Personnel assigned to projects shall be entitled to the following rates of honoraria based on the following hierarchical levels and duties and responsibilities:

Hierarchical Level	Honoraria
Duties and Responsibilities	Per Month

Project Management Committee
Chairperson/Vice-Chairperson or equivalent

Project Manager/Director or equivalent

Plans, directs and coordinates the activities of the project, and the efficient allocation and utilization of the project's physical, financial, manpower and technological resources, to ensure that its objectives and targets are accomplished in accordance with prescribed priorities, schedule, timeframe and budgetary allocation.

Or is directly responsible and accountable to the Local Chief Executive for the effective performance and accomplishment of the project.

Or participates in the overall project planning, policy and strategy formulation and supervision P2,500

Project Management Committee Member or equivalent

Assistant Project Manager or equivalent

Project Consultant/Researcher/Expert/Specialist

Assist project head in carrying out his duties and responsibilities. Acts as Project Manager in the absence of the superior. May undertake the management of specifically assigned group of project components

Or participates in the overall project planning, policy and strategy formulation and supervision.

Or provides advice on or performs highly specialized research and development work along professional, scientific, technical, creative and

artistic matters vital to the successful attainment of the objectives and targets of the project/LGU. P2,000

Technical Staff Team Leader/Coordinator

Senior Technical Staff/Team Leader

Heads a group of Technical Staff/Team Members who are assigned to a specific project component or groups of components. May formulate own plans, methods of approach, guidelines or procedures subject to the overall project objectives

Or performs the difficult phases of a specific project component or group of components which may or may not be subject to technical review but is responsible for its correctness technical adequacy and reliability
P1,600

Technical Staff/Team Member

Performs the simple phases of a specific project component or group of components which is subject to technical review and is answerable for its correctness, technical adequacy and reliability P1,200

Administrative Staff

Undertakes administrative and support services for the project, including but not limited to, personnel, financial, records, supply management and other auxiliary services P800

4.2 The project plan as approved by the Local Chief Executive should specify objectives, outputs, activities, schedules, resource and manpower requirements and costs.

4.3 The payment of honoraria shall be performance-based and shall be in accordance with the schedule of submission and acceptance of the outputs stipulated in the approved project plan.

4.4 The determination of the amount of honoraria to be paid to each personnel on assignment to a project shall be based on the schedule of outputs contained in the approved project plan and the guidelines to be prescribed by the Local Chief Executive for the project which may include factors such as, but not limited to, performance, productivity and number of hours rendered using the following categories:

	<u>Percentage</u> <u>of</u> <u>Permissible</u> <u>Ceiling</u>
High	100%
Medium	80%
Low	60%

4.5 No personnel shall be paid overtime pay for services from the project from which he is receiving honoraria. However, he shall still be entitled to overtime pay