



Republic of the Philippines

Ministry of Natural Resources

Visayas Avenue, Diliman, Quezon City, Metro Manila

11 November 1987

SPECIAL ORDER)
No.: 725 :
Series of 1987)

SUBJECT: Guidelines in the Payment of Honoraria.

In the interest of the service, the suspension of the payment of honoraria is hereby lifted provided that payment of the same shall be in accordance with the herein setforth guidelines.

I. DEFINITION OF TERMS:

1. Special Projects - an inter-agency or inter-committee activity, or an undertaking by a composite group of officials/employees from various agencies which is not among the regular and primary functions of the agencies involved.
2. Full-time Detail - any employee or official on detail to a special project who is relieved of any specific responsibilities in the mother office and works on special project matters 8 hours a day, 5 days a week regularly.
3. Part-time Detail - any person on detail to a special project for any part of the regular working hours but retains specific responsibilities in the mother offices during the balance of the regular working hours.
4. Honorarium - an honorary payment or reward given as compensation for services rendered by officials/employees in special projects.

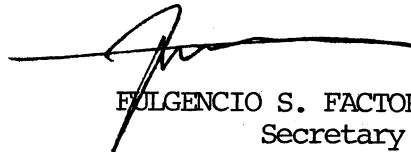
II. GUIDELINES:

1. Honoraria shall be granted only to officials/employees who are assigned and actually involved in duly authorized and/or accredited special project not akin or related to their functions in their mother agencies, e.g. Planning Officer involved in a project as Minutes Officer. (DBM Compensation Policy Guidelines 80-4)
2. Officials and employees who are on assignment to more than one special project may be allowed to enjoy honoraria of the special projects provided that the total amount shall not exceed fifty per centum (50%) of their basic annual salaries (National Budget Circular 338 dated 23 February 1981; COA Circular 78-77).

3. Career Executive Service Officers and equivalent positions in the National Government shall be guided by the provisions of E.O. No. 152 and its implementing guidelines.
4. Researchers, experts and specialists who are acknowledged authorities in their field of specialization may be granted honoraria out of the agency's appropriation at such rate the Department of Budget and Management (DBM) may authorize unless different rates are specifically provided by law and/or given by the agency concerned.
5. Contractual employees or officers are not entitled to honoraria as the compensation paid to them are already inclusive of fees, honoraria, per diems and allowances except as may be authorized by the DBM. (General Appropriations Act CY, 1987, Section 36).
6. Typists, telegraph operators, drivers, messengers and other positions of the same or equivalent rank are entitled to overtime compensation when their services are required for overtime work, provided that overtime services with compensation are duly authorized and subject to pertinent auditing and accounting requirements.
7. In no case shall overtime pay, meal, transportation, representation and other allowances be allowed from the same project that honoraria are granted. (DBM Compensation Policy Guideline 80-4).

These Guidelines are adopted up to 31 December 1987. Starting January, 1988, revisions will be undertaken in accordance with new DBM guidelines and reorganization set-up.

This Order takes effect immediately and cancels/supercedes all previous orders inconsistent herewith.



FULGENCIO S. FACTORAN, JR.
Secretary