

**DENR Memorandum Circular  
No. 99-01  
January 27, 1999**

**SUBJECT : Guidelines for Granting of  
Honorarium for Resource  
Person's Services.**

Pursuant to Memorandum Circular No. 43, Series of 1993 issued by the Civil Service Commission on the Streamlining and Deregulating Human Resources Development Functions, the guidelines for the granting of honorarium for services rendered by resource persons are hereby set as follows:

1. The Resource Person must be properly invited to deliver the lecture/service. Agreement/confirmation of the Resource Person shall be indicated.
  - A. Lecturer - A resource person who prepares instructional materials, delivers lecture, guides discussion and provides master copy of handouts.
  - B. Member of Panel - A resource person who provides guidance, advice and direction on specific topic. No instructional materials are provided.
2. Services rendered by a Resource Person shall be certified as to topic and duration by the facilitator/manager of the given course.
3. The rate of honorarium shall be as follows and the payee should meet either one of the qualifications stated under each category:

**LECTURER**

**MEMBER OF PANEL**

**Category A.            ₱600.00/hour            ₱500.00/hour**

- a. Doctorate degree with more than five (5) years experience in appropriate field.
- b. Undersecretary/Assistant Secretary

**Category B.            ₱500.00/hour            ₱400.00/hour**

- a. Doctorate degree with more than three (3) years but not less than two (2) years experience in the field.
- b. Master's degree with at least five (5) years experience in the field.
- c. Regional Executive Director or equivalent
- d. Well known practitioner

**Category C.            ₱400.00/hour            ₱300.00/hour**

- a. Doctorate degree with less than one (1) year experience in the field
- b. Service/Bureau Director
- c. Master's degree with at least two (2) years experience in the field
- d. Bachelors degree with more than five (5) years experience in the field

**Category D.            ₱300.00/hour            ₱250.00/hour**

- a. Bachelors degree with at least (3) years experience in the field

4. Officials and employees of the DENR included in the pool of resource persons shall be prioritized over resource persons from other agencies.

5. The grant of such honorarium shall be subject to the usual accounting and auditing rules and regulations.
6. This Circular shall take effect in January 1999 and supersedes previous memoranda, circulars and other issuances inconsistent herewith.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary