

Republic of the Philippines

MINISTRY OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS

NIA Building, E. de los Santos Ave., Quezon City

OFFICE of the MINISTER

August 18, 1978

MINISTRY ORDER)

NO. 45)

Series of 1978)

x-x-x-x-x-x-x-x-x-x)

SUBJECT : GUIDELINES ON PAYMENT OF
HONORARIA, ALLOWANCES AND
OTHER COMPENSATION TO PERSONS
ON ASSIGNMENT WITH SPECIAL
PROJECTS.

In accordance with the provisions of Letter of Instructions No. 565 dated June 30, 1977 directing the simplification and improvement of government procedures on approval of certain expenditure items; Budget Commission Circular Letter dated November 18, 1977 on Implementation Procedures for LOI No. 565; Commission on Audit Circulars Nos. 76-25, 76-25A and 76-25B series of 1976; and of pertinent sections of Presidential Decree No. 1250, the General Appropriations Decree dated October 31, 1977, the following guidelines on the payment of honoraria, commutable allowances and other compensation for persons on assignment with special projects are hereby issued to all concerned:

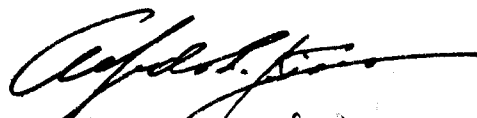
1. A special project may be defined as an inter-agency or inter-committee activity, or an undertaking by a composite group of officials/employees from various agencies which is not among the regular and primary functions of the agencies involved.
2. The payment of honoraria, commutable allowances and other compensation shall be limited only to officers/employees directly involved in the special project and their entitlement shall be duly approved by the governing body of the special project upon recommendation of the Project Manager concerned.
3. If an official/employee has already been granted honoraria or allowances from one of the components of a special project, he can no longer be granted simultaneously other honoraria or allowances from another component of the same special project.
4. No honoraria, commutable allowances and other compensation may be paid to personnel of other agencies without the prior approval of the mother agency of the recipient personnel.

Noted - General
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5. In determining rates of honoraria, allowances and other compensation, consideration shall be given to the duties performed in connection with the project, time consumed in performing such functions and the specialist qualification or expertise demanded of the officials or employees involved.
6. All such honoraria, allowances and other compensation shall be considered as compensation in lieu of overtime pay computed on the basis of actual salary and the total amount received by an individual in a given calendar year as additional compensation from special projects shall not exceed his annual salary. However, allowances drawn for actual official expenses incurred, including out of station travel, shall be excluded from this ceiling.

A certification of overtime service rendered to the special project shall in every case be a prerequisite for payment.

7. No transportation allowance shall be granted to officials using government motor transportation except when such government vehicles are grounded or temporarily inoperative, in which case, the same officials shall be granted transportation allowance based on the rates fixed by the Budget Commission commensurate to the period of vehicle unavailability.
8. All honoraria, allowances and other compensation due officials/employees shall take effect upon approval of the governing body of the special project and shall generally remain in force until the termination of the project or earlier upon due notice, and in case of long-term projects or projects of indefinite period, shall be renewable on a yearly basis without prejudice to earlier forfeiture upon due notice subject to the availability of funds and the proper accounting and auditing procedures.


ALFREDO L. JUNIO
Minister
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