



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED ORDER (CO)

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**SUBJECT: IMPLEMENTING GUIDELINES ON THE GRANT OF HONORARIA
FOR CHED-FUNDED PROGRAMS AND PROJECTS**

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In accordance with Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and by virtue of Resolution No. 147-2011 of the Commission en banc, the following are the guidelines for the grant of honoraria to technical and support personnel as authorized by the agency head to render services in CHED-funded programs and projects.

1. RATIONALE

To encourage productivity and acknowledge extraordinary performance, efficient delivery of services and output, the grant of honoraria to technical and support personnel is herein provided.

In conformity with Republic Act 7722 otherwise known as Higher Education Act of 1994 Section II, pertinent Department of Budget and Management (DBM) Budget Circulars and Section 50 of Republic Act No. 10147, *General Appropriations Act of 2011*, these guidelines in the granting of honoraria to personnel engaged in CHED-funded programs and projects are hereby formulated.

2. DEFINITION OF TERMS

- 2.1 **Honorarium** – is a form of compensation or reward paid over and above the regular pay in recognition of gratuitous services rendered by personnel covered under the guidelines. In general, honorarium is paid to personnel for additional work rendered which is not among his regular functions, and/or personnel with expertise or professional standing in recognition of his broad superior knowledge in specific fields.
- 2.2 **Program** – a group of interrelated higher education projects requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame.

- 2.3 **Agency Activity/Special Project** – an undertaking by a composite group of officials/employees from one or more bureaus/offices of a department/ agency or from one or more departments/agencies which is not among their regular functions. An agency activity/special project which shall hereinafter be referred to as project shall have a 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 departments or agencies concerned. Special projects “are reform-oriented or developmental, and contribute to the improvement of service delivery x x x” (Section 50, General Provision, RA 10147).
- 2.4 **Project Component** – a specific group undertaking within the scope of the entire project which has a distinct set of outputs, accomplishment of which requires independent internal planning and development.
- 2.5 **Program Leader/Director** – one who directly plans, organizes and supervises the overall activities of a higher education program, and is directly responsible for the conduct of one of the projects of said program.
- 2.6 **Project Leader/Director** – one who directly plans, organizes, supervises, and conducts the implementation of a specific project.
- 2.7 **Project Staff** – those whose basic function is to assist or participate in the day to day activities in the implementation of the project activity.
- 2.8 **Special Activity** – this refers to activity/meeting related to a program or project.
- 2.8.1 **Technical Panel** – refers to a group of experts called to provide direction, guidance, assistance and/or advisory service to an agency in the overall planning, coordination and/or implementation of a higher education program/project.
- 2.8.2 **Technical Committee** – refers to a group of experts called to provide direction, guidance, assistance and/or advisory service to an agency in the overall planning, coordination and/or implementation of a higher education program/project for a specific discipline.
- 2.8.3 **Interagency Committee** – a group of individuals from different agencies engaged to implement a specific higher education activity or an undertaking, the creation of which should be initiated by a designated authority and covered by a Special Order.

2.8.4 **Technical Working Group/Task Group Task Force** – an ad-hoc committee formed to fast track an activity or to complete a small project as recommended by concerned office/technical working group, the creation of which should be initiated by a designated authority and covered by a Special Order.

2.8.5 **Board of Judges/Evaluation Panel for Awards** – an ad-hoc body created to assess/evaluate accomplishments of candidates for national/regional awards, contests, exhibitions, and other similar undertakings.

3. TYPES OF HONORARIA

- 3.1 Those paid to a government official or employee by another office to which he/she is on detail or special assignment provided that if he/she is already collecting similar compensation or allowance for the same service or period for which payment is being claimed, he/she may only choose to collect whichever is higher but in no case shall he/she receive both.
- 3.2 Those paid to a government official/employee or private individual for his membership in or special assignment to committees or special projects.
- 3.3 Those paid to a government official/employee or private individual who is involved in the conceptualization of projects/programs, implementation of program/project activities; conduct of research or rendition of advisory, administrative and/or management functions in the implementation of said activities.

4. COVERAGE

- 4.1 Agency personnel performing or discharging duties in agency activities or special projects in addition to or over and above their regular functions regardless of the source of fund.
- 4.2 Officials and employees assigned to special activities (task forces, study groups, teams, technical review panels, committees and consultancy groups) which are beyond the normal workload shall be entitled to honoraria provided that funds for this purpose have been provided in the budget and approved as such by the Commission en banc.

5. RATES OF HONORARIA

Service	Rate
<i>A. Program/project implementation</i>	
Program Leader/Director (at least) 1-2 projects	P10,200/month
3-4 projects	P11,600/month
5 or more projects	P14,600/month
Project Leader/Director	P8,800/month
Program/Project Coordinator	same
Program/Project Staff	
Level 3	P7,500/month (SG 24.s8)
Level 2 (technical)	P6,000/month (SG 18 s8)
Level 1 (adm)	P 4,800/month (SG 15.s8)
<i>B. Special Activity/Assignment</i>	
Technical Panel	
Chairman	P3,000/meeting max 2 meetings/month
Member	P2,500/meeting max 2 meetings/month
Technical Committee	
Chairman	P2,500/meeting max 2 meetings/month
Member	P2,000/meeting max 2 meetings/month
Technical Working Group/Inter Agency Committee/Task Group/Task Force/Board of Judges/Evaluation Panel for Awards	
Chairman	P3,000/meeting max 2 meetings/month
Member	P2,500/meeting max 2 meetings/month
Technical staff/Team Leader	P1,600/meeting max 2 meetings/month
Technical staff/Team member	P1,200/meeting max 2 meetings/month
Administrative Staff	Same but max 2 meetings/month
Technical Assessor	P2,000/program/school
Technical Expert/Evaluator	P2,000/study/project proposal/paper

C. Other Activities – shall be covered by pertinent Budget Circulars.