



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

OCT 02 2020

Administrative Order No. 016
Series of 2020

Subject: GUIDELINES ON THE GRANT OF HONORARIA TO DOST SCIENCE AND TECHNOLOGY (S&T) PERSONNEL UNDER THE DOST GRANT-IN-AID PROGRAM

1. RATIONALE/PURPOSE

Pursuant to the provisions of the DOST-DBM Joint Circular No. 1 Series of 2013 (DOST-DBM JC No. 1) and its Implementing Rules and Regulations (IRR), Science and Technology (S&T) personnel who are assigned in special projects requiring performance of assignments which are over and above their regular workload are entitled to receive honoraria. This is in recognition of their important roles not only in implementing special projects but also in managing and doing their duties in their respective agencies.

However, in order to ensure that all DOST S&T personnel who are handling or are involved in special projects continue to carry out effectively and efficiently their regular duties and functions, the DOST Administrative Order No. 11, series of 2020: Revised DOST-Grant-in-Aid (GIA) Guidelines provides that:

To ensure that Programs/Projects are effectively implemented, a Program Leader shall handle only two (2) programs at a time while a Project Leader shall handle only three (3) projects at a time (DOST-GIA Guidelines Item X.A.4)

The Project Staff shall undertake the actual day-to-day implementation of the S&T program/project. He/She is required to read the implementing guidelines of the project and execute manifestation that he/she understands and is willing to abide by all the rules. He/She shall be involved in only two (2) projects at a time (DOST-GIA Guidelines Item X.A.5)

2. PURPOSE

This Administrative Order clarifies the granting of honoraria to DOST S&T Personnel under DOST-GIA programs and projects. It also stipulates the process of requesting for honoraria.

3. SCOPE

This Administrative Order covers all S&T personnel but shall exclude Department Secretaries, Department Undersecretaries, and Department Assistant Secretaries who are not entitled to receive honoraria as additional assignments are already covered by compensations attached to their positions in their principal office (Sec. 4.4 of the DOST-DBM JC No. 1). In addition, this order shall apply only to all special projects under the DOST – GIA.

ITC-20-00426

4. ENTITLEMENT TO HONORARIA

- 4.1. All S&T personnel, including DOST Directors, will only be granted honoraria for their involvement, regardless of assigned position, in a maximum of two (2) special projects at a time. However, the limit applies specifically to the grant of honoraria and does not prevent Project Leaders in particular, to be involved in three projects at a time as provided in *Item X.A.4 of the DOST-GIA Guidelines*.
- 4.2. S&T personnel should consider and comply with Section IV.3.2. of DOST-DBM JC No. 1 of 2013 which provides that the total honoraria that may be paid from government funds for all special projects shall not exceed 25% of the employee's annual basic salary pursuant to Section 44(e) of Republic Act No. 10352.
- 4.3. The Honoraria Committee shall require a Certificate of Honoraria Received, as prerequisite for the issuance of Special Order (SO) for DOST Personnel to Receive Honoraria.

The certificate, which shall be issued by the respective monitoring agency, shall list the current projects under DOST-GIA projects, as well as the corresponding monthly honoraria rate by the S&T personnel. This certificate will serve as a monitoring tool to ensure that all S&T personnel receive the correct honoraria based on existing guidelines and to monitor and assess their current workload.

Only upon submission of the said certificate that request for honoraria shall be processed applying the rates provided in DOST Memorandum Circular No. 001 Series of 2009.

5. EFFECTIVITY

This Administrative Order shall take effect immediately.

Approved by:

FORTUNATO T. DE LA PEÑA
Secretary

DOST FORM: _____

CERTIFICATION OF HONORARIA RECEIVED

NAME: _____

DESIGNATION: _____

AGENCY/DEPARTMENT/OFFICE: _____

Please provide information on all current special projects, science and technology activities, and researches funded under DOST Grant-in-Aid Program that you are involved in on top of your duties and functions as _____.

	Project Title	Implementing Agency	Position in the Project	Engagement Date (dd/mm/yy)		Brief Description of Work	Monthly Honoraria Rate
				From	To		
DOST-GIA Projects/S&T Activities							
1							
2							
3							
4							

I certify that the statements made here are true, complete, and correct to the best of my knowledge. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of engagement.

Prepared by:

Attested by:

Name and Signature of
DOST S&T Personnel

Monitoring Agency





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