

Any such activity shall be subject to prior authorization by the University.

SEC. 12. *Responsibility of Heads of Units*. — Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and contract for professional and technical services.

SEC. 13. *Budget and Other Requirements*. — Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.

SEC. 14. *Administrative Overhead Expenses*. — Provision shall be made in the budget for the payment to the University of administrative overhead expense, in an amount equivalent to 15% of the total cost of the project excluding expenses for board and lodging of the project staff members and participants; provided, however, that all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official indorsement of the Office of the President of the Philippines.

SEC. 15. *Appointments*. — Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with University policies, rules and procedures.

SEC. 16. *Honoraria for University Personnel*. — University personnel appointed to a project shall be entitled to honoraria or allowances, *Provided* their services to the project shall be rendered outside their regular office hours in their respective units or offices, or their equivalent.

The total honoraria or allowances that such personnel may receive from several projects shall not exceed 50% of their basic salaries from the University.

SEC. 17. *Honoraria for lecturers*. — Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical or other qualifications. *Provided* that the rate shall not exceed ₱100.00 per lecture hour. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria.

SEC. 18. *Applicability of University Salary Scale*. — Employees or personnel in the project shall be subject to the University salary scale and classification plan, *Provided* that the hiring rate for contractual employees shall not exceed the third step of the particular range. However, in cases where University employees are detailed to the project, they shall continue to enjoy leave privileges as well as compulsory GSIS membership and may receive compensation from the project fund up to 50% more than their current salaries.

SEC. 19. *Administration of Funds*. — The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.

SEC. 20. *Periodic Reports*. — It shall be incumbent upon the heads of units to make periodic reports to the President or the

Chancellor with regard to community or similar services undertaken while the project is in progress, and a terminal report upon completion of the project.

SEC. 21. *Exceptions*. — The President may authorize exceptions to the above mentioned rules.

PART III. OUTSIDE ACTIVITIES

SEC. 22. *Coverage*. — Outside activities of University personnel include limited practice of profession, outside consultancy, special detail to government and other agencies, teaching in other educational or training institutions, and other activities or projects which are not considered integral functions of the University of the Philippines System.

Outside activities shall not be considered as part of the regular workload of the personnel concerned.

SEC. 23. *Authorization Required*. — To engage in outside activities prior authorization shall be secured from the President or Chancellor upon endorsement by the dean, director, or head of office concerned.

SEC. 24. *Duration*. — Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the President or Chancellor upon the recommendation of the dean, director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the President or the Chancellor.

SEC. 25. *Special Detail*. — Upon the request of another agency or entity, government or private, and when the needs of the University so permit, University personnel may be authorized to go on special detail with the requesting agency, subject to the following conditions:

a. No special detail shall be authorized for a period of more than one year, provided that any special detail for more than thirty (30) days shall be submitted to the President of the Philippines for approval as required by law;

b. Renewals of a special detail for an aggregate period of more than one year shall be granted only in exceptional cases as determined by the President or the Chancellor; provided that in no case shall a special detail, including renewals thereof, be for more than two consecutive years unless specifically authorized by the Board of Regents;

c. Any University personnel who has been on special detail shall not be granted permission to another special detail unless he has served the University on a full-time basis for at least the same period as his last special detail, and unless specifically authorized by the Board of Regents.

SEC. 26. *Outside Teaching*. — Teaching outside the University shall be governed by the rules on faculty exchange which require an institution-to-institution agreement, as well as the rules on teaching load.

SEC. 27. *Reports*. — Any one who is authorized under these rules to be involved in outside activities shall make periodic reports on such activities to the President or the Chancellor.

SEC. 28. *Use of University Facilities*. — Equipment and other facilities of the University shall not be used in carrying out outside activities except with written authorization from the dean or director or head of office concerned, issued pursuant to university rules governing the use of physical resources, including the imposition of reasonable fees or charges for such use.

SEC. 29. *Sanctions*. — University personnel who violate any provision of the above rules, as well as duly approved supplemental regulations, shall be subject to disciplinary action by the University authorities.