

1 **V. POLICY MATTERS FOR DECISION ... (cont'd)**

2
3 Matters recommended by the President for decision (cont'd)

4 . . .
5
6 **F. Proposal to amend the existing guidelines for the Grant of**
7 **Honoraria to Committees* (Approved by the Board of**
8 **Regents at its 1137th meeting on 25 November 1999)**

9
10 RATIONALE

11
12 HONORARIUM IS A FORM OF COMPENSATION OR
13 REWARD PAID OVER AND ABOVE THE REGULAR PAY IN
14 RECOGNITION OF GRATUITOUS SERVICES RENDERED BY
15 GOVERNMENT PERSONNEL (NCC No. 75, 1 March 1995). IT
16 IS AN INCENTIVE FOR A SPECIAL SERVICE.

17
18 GUIDELINES

- 19
20 1 COMMITTEES AT THE SYSTEM AND CU LEVEL MAYBE
21 ENTITLED TO HONORARIA, SUBJECT TO AVAILABILITY
22 OF FUNDS
23
24 2 MEMBERS OF THE CU COMMITTEES WITH
25 COUNTERPART COMMITTEES PAID HONORARIA AT
26 THE SYSTEM LEVEL SHALL BE PAID THE SAME.
27
28 3. COMMITTEES, BOTH STANDING AND AD HOC SHALL BE
29 CATEGORIZED INTO GRADES 1 AND 2 TO
30 DIFFERENTIATE THE LEVEL OF RESPONSIBILITIES AND
31 THE NATURE OF WORK ASSIGNED. THUS,
32 COMMITTEES CLASSIFIED AS GRADE 2 WOULD HAVE
33 BIGGER AND HIGHER RESPONSIBILITIES, AT LEAST
34 THE SCOPE OF WORK AND RESPONSIBILITY LEVEL IS
35 TWICE THAT OF GRADE 1

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*Words in brackets are to be deleted, those in capital letters and underlined numbers are
41 to be added
42

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2 **V. POLICY MATTERS FOR DECISION ... (cont'd)**

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4 Matters recommended by the President for decision (cont'd)

5

6
7 **F. Proposal to amend the existing guidelines ... (cont'd)**

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9
10 4. ASSIGNMENTS THAT WOULD ENTAIL A LONG PERIOD
11 OF TIME, AT LEAST FOUR (4) MONTHS TO COMPLETE,
12 MAYBE TREATED AS PROJECTS, AND HONORARIA
13 WILL DEPEND ON EXISTING PROJECT GUIDELINES,
14 E.G. SEARCH COMMITTEE FOR UP PRESIDENT

15
16
17 5 STANDING COMMITTEES MAYBE GIVEN THE RATES
18 PAID TO AD-HOC COMMITTEES, UPON APPROVAL BY
19 THE PRESIDENT/CHANCELLOR, WHEN THEY
20 UNDERTAKE SPECIAL PROJECTS.

21
22 6. NOMENCLATURE OF COMMITTEES SHALL BE
23 STANDARDIZED SYSTEMWIDE

24
25 7 COMMITTEES WITH CAPABILITY TO GENERATE FUNDS
26 MAY DRAW OUT THEIR HONORARIA FROM SUCH
27 FUNDS

28
29 8 COMMITTEES ARE REQUIRED TO SUBMIT REPORTS TO
30 THE HEADS OF UNITS/CHANCELLORS
31

1 **V. POLICY MATTERS FOR DECISION ... (cont'd)**

2
3 Matters recommended by the President for decision (cont'd)

4
5
6 **F Proposal to amend the existing guidelines ... (cont'd)**

7
8 [System]

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11 9. Standing Committee members will be paid on a per-meeting
12 basis while ad hoc committee members will be paid on a
13 lump sum basis ¹ [Payment of specific committees will be
14 based on the schedule in Annex A which is an integral part of
15 these guidelines. The Schedule specifies the grade of as
16 many committees that could be accounted for during the
17 formulation of these guidelines.] Other committees and
18 newly-created committees will be assigned grades by the
19 [President] VICE PRESIDENT FOR ADMINISTRATION/
20 CHANCELLOR, upon the recommendation of the System/CU
21 FPOC [and the PAC if there are system-wide implications],
22 taking into consideration the nature and extent of their work
23 [in relation to the committees already identified]
24 [Responsibilities of secretaries include preparation of notices
25 for meetings, the preparation of agenda and other related
26 documents, the documentation of meetings and the following
27 up of actions]

28
29
30 [2. Rates for Standing Committees]

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38 ¹ The previous guidelines stipulated that: "For those who are members of more than one
39 committee only 50% of the rates shall be paid on honoraria earned for the committees
40 after the fourth committee." This means that payment of 100% of the rates was only
41 allowed in only four committee memberships. This provision was intentionally excluded
42 from the current proposal with the purpose of allowing full compensation in all committee
43 memberships, regardless of number AS PER COA RULING THE TOTAL HONORARIA
44 RECEIVED SHOULD NOT EXCEED 50% OF ONE'S ANNUAL SALARY

V. POLICY MATTERS FOR DECISION ... (cont'd)

Matters recommended by the President for decision (cont'd)

F. Proposal to amend the existing guidelines ... (cont'd)

10. Members of standing committees will be paid on a per meeting basis with no more than two meetings per month, except for committees on bids and awards which are allowed as much as four meetings a month. The schedule of rates is as follows:

Grade Level	Chair	Members/ Consultants	Secretary	Support Staff
Grade 1	P1,000.00 [P975.00]	P750.00 [P715.00]	P600.00 [P585.00]	P500.00 [P455.00]
Grade 2	P2,000.00 [P1,300.00]	P1,500.00 [P975.00]	P1,200.00 [P780.00]	P1,000.00 [P585.00]

The above rates shall be subject to review every two (2) years.

[3. Ad Hoc Committee]

11. Ad hoc committee members will be paid on a lump sum basis according to the following schedule:

Grade Level	Chair	Members/ Consultants	Secretary	Support Staff
Grade 1	P6,000.00 [P5,850.00]	P5,000.00 [P4,550.00]	P3,500.00 [P3,250.00]	P3,000.00 P2,600.00]
Grade 2	P12,000.00 [P7,800.00]	P10,000.00 [P5,850.00]	P7,000.00 [P4,550.00]	P6,000.00 P3,250.00]

² At its 1159th meeting, the BOR approved the proposal that the President be authorized to allow exemptions on the BOR approved maximum number of meetings.

1 **V. POLICY MATTERS FOR DECISION ... (cont'd)**

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3 Matters recommended by the President for decision (cont'd)

4

5
6 **F Proposal to amend the existing guidelines ... (cont'd)**

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8
9 The above rates shall be subject to review every two (2)
10 years

11
12 [The Secretary and support staff of the Board of Regents'
13 Search Committee for the UP President shall be paid P4,500 00
14 and P3,500 00 respectively for their services.]

15
16 12. In some cases, the services of messengers, utility workers,
17 ushers (like in a forum organized by a search committee),
18 and other support staff may be needed, considering the
19 wide range of possibilities of the nature and scope of
20 responsibilities that could be assigned to such personnel;
21 the actual amount to be paid may be lower but not higher
22 than the rates specified above

23
24 13. The head of constituent universities may also grant
25 honoraria, in accordance with the schedule provided
26 above, to personnel who render services beyond their
27 regular duties and functions or whose services/expertise
28 are being utilized by another office

29
30 [4 Modification of Rates]

31
32 14. Chancellors have the authority to reduce, but not TO
33 increase, all the rates specified above and to determine
34 which committees may be granted honoraria based on the
35 circumstances in their respective units and the nature of
36 the job actually being performed by the concerned
37 personnel.
38

1 **V. POLICY MATTERS FOR DECISION ... (cont'd)**

2
3 Matters recommended by the President for decision (cont'd)

4

5
6 **F. Proposal to amend the existing guidelines ... (cont'd)**

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9 **[5.] Repealing Clause**

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11 Portions of existing resolutions, executive orders, and
12 other University rules and policies that are inconsistent with
13 these amended rules shall be deemed repealed or modified
14 accordingly, as the case may be upon approval hereof

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17 **Highlights of the discussions.**

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20 1 Vice President Gregorio clarified that:

21
22 1.1 One of the reasons for the increase in honorarium is
23 the large percentage of tax that is being withheld
24 (30%).

25
26 1.2 Honorarium is given only as an incentive for
27 additional assignment.

28
29 1.3 A member is allowed full compensation in all
30 committee memberships, regardless of number
31 However, per COA ruling, the total honoraria
32 received should not exceed 50% of one's annual
33 salary

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35 **Board action: Approval**