

1  
2 VI. FINANCIAL MATTERS FOR APPROVAL OF THE BOARD

3  
4 Matters recommended by the President for approval ... (cont'd)

5  
6  
7 H. **Proposed Compensation of Officer-in-Charge (cont'd)**


8  
9 where he/she serves as Officer-in-Charge, or 50% of the  
10 appointee's basic salary, whichever is lower, pro rata  
11 based on length of service, provided he/she served for at  
12 least five (5) working days. IN no case, however, shall  
13 the honorarium of the OIC be higher than the honorarium  
14 for the equivalent academic administrative position.

15  
16 If the position is entitled to RATA, the Officer-in-Charge  
17 shall receive the RATA, pro rata based on length of  
18 service, provided he/she served for at least thirty days."

19  
20 **Board action: Approval**

21  
22  
23 I. **Proposed Guidelines for the Grant of Honoraria to Committees**

24  
25 1 System

26  
27  Standing committee members will be paid on a per-  
28 meeting basis while ad hoc committee members will be paid on a  
29 lump sum basis.<sup>1</sup> Payment to specific committees will be based  
30 on the schedule in Annex A which is an integral part of these  
31 guidelines.<sup>2</sup> The Schedule specifies the grade of as many  
32 committees that could be accounted for during the formulation of  
33 these guidelines. Other committees and newly-created  
34 committees will be assigned grades by the President, upon the

35  
36 <sup>1</sup>The previous guidelines stipulated that: "For those who are members of more  
37 than one committee, only 50% of the rates shall be paid on honoraria earned for  
38 the committees after the fourth committee." This means that payment of 100%  
39 of the rates was only allowed in only four committee memberships. This  
40 provision was intentionally excluded from the current proposal with the purpose  
41 of allowing full compensation in all committee memberships, regardless of  
42 number

43  
44 <sup>2</sup> It will be noted that some of the committees are closely linked with the  
45 functions of officials (e.g., the Finance Committee which is chaired by the Vice-  
46 President for Planning and Finance). There is a very thin line between the  
47 regular functions of concerned officials and the work of the committees they are  
48 involved with.

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7 . . .  
8  
9 **I. Proposed Guidelines ... (cont'd)**

10  
11 . . .  
12  
13  
14 recommendation of the FPOC and the PAC if there are  
15 system-wide implications, taking into consideration the  
16 nature and extent of their work in relation to the  
17 committees already identified. Responsibilities of  
18 secretaries include the preparation of notices for meetings, the  
19 preparation of agenda and other related documents, the  
20 documentation of meetings and the following up of actions.

21  
22 **2. Rates for Standing Committees**

23  
24 Members of standing committees will be paid on a  
25 per meeting basis with no more than two meetings per  
26 month, except for committees on bids and awards which are  
27 allowed as much as four meetings a month. The schedule  
28 of rates is as follows:

29

Grade Level	Chair	Members/ Consultants	Secretary	Support Staff
Grade 1	P 750.00	P 550.00	P 450.00	P 350.00
Grade 2	P1,000.00	P 750.00	P 600.00	P 450.00

30  
31  
32 **3. Ad Hoc Committees**

33  
34 Ad hoc committee members will be paid on a lump  
35 sum basis according to the following schedule:

36  
37

Grade Level	Chair	Members/ Consultants	Secretary	Support Staff
Grade 1	P 4,500.00	P 3,500.00	P 2,500.00	P 2,000.00
Grade 2	P 6,000.00	P 4,500.00	P 3,500.00	P 2,500.00

38

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6  
7 I. **Proposed Guidelines ... (cont'd)**

8  
9 The secretary and support staff of the Board of  
10 Regents' Search Committee for the U P President shall be  
11 paid P4,500.00 and P3,500.00 respectively for their  
12 services.

13  
14 In some cases, the services of messengers, utility  
15 workers, ushers (like in a forum organized by a search  
16 committee), and other support staff may be needed.  
17 Considering the wide range of possibilities of the nature and  
18 scope of responsibilities that could be assigned to such  
19 personnel, the actual amount to be paid may be lower but  
20 not higher than the rates specified above. **The head of**  
21 **constituent universities may also grant honoraria, in**  
22 **accordance with the schedule provided above, to**  
23 **personnel who render services beyond their regular**  
24 **duties and functions or whose services/expertise are**  
25 **being utilized by another office. .**

26  
27 4. Modification of Rates

28  
29 Chancellors have the authority to reduce, but not  
30 increase, all the rates specified above and to determine  
31 which committees may be granted honoraria based on the  
32 circumstances in their respective units and the nature of the  
33 job actually being performed by the concerned personnel.

34  
35 5. Repealing Clause

36  
37 Portions of existing resolutions, executive orders,  
38 and other University rules and policies that are inconsistent  
39 with these new rules shall be deemed repealed or modified  
40 accordingly, as the case may be, upon approval hereof

41  
42 (Please see **Appendix D, pages 80-81**, for the list of  
43 Committees.)

44  
45 **Board action: Approval**

## Annex A

## COMMITTEES

Name	Standing		Ad Hoc	
	G1	G2	G1	G2
1. Investment and Income Committee (VPPF)				
2. E.O. 714 Committee (VPPF)				
3. Finance Committee (VPPF)				
4. Acad Personnel and Fellowship Committee (VPAA)				
5. Admin Personnel and Fellowship Committee (VPA)				
6. Fiscal Policies and Operations Committee (VPA)				
7. PAEC (VPA)				
8. IBAC (VPA)				
9. Bids and Awards Comm. for Supplies (VPA)				
10. Varsity Athletic Admission System Comm. (VPAA)				
11. Scholarships and Financial Assistance C. (VPAA)				
12. University Library Council (VPAA)				
13. Textbook Writing Committee (VPAA)				
14. Bioprospecting of Biological and Genetic Resources Committee (VPAA)				
15. Committee to Plan the Activities for the UP UNESCO Chair in Communication and Membership in ORBICOM Network of UNESCO Chair				
16. Academic Affairs Committee				
17. Housing Committee (CU)				
18. Sub-committee on Bids and Awards				
19. Appraisal and Disposal Committee				
20. CU Infrastructure Bids and Awards Comm.				
21. CU PBAC				
22. CU Pre-qualification, Evaluation, Awards Comm.				
23. CU AcPFC				
24. CU AdPFC				
25. CU FPOC				
26. CU Income and Investment Committee				
27. CU Administrative Personnel Board				
28. CU Academic Personnel Board				
29. CU Reneging Fellows Committee				
30. CU Appraisal and Disposal Sub-Committee				
31. CU Land Use and Property Committee				
32. CU Land Grant Technical Working Comm.				
33. CU Sports and Recreation Committee				
34. CU S and T Park Management Committee				
35. Search Committees for Chancellor				
36. Search Committees for Dean				
37. Christmas Program Committee				

38. Christmas Program Sub-committees				
39. Foundation Day Committee				
40. Foundation Day Sub-committees				
41. Investiture Program for UP President				
42. Investiture Program for Chancellors				
43. President's Comm. On Hon. Degrees (AA)				
44. President's Comm. On Profs. Emeriti (AA)				
45. President's Comm. On University Profs. (AA)				
46. Sports Festival				
47. Sports Festival Sub-Committees				
48. CU Ad Hoc Committee to Formulate the Joint Cooperative Land Use Agreement Between UPS and IRRI				
49. System Personnel Committee				
50. CU Food Service Regulation Committee				