



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC No. 44, s. 2004

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGERS,  
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION  
SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT : **REVISED GUIDELINES ON THE GRANT OF HONORARIA**

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**1. PURPOSE**

This Circular is issued to rationalize the grant of honoraria and conform with Section 42 of the General Appropriations Act (GAA) of CY 2003, which was reenacted for CY 2004. This is also in line with the pertinent provisions of Administrative Order No. 103 issued on 31 August 2004.

**2. COVERAGE**

This Circular limits the coverage of the grant of honoraria to NIA personnel who act as lecturers, resource persons, coordinators and facilitators in seminars, training programs and other similar activities in training institutions, including those conducted for its own officials and employees

**3. DEFINITION OF TERMS**

As used herein, the following terms are defined as follows:

1. Lecturer - provider of instructive talk
2. Resource Person - one hired to share ideas or inputs on topics that are generally about his/her field of expertise; a content expert, who continually develops new methods to help participants achieve specific learning outcome
3. Facilitator - a guide in a discussion, activity or course; presider over an entire training course.

4. Coordinator – in charge of performing professional training coordination work; responsible for planning, developing and implementing training programs.

#### **4. GUIDELINES**

- 4.1 NIA may grant honoraria to its officials and employees in accordance with the rules prescribed in this Circular, without the need of approval by the DBM.
- 4.2 The grant of honoraria shall be subject to availability of funds for the purpose and shall not require additional funding from the national government.
- 4.3 The grant of honoraria shall be subject to compliance monitoring by TMDD-PRMD and may be revoked or modified upon verification of non-compliance of this Circular, without prejudice to sanctions that may be imposed under existing accounting and auditing rules.
- 4.4 Personnel of offices whose inherent function is to conduct, facilitate and coordinate training activities in their respective areas of jurisdiction are not entitled to honoraria when said activities are designed, managed and administered for their clientele

#### **5. AMOUNT OF HONORARIA**

Entitlement to honoraria shall be based on the level of responsibility and nature of work assigned, and to allowable prevailing rates subject to approval of the Administrator / Chiefs of Offices concerned as per delegation of authority, viz

- Lecturer or Resource Person = Minimum of P500 / hr but not to exceed P1,000 / hour
- Facilitator = P300 / day but not to exceed P750 / day
- Coordinator = P200 / day but not to exceed P500 / day

#### **6. RESPONSIBILITY OF CHIEFS OF OFFICES**

The recommending and approving officials shall be jointly and severally liable for any honoraria paid that are not in accordance with the provisions of this Circular, without prejudice to the refund of any excess payment by the officials and employees concerned.

#### **7. FUNDING SOURCE**

Payment of honoraria authorized herein shall be charged against the Current Operating Budget or appropriations of the project, as provided for under the General Provisions of the GAA, as the case may be.

**8. EFFECTIVITY**

This Circular takes effect immediately

**9. REPEALING CLAUSE**

All circulars, guidelines, rules and regulations or provisions which are inconsistent with the provisions of this Circular are hereby repealed, amended or modified accordingly.

For strict compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

November 26, 2004  
(Date)