



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T. Orano, Quezon City

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ITPDDP-2023-0707-893

MEMORANDUM CIRCULAR

NO.: 2023-065

**GUIDELINES ON THE GRANT OF HONORARIA TO NON-PNP PERSONNEL
AS SERVICE PROVIDERS**

1. REFERENCES:

- a. Republic Act (RA) No. 11279 also known as "An Act Transferring the Philippine National Police Academy (PNPA) and National Police Training Institute (NPTI) from Philippine Public Safety College (PPSC) to the Philippine National Police (PNP), Amending for the Purpose Sections 24, 35, 66, 67, and 68 of RA No. 6975, Otherwise Known as the "Department of the Interior and Local Government Act of 1990", as Amended, Appropriating Funds Therefore and for Other Purpose;"
- b. RA No. 8551 also known as "Philippine National Police Reform and Reorganization Act of 1998;"
- c. RA No. 6975 also known as "Department of the Interior and Local Government Act of 1990";
- d. RA No. 6758 also known as "Compensation and Position Classification Act of 1989;"
- e. Department of Budget and Management (DBM) Circular 2007-1 dated April 23, 2007, entitled "Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators;" and
- f. PNP Memorandum Circular (MC) Number 2015-004 dated April 6, 2015, entitled PNP Instructor's Certification and Accreditation Program.

2. RATIONALE:

The Constitution ensures that all government employees and staff are justly compensated in accordance with their workloads and weight of contributions, hence, the government provides other collateral allowances and incentives atop existing remuneration. In fact, the Department of Budget and Management (DBM) promulgated policies for the granting of incentives through honoraria for special projects and additional teaching workloads. Hence, this policy is lodged on the principles and guidelines purported by extant laws and policies related thereof.

3. SITUATION:

The PNP at present has no existing policy on payment or grant of honoraria to Non-PNP Personnel (NPP) engaged by PNP as Service Provider such as Subject Matter Experts (SMEs), resource persons, consultants, lecturers, instructors, trainers, facilitators, coordinators, researchers, drafters, etc., to provide technical assistance or

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share insights, expertise or experiences. The absence of policies and guidelines for the granting of honoraria to eligible Non-PNP Personnel Service Providers hinders the agency from recruiting high caliber instructors, hence, the need to craft and formulate this policy.

With the enactment of Republic Act No. 11279, which transferred both Philippine National Police Academy (PNPA) and National Police Training Institute (NPTI) from Philippine Public Safety College (PPSC) to the PNP, a policy on granting of honoraria has become even more imperative to prescribe guidelines that will ensure just and equitable remuneration to Non-PNP Personnel Service Providers.

4. PURPOSE:

This PNP MC thereby prescribes the guidelines relative to the granting of honoraria to Non-PNP Personnel Service Providers.

5. DEFINITION OF TERMS:

- a. Confirmation – a certificate attesting that the training has been conducted.
 - b. Coordinator – a person who leads in the conduct of seminars, training programs, and other similar activities.
 - c. Course – is an organized and structured activity using different modes of learning aimed at transferring knowledge, attitudes, skills, and values to participants towards a specific goal or required competency level.
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- d. Course Coordinator – a person designated to coordinate, facilitate and assist Instructors or Course Directors in the conduct of a specific course.
 - e. Course Director – an official designated to provide general supervision on the conduct of a specific course.
 - f. Facilitator – any person who is a subject expert in neutrally managing group processes and dynamics such that he/she intervenes for the greater group understanding; thus, enabling the participants to full participation, to mutual understanding, and to shared responsibility in the achievement of group objectives and/or in making decisions.
 - g. Faculty – refers to the personnel of the Philippine National Police Academy who are engaged in the actual teaching of the cadets and covered by a teaching load.
 - h. Government Personnel – refer to Non-PNP Personnel who are employed by the National Government or any of its political subdivisions, including those employed in government-owned and/or controlled corporation with original charter.


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- i. Honorarium -- is a form of compensation given as a token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety, no fixed price is set.
 - j. Instructor - personnel engaged in actual teaching activities who can facilitate non-academic and academic instruction and impart knowledge and learning. Capable of formulating a lesson plan, manuscript, and slide presentation of the topic, and can deliver the lesson using facilitation skills, various modes of instruction, and appropriate training aids.
 - k. Lecturer -- is a person who, by virtue of his/her expertise in specific area, uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs, and other similar activities.
 - l. Non-PNP Personnel -- are individuals who are not employed by the PNP either as uniformed or non-uniformed personnel, whether in temporary or permanent status, or any of its sponsoring agency.
 - m. Other Similar Activities -- institutional development, capability building activities, forum, convention, and conduct of training of trainers.
 - n. Personnel from the Private Sector -- refer to either individuals who are self-employed through practice of profession or vocation or individuals who are employed by privately owned partnership, association or corporation including government-owned or controlled corporations without original charters and non-government organizations.
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- o. Researcher -- refers to person who carries out academic or scientific research.
 - p. Research work - refers to the conduct of academic research such as preparation of instructional and action research; preparation of standard training package; academic policies and other training-related instruments/guides for the effective conduct of training.
 - q. Resource Person -- any person who, by virtue of his/her expertise in a specific area, serves as speaker in seminar, workshops, conferences, symposia, training programs and other similar activities.
 - r. Seminar -- refers to a form of academic discussion offered by an individual or a professional organization for the purpose of sharing of ideas and dissemination of information.
 - s. Service Providers -- refer to subject matter experts, consultants, resource persons, lecturers, instructors, trainers, facilitators, coordinators, researchers, drafters, and the like who are engaged by the PNP to render services in accordance with their areas of expertise.

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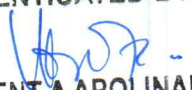
- t. Subject Matter Expert (SME) – any person who is an expert and has mastery of a specific subject, as certified by the Board that will be chaired by TDHRDD through screening and deliberation.
- u. Supervisory Activities – refer to the overall supervision of the conduct and implementation of all training courses including classroom and field activities. These also include training management, monitoring, and evaluation of education and training policies and guidelines. It is executed by supervisors, coordinators, or the Course Director.
- v. Trainers – competent persons assigned in various PNP training institutions responsible to impart knowledge, skills, and has the ability to develop individual or group competency.
- w. Training – the process of bringing a person to a desired level of competency in terms of knowledge, attitudes, skills, and values to improve individual performance for the benefit of the organization.
- x. Training Institution – for this circular, training institutions are limited to Philippine National Police Academy (PNPA), National Police Training Institute (NPTI) and Training Service (TS) and the units/centers under their respective auspices, to include the institutions under the PPSC such as NFSTI and NPC as provided by extant NAPOLCOM Memorandum Circulars.
- y. Workshop – a method of training that consists of the application of theoretical knowledge during practical exercises where tangible output is expected at the end of the training or a brief intensive course where interaction and exchange of information are evident among the participants.
- z. Writeshop – a method of training that is focused on enhancing or developing the participant's skills in writing.

6. GUIDELINES:

a. General Guidelines

- 1) For and in consideration of the gratuitous services rendered, the PNP shall pay honoraria, as a token of appreciation, to Non-PNP Personnel as Service Providers subject to the terms and conditions herein set forth.
- 2) Provided that all required qualification standards are satisfied or fulfilled, the following Non-PNP Personnel may be considered to become Service Providers:
 - a) Individuals or group of professionals from the private sectors who are engaged in the delivery of service lectures, conduct of seminars, trainings, symposia, researches, or those who are in the business of consultancy; and

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- b) Government personnel who, by virtue of their office or functions, are deemed experts in their fields.
- 3) In determining the amount of honoraria, the following rules shall apply:
 - a) The minimum honoraria rates shall be two times their hourly rates on their monthly salaries at 22 workdays per month, and eight hours per day. The following formula shall be used:

Total Minimum

$$\text{Honorarium} = (2) \frac{[\text{MSR}_{\text{min}} \times 1\text{month} \times 1\text{day}]}{[1\text{month} \quad 22\text{days} \quad 8\text{hours}]} (2) (T \text{ hours})$$

$$= (0.023) (\text{MSR min}) (T)$$

MSR min is the monthly salary rate of the service provider, T is the number of actual lecture/training hours.

- b) The maximum honoraria rate that can be provided to a service provider from the government cannot exceed two times the hourly rate for a position SG 29. The following formula shall be used:

Total Maximum

$$\text{Honorarium} = (2) \frac{[\text{MSR}_{\text{max}} \times 1\text{month} \times 1\text{day}]}{[1\text{month} \quad 22\text{days} \quad 8\text{hours}]} (2) (T \text{ hours})$$


$$= (0.023) (\text{MSR max}) (T)$$

MSR max is the monthly salary rate of the service provider (SG-29), T is the number of actual lecture/training hours.

- c) Based on DBM BC No. 2007-01, the aforementioned computation of the honoraria shall be computed according to personnel's salary grade for government employees and equivalent salary rate for personnel from private sector, with the corresponding qualification standards required as depicted in Table 1 below:

Table 1. Classification of Honoraria Rate based on Salary Grade

Salary Grade	Honoraria Rate per Hour
11	513.00
12	563.00
13	615.00
14	673.00
15	737.00
16	807.00
17	885.00

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18	970.00
19	1,076.00
20	1,212.00
21	1,365.00
22	1,538.00
23	1,733.00
24	1,957.00
25	2,231.00
26	2,521.00
27	2,848.00
28	3,219.00
29 above	3,637.00

- d) Honoraria rate for Personnel in the Private Sector will be computed according to equivalent salary rate and/or faculty positions to be evaluated by the training institution, however, the maximum rate for honoraria shall not exceed **PhP3,851.00 per hour**, which is the deemed maximum honoraria rate as per DBM Budget Circular No. 2007-1, entitled "Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators."
- e) For faculty members, the computation of honoraria rate shall be determined based on their respective qualification standards corresponding their positions, as illustrated in Table 2.

Table 2. Classification of Honoraria Rate based on Position

Position	Qualification Standards			Honoraria Rate	
	Education	Training	Work Experience		
Instructor I	Relevant Baccalaureate Degree	None required	None	563.00	
Instructor II			Required	615.00	
Instructor III				673.00	
Asst. Prof. I		4 hours relevant training	1 year of relevant experience	737.00	
Asst. Prof. II				807.00	
Asst. Prof. III				884.00	
Asst. Prof. IV		8 hours of relevant training	1 year of relevant experience	969.00	
Associate Prof. I				2 years of relevant experience	1,076.00
Associate Prof. II					1,212.00
Associate Prof. III		1,365.00			

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Associate Prof. IV		16 hours relevant training	3 years of relevant experience	1,537.00
Associate Prof. V				1,733.00
Professor I	Relevant Masteral Degree	24 hours of relevant training	4 years of relevant experience	1,956.00
Professor II		32 hours of relevant training	5 years of relevant experience	2,230.00
Professor III				2,520.00
Professor IV	2,848.00			
Professor V	3,219.00			
Professor VI	Relevant Doctoral Degree			3,637.00
University Professor				4,109.00

- f) In the event that existing salary grade/rate does not recompense the degree of difficulty or expertise exhibited by resource persons/SMEs, the following factors shall be considered in the determination of honoraria rate by the Training Institution (TI) concerned:
- (1) Qualification standards;
 - (2) Difficulty and complexity of the subject matter, activity, or output required;
 - (3) Developmental activities and research works;
 - (4) Relevant training;
 - (5) Relevant experience on international forums; and
 - (6) Publication works in known scientific journals.
- g) Honoraria services are pegged at eight (8) hours per day, but may be adjusted depending on the actual situation.
- h) The honoraria shall be chargeable against the Personnel Services Appropriations of the PNP vis-à-vis the Education Management Program Expenditures on the GAA.
- 4) The manner of payment shall be made through automation deposited to Service Providers respective ATM accounts, of which information should be submitted prior to the completion of the lecture and/or technical assistance rendered.
- 5) There shall be no double/multiple claims or payments of honoraria for similar events/activities. In such case where the Service Provider is entitled to a higher rate, he/she shall waive the other/s.


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- 6) All TIs shall keep a database of their lecturers, resource persons, and facilitators. Likewise maintain a database for the allowances and incentives received.
 - 7) The said database shall be accessible for the Training Audit and Validation to be conducted by DHRDD.
- b. Specific Procedures
- 1) The TI shall prior to the conduct of training shall submit to the DHRDD the list of professors and/or lecturers screened and classified pursuant to para 6 under Guidelines (3) c and (3) e, with Complete Background Investigation (CBI) secured from DI, to include therein subject(s) to be taught and the number of hours to be rendered, along with their respective ATM accounts;
 - 2) The TI shall determine and justify honoraria rate, using the classification enunciated hereof;
 - 3) To streamline processes as well as reduce processing time, TI shall directly submit the honoraria request to DHRDD, with the inclusion of the following requirements:
 - a) Endorsement and Validation of claims including AAR;
 - b) Processed Payroll/Disbursement Vouchers;
 - c) Training Schedule;
 - d) Certificate of Non-Payment from Finance Service;
 - e) Certificate of Actual Teaching Hours;
 - f) Program of Expenditure;
 - g) Instructors Teaching Invitation (*applicable only for guest instructors*); and
 - h) Instructors Service Contract (*applicable only for guest instructors*).
 - 4) Upon assessment of requirements, the DHRDD shall transmit honoraria request to DC, for the latter's preparation of appropriate funding requirements, to include the Notice of Cash Allotment (NCA);
 - 5) After which, the DC shall transmit the request to FS;
 - 6) The TI must create their pool of instructors based on the minimum qualifications enunciated hereof. Albeit, they may require additional requirements necessary for the efficient and effective conveyance of knowledge, skills, values, and attitudes;

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- 7) The TI must in coordination with the office/unit concerned formulate every three (3) years, or as deemed necessary, a progression education program intended for their pool of instructors and facilitators as a continuing education program. The instructors and facilitators must attend the continuing program once every three years. Every instructor and facilitator must be evaluated at every end of the course by students and the TI concerned;
- 8) The TI shall determine in every course/training to be conducted who will teach, facilitate, and supervise every subject or module, if applicable. Except for technical subjects that require SMEs from external sources, all subjects/modules of courses/training must be taught, facilitated, and supervised by the pool of instructors/personnel assigned/detailed in Training Schools/Centers;
- 9) In the advent that the classification provided hereof will not recompense the exemplary credentials of said personnel, the TI shall determine and justify incentive rate;
- 10) After the culmination of training, the TI concerned shall submit the requirements provided under para b(3) of Specific Procedures; and
- 11) The DHRDD shall append the Confirmation of Training thereto and subsequently endorse the claim to DC for processing and preparation of appropriate funding requirements, to include the NCA.

c. Responsibilities:

1) **DHRDD**


- a) Approve the conduct of training;
- b) Confirm and certify the authenticity of the training requested for claim processing;
- c) Confirm the claims and issue confirmation thereof;
- d) Endorse the granting of training incentives, allowances, and honoraria; and
- e) Perform other tasks as may be directed.

2) **DPRM**

- a) Issues orders for instructors, lecturers, and SMEs within the PNP upon endorsement of DHRDD;
- b) Issues confirmed orders for the release of Honoraria and IDP; and
- c) Perform other tasks as directed.

3) **DC**

- a) Process honoraria claims; **AUTHENTICATED BY:**


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- b) Releases funds thru issuance of Notice of Fund Availability to the training institution and transmit the same to FS; and
 - c) Perform other tasks as directed.
- 4) **DI**
- a) Conduct Complete Background Investigation as regards to the personal background of Non-PNP Service Providers; and
 - b) Perform other tasks as directed.
- 5) **Training Institutions**
- a) Submit the list of qualified instructors vis-à-vis the subjects or topics being taught with their respective ATM accounts;
 - b) Maintain a record of their instructors and faculty to be submitted to DHRDD;
 - c) Issue a certification of rendered instructional time that specifies the activity conducted and the number of hours rendered;
 - d) Provide a validation of conducted teaching activities/training to the DHRDD with the attached requirements;
 - e) Assess the performance of instructors and subsequently endorse said report to DHRDD;
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- f) All TIs must submit their program of classes every third quarter of the year for the succeeding years with proposed budget to their respective supervising office/unit; and
 - g) Perform other tasks as directed.
- 6) **FS**
- a) Facilitate the release of the Honoraria directly to individual ATM Payroll Account Pursuant to existing policy; and
 - b) Perform other tasks as directed.

7. ADMINISTRATIVE SANCTIONS:

Heads/Chiefs of Offices/Units are directed to strictly comply with this PNP MC. Failure to conform, negligence, or irregularities in its implementation shall be dealt with accordingly.

8. REPEALING CLAUSE:

All other PNP policies, guidelines, issuances, rules, and regulations which are contrary or inconsistent with this MC are hereby repealed or modified accordingly.

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9. EFFECTIVITY:

This PNP MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



[Handwritten Signature]
[Handwritten Initials]

BENJAMIN C ACORDA, JR
Police General
Chief, PNP

- Distributions:
Command Group
IG, IAS
Cmdr. APCs
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to the SILG

OCPNP Signed 2023 S096976



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