NATIONAL ADMINISTRATIVE REGISTER · MARCH 25, 2013

GUIDELINES ON THE USE OF DOST-CENTRAL OFFICE DISAGGREGATED FUNDS DOWNLOADED OR TRANSFERRED TO ITS ATTACHED AGENCIES

DOST MEMORANDUM DOST CIRCULAR NO. 001, S. 2013, March 25, 2013

Read online (full-text search, related cases, audio case brief): https://batas.org/library/98fb5daa801a/

1.0 Purpose

This Memorandum Circular is issued to provide guidelines on the use of DOST-Central Office (DOST-CO) disaggregated funds which were downloaded or transferred to its agencies to hasten the implementation of programs/projects.

2.0 Background

2.1

This set of guidelines shall cover the DOST-GIA funds downloaded or transferred to its Sectoral Planning Councils, Research and Development Institutes, Service Institutes, NAST and NRCP for the implementation of specific and directed research programs and projects.

2.2

All pertinent provisions of the existing DOST-GIA Guidelines shall govern the use of the transferred/disaggregated funds in addition to the following specific guidelines.

3.0 Specific Guidelines for Disaggregated Funds to Sectoral Planning
Councils and NRCP

3.1

Recipient Sectoral Planning Councils shall follow the DOST-GIA existing evaluation, approval, and monitoring procedures and mechanisms for all funded programs and projects.

3.2

Recipient Sectoral Planning Councils shall release the funds for approved programs or projects directly to the implementing agencies.

3.3

Funding of new and ongoing programs/projects shall be approved by the DOST-Executive Committee (EXECOM) except for projects amounting to P2,000,000.00 and below which may be approved by the Undersecretary for R&D with proper advice to the DOST-EXECOM.

3.4

Recipient Sectoral Planning Councils shall retain an indirect cost for evaluating and monitoring programs and projects equivalent to 7.5% of the sum of its Personnel Services (PS) and Maintenance and Other Operating

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

Expenses (MOOE) but not to exceed P200,000.00 unless allowed in its approved Line-Item-Budget (LIB).

3.5

Recipient Sectoral Planning Councils shall request the Department of Budget and Management (DBM) for approval of the realignment of these retained funds from MOOE to Personal Services (PS) or Capital/Equipment Outlay based on its approved LIB as endorsed by Governing Council/Board in case said retained funds will be utilized to cover honoraria and the hiring of job order or contractual personnel or the purchase of equipment as required.

4.0 Specific Guidelines for Disaggregated Funds to R&D Institutes, S&T
Service Institutes and NAST

4.1

All R&D Institutes, S&T Service Institutes and the NAST shall submit program or project proposals and other requirements not later than October 01 of each year to the DOST Secretary, through the Office of the Undersecretary for R&D, which shall in turn refer said proposals to the appropriate DOST Sectoral Planning Council for evaluation following their existing procedures and mechanism.

4.2

The appropriate DOST Sectoral Planning Council shall evaluate the submitted program or project proposals to the DOST-EXECOM on or before November 15 preceding its funding year. The endorsing Council shall regularly monitor the progress and implementation of the approved programs and projects following existing GIA guidelines and mechanism.

4.3

The recipient agencies shall strictly adhere to the approved documents (e.g., final program or project proposal, Gantt chart, LIB) and shall observe its undertakings. Any deviation will require the agency to secure prior written approval of amendment or realignment of funds from the concerned endorsing/monitoring council with proper advice to the DOST-EXECOM.

4.4

The recipient agencies may secure the services of Job Order or Contractual Personnel charged to MOOE's Salaries and Wages according to the EXECOM's approved LIB.

4.5

Recipient agencies shall pay for the evaluation and monitoring expenses incurred by its monitoring Councils of the programs and projects covered by the disaggregated funds but not to exceed 7.5% of the sum of its Personnel Services (PS) and Maintenance and Other Operating Expenses (MOOE) component or P200,000.00 if allowed in its approved Line-Item Budget (LIB).

4.6

For multi-year programs and projects where the DBM directly releases the DOST-CO funds to the implementing R&D Institutes, S&T Institutes or NAST after the initial year, the provision in the preceding paragraph shall apply.

5.0 General Guidelines

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

All disaggregated funds shall be obligated/expended within the calendar year the GAA was issued.

6.0 Effectivity

This Circular shall take effect immediately.

(SGD.) MARIO G. MONTEJO
Secretary

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.