

GUIDELINES RELATIVE TO THE GRANT OF PER DIEMS TO MEMBERS OF COLLEGIAL BODIES AND MEMBERS OF THE BOARD OF REGENTS/TRUSTEES OF STATE UNIVERSITIES AND COLLEGES

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1.0 Purpose

This Circular is being issued to rationalize and standardize the per diems of members of collegial bodies covered by or following RA No. 6758 or the Salary Standardization Law (SSL) and members of the Board of Regents/Trustees of State Universities and Colleges (SUCs).

2.0 Coverage and Exemptions

The per diems authorized in this Circular shall apply to all members of collegial bodies covered by or following RA No. 6758 or the SSL and members of the Board of Regents/Trustees of SUCs. The following however, shall not be entitled thereto:

2.1 Department Secretaries, Department of Undersecretaries and Department Assistant Secretaries occupying ex-officio positions in collegial bodies based on Supreme Court decision in Civil Liberties Union vs. Executive Secretary (G.R. No. 83896) dated February 22, 1991; and

2.2 Members of collegial bodies who are regularly appointed thereto and receive salaries and other compensation therefor.

3.0 Definition of Terms

For purposes of this Circular, the following shall mean:

3.1 Collegial Body - a government entity composed of public and private sector members, the number and tenure of office of whom are determined by law, and are appointed by the President either on full-time, part-time or in an ex-officio capacity.

3.2 Per Diem - amount granted to the chairperson and members of collegial bodies created by law for every attendance in a board meeting where there is a quorum.

3.3 State Universities and Colleges - public higher education institutions created and established by law which constitute their charters and which have independent and separate Boards of Regents/Trustees.

4.0 Rules and Regulations

4.1 Per Diems of Members of Collegial Bodies

4.1.1 Chairpersons and members of collegial bodies shall be entitled to per diems at rates not exceeding the following:

Chairpersons - amount equivalent to 25% of the monthly RATA of the chief operating officer of the collegial body for every meeting actually attended but not to exceed four (4) paid meetings in a month

Members - amount equivalent to 25% of the monthly RATA of the second ranking official of the collegial body for every meeting actually attended but not to exceed four (4) paid meetings in a month

4.2 Per Diems of Members the Boards of Regents/Trustees of SUCs

4.2.1 Chairpersons and members of the Board of Regents/Trustees shall be entitled to per diems at rates not exceeding the following:

Chairpersons - amount equivalent to 25% of the monthly RATA of the SUC Vice-President for every meeting actually attended but not to exceed four (4) paid meetings in a month

Members - amount equivalent to 25% of the monthly RATA of the SUC Vice-President for every meeting actually attended but not to exceed four (4) paid meetings in a month

4.3 The members of their representatives shall not be allowed higher per diem rates and/or other benefits, whether commutable or reimbursable, in cash or in kind unless specifically authorized by law or by Presidential issuance.

4.4 Board Secretaries who are already paid salaries for, among other functions, attendance in the meetings of the Board shall not be entitled to the per diem authorized herein.

5.0 Funding Source

The amount necessary to implement the benefits authorized herein shall be charged as follows:

5.1 For National Government Agencies and SUCs

The amount shall be charged against the amount appropriated for the purpose in the General Appropriations Act. Any deficiency shall be charged against savings.

5.2 For Government-Owned and -Controlled Corporations and Government Financial Institutions

The amount shall be charged against their respective corporate funds.

6.0 Responsibility of the Head of Collegial Body

The Chief operating officer of the collegial body and the President of the SUC concerned shall be responsible for the payment of per diems not in accordance with the provisions of this Circular, without prejudice, however, to the refund of any excess payment by the official, employee or person concerned.

7.0 Savings Clause

Cases not covered by the provisions of this Circular shall be referred to the Secretary of Budget and Management for resolution.

8.0 Repealing Clause

All rules and regulations and previous authorizations inconsistent with this Circular are hereby repealed and/or modified accordingly.

9.0 Effectivity

This Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Adopted: 29 Sept. 2003

(SGD.) EMILIA T. BONCODIN

Secretary

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