

**MEMORANDUM CIRCULAR**

No. 03  
Series of 2016

**SUBJECT : AMENDMENT TO THE PROVISIONS IN MEMORANDUM CIRCULAR NO. 23, SERIES OF 2014 OR THE GUIDELINES ON FOSTER CARE SERVICE**

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**RATIONALE**

Memorandum Circular No. 23 Series of 2014 or the Guidelines on Foster Care Service provides for the provision of the honorarium to the Foster Care Committee members who are not employees of the Department for every meeting which should not exceed four meetings a month.

Due to the increase in the prices of basic commodities and services such as food, water, electricity, gas/fuels, among others, most of the Field Offices expressed their concern that the amount of Php1,500.00 as honorarium for the Regional Foster Care Committee (RFCC) is insufficient; as well as the honorarium of the Inter-regional Foster Care Committee (IFCC) of Php3,000.00. Further, the honorarium will still be reduced by a deduction of 13% tax. Most of the members of the RFCC and IFCC are non- DSWD personnel who spend time outside their usual occupation where they could have received higher compensation but opt to share their expertise with government. Hence, this amendment to the guidelines aims to provide for a basis for revising or increasing the rate or amount of the honorarium of the Regional Foster Care Committee at the regional level and Inter-regional Foster Care Committee at the Central Office level based on the needs of times, which will be approved by the Secretary.

Any further increase that the Bureau may propose shall be subject to review and approval of the Financial Management Service, Budget Division so as not to exceed the ceiling prescribed per DBM Circular 2007-510 which is 25% of the monthly RATA of a chief operating official of the collegial body for every meeting actually attended.

**AMENDMENTS**

**VIII. Implementing Procedures, G. Foster Care Committee, 2. Field Office, Paragraph 6 is hereby amended as follows:**

*Only the Regional Foster Care Committee members who are not employees of the Department shall be entitled to an honorarium for every matching conference attended not exceeding (4) four in a month based on an amount approved by the Secretary.*

*Should a matching conference be called beyond four (4) times in a month, the DSWD Regional Director may issue a certification on the necessity of conducting such matching conference and the member/s shall be given an honorarium.*

*The entitlement to the honorarium shall be for every matching conference attended. This may cover adoption and foster care cases in the same venue and time.*

*A Special Order shall be issued for DSWD and non-DSWD employees who shall form part of the Regional Foster Care Committee.*

**VIII. Implementing Procedures, G. Foster Care Committee, 3. DSWD-Protective Services Bureau, Paragraph 6 is hereby amended as follows:**

*Only the Inter-regional Foster Care Committee members who are not employees of the Department shall be entitled to an honorarium for every matching conference attended not exceeding (4) four in a month based on an amount approved by the Secretary.*

*Should a matching conference be called beyond four (4) times in a month, the Head of Protective Services Bureau may issue a certification on the necessity of conducting such matching conference and the member/s shall be given an honorarium.*

*The entitlement to the honorarium shall be for every matching conference attended.*

*A Special Order shall be issued for DSWD and non-DSWD employees who shall form part of the Inter-regional Foster Care Committee.*

The provision of the increase of honorarium is retroactive from September 1, 2015. For purpose of accounting and auditing documentation supporting the grant of the increased rate, the concerned offices must attach a copy of the memorandum from the Secretary dated August 17, 2015 which includes the approval of the increase and of these guidelines.

All previous issuances inconsistent with this circular are hereby repealed/revoked accordingly.

Issued in Quezon City this 28<sup>th</sup> day of March 2016.

Certified Copy:

  
**EMYLOU P. MIRAVALLS**  
OIC-Chief, General Services Division

  
**CORAZON JULIANO-SOLIMAN**  
Secretary