



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph>

**MEMORANDUM CIRCULAR**

No. 18  
Series of 2010

**SUBJECT: Guidelines for the Arrangement, Clarification of Career Opportunities and Compensation of Officials and Regular Employees Involved/Assigned in Special Projects**

**1. RATIONALE AND OBJECTIVES**

The Department continues to implement flagship poverty reduction programs financed by the government of the Philippines (GOP) or by the international financing institutions or simply called in the Philippine budget language as locally-funded projects (LFP) and foreign-assisted projects (FAPs).

In line with big ticket special projects started in the early nineties and early 2000 such as the Comprehensive and Integrated Delivery of Social Services (CIDSS), Early Childhood Development Project (ECDP) and the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services: Kapangyarihan at Kaunlaran sa Barangay (KALAHI-CIDSS:KKB), the Department is implementing the Pantawid Pamilyang Pilipino Programs (4Ps) and the National Household Targeting System for Poverty Reduction (NHTS-PR).

Considering that these are social technology models or roll-out projects, it is recognized that these projects/programs need to be mainstreamed in the regular operations of the organization not only to ensure that the technologies are retained and become part of the institution/organization but also to ensure effective stewardship and establish and clarify accountability over the physical, financial and human resources, the systems and process, and outcomes.

Organic staff are tapped to assist in the National and Regional Project Offices (N/RPMOs) of these special projects. Their involvement differs in the amount of time spent in the project and in the manner of organizational arrangements (e.g. whether employees are assigned to NPMOs/RPMOs or stay in their respective workstations), nonetheless, their assignment to the N/RPMOs are in addition to their regular functions.

Thus, the issuance of this Circular to prescribe guidelines to clarify arrangements between the mother unit and N/RPMOs on the assignment of concerned employees, their duties and responsibilities in the mother unit and in the N/RPMO, and to establish the grant of a standardized compensation policy

through honoraria for their services rendered. Moreover, this Circular seeks to clarify the career opportunities and advancement of the personnel who are tasked to support the implementation of special projects especially those who are required to be located in the N/RPMO. Above all, these guidelines are issued in pursuit of the principles of mainstreaming functions of special projects, institution/organization development and meritocracy in public service.

## 2. LEGAL BASIS

DBM Budget Circular No. 2007-2 s. 2007 or the "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects";

The DSWD Reform Agenda pursuant to Memorandum Circular No. 5 s. 2010

DSWD Merit Selection Plan pursuant to Memorandum Circular No. 35 s. 2003

## 3. DEFINITION OF TERMS

- 3.1 **Mainstreaming functions of Special Projects** is a management process of ensuring that special projects/programs become part of the regular operations of the organization, that social technologies are appropriately transferred, communicated and/or retained to become part of the institution/organization. It includes measures towards inculcating in the psyche of the DSWD organization that Special Projects as represented by their respective Project Management Office (PMO) perform functions in pursuit of the mandate of the Department and that their functions are part of the mandate of the Department and that the creation of the PMOs does not intend to create an entity that is separate from the Department. Except for the rules set by international financing institutions covering such Special Projects, all special projects shall follow the policies, laws, rules, guidelines, systems, procedures and other measures applied to regular programs and projects of DSWD particularly on financial and human resource management transactions.
- 3.2 **Special Project** is a duly authorized inter-office or intra-office undertaking of a composite group of government officials and employees which is not among the regular or permanent functions of their respective agencies. Such undertaking, which may be locally-funded or foreign-assisted, is reform oriented or developmental in nature, and is contributory to the improvement of service delivery and enhancement of the performance of the core functions of an agency or member agencies (Budget Circular No. 2007-2).
- 3.3 **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 (Budget Circular No. 2007-2).

- 3.4 **Regular personnel** are those officials and employees appointed to regular or permanent positions, including those with temporary or co-terminus status of appointments
- 3.5 **Assignment of personnel** refers to the work station or the place of work where the official/employee is assigned which may either be in the mother unit or in the special project.
- 3.6 **Mother unit** refers to the office where the position of the regular personnel belongs or where he/she is officially assigned as a result of internal arrangement as approved by the Secretary or his/her duly authorized representative, regardless of where his/her plantilla item belongs.
- 3.7 **National or Regional Project Management Office** refers to the ad hoc office created for the purpose of managing/overseeing/directing the implementation of the project from the Central down to the Regional level of operations. It is composed of different offices, such as the Office of the Project/Deputy Project Director, Project Manager, etc., and the Regional Project Management Offices as the oversight unit of the project in the Regions.

#### 4. COVERAGE AND EXCLUSION

This guidelines shall apply to all regular personnel who are involved in special projects in addition to their existing duties and responsibilities. It does not apply to regular personnel on re-assignment or on full time detail to special projects since they are already regularly compensated in the form of salaries.

#### 5. GUIDELINES

- **Mainstreaming Arrangement of Regular Personnel Assigned to Special Projects**

- 5.1 Except as may be explicitly directed by the Secretary (as in the case of National Project Managers), no regular personnel shall be assigned full time to special projects. Personnel seeking to be assigned back to his/her mother unit shall formally signify his/her intention to the Secretary for her approval. The Secretary may, however, decide to retain the staff in the project for a period of one (1) year from the time he/she signified his/her intention to be assigned back to his/her mother unit, in accordance with existing CSC rules.
- 5.2 Regular personnel involved in special projects may be classified as follows:
  - 5.2.1 Personnel who physically transfer to the NPMO or RPMO and are given assignment thereat but also perform functions in their mother unit, and;

5.2.2 Personnel who remain with their mother unit but are also performing their assigned functions in special project in addition to their regular functions.

- 5.3 The heads of the N/RPMO and the mother unit shall agree and define the terms of reference (TOR) of the regular personnel assigned/involved in the special project by indicating his/her work assignment (e.g. list of core functions in the mother unit and the N/RPMO) and the amount of time spent for the work load, and whether or not he/she will physically transfer to the N/RPMO or will remain in his/her mother unit, among others. The list of core functions of the regular personnel in his/her mother unit and in the N/RPMO shall be captured in his/her performance contract to be signed both by the heads of the mother unit and the N/RPMO/s.
- 5.4 Personnel with potential and demonstrated capabilities and skills, who are selected for involvement/assignment in special projects, are considered highly responsible, hence, they shall be primarily responsible in prioritizing their work to ensure that their regular duties and responsibilities in the mother unit and in the special project/s are performed/delivered without prejudice of one assignment to the other.
- 5.5 As general rule, assignment/placement of employees in special projects shall be primarily determined by their functional responsibility or by the office to which said employees belong relative to the special project (i.e. in case of Field Offices, appropriate special project assigned to a Chief of Technical Assistance Division or Operations Division to serve as Project Coordinator of that special project). Should the present assignment of a regular personnel proves inappropriate, the Bureau/Service/Regional Director is authorized to exercise his/her prerogative to reassign such regular personnel to the appropriate organizational unit/s, based on his/her expertise and performance.
- 5.6 To ensure transfer of knowledge/technology from the special project to the mother unit, the personnel assigned to special projects shall cause to brief/inform/disseminate emerging developments/best practices/relevant information or knowledge to the mother unit on a regular basis thru cluster or staff meetings or special sessions as may be called for the purpose. Specializations or expertise that may be acquired by said personnel in view of his involvement/assignment to the special project may be accordingly recognized thru inclusion in the core group of specialists in the Department, subject to existing rules and policies relative thereto.

• **Career Advancement and Opportunities of Personnel Assigned to N/RPMOs**

- 5.7 In line with the Department's adherence to the principle of merit and fitness in the selection of candidate for appointment or promotion, to vacant positions, these guidelines clarify that employees assigned to special projects do not lose their residency or regular placement in the mother unit. These employees shall not be discriminated in case of promotional opportunities in their mother unit or in other Offices/Bureaus/Service/Operating Units of the Department where they

are qualified. As a matter of policy, the Personnel Selection Committee, the Central Office Personnel Selection Board and the Regional Personnel Selection Board are tasked to ensure objectivity in the selection process at all times.

- 5.8 When a personnel assigned/ at the N/RPMO is selected or promoted to a higher position in the Department, it shall be the policy that said staff assume the position in that office/bureau/service where the position to which he/she was appointed/promoted belongs. Should this new assignment adversely affect the operations of the special project, the Project Director/Program Manager may discuss with the Head of the mother unit about prospective arrangements, such as: replacing the promoted personnel with another regular personnel, retaining the promoted personnel in the special project until a replacement becomes available, allowing the promoted personnel to interface or turn-over through immersion of his/her replacement to avert adverse effect of such new arrangements to the special project, if there would be any. Any agreement shall be documented and concurred by the National Project Director, the head of the mother unit and the employee concerned.
- 5.9 Any regular employee assigned/involved to the special project shall be replaced/substituted by another regular staff who will perform the duties left behind by the former in his/her mother unit. In case there is no regular staff available, a MOA staff may be hired to assume or assist in the performance of the work left by the reassigned/detailed employee. The cost to hire the MOA staff shall be borne by the Special Project.
- 5.10 Personnel assigned/involved in special projects shall also be given opportunities for trainings/seminars subject to prior arrangement with or approval of the immediate supervisor.

#### • **Compensation of Regular Personnel Involved in Special Projects**

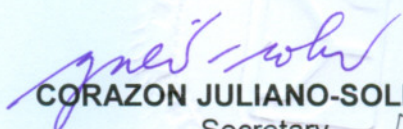
- 5.11 The rate of honoraria shall be governed by Section 4 of DBM Circular No. 2007-3 dated October 1, 2007 or subsequent issuances and determined by the level of the available funds of the special projects and subject to the usual accounting and auditing rules and regulations.
- 5.12 Personnel involved in two or more special projects shall be entitled to collect honorarium from only one special project. The Financial Management Service (FMS) and the Human Resource Management and Development Service (HRMDS) shall formulate a standardized rate of honoraria to be applied uniformly to all Central and Regional Offices and to determine the frequency of the grant (e.g. monthly, quarterly) covering all special projects.
- 5.13 The list of personnel to be granted honoraria shall be prepared by the National Project Manager consolidated from the recommendations of the Cluster Heads in the Central Office and all the Regional Project Managers. The same shall be concurred by the National Project Director. Only those employees tasked to perform duties for the special projects as supported by Special Orders, shall be entitled to honoraria. The Secretary shall approve the grant of honoraria.

- 5.14 Pursuant to DBM Circular No. 207-3, the total amount of honoraria granted to a staff shall not exceed 25% of his/her basic salary.
- 5.15 Grievance on any of the issues in the grant of honoraria shall be forwarded to the National Project Manager who will coordinate and investigate the matter with the HRMDS and FMS for its resolution and recommendation to the Project Director or the Secretary.

## 6. EFFECTIVITY

This order shall take effect immediately and rescinds provisions of orders contrary hereto.

Signed this 3rd day of November 2010

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

*WJ* *JMS* *JMS*