



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



NPM No. 30-2015

8 October 2015

MR. LUCKY M. LOPEZ

Chief Administrative Officer, HRAS-GSD

DEPARTMENT OF TRADE & INDUSTRY (DTI)

4/F Trade & Industry Building

361 Sen. Gil Puyat Avenue, Makati City


**Re: Grant of Honoraria to General Services Division Chief appointed
as Head of the Bids and Awards Committee (BAC) Secretariat**

Dear Mr. Lopez:

This is in response to your letter requesting for an opinion on whether you, as the Chief Administrative Officer of the Human Resource and Administrative Service – General Services Division (HRAS-GSD), can claim the appropriate honoraria for services rendered as the BAC Head Secretariat of the Department of Trade & Industry (DTI).

It is represented that the DTI Chief Accountant denied your claim for honoraria since your position as HRAS-GSD Chief has been considered part of the Procurement Unit. Conversely, you contend that your position is not part of the Procurement Unit.

As provided under Section 5.6 of Department of Budget and Management (DBM) Budget Circular (BC) No. 2004-5A¹, BAC Secretariat members are entitled to receive their respective honoraria provided that they “are performing the attendant functions in addition to their regular duties in other non-procurement units of the agency.” The DBM Circular also provides that BAC Secretariat members whose positions are in the Procurement Unit of the agency are not entitled to receive honoraria; instead, they may receive payment for the overtime services rendered pursuant to such BAC Secretariat work. Accordingly, it behooves one to show, through the Organizational Structure, Staffing Complement, Position Classification, Position Description, Department Order, Special Designation, or through other means, that the position occupied and functions performed by the BAC Secretariat member is within or without the Procurement Unit.

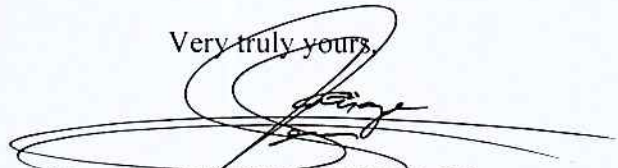
As this office is not in the best position to render an opinion concerning the organizational structure of your agency in relation to the Guidelines on the Establishment of Procurement Units,² we respectfully suggest that a definitive opinion on the matter be secured directly from the DBM - Organization, Position Classification and Compensation Bureau (OPCCB), as it is the appropriate government agency with the authority to make determinations and/or clarifications on the matter involving position classifications and grant of honoraria. 

¹ Issued on 7 October 2005.

² DBM National Budget Circular No. 517 dated 22 December 2008.

We hope that this opinion issued by the GPPB-TSO provided sufficient guidance on the matter. Note that this is being issued on the basis of particular facts and situations presented, and may not be applicable given a different set of facts and circumstances. Should there be other concerns, please do not hesitate to contact us.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director V

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