CPCS CIRCULAR NO. 2021-011

SUBJECT: GUIDELINES ON PARTICIPATION OF GOVERNMENT OFFICIALS AND EMPLOYEES IN CONVENTIONS, SEMINARS, CONFERENCES, SYMPOSIA, AND SIMILAR NON-TRAINING GATHERINGS SPONSORED BY NON-GOVERNMENT ORGANIZATIONS OR PRIVATE INSTITUTIONS

DATE: 12 JAN 2022

1. LEGAL BASES. — Executive Order (E.O.) No. 150, s. 2021 approved the Compensation and Position Classification System (CPCS) and the Index of Occupational Services, Position Titles, And Job Grades for GOCCs (IOS-G) Framework.

Section 5 of the said E.O. provides that "the existing compensation granted by GOCCs to its officers and employees shall be standardized in accordance with the CPCS approved under this Order."

Under Chapter VII of the CPCS as attached to E.O. No. 150, officers and employees of GOCCs may be entitled to certain indirect compensation, including cost of participation in conferences, seminars, etc., based on the prescribed rates, guidelines and regulations to be promulgated by the GCG based on applicable compensation laws and issuances for National Government Agencies.

This Circular is being issued pursuant to the above directive.

2. COVERAGE.

2.1. This Circular shall apply to the officers and employees, whether regular, contractual or casual in nature, of GOCCs and their subsidiaries covered under Republic Act (R.A.) No. 10149.¹

2.2. This Circular shall cover all activities requiring the payment of registration and related fees pertaining to the participation of officers and employees in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.

2.3. For purposes of this Circular, conventions, seminars, and the like shall refer to those conducted basically for purposes of sharing, discussing or disseminating ideas or information on the developments in a particular field or fields of interest, and/or for common appreciation and resolution of certain issues. It includes, but is not limited to, those conducted by professional organizations or groups of common interest where government employees are members. It excludes those conducted for training purposes where

¹ GOCC Governance Act of 2011.
participants are expected to gain or strengthen skills and technical or management expertise in their areas of endeavor.

3. **Exclusions.** – The following are excluded from the coverage of this Circular:

   3.1. Officers and employees of GOCCs with approved abolition or deactivation orders;

   3.2. Individuals hired by GOCCs without employer-employee relationships and/or those whose compensation is not sourced from Personal Services appropriations/budgets of their respective GOCCs, as follows:

   (a) Members of the Governing Board;

   (b) Consultants and experts hired to perform specific activities or services with expected outputs;

   (c) Laborers hired through job contracts (pakyaw) and those paid on piecework basis;

   (d) Student laborers and apprentices; and

   (e) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

4. **Guidelines.**

   4.1. Officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against the GOCC’s funds.

   4.2. The registration or participation fee in said convention, seminar, etc. shall not exceed ₱2,000 per day for each participant.

   4.3. In cases where the convention is held out-of-town, authorized participants may be entitled to travel expenses and allowances as authorized under existing rules and regulations.

   4.4. Membership and similar fees paid for personal or individual membership in a private organization shall be for the account of the member concerned and shall not be charged against the GOCC’s funds. On the other hand, institutional membership fees, i.e., agency membership, may be charged against the GOCC’s funds.

   4.5. As far as practicable, government officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences, and the like.

   4.6. All expenditures for the purpose shall be subject to the usual budgeting and accounting rules and regulations.

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2 Section 1, E.O. No. 150, s.2021.
5. **Funding Sources.** — The funding for the payment of the fees above shall be charged by GOCCs to their respective approved corporate operating budgets (COBs). However, it shall be prohibited to source the payment of the said fees from the following:

   (a) Loans; and

   (b) Sale of the GOCC’s asset(s) for the sole purpose of paying the said fees; and

   (c) Other schemes analogous to the foregoing.

Furthermore, the GOCCs shall not increase their service fees for the purpose of augmenting any deficiencies in the amounts prescribed herein, and neither shall the grant of the said fees adversely affect the implementation of programs/projects, as well as the attainment of performance targets.

6. **Responsibility of the GOCCs.** — The GOCCs, acting through their Governing Boards, shall be responsible for the proper implementation of this Circular, without prejudice to the refund by the employees concerned of any excess or unauthorized payments.

7. **Repealing Clause.** — All other GCG orders, circulars, issuances, and decisions, Board resolutions, or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

8. **Resolution of Cases.** — Cases not covered by this Circular shall be referred to the GCG for resolution.

9. **Effectivity Clause.** — This Circular shall take effect immediately upon its publication in the Official Gazette or in a newspaper of general circulation, and upon receipt of a formal copy by the University of the Philippines — Office of the National Administrative Registrar (UP-ONAR).