

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 133
Series of 1995

T O : All Department/Office Heads and Directors

D A T E : November 13, 1995

SUBJECT: Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Gatherings

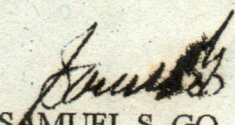
Section 396(d) of the Government Accounting and Auditing Manual, Volume I, provides that government employees may participate in external training and other development programs conducted by non-government organizations, private institutions or training centers on official time only at no additional expenses to the agency concerned, subject to the approval by their respective agency heads.

This restriction, however, was deregulated under MC No. 43, series of 1993 of the Civil Service Commission. Under said circular, the head of the agency, without a need of prior approval from the Commission, shall authorize, among others, the attendance of agency personnel in conventions, conferences, symposia and fora sponsored by non-government organizations or private institutions.

Relative to the aforecited circular, National Budget Circular No. 442 dated 29 March 1995, prescribes the allowable cost of participation in these non-governmental/privately sponsored development programs. The allowable expenditures chargeable against government funds are as follows:

1. Registration fee which shall not exceed nine hundred pesos (P900.00) per day per participant. Any amount in excess of the prescribed rate shall be at the expense of the participant.
2. Per diems, traveling, transportation and other expenses as authorized under existing budgeting and accounting regulations for conventions held out-of-town.
3. Membership and similar fees paid for personal or individual membership in a private organizations shall be for the account of the member concerned and shall not be charged to government funds. However, institutional membership fees, i.e., agency membership may be charged to government funds. Institutional membership to any organization shall be made upon written authority of the agency head.

For information, guidance and compliance.


SAMUEL S. GO
President