

March 30, 1988

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TO: All Academic Staff Concerned

March 30, 1988

RE: Limitations and Exemption for Granting Honorarium and Incentive pay in the National Research System

MEMORANDUM NO. 38

Series of 1988

The Philippine Council for Agriculture, Forestry and Natural Resources (PCAFNR) has sent a copy of Administrative Order No. 8 issued by Secretary Antonio T. O. Dir. Camilo D. Villanueva - Chairman
 of granting honorarium and incentive pay to research personnel on the policy - Member
 for the guidance of research personnel. Mrs. Norma V. Cala - Member
 Mrs. Beatriz P. Modina - Member

1. RE: Task Force to Review a Request from Mrs. Luvisminda Cagande, projects and/or studies over and above the established regular workload as researcher, research administrator, chairman, member, resource person and/or the like,

Please constitute yourselves into a Task Force Committee to review the request of Mrs. Luvisminda Cagande regarding her accounts with the Guest House considering seriously the following points:

1. Applicable College rules and existing accounting and auditing policies.
2. Date of the claimed disbursement and responsible officials at that time.
3. Welfare of the individual concerned in her desire to perform her job and help other people.

2. All personnel shall not be entitled to receive honorarium/

Your recommendations in settling the issue will be appreciated.

15 continuous working days in a month. For an approved leave of 15 or more working days in a month, appropriate substitute personnel shall be appointed.

3. Research consultants hired by the College on a part-time basis shall receive honorarium but not to exceed two (2) consultants per month. No consultants shall receive more than one (1) designation as such in the

cc: Mrs. Luvisminda L. Cagande

Dr. Lucylen B. Ponce

For your information and guidance.

File

M. R. VILLANUEVA
PresidentM. R. VILLANUEVA
President

cc: Director of Research & Extension
 Director of Business Affairs
 Budget/ICU
 Accounting
 Personnel