

DA Administrative Order No. 22 Series 2013
Guidelines on the Grant of Honoraria for AFE Services
August 7, 2013

The AO provides guidelines on the granting of honoraria for the provision of AFE services. The guideline prescribes a harmonized and standardized payment of honoraria and other incidental expenses for personnel providing AFE services for the Department of Agriculture in consonance with the DBM circular.

Salient Extension Provisions

Section V. Criteria Qualifications and Payments

Any person from private sector, non-government organizations, and the farmer-fisherfolk who shall render extension services as a resource person, facilitator, moderator, coordinator, lecturer or enumerator for DA-wide extension and training activities may be paid honoraria in the form of money value using a modified point system based on specified criteria and qualifications herein enumerated and detailed. Such persons may include industry experts, practitioners, progressive farmer/fisher such as the Gawad-Saka awardees, Syentistang Magsasaka, Magsasakang-Guro, etc.

The qualifications and rate of honoraria and/or other similar compensation shall be based on the following criteria:

1. Educational qualification
2. Position level or designation held office/organization/ work
3. Years of experience-number of years in the practice of specialization
4. Awards or recognitions received
5. Training and seminars attended for the last 10 years
6. Services rendered as resource speaker/lecturer/ facilitator-number of times served.

A. Qualifications and Criteria for Distribution of points for Non-Government Organizations and Private Sector

Any personnel from non-government organizations and the private sector shall be qualified to render extension services along his/her line of expertise.

The Government agencies can tap private persons including retirees professionals to render any of the aforesaid extension services related to their respective expertise. Private persons considered here are stakeholders in agriculture and fisheries with activates involving production, processing, manufacturing, marketing, and development extension.

The following are the qualifications criteria and parameters used as the basis for computing the rate of honoraria for Non-Government Organizations and other private entities rendering extension services with the corresponding points allocation.

Educational Attainment 30%	Position 30%	Yrs of experience in the field of Specialization 40%
Ph.D. (30 points)	Manager/Director Owner-Practitioner/ Professor/Associate Professor/ Retired Professionals on Consultancy Job of a similar level (30 points)	Abode 10 years (40 points)
		7-10 years (35 points)
MS/ Diploma (25 points)	Supervisor or Chief Level Retired professionals with the same previous position level (25 points)	4-6 years (30 points)
BS (20 points)	Below Supervisory/ chief level	Below 4 years (25 points)

	Retired professionals with the same previous position level (20 points)	
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B. Qualifications and Criteria for Distribution of Points for Farmer / Fisher Extensionists

The criteria for the farmer and fisher extensionists will consider the field of experience, awards and recognitions received, frequency of lectures delivered and seminars attended for the last ten years.

The qualifications criteria and parameters used for computing the rate of honor for farmer-fisher extensionist rendering extension services with corresponding points allocation shall be as follows:

Years of Experience (topic related) 40 %	Awards and Recognitions related to AF 30 %	Rendered as RP/ Lecturer (topic-related) 20 %	Seminars Attended (topic-related) 10%
Above 10 years (40 points)	5 awards and above (30 points)	More than 10 lectures (20 points)	More than 10 trainings (10 points)
7-10 years (35 points)	3-4 awards (25 points)	5-10 lectures (15 points)	5-10 trainings (8 points)
4-6 years (30 points)	1-2 awards (20 points)	Below 5 lectures (10 points)	Below 5 trainings (6 points)
Below 4 years (25 points)	No award- Only nominees or special recognition (15 points)		

C. Payment of Honoraria for Resource Person, Lecturer, Facilitator, Moderator and Coordinator

The payment of honoraria for the above-stated services shall be on per-hour rate, based on the qualification criteria and points computation with the corresponding hourly rates as follows. The same rates shall apply for NGOs, the Private Sector and the Farmer-Fisher Sector.

90-200 points	Php 1,500/hr
80-89 points	Php 1,300/hr
70-79 points	Php 1,100/hr
60-69 points	Php 900/hr
59 and below	Php 700/hr

D. Honoraria shall be paid to persons either from the private sector or farmer-fishers tapped to undertake or participate in extension-related research such as Field Surveys, Training Needs Assessment (TNA), Participatory Rural Appraisal (PRA, RRA), which supports a project or program evaluation. The task is limited to data gathering or conducting a field survey only.

Payment of honoraria shall be paid based on the number of respondents interviewed using a questionnaire. The payment will be at the rate of two hundred pesos (PhP 200) per questionnaire of 10 pages, and three hundred pesos (PhP 300) for Questionnaire of more than 10 pages.

In the case of other methodologies employed in the conduct of extension research, such as Focus Group Discussion (FGD), the basis of the payment shall be Per Respondent-Participant at the rate of two hundred pesos (PhP200) per respondent.

Source:

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