

**Memorandum Reference No. M19-04-171**

**Revised Guidelines on the Agriculture and Fisheries Extension Cost Standards for Training and Training-Related Activities**

**April 15, 2019**

The memorandum provides a reference in the planning, budgeting, monitoring and evaluation process of training and training-related activities conducted by the Agricultural Training Institute.

**Salient Extension Provisions**

**3.0 GUIDELINES**

**3.1 Food, Accommodation, and Training Facility for Packaged Training**

3.1.1 Packaged training refers to locally-funded training that covers food, accommodation, and training hall rental only. Pursuant to DBM National Budget Circular No. 563 Series of 2016, the maximum cost of such shall not exceed **PhP 2,000.00 per person per day (2,000/pax/day)**. The cost of supplies and materials (i.e. basic training supplies, agricultural inputs used in the training, and token of appreciation), travel expense/gasoline, resource person honorarium, etc., are not included.

3.1.2 However, the maximum allowable expense should only be exhausted when conducting training and training-related activities outside government-owned facilities and would depend on the type of training or training-related activity to be conducted.

Furthermore, the use of government-owned or affiliated establishments (e.g. Learning Sites) is encouraged whenever available to reduce costs.

**3.2 Food, Accommodation, and Training Facility for Non-Packaged Training**

3.2.1 This applies to cases when it is unnecessary and uneconomical to book for package deals such as the following:

- one-day activity;
- activity participated by stakeholders located near the venue and do not require accommodation; and
- only a few persons involved in the activity need to arrive and leave a day before and after the activity, respectively, due to their distant location to and from the venue.

3.2.2 The table below shows the summary of maximum allowable cost per item:

<b>ITEM</b>	<b>UNIT OF MEASURE</b>	<b>DESCRIPTION/ INCLUSIONS</b>	<b>MAXIMUM ALLOWABLE COST</b>
<b>Food</b>			
• Breakfast	Pax/Day	As agreed with the provider	250
• AM Snacks	Pax/Day	As agreed with the provider	100
• Lunch	Pax/Day	As agreed with the provider	375
• PM Snacks	Pax/Day	As agreed with the provider	100
• Dinner	Pax/Day	As agreed with the provider	375
<b>Accommodation</b>			
• Room	Pax/Day	Fan or air-conditioned room	800
<b>Training Facility</b>			
• <u>Own/Government Facility</u>			

<i>Small</i>	Rent/Day	<b>Small venue</b> can accommodate up to 50 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	20,000
<i>Medium</i>	Rent/Day	<b>Medium venue</b> can accommodate up to 100 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	25,000
• <u>Non-Government Facility</u>			
<i>Small</i>	Rent/Day	<b>Small venue</b> can accommodate up to 50 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	25,000
<i>Medium</i>	Rent/Day	<b>Medium venue</b> can accommodate up to 100 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	30,000
• <u>Convention Center</u>			
<i>Large</i>	Rent/Day	<b>Large venue</b> can accommodate up to 300 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	55,000
<i>Extra Large</i>	Rent/Day	<b>Extra-large venue</b> Can accommodate up to 500 individuals; Includes the use of equipment (basic lights and sound system, tables and chairs); 8 hours use of the venue	110,000
• <u>Demo Site Rental</u>			
	Rent/Day	All-in rental of facilities, equipment, animals, etc. for practicum-based courses	10,000

### 3.3 Supplies and Materials

#### 3.3.1 Training Supplies and Promotional/Advocacy Materials

3.3.1.1 This refers to a combination of **basic training supplies and promotional and advocacy materials**. Basic training supplies includes training kits, printing and workshop materials and training manuals that are essential to the training.

3.3.1.2 On the other hand, promotional or advocacy materials refer to materials given to participants or resource persons (RPs) during or after the training, for the purpose of increasing awareness about the host office various initiatives and advocacies. To be considered a promotional material, an item must bear the official logo of the ATI or advocacy catchphrase being promoted. Only one item for each participant or RP can be given, regardless of the kind of item. For example, if shirts are already provided, other items such as a hat or bag shall no longer be given.

3.3.1.3 Promotional and Advocacy Materials (PAM) are considered non-essential because a training course can run smoothly and efficiently even without these. PAM should be the least priority. Appropriation of the budget for this should only be made after all necessary supplies have been identified. Hence, these may only be given provided that the total amount for supplies and materials do not exceed the maximum allowable cost of P2,000/pax/training.

### 3.3.2 Token

3.3.2.1 Token refers to a material given to a resource person/speaker as a sign of appreciation for the services provided during the training. This is given after the course is completed and is considered optional. In line with the promotion of local agri-products, offices are encouraged to facilitate the procurement of common tokens from local producers/manufacturers/ accredited institutions such as learning sites.

ITEM	UNIT OF MEASURE	DESCRIPTION/ INCLUSIONS	MAXIMUM ALLOWABLE COST
Training Supplies and Promotional/Advocacy Materials	Pax/Training	Includes basic training kits, printing and workshop materials such as pens, notebooks, envelopes, papers for hand-outs and certificates, cartolina, ID, USB, modules/training manuals, promotional or advocacy materials	2,000
Tokens	RP/Training	Material is given to a resource person as a sign of appreciation for the services provided during the training. This can be in the form of local food or non-food products	5,000

3.3.2.2 As a general rule, participants are not entitled to any token. Moreover, an RP who receives honorarium will not be entitled to a token. However, he/she can receive one promotional material bearing the host office's logo. Only those RPs who will not receive honoraria such as RPs coming from the DA, it's Bureaus and attached Agencies, will be provided with a token and/or one promotional material.

3.3.2.3 The table below shows whether a token or promotional material can be provided, based on participation/involvement in the activity.

Involvement	Token	Promotional Material
Participants	Not allowed	Allowed*
Resource person with honorarium	Not allowed	Allowed
Resource person	Allowed	Allowed

without honorarium

\* Refer to 3.3.1.3

### 3.4 Vehicle Rental

3.4.1 This covers transportation passing through land and sea only. Vehicle rental is optional and shall only be allowed if the office has no available service vehicle or driver, or both, to transport training supplies/materials and persons involved in the conduct of the activity to and from the location of the training.

3.4.2 Regardless of the destination and distance to be traveled, the maximum allowable costs for vehicle rentals for each day are the following:

ITEM	UNIT OF MEASURE	DESCRIPTION/ INCLUSION	MAXIMUM ALLOWABLE COST
<b>Land</b>			
• Animal / Animal-drawn Transportation	Rent/Day	May accommodate up to 7 individuals	3,000
• Improvised Tractor-driven Transportation	Rent/Day	Improvised mechanized transportation; May accommodate up to 20pax (Ex: "Kuliglig")	10,000
• Motorcycle / Habal-habal/ Skylab	Rent/Day	Inclusive of gasoline and other fees; Must be for public utility and/or government registered	4,000
• Tricycle / Chariot	Rent/Day	Inclusive of gasoline and other fees; Must be for public utility and/or government registered	2,000
• Multicab	Rent/Day	Inclusive of gasoline, toll fee, driver's fee; With a seating capacity of 10-15 individuals; Must be for public utility and/or government registered	7,000
• Jeepney	Rent/Day	Inclusive of gasoline, toll fee, driver's fee; With a seating capacity of 18-20 individuals; Must be for public utility and/or government registered	15,000
• Van	Rent/Day	Inclusive of gasoline, toll fee, driver's fee; With a seating capacity of 12-15 individuals; Must be for public utility and/or government registered	25,000
• Bus	Rent/Day	Inclusive of gasoline, toll fee, driver's fee; With a seating capacity of 50 individuals; Must be for public utility and/or government registered	100,000

• Truck	Rent/Day	Inclusive of gasoline, toll fee, driver's fee; Must be for public utility and/or government registered (Ex. Bongo, Elf, Forward)	30,000
<b>Sea</b>			
• Small Boat	Rent/Day	Inclusive of gasoline and boat operator/s fee; With a seating capacity of up to 20 individuals; May be pump or speed boat; Must be for public utility and/or government registered	15,000
• Medium Boat	Rent/Day	Inclusive of gasoline and boat operator/s fee; With a seating capacity of up to 50 individuals; May be pump or speed boat; Must be for public utility and/ or government registered	30,000

### 3.5 Equipment Rental

In cases when the host office does not have the following equipment, they are allowed to rent provided the amount does not exceed the following maximum allowable cost:

ITEM	UNIT OF MEASURE	DESCRIPTION/ INCLUSIONS	MAXIMUM ALLOWABLE COST
• LCD/Projector/ Document Reader	Rent/Hour	Inclusive of screen	1,500
• Laptop	Rent/Day	8 hours use	3,000
• Sound System	Rent/Day	At least two high volume speakers with at least two microphones and basic accessories; Inside the venue; Inclusive of operator's fee; 8 hours use	20,000
• Portable sound system	Rent/Day	At least one speaker and one microphone; Including delivery and pick-up to and from the venue; 8 hours use	2,500

### 3.6 Courier Services

This refers to services used for sending communications and/or bulky supplies and materials to distant training locations. Its maximum allowable cost of **Php 15,000/training** covers shipment passing through air, land or sea.

### 3.7 Honorarium

3.7.1 Honorarium is a monetary payment given to a lecturer, resource person, coordinator, facilitator, and support staff after he/she has successfully delivered the required services on a training.

3.7.2 Below is a table showing whether an honorarium can be provided as well as applicable guidelines, based on an individual's parent organization or affiliation with the Agency granting the honoraria.

<b>Affiliation</b>	<b>Honorarium</b>	<b>Applicable Guidelines</b>
<p><b>Government employee rendering services <u>within</u> his/her parent agency</b></p> <p><i>(Example: Bureau of Animal Industry's employee serving as RP for the ATI)</i></p>	Not allowed	DBM Circular No. 2007-1 4.1 Guidelines ( <i>Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators</i> )
<p><b>Government employee rendering services <u>outside</u> his/her parent agency</b></p> <p><i>(Example: Professor from a State University serving as RP for the ATI)</i></p>	Allowed	DBM Circular No. 2007-1 4.1 Guidelines
<p><b>Personnel whose services are engaged by the National Science and Technology (S&amp;T) System</b></p> <p><i>(Applicable to S&amp;T personnel, S&amp;T related personnel, and non-S&amp;T personnel)</i></p>	Allowed	DOST MC No. 001 Series of 2009 ( <i>Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose Services are Engaged by the National Science and Technology System</i> )
<p><b>Private Individual / Non-government employee</b></p>	Allowed	DA-AO No. 22 Series of 2013 ( <i>Guidelines on the Grant of Honoraria for Agriculture and Fisheries Extension Services</i> )

### 3.8 Contingency Cost for Training

Contingency cost covers the amount for uncertain items/conditions that will likely result in additional costs. Examples include price fluctuations, for additional participants (who attended but did not confirm attendance) and guests, rental of IT equipment and vehicle (in cases where the office's IT equipment or confirmed vehicle unexpectedly becomes unavailable). The contingency cost shall be equivalent to ten percent (10%) of the total cost of the training and shall be included in the computation of the overall training cost.

### 3.9 School-on-the-Air (SOA)

The maximum allowable cost for a School-on-the-Air course must not exceed **Php800,000.00** for a minimum of 500 SOA enrollees. This is applicable across all commodities and covers all related activities before, during and after the SOA.

## 4.0 EXCLUSIVITY CLAUSE

4.1.1 For short-term trainings on production, post-production or value-adding with practicum-based modules and for high impact or long-term trainings such as AgriDoc, Farmer Livestock School, Season-Long Training of Trainers, Farmer Scientist Training Program or similar courses, a separate Guideline shall be crafted solely intended for the implementation of the corresponding activities following the cost standard except the costing of essential materials/supplies which are indispensable for the success of the activity.

4.1.2 Due to the complex nature of special events such as awarding ceremony, a separate Guideline for its conduct shall be crafted following the cost standard except the costing of essential materials/supplies/tokens.

## **5.0 EFFECTIVITY**

This guideline shall take effect for activities scheduled for FY 2020 and onwards and shall supersede all other issuances inconsistent hereto. It shall remain enforced unless revoked and shall be updated when it is deemed necessary.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)