



National Power Corporation

May 25, 2016

CIRCULAR NO. 2016 - 014

SUBJECT: REVISED GUIDELINES ON ATTENDANCE TO TRAINING AND DEVELOPMENT PROGRAMS AND FOREIGN TRAVELS

- 1.0 PURPOSE.** This Circular is issued to provide the guidelines in the conduct of training and development programs including foreign travels.
- 2.0 LEGAL BASIS.** Administrative Order No. 103 which directs the continued adoption of austerity measures in the government and DBM Budget Circular No. 2007-1 which provides the guidelines on grant of honoraria.
- 3.0 IMPLEMENTING RULES AND REGULATIONS.**

In compliance with the provisions of Administrative Order No. 103, the following shall be observed in the conduct of training and development programs including foreign travels:

3.1 Foreign Training Programs/Travels

- 3.1.1** Attendance of personnel to foreign training programs/travels shall be evaluated/recommended by the Trainings and Scholarships Committee (TSC) for approval by the President. The same shall be endorsed to the Secretary of Energy and/or the President of the Republic of the Philippines, as the case maybe, for the grant of authority to travel.
- 3.1.2** Attendance to foreign external programs shall be allowed only under the following conditions:
 - a) as part of corporate commitment to international associations (e.g. ASEAN, HAPUA, IAEA, ICOLD, JEPIC, JICA, CEPSI, etc.);
 - b) if programs and/or scholarship are funded by grants and attendance is critical to operations at no cost to the government (e.g. enhancement of power programs, , symposium related to NPC operations, or NPC is host agency, etc.);
 - c) if training is a component for the purchase of equipment under the contract.

- 3.1.3 Only Permanent personnel are allowed to attend foreign external programs. *Each personnel shall be limited to one training/program per year.*
- 3.1.4 To meet the Department of Energy (DOE) 10-day lead time, all requests for participation in foreign travels shall be submitted to the TSC Secretariat at least 30 days prior to the scheduled travel to ensure a smooth and efficient coordination between NPC and the sponsoring agency/institution.
- 3.1.5 Grantees of foreign training programs must render service obligations as follows:
- | Duration of Training | Service Obligation |
|-----------------------------------|--------------------|
| a) less than 2 months | 6 months |
| b) 2 months to less than 6 months | 1 year |
| c) 6 months to 1 year | 2 years |
- Grantees who fail to comply with the service obligation shall refund the cost of training as stipulated in the training contract.
- 3.1.6 When the travel is one that involves factory testing/inspection which is a pre-requisite to acceptance of the item under the contract. In this case NPC's representative shall come from the end user and or group in charge of quality inspection and project implementation

3.2 Local External Programs

- 3.2.1 External training programs shall be limited to those that are relevant to the needs of the organization including those that are part of corporate commitment as approved by management;
- 3.2.2 Each personnel shall be allowed one program every six (6) months. Attendance shall be limited to one (1) participant per cost center;
- 3.2.3 The following shall be the order of priority:
- a) Permanent;
 - b) Coterminous/Contractual (with employer – employee relationship), and;
 - c) Casual.

3.2.4 Attendance to conventions, conferences, symposia and similar non-training gatherings sponsored by non-government and private organizations *shall be allowed for a maximum of five (5) days duration and shall be limited to five (5) participants* who will be selected from among those who have not attended a similar activity for the last two years. Provided that the registration fee or charge for participation in said convention, conferences, etc. *shall not exceed ₱ 1,200.00 per day per participant*. Any amount in excess of the prescribed rate shall be at the expense of the participant.

Additional participants may be allowed on official time only subject to approval by the President upon endorsement by VP – Administration and Finance. Expenses, however, shall be borne by the participants.

3.3 In-house Training Programs

3.3.1 For in-house training programs, the following shall be observed:

- a) Training programs shall be held in the area where the majority of the participants are assigned;
- b) Venue shall be in NPC plant site/facilities. If no NPC facility is available, the venue must be **reasonable** based on comparative surveys conducted by the responsible staff;
- c) Utilize NPC guesthouses in lodging the participants. If no guesthouse is available, only accredited hotels/hostels shall be utilized provided that the number of participants per room shall be maximized. Only transient participants shall be allowed to avail of the lodging;
- d) Limit duration of the program, including travel time to and from the venue, such that lax time can be avoided;
- e) If air travel is involved, the following shall apply:
 - 1) only one (1) training facilitator will be allowed to monitor the progress of the program. If the facilitator also serves as the resource person, another facilitator may assist in the program implementation;
 - 2) Maximum of two (2) resource persons per day shall be allowed to travel to the training venue, and;
 - 3) Assigned topics should be comprehensive enough such that one resource person shall cover at least four (4) hours per day.

- f) Submission by the resource person of the process design, learners guide and instructor guide to the Manager, Training and Development Division (TDD);
- g) In the event that a participant will not be able to attend the scheduled training program he/she must secure prior clearance from the Vice-President, Administration and Finance Group (VP-AFG);
- h) Participant who failed to attend his/her scheduled training shall be notified and be required to explain in writing within seventy two hours (72 hrs.) upon receipt of the notice. The reply should be duly endorsed by the Cost Center Head.
- i) In case specialization needed for the program can not be tapped from among possible in-house trainers, external resource persons may be allowed, subject to applicable laws.

3.3.2 In-plant training programs as initiated by any functional group shall be allowed subject to the following:

- a) The in-plant training programs shall be coordinated with the Training and Development Division (TDD);
- b) Submission of *program process design* for approval of the Vice President, Administration and Finance;
- c) Request for in-plant training program which shall entail cost chargeable to the participants' cost center shall be coursed to the TDD for accreditation.
- d) Grant of honoraria to resource persons shall be subject to approval of the VP-AFG.

3.3.3 Plantilla and Non-Plantilla personnel are allowed to attend said programs. Where necessary and when it is job related, COS/Job Order and Agency-hired personnel may also be allowed to attend training programs.

3.4 In-house Training Programs Conducted to External Clients

A training fee and other related expenses shall be charged to external clients requesting specialized training programs from the corporation. Such training shall be approved by the VP-AFG.

3.5 Grant of Honoraria

The following shall be observed in the grant of honoraria to resource persons/lecturers/coordinators/ facilitators/assessors in seminar/workshop, training programs, and other similar activities:

- 3.5.1 The following formula shall serve as guide in the computation of the minimum and maximum honoraria:

$$\text{Minimum Honorarium} = (0.023)(\text{MSR}_{\min})(T)$$

$$\text{Maximum Honorarium} = (0.023)(\text{MSR}_{\max})(T)$$

Where:

MSR_{\min} = monthly salary rate of the lecturer/resource person/
coordinator/facilitator

MSR_{\max} = monthly salary rate of a position of Professor VI, step
1 of SG-29

T = number of actual lecture/training hours

The maximum honoraria rate may be given depending on the following criteria:

- a. Difficulty and complexity of the subject matter;
- b. Professional qualifications, and;
- c. Position levels of the participants.

- 3.5.2 NPC personnel who act as lecturers, resource persons, coordinators and facilitators in NPC in house training programs.

- 3.5.3 Entitlement to honoraria of NPC personnel shall not exceed 80 training hours per year and the honoraria rate must not exceed Php 1,681.00 per hour.

- 3.5.4 Lecturers, resource persons, coordinators and facilitators from other government agencies and private sector who possess the competence, technical skills and knowledge appropriate for the program/seminar required by NPC.

- 3.5.4.1 For the conduct of seminars, conferences, symposia, training programs and similar activities such as strategic planning workshop by personnel from other government agencies and the private sector, the computation of total honoraria shall consider the following:

- 3.5.4.1.1 the actual number of lecture/training hours;
- 3.5.4.1.2 maximum of eight (8) hours for pre-activities (i.e., coordination meeting to customize the mechanics/methodologies/workshop and expected output, if applicable, and;
- 3.5.4.1.3 maximum of eight (8) hours for the post activities to include the report, feedback and recommend post training activities, if applicable.

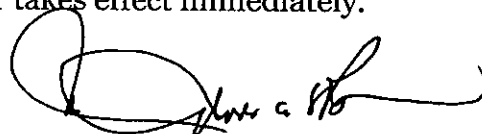
A Training Service Agreement will be prepared duly signed by the VP-Administration and Finance Group and the concerned personnel.

- 3.5.5 In addition to the honoraria, lecturers, resource persons, coordinators and facilitators in out-of-town seminars, training programs and similar activities may be entitled to traveling and other expenses incidental thereto, subject to existing rules and regulations.
- 3.5.6 Honoraria shall not be granted to NPC designated lecturers, resource persons and facilitators whose services are deemed part of their duties and responsibilities to disseminate information, to clarify issues and concerns, interact with internal clients and/or implementers of NPC mandates.
- 3.5.7 NPC personnel who are in charge of the conduct of training and similar programs and activities by virtue of their positions, are not entitled to honoraria when they act as lecturers, resource persons, coordinators and facilitators in in-house training and similar programs and activities.

4.0 SAVING CLAUSE. Cases not covered by this guidelines or clarificatory inquiries pertaining to the implementation of this Circular shall be referred to the Office of the Vice President, Administration and Finance Group.

5.0 REPEALING CLAUSE. This Circular supersedes Circular No. 2014 – 08, Circular No. 2014 - 027 and all previous issuances that are inconsistent with these guidelines.

6.0 EFFECTIVITY. This Circular takes effect immediately.



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