



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JANUARY 31, 2024

MEMORANDUM

No. 040, s. 2025

**UPDATED GUIDELINES ON PARTICIPATION OF GOVERNMENT OFFICIALS
AND EMPLOYEES IN CONVENTIONS, SEMINARS, CONFERENCES, SYMPOSIA,
AND SIMILAR NON-TRAINING GATHERINGS SPONSORED BY NON-
GOVERNMENT ORGANIZATIONS OR PRIVATE INSTITUTIONS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Members, Human Resource Merit Promotion and Selection Board
All Others Concerned

1. Attached is National Budget Circular No. 596, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to this, the provisions of the said Circular shall be strictly followed and implemented by all concerned offices.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCES BUDGET POLICY

MRAO / UPDATED GUIDELINES ON PARTICIPATION OF GOVERNMENT OFFICIALS AND EMPLOYEES IN CONVENTIONS
040 /1/31/2025

NUM-2025-040



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GEN. SOLANO ST., SAN MIGUEL, MANILA

NATIONAL BUDGET CIRCULAR

No. 596
January 20, 2025

- TO : All Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges (SUCs), and Commissions and Offices under the Constitutional Fiscal Autonomy Group; Government-Owned Or -Controlled Corporations (GOCCs); Local Government Units (LGUs); And All Others Concerned**
- SUBJECT : Updated Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia, and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions**
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1.0 Purpose

This Circular is issued to update the guidelines and the allowable cost of participation of government officials and employees in conventions, seminars, conferences, symposia, and other similar gatherings prescribed in National Budget Circular (NBC) No. 563 dated April 22, 2016.

2.0 Coverage

- 2.1 This Circular shall cover all activities requiring the payment of registration and related fees for the participation of government personnel in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.
- 2.2 For purposes of this Circular, conventions, seminars, and the like shall refer to those conducted primarily to share, discuss, or disseminate ideas or information on developments in a particular field or fields of interest for common appreciation, awareness, and resolution of specific issues, as well as to foster collaboration with different stakeholders.

These include, but are not limited to, those conducted by professional organizations or groups of common interest where government personnel are members.

- 2.3 The Circular excludes those conducted for training purposes where participants are expected to gain or strengthen skills and technical or management expertise relevant to the performance of their official duties and responsibilities.

Therefore, seminars and trainings designed to enhance the participants' abilities/skills in their field or discipline are not covered by this Circular.

3.0 Guidelines

- 3.1 Government officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against agency funds.
- 3.2 The registration or participation fee for said convention, conference, seminar, and symposia, etc. shall not exceed ₱2,800 per day per participant.
- 3.3 For out-of-town conventions, the authorized participants may be entitled to daily travel expenses, subject to the rules and regulations under Executive Order No. 77, s. 2019¹, and any subsequent rules and regulations governing official travels of government personnel.
- 3.4 Membership and similar fees paid for personal or individual membership in a private organization shall be for the account of the member concerned and shall not be charged to agency funds.
- On the other hand, institutional membership fees, i.e., agency membership, may be charged against the respective agency funds.
- 3.5 As far as practicable, government personnel should take advantage of the early registration rates to lower the cost of participating in conventions, seminars, conferences, and the like.
- 3.6 All expenditures for the purpose shall be subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.

4.0 Applicability to Commissions and Offices under the Constitutional Fiscal Autonomy Group and GOCCs covered by Republic Act (RA) No. 10149²

The Commissions and Offices enjoying fiscal autonomy are enjoined to adopt the provisions of this Circular. Meanwhile, the GOCCs covered under RA No. 10149 shall be guided by the relevant issuances of the Governance Commission for GOCCs.

¹ Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel

² GOCC Governance Act of 2011

5.0 Responsibility of Agency Heads

Agency Heads shall be responsible for the implementation of the provisions of this Circular in their respective offices.

The Agency Heads shall be responsible for determining the training needs of their respective personnel, as part of the agency's Career and Development Plan³, to ensure the development and retention of a competent and efficient workforce in the public service.

6.0 Repealing Clause

All other circulars and issuances or parts thereof that are inconsistent with this Circular are hereby repealed or modified accordingly.

7.0 Effectivity

This Circular shall take effect on January 1, 2025 after its publication in the Official Gazette or in a newspaper of general circulation and after the filing thereof in the Office of the National Administrative Register at the University of the Philippines Law Center.


AMENAR F. PANGANDAMAN
Secretary



³ As prescribed under Section 31, Chapter 5, Title I, Book V of Executive Order No. 292, s. 1987 or the Administrative Code of 1987

Illustrative Examples

Illustrative Example I

Professional Organization ABC will have a three-day annual convention-seminar in Iloilo City. Registration fee is P2,500 per day, while annual individual membership fee is P500 per person.

Ms. Cha Cristobal, an employee of Agency A that is based in Metro Manila, expressed her interest to join the convention-seminar in order to learn about the latest development and best practices in her field/profession. The attendance in such a convention-seminar is aligned with the Agency A's Career and Development Program.

The entire registration fee for the 3-day seminar amounting to P7,500 may be charged against the budget of the agency concerned. On the other hand, the individual membership fee shall be shouldered by Ms. Cristobal.

Moreover, since the official travel will be beyond the 50-km radius from her permanent station, Ms. Cristobal may be entitled to (a) transportation and miscellaneous expenses; and (b) daily travel expenses (DTE) of P1,800 per day (*Cluster II*) for hotel/lodging, meals, and incidental expenses, subject to the rules and regulations under EO No. 77, s. 2019, as may be amended.

Illustrative Example II

Organization XYZ will have a one-day seminar in Baguio City on Public Service Values. Registration fee is P2,000 per day.

Ms. Sandee Espiritu, an employee of Agency B that is based in Baguio City, signified her interest to attend the subject seminar being a relatively new public servant. The agency head approved the participation of Ms. Espiritu in the seminar to strengthen her public service ethos.

The registration fee of P2,000 shall be charged against agency funds.

Illustrative Example III

L&D, Inc. will have a two-day seminar on ISO 9001:2015 Quality Management System. Course fee is P4,000 per day.

Mr. Ivan Segundo, an employee of Agency C under the Planning Division, expressed his interest to attend the seminar since his unit is in-charge of the agency's ISO certification and the development of internal quality management policies.

The agency head approved the participation of Mr. Segundo in said seminar to enhance his planning and management competencies.

Corollary, since the seminar is conducted for training purposes that is aimed at enhancing the skills and competencies of its participants directly related to the performance of their duties and responsibilities, the same is excluded from the coverage of this Circular.