



# National Center for Mental Health

MEMORANDUM ORDER  
NO. 2022- 0127

TO : ALL NCMH EMPLOYEES AND OFFICIALS

FROM : NOEL V. REYES, MD, FPPA, MMHoA  
Medical Center Chief III

DATE : November 7, 2022

SUBJECT : GUIDELINES ON ALLOWABLE RATES FOR TRAVEL,  
CONVENTIONS, SEMINARS, CONFERENCES, SYMPOSIA AND  
SIMILAR NON-TRAINING GATHERINGS

This is to reiterate the following guidelines for the above-mentioned activities:

- Part I -

The following are some specific excerpts from the Department of Health (DOH) Department Order No. 2019-0225 dated July 10, 2019: **SUBJECT: GUIDELINES ON OFFICIAL LOCAL AND FOREIGN TRAVELS INCLUDING ALLOWABLE RATES FOR DEPARTMENT OF HEALTH, ATTACHED AGENCIES AND ALL OTHERS CONCERNED**

## I. RATIONALE

Executive Order (E.O.) No. 77, dated March 15, 2019 entitled "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel", was issued by the President of the Republic of the Philippines to update outdated rates of per diem and other allowances for official local and foreign travel in the government.

Likewise, it has been observed that the Department of Health (DOH) rate for transportation expenses, as prescribed under Department Order No. 2007-0082 dated September 4, 2007 entitled "Policies and Guidelines on Travel and Training Allowances including Cash Advances Related Thereto" and as amended under Department Order No. 2007-0082-A dated July 1, 2010, does not anymore meet the current economic standards.

Pursuant to the above, the following guidelines is hereby issued to ensure judicious, fair and reasonable utilization of public funds on travel expenses of DOH personnel.

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### III. COVERAGE

This Department Order shall apply to all DOH and its attached agencies' officials, and employees and Contract of Service (COS) personnel.

### IV. DEFINITION OF TERMS

A) **Permanent Official Station** - is the geographic location or address where the official/employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer.

B) **Daily Travel Expenses (DTE)** - the amounts authorized to cover expenses for local travel, which consist of the following: (1) costs for hotel accommodation or lodging, including the prescribed taxes and service charges; (2) meals; and (3) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment.

F. **Authorized Official** - is the head of the office and who has the legal authority to approve and sign.

### V. GENERAL GUIDELINES

A. Personnel may be paid travel expenses when required to travel away from their permanent official station.

B. The official local and foreign travels contemplated by this Order should meet the following criteria:

1. It is essential to the effective performance of the official or employee's mandate or functions;
2. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended;
3. The projected expenses are not excessive or involve minimum expenditure;
4. The travel authority by the official and employees is approved by the authorized official;
5. The funding source of local and foreign travel has been specifically indicated in the travel authority.

### VI. SPECIFIC GUIDELINES

A. For Local Travels

1. Approval of Local Travel

h. Daily Travel Expenses (DTE)

(1) The maximum allowable DTE of officials and personnel, regardless of rank and position, shall be the following rates:

Destination		Maximum DTE (in Php)
Cluster I	Region I Region II Region III Region V Region VIII	1,500.00

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	Region IX Region XII Region XIII Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	
Cluster II	Cordillera Administrative Region (CAR) Region VI Region VII Region X Region XI	1,800.00
Cluster III	National Capital Region (NCR) Region IV-A Region IV-B	2,200.00

i. Apportioned Travel Expenses

(2) Subsistence allowance of Php 50.00 per day received through payroll shall be deducted from the amount allotted for meals during regular working days.

Subsistence allowance shall not be deducted if the travel falls on weekends, holidays and non-working days.

j. Travel Expenses in Excess of Authorized Travel Rates

Claims for reimbursement of actual accommodation expenses (excluding amount expenses for valets, room attendants, laundry, pressing, haircuts and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, under the following conditions; however, said in no case shall the difference exceed 100% of such components of the prescribed DTE rate, and only upon:

- (1) Submission of certification by the agency head or authorized representative as absolutely necessary in the performance of an assignment; and
- (2) Presentation of bills and official receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and official receipts.

- Part II -

The following are some specific excerpts from the Department of Budget and Management (DBM) National Budget Circular No. 563 dated April 22, 2016:

**SUBJECT: 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**

1.0 Purpose

This Circular is being 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 under National Budget Circular (NBC) No. 442 dated March 29, 1992 and NBC No. 486 dated March 26, 2003.

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## 2.0 Coverage

2.1 This Circular shall cover all activities requiring the payment of registration and related fees pertaining to the participation of government officials/employees in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.

## 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 program of the government, chargeable against government funds.

3.2 The registration or participation fee in said convention, seminar, etc. shall not exceed Php 2,000.00 per day for each participant.

3.5 As far as practicable, government officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences and the like.

### - Part III-

#### - Sample Scenario 1-

- Seminar to be facilitated/conducted by NCMH Employees for its fellow employees. (Information dissemination, Cascading etc.)
- Venue: Caliraya Resort Club – Laguna
- November 3, 2022, 8:00AM to November 5, 2022, 5:00 PM

Type of Facilitator	Internal/Government
Governing Guideline based on the activity sponsor/facilitator	Department of Health (DOH) Department Order No. 2019-0225
Location of the activity (Region)	Region IV-A
Maximum Daily Travel Expenses Allowed (per participants)	Php 2,200.00
Days of the week covered by the activity	Thursday to Saturday

#### Computation – Total budget allowed per participant:

Day 1 – November 3, 2022 – Thursday

Maximum Daily Travel Expenses Allowed (per participants)	Php 2,200.00
Less: Subsistence Allowance	Php 50.00
<b>Total</b>	<b>Php 2,150.00</b>

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Day 2 – November 4, 2022 – Friday

Maximum Daily Travel Expenses Allowed (per participants)	Php 2,200.00
Less: Subsistence Allowance	Php 50.00
<b>Total</b>	<b>Php 2,150.00</b>

Day 3 – November 5, 2022 – Saturday

Maximum Daily Travel Expenses Allowed (per participants)	Php 1,100.00
<b>Total</b>	<b>Php 1,100.00</b>

Total budget allowed per participant: **5,400.00**

**- Sample Scenario 2-**

- Seminar to be facilitated/conducted by ABC Company, a Private Institution (Updates on Industry Best Practices)
- Venue: Manila Hotel- Ermita, Manila
- November 11, 2022, 8:00 AM to 5:00 PM
- Registration Fee – Php 3,000.00

<b>Type of Facilitator</b>	Non-Government Organizations/Private Institution
<b>Governing Guideline based on the activity sponsor/facilitator</b>	Department of Budget and Management (DBM) National Budget Circular No. 563
<b>Location of the activity (Region)</b>	National Capital Region
<b>Maximum Registration Fee to be covered by the Agency</b>	Php 2,000.00
<b>Days of the week covered by the activity</b>	Friday

**Question:** What will happen to the Php 1,000.00 Registration Fee not covered by the Agency?

**Answer:** According to Department of Budget and Management (DBM) National Budget Circular No. 486, Paragraph 3.2 **“Any amount in excess of the prescribed rate shall be at the expense of the participant.”**

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**Important Notes:**

- DTE which was shown on the earlier part of this memo, is to be allocated as follows :

To Cover	Percentage	2,200.00	1,800.00	1,500.00
Accommodation	50%	1,100.00	900.00	750.00
Meals	30%	660.00	540.00	450.00
Incidental Expenses	20%	440.00	360.00	300.00

- Employees who paid the registration fee of their respective seminars/training upfront and wishes to reimburse the same, (As long as proper authorization to attend the said activity was already secured prior to payment and supporting documents are in order) must see to it that **Official Receipt/s** is/are issued under the name of the **NCMH**.
- Registration fees to be paid to a Private Institution is subject to withholding tax. In other words, not the whole amount is to be paid via cash, bank transfer or the like. Said withholding tax depends on the BIR registration of the private institution. Sample computations are as follows:

**– Scenario 1 –**

- Registration Fee: Php 1,900.00
- Service Provider is a Private Institution
- BIR Registration: VAT Registered

**Step 1 – Computation for Vatable Sales/Tax Base**

Gross (Registration Fee)	Php 1,900.00
Divided by	1.12
Vatable Sales/ Tax Base	Php 1,696.43

**Step 2 – Computation for Expanded Withholding Tax (EWT) -2%**

Vatable Sales/Tax Base	Php 1,696.43
Multiply by	0.02
EWT	Php 33.93

**Step 3 – Computation for Business Tax -5%**

Vatable Sales/Tax Base	Php 1,696.43
Multiply by	0.05
Business Tax	Php 84.82

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## Step 4 – Computation of Net amount to pay

Gross (Registration Fee)	Php 1,900.00
Less EWT	33.93
Less Business Tax	84.82
Net amount to pay	Php 1,781.25

### – Scenario 2 –

- Registration Fee: Php 1,900.00
- Service Provider is a Private Institution
- BIR Registration: Non- VAT Registered

## Step 1 – Computation for Expanded Without Tax (EWT) -2%

Gross/Tax Base	Php 1,900.00
Multiply by	0.02
EWT	Php 38.00

## Step 2 – Computation for Business Tax -1%

Gross/Tax Base	Php 1,900.00
Multiply by	0.01
EWT	Php 19.00

## Step 3 – Computation of Net amount to pay

Gross (Registration Fee)	Php 1,900.00
Less EWT	38.00
Less Business Tax	19.00
Net amount to pay	Php 1,843.00

- Amount of EWT and Business Tax will be reflected in the BIR Form 2307 which should be forwarded to the Service provider. Kindly contact the Accounting Section for assistance
- Note that in **Scenario 2 – Step 2**, the 1% computation for Business Tax is only applicable until **June 2023**. Come **July 2023**, it goes back to 3%.

For the information and strict compliance of all.

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