



# National Center for Mental Health

**MEMORANDUM ORDER**  
NO. 2022 - 0115

TO : **ALL NCMH OFFICIALS AND EMPLOYEES**

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

DATE : October 6, 2022

SUBJECT : **ADOPTION OF DEPARTMENT ORDER NO. 2019-0401**

In compliance with DOH Department Order No. 2019-0401 dated October 4, 2019 entitled, "New Allowable Rates for Payment of Hotel/ Lodging and meals in the Conduct of Training, Workshop and Other Similar Activities Inside and Outside in the Department of Health (DOH)", the Center hereby adopts the following guidelines:

"1. Training Activities, Seminars, Workshops and other non-training activities, e.g. program implementation review, strategic planning workshops and other similar activities

1. a. Live-In Seminar ₱2,200.00 per day/ per pax (Old Rate ₱1,800.00 per day/ per pax)

These are training Activities, Seminars, Workshops and other non-training activities, e.g. program implementation review, strategic planning workshops and other similar activities that require live-in accommodation, thus unavailability of government owned venues that can accommodate the needed facilities and equipment for conducive learning shall be justified by the Head of Office.

In cases of important and high level activities (e.g. international meetings, national for a, summit and the likes), **costs beyond** the approved rates may be allowed subject to the approval of the Secretary of Health or his/ her authorized representative.

1. b. Live-out Seminar ₱1,100.00 per day/ per pax (Old Rate ₱800.00 per day/ per pax)

These activities are meeting, training/ seminar workshops that require a venue for uninterrupted discussion or deliberation through the use of effective visual

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aids or technology and catering services without the necessity for lodging accommodation.

2. Meetings conducted within the DOH offices/ premises

Provision for food and catering services for DOH meetings, workshops and similar activities **involving different offices** shall be availed thru official accredited

DOH caterer/s. To facilitate processing of catering services, payment shall be supported by required supporting documents in compliance with government accounting rules and regulations.

To keep up with serving/ catering with quality, nutritious and health food and related services/supplies, the new rate charges shall be based from the apportioned 30% for meals of Daily Travel Expenses (DTE) as provided for under Section 5 (b) (i) of EO No. 77.”

Meals	New Allowable Rates (30% of Daily Travel Expenses)	Computed Rate for Live-Out or within NCMH premises
AM snacks	Pxxx x 30% x 25%	₱82.50
Lunch	Pxxx x 30% x 50%	₱165.00
PM snacks	Pxxx x 30% x 25%	₱82.50

The issuance allows meals provision for the resource speaker/s or person/s, participants, facilitator/s, and secretariat accordingly.

For the information and guidance of all.

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