



April 10, 2017

DIVISION MEMORANDUM

No. 247 s. 2017

**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 : Assistant Superintendents
Chief, Functional Divisions
Education Program Supervisors / Coordinators
District Supervisors / OICs / Caretaker
Public Elementary and Secondary School Heads

1. Attached is a Regional Memorandum No. 0231 s. 2017 dated March 30, 2017, entitled "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", which will be held on May 24 – 27, 2017 at the 39th Annual National Convention, Iloilo Convention Center, Iloilo City, for information and guidelines of all concerned.
2. For details, refer to the attached communication.
3. Wide dissemination of this memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add: depedcebuprovince@yahoo.com



DAGAS 22A

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAYARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




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Regional Memorandum
No. 0231, s. 2017

**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: Schools Division Superintendents
School Heads
All Others Concerned**

1. For the information and guidance to all concerned, attached is National Budget Circular No. 563 dated April 22, 2016 with the 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".
2. Refer to the attached National Budget Circular for further details.
3. Immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph. D., CESO V
Director III
Officer-in-Charge

JAN/AY/Aslene

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "



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

NATIONAL BUDGET CIRCULAR

No. 563
April 22, 2016

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING STATE UNIVERSITIES AND COLLEGES (SUCS); GOVERNMENT -OWNED OR -CONTROLLED CORPORATIONS (GOCCS); LOCAL GOVERNMENT UNITS (LGUS); AND ALL OTHERS CONCERNED

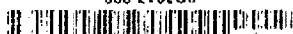
Subject : **Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions**

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.

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.
- 2.2** For purposes of this Circular, conventions, seminars and the like shall refer to those conducted basically for purposes of sharing, discussing or disseminating ideas or information on the developments in a particular field or fields of interest and/or for common appreciation and resolution of certain issues. It includes, but is not limited to, those conducted by professional organizations or groups of common interest where government employees are members. It excludes those conducted for training purposes where participants are expected to gain or strengthen skills and technical or management expertise in their areas of endeavor.



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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 government funds.
- 3.2 The registration or participation fee in said convention, seminar, etc. shall not exceed P 2,000 per day for each participant.
- 3.3 In cases where the convention is held out-of-town, authorized participants may be entitled to travel expenses and allowances as authorized under existing rules and regulations.
- 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 government funds. On the other hand, institutional membership fees, i.e., agency membership may be charged to government funds.
- 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.
- 3.6 All expenditures for the purpose shall be subject to the usual budgeting and accounting rules and regulations.

4.0 Responsibility of Agency Heads

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

5.0 Repealing Clause

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

6.0 Effectivity

This Circular shall take effect immediately.


FLORENCIO B. ABAD
Secretary



GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS, INC. (GACPA, INC.)
39th Annual National Convention
Mojo Convention Center, Noio City
May 24-27, 2017

REGISTRATION FORM			
Last Name	First Name	Middle Initial	CPA No.
Title/Position		Agency/Office	Agency Address
Mobile No.	Telephone No.	Fax No.	Email address
REGISTRATION FEE		REMITTANCE	
<ul style="list-style-type: none"> • Individual..... Php 8,000.00 [live-out] <p>NOTE:</p> <ul style="list-style-type: none"> • Inclusive of meals and convention kit • Please ensure that this form is clearly and completely filled up. • Please MAIL, E MAIL or FAX the FILLED-UP REGISTRATION FORM TOGETHER with your validated deposit slip to GACPA Secretariat at: <p style="text-align: center;">Room 240 # 145 Union Square Condominium Bldg, 15th Avenue, Cubao, Quezon City Email: geopnational@yahoo.com Telephone/Fax Number: (02) 911-30-69</p>		<p>Registration will be valid only receipt of fully completed form and payment of the registration fee.</p> <p>Check Payment: Bank's Name _____ Check No.: _____ Date _____ Cash Payment: Php _____</p> <p>Payee: Government Association of CPA's, Inc. or GACPA, INC. Bank: LBP - Cubao, Aurora Branch C/A No. 0582-1024-30</p> <p>For LDAP-ADA Payments- Pls. Furnish GACPA, INC. a copy duly stamped/received by Receiving Banks.</p>	

PROGRAM OF ACTIVITIES			
DATE	TIME	ACTIVITIES	VENUE / TENTATIVE TOPICS
24-May Wednesday	8:00 AM - 5:00 PM	Registration of Participants	Mojo Convention Center (ICC)
	10:00 AM	Motorcade and Courtesy Call to Local Officials	
	11:30 AM	Meeting of NBoD with the Chapter Presidents & Committee Chairpersons	
	1:30 PM	Sports Fest & Meet your Pag-IBIG, SSS, Philhealth, and GSIS for Inquiries & Information.	
25-May Thursday	8:30 AM	Thanksgiving Mass	"IPSAS Updates Reforms" "SEC Updates" "BOA Updates"
	10:00 AM	Opening Plenary Session	
	12:00 NN	LUNCH	
	1:30 PM	Technical Session 1	
	3:00 PM 6:00 PM	Technical Session 2 Technical Session 3 Fellowship Night	
26-May Friday	8:30 AM	Technical Session 4	"Legal Assistance Fund" "Social Responsibility" "Write-Off of Dormant Account" "Write-Off of Dormant Account"
	10:30 AM	Technical Session 5	
	12:00 NN	LUNCH	
	1:30 PM	Technical Session 6	
	3:30 PM	Technical Session 7	
27-May Saturday	8:30 AM	Technical Session 8	"Values and Work Ethics" "Topics regarding Local Government"
	10:30 AM	Technical Session 9	
	12:00 NN	LUNCH	
	1:30 PM	Closing Plenary	