



NATIONAL COMMISSION FOR CULTURE AND THE ARTS

*Excerpts from the Minutes of the Regular Commission Meeting held on
March 4, 2014, NCCA, Intramuros, Manila*

and

*Confirmed at the Regular Commission Meeting held on
April 23, 2014, NCCA, Manila*

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Special Resolution

[U]pon motion made and duly seconded, the majority of the Commission approved and confirmed this ***Special Resolution***:

Resolution No. 2014-395

***Approving the Guidelines on Administrative Matters Concerning
Attendance and Participation of Executive Council Members
in NCCA Meetings***

RESOLVED, as it is hereby **RESOLVED**, To Approve
*the Guidelines on Administrative Matters Concerning Attendance
and Participation of Executive Council Members in NCCA
Meetings*, herewith attached as Annex A;

Prepared by:


MYLA T. BUAN
Board Secretary

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For the Board:


FELIPE M. DE LEON, JR.
Chairman

Guidelines on Administrative Matters Concerning Attendance and Participation of Executive Council members in NCCA Meetings

I. Background

Through the years of conduct of the Committee meetings, we constantly seek for ways to facilitate the processing of Committee meeting requirements to include travel schedules, arrangement of food and accommodation, and other details. The government accounting rules and regulations set certain limit to the amount (PhP800.00 per day to cover inland travel, food and accommodation) that can be provided to government officials/employees and for all who use government funds.

However, considering the unique nature of being volunteers of the NCCA while at the same time being aware of this government limitation on the use of financial resources, it has been deemed necessary to set the following guidelines.

The intent is to facilitate the coordination between the Executive Council (ExeCon) Members and the NCCA Secretariat and shall provide basis for action.

II. General Guidelines:

1. The NCCA shall provide financial support for the participation of the Executive Council members in the official meetings and other official functions of the Commission in accordance with the government accounting rules and regulations.
2. The NCCA Executive Council members' entitlement to the allowed financial assistance shall be supported by relevant documents, provided that the support to be utilized is the most economically efficient.

III. Specific Guidelines

1. TRAVEL/ TRANSPORTATION:

- 1.1 All travel shall be supported by an approved Travel Order covering a period a day before and a day after the actual time of meeting.
- 1.2 Per the COA rules and regulations, only the economical or reasonable mode of transportation is allowed. However, in destinations where air transportation is available, travelling by plane will be allowed.



- 1.3 The NCCA Staff shall do the travel arrangement in consideration of the schedule of activities and in consultation with the concerned member. Upon approval and issuance of the ticket, any changes in the flight (cancellation, rebooking, etc) will be shouldered by the person concerned.
- 1.4 Reimbursement of the travel expenses shall only be released upon completion and submission of the travel requirements to include:

For Metro Manila-based Committee Members:

- Accomplished Travel Itinerary with proper attachments (Taxi OR, bus tickets). In the absence of the OR, a maximum amount of P75.00 will be allowed on one way basis.
- Certificate of Travel Completed
- Accomplishment Report

For Region-based Committee Members:

- Boarding pass
 - Accomplished Travel Itinerary with proper attachments (Taxi OR, bus tickets, boat tickets). In the absence of the OR, a maximum amount of PhP75.00 will be allowed on one-way basis.
 - Terminal fee receipts
 - Certificate of travel completed.
 - Accomplishment Report
- 1.5 Reimbursement of gasoline cost is strictly not allowed. Should the Committee Members decide to use their own vehicles in attending official meetings, the allowed amount to be reimbursed shall only be equivalent to the taxi/bus rate from point of origin to NCCA.

2. FOOD WHILE IN TRANSIT

- 2.1 Reimbursement of meal expenses is at maximum amount of PhP150.00 per meal if supported by Official Receipt and only PhP75.00 without Official Receipt.



3. ACCOMMODATION

3.1 The NCCA shall provide economical hotel accommodation on twin-sharing basis. Should any member decide to have a solo room, he/she shall shoulder the room cost for the other person.

3.2 The period covered for hotel accommodation must be within the dates indicated in the Travel Order.

4. HONORARIUM:

4.1 The Executive Council Members of the National Committees shall be entitled to a token honorarium for their voluntary attendance and participation in the meetings, computed per day of actual meeting.

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