



# Ateneo de Zamboanga University

*The Jesuit University in Western Mindanao, Philippines*

Since 1912

## OFFICE OF THE VICE PRESIDENT FOR BASIC EDUCATION

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## MEMORANDUM

VPBED-09-2025

**DATE : NOVEMBER 7, 2025**  
**TO : ALL BASIC EDUCATION EMPLOYEES**  
**SUBJECT : GUIDELINES ON THE GRANT OF HONORARIA**

This memorandum serves to clarify the conditions under which honoraria may be granted to individuals, particularly in relation to employees within the department.

### 1. Honoraria for External Resource Persons

As a general practice, honoraria are provided to individuals who are invited from outside the department to share their expertise, experiences, specialized knowledge, or skills during trainings, workshops, seminars, conferences, or other official departmental activities. This is in recognition of the value they contribute beyond their regular responsibilities elsewhere.

### 2. Honoraria for Internal Employees

Honoraria may only be granted to employees within the department under specific circumstances, namely:

- When they perform tasks or render services beyond their official work hours, and such tasks are not part of the compensable overtime arrangement; or
- When they are assigned to undertake duties or provide services that are over and above their regular job descriptions and without any relation to their official roles within the department.

In such cases, the provision of honoraria shall be subject to management approval and the availability of funds, and must comply with existing institutional policies and relevant government regulations, where applicable.

### 3. Compliance and Proper Documentation

All requests or proposals for the granting of honoraria must be properly documented and duly endorsed for approval. Justifications must clearly indicate that the services rendered meet the above-stated criteria.

For guidance and strict compliance.

**(sgd) Jeffrey O. Jalani MS, MDM**  
Vice President for Basic Education