



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



Circular No.	2016-42
Date	29 July 2016

CIRCULAR LETTER

- TO : All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations, and other Covered Persons under the Supervision and Regulation of the Insurance Commission, and other Entities**
- SUBJECT : Guidelines on Approval of Requests for Lecturers, Resource Persons, and Facilitators from the Insurance Commission**

This Circular Letter provides the guidelines on approval of requests for lecturers, resource persons and facilitators from the Insurance Commission (IC) in seminars, training programs, workshops, conferences, and other similar activities.

1. DEFINITION OF TERMS

- 1.1. **LECTURER** – Any person who uses lecture as an instructional method in seminars, training programs, workshops, conferences, and other similar activities.
- 1.2. **RESOURCE PERSON** – Any person who, by virtue of his/her expertise in a specific subject area, serves as speaker in seminars, training programs, workshops, conferences, and other similar activities.
- 1.3. **FACILITATOR** – Any person who is a subject expert in neutrally managing group processes and dynamic sessions such that he/she intervenes for greater group understanding, thus enabling the participants to full participation, to mutual understanding, and to shared responsibilities in the achievement of group objectives and/or making quality decisions.

2. PROCEDURAL GUIDELINES

- 2.1. Requests for lecturers, resource persons or facilitators shall be formally addressed to the Office of the Insurance Commissioner **at least two (2) months prior to the scheduled activity.**

The letter request must contain the following basic information:

- Title of the program;
 - Date, Time and Venue of the program;
 - Number of requested IC lecturer/resource person/facilitator;
 - Specific subject matter/session topic to be discussed by the IC lecturer/resource person/facilitator;
 - Duration or number of hours of the session/lecture to be conducted; and
 - Target participants/attendees to the session/lecture .
- 2.2. The evaluation of requests shall take into consideration the exigency of the service, prior commitments and undertakings, and relevance of the program/activity to the mandates and functions of the Insurance Commission. All requests shall be subject for approval of the Insurance Commissioner.
- 2.3. The Insurance Commissioner shall, likewise, designate a pool of IC lecturers, resource persons and facilitators, who will be trained in handling public learning programs.
- 2.4. **LECTURE FEES.** In view of the expertise of lecturers, resource persons and facilitators, the minimum lecture fees shall be two (2) times their hourly rates based on their basic monthly salaries at twenty-two (22) working days per month, and eight (8) work hours per day. Furthermore, the fees shall correspond to the number of actual lecture/training hours plus equal number of hours for preparation.

The following formula shall serve as guide in the computation of the minimum lecture rates to be paid by the requesting party:

$$\text{Minimum Rate} = (2) \left(\frac{BMS}{1 \text{ month}} + \frac{1 \text{ month}}{22 \text{ days}} + \frac{1 \text{ day}}{8 \text{ hours}} \right) (2) (T_{\text{hours}})$$

$$\text{Minimum Rate} = 0.023 \times BMS \times T_{\text{hours}}$$

Where:

BMS = Basic Monthly Salary of the lecturer/ resource person/ facilitator

T_{hours} = Number of actual lecture/training hours plus equal number of hours for preparation¹

The Lecture Fees exclude costs of lecture materials, such as handouts and modules.

¹ To illustrate, if actual lecture/training is 2 hours, then the preparation shall be also equivalent to 2 hours, and so on.

- 2.5. Rates may be increased depending on the difficulty and complexity of the subject matter/session topic, professional qualifications of the lecturers, resource persons, and facilitators, and position levels of the participants.
- 2.6. With regard to the total lecture/training hours, a fraction of an hour shall have corresponding equivalent number of lecture/training hour as follows:

Fraction of One (1) Hour	Equivalent Number of Lecture/Training Hour
1 minute to 30 minutes	0.5 hour
> 30 minutes	1 hour

- 2.7. For programs/activities to be held within Metro Manila, the organizers shall provide for the transportation of the IC lecturers/resource persons/facilitators, while for those held outside Metro Manila, organizers shall provide for the transportation, hotel accommodations, and meals.
- 2.8. IC shall formally notify the requesting company/organization of the approval of its request, including the list of lecturers, resource persons, or facilitators, and the Billing Statement reflecting the amount of lecture fees payable to IC.
- 2.9. Payments must be settled directly to IC **within three (3) working days** after the conduct of the program/activity. All payments shall be collected through the Administrative Division-Cashier Section of IC and issued with corresponding Official Receipt.
- 2.10. All payments collected from services rendered by IC lecturers, resource persons and facilitators shall be deposited in the IC's Special Fund 152.

2. REQUEST FROM OTHER GOVERNMENT AGENCIES

For requests of other government agencies for services of IC lecturers, resource persons and facilitators, the guidelines promulgated under the Department of Budget and Management (DBM) Budget Circular No. 2007-1 dated 23 April 2007 and other relevant government laws, rules, regulations shall be applied.

This Circular shall take effect immediately.



EMMANUEL F. DOOC
Insurance Commissioner