

[DBM NATIONAL BUDGET CIRCULAR NO. 433, March 01, 1994]

PRESCRIBING GUIDELINES ON THE HIRING OF CONSULTANTS

1

Purpose

This Circular is issued to prescribe the rules and regulations on the hiring of individual consultants or experts.

2

Definition of a Consultant

A consultant is one who is contracted to render professional services requiring highly specialized or technical expertise in a field of special knowledge or training which cannot be provided by the regular staff of the agency. He is hired as a professional on a part-time or full-time basis.

3

Guidelines on Hiring Consultants

3.1 Heads of agencies may hire consultants or experts provided there are funds in their respective appropriations specifically for the purpose, as certified by the Agency Chief Accountant.

3.2 The consultant to be hired shall be a known expert in his field as manifested by his work experience and/or training.

3.3 The services of a consultant shall be engaged for a limited period only.

3.4 The consultant shall be hired to perform specific vital activities or services which cannot be provided by the regular staff of the agency.

4

Remuneration of Consultants

4.1 Consultants shall be paid remuneration of not more than 120% of the minimum basic salary of their equivalent position in the agency based on the position allocation list duly approved by the Department of Budget and Management. However, in the case of those working on a part-time basis, the remuneration shall not exceed 50% of that received by a full-time consultant of equivalent responsibility.

4.2 Consultants' remuneration shall be inclusive of all benefits accruing for the services rendered. Thus, they shall not be entitled to any other benefits otherwise