



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 00C-784-336

November 20, 2017

OFFICE OF THE MANAGER	
PLANNING & POLICY DEPARTMENT (PPD)	
Received by :	<i>JM</i>
Date :	12/15/17
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MEMORANDUM CIRCULAR NO. 18

Series of 2017

SUBJECT: Amended Provisions of the Implementation of Memorandum Circular No. 3, series of 2014 re: Policies and Guidelines in the Standardization of Allowable Rates for Food/Meal Allowances and Board/Lodging Allowances in the conduct of In-House Meetings, Trainings, Seminars and Conferences

Due to the increases in prices of commodities and other expenses brought about by the inflation rate, it is just but reasonable, logical and necessary to amend certain provisions of the Memorandum Circular No. 3, series of 2014 re: Policies and Guidelines in the Standardization of Allowable Rates for Food/Meal Allowances and Board/Lodging Allowances in the conduct of In-House Meetings, Trainings, Seminars and Conferences. Henceforth, the following provisions are amended as follows:

- 1.0 Sub-section 3.2 of Section 3.0, Coverage, which is amended as "Outreach Program for the Sugarcane Industry (OPSI)", *except OPSI paid seminars/trainings.*
- 2.0 Section 4.0, Exemption, which is amended as "All Board and stakeholders meetings as well as other executive and management committee meetings are not covered by the food/meal rates in this Memorandum Circular" *including OPSI where participants pay a certain amount of registration fee.*
- 3.0 Sub-sections 4.1, 4.2 and 4.3 of Section 5.0, Standard allowable and maximum rates which are amended as follows:

3.1 Meal Allowances

<i>Meal Allowances</i>	<i>1st and 2nd Class Cities and/or Municipalities</i>	<i>3rd, 4th, 5th and 6th Class Cities and/or Municipalities</i>
<i>Breakfast</i>	<i>150/head</i>	<i>100/head</i>
<i>AM Snacks</i>	<i>100/head</i>	<i>75/head</i>
<i>Lunch</i>	<i>200/head</i>	<i>150/head</i>
<i>PM Snacks</i>	<i>100/head</i>	<i>75/head</i>
<i>Dinner</i>	<i>200/head</i>	<i>150 head</i>


3.2 *As examples, some of the identified 1st and 2nd class cities and/or municipalities where SRA usually conduct or hold in-house meetings, trainings, seminars and conferences.*

3.3 *The rest of the cities and municipalities not classified in Item 3.2 above, are under the category of 3rd, 4th, 5th and 6th class cities and/or municipalities.*

4.0 Effectivity

The amended provisions of the aforesaid SRA MC No. 3, series of 2014 shall effect upon approval of the Sugar Board and such amended MC No. 3-A, series of 2017 is signed by the Administrator.

By Authority of the Sugar Board:


HERMENEGILDO R. SERAFICA
Administrator