



Republic of the Philippines
Department of Social Welfare and Development
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Administrative Order
No. 35
Series of 2004

Subject : **Amendment to Administrative Order No. 63 s. 2003 on the Use of Accrued Affiliation Fees**

Item 5 of Administrative Order No. 63 s. 2003 is hereby amended as follows:

From: As indicated in AO No. 63

"5. Affiliation fee shall be paid to the respective Field Offices where the Center and Institution is based under a Trust Account. The collected affiliation fees shall be divided on the following manners through a project proposal:

5.1 Thirty percent (30%) to be given as honorarium/incentive to the accredited Agency Field Instructor;

5.2 Fifty percent (50%) to be proportionately given to all staff of the Center including the NSTP Focal Person or Regional Training Coordinator in the region, provided that all leaves/absences shall be deducted from the amount due the staff;

5.3 Twenty percent (20%) for the supplies of the Center."

To:

"5. Pursuant to Section 8 of the GAA 2003 as reenacted for 2004 and the provisions of DSWD Administrative Order No. 11, all collections derived from affiliation fees on Civic Welfare Training Service (CWTS) of the National Service Training Program (NSTP), field work/practicum placement fees for social work and other degree courses, and care-giver trainees are considered Trust Receipts to be deposited to the National Treasury coded as Fund 181-184. Such fund will be made available for the conduct of seminars and conferences and for defraying the cost of maintenance and other operating expenses (MOOE) of respective centers and institutions of the region where the students/trainees were placed out, subject to accounting and auditing rules and regulations. Provided that upon conclusion of the seminar or conference the office authorized to conduct the same shall submit to DBM a report of the fees collected and of the expenses incurred and any excess therefrom shall be remitted to the National Treasury and shall accrue to the General Fund."

This amendment shall take effect immediately.

Issued this 19th of November 2004 in Quezon City.

[Signature]
CORAZON JULIANO-SOLIMAN

Secretary

A CERTIFIED COPY:

[Signature]
CARMELITA F. ZAFRA
Chief, General Services Division
and OIC, Records Unit