



**Supreme Court of the Philippines**  
**MANDATORY CONTINUING LEGAL EDUCATION OFFICE**  
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15 Doña Julia Vargas Avenue  
Ortigas Center, Pasig City

**MCLE Governing Board Resolution No. 002-2017**

**(Resolution Granting Authority to the MCLE Office to Pay for the Actual Accommodation Expenses of MCLE Monitors and Granting Allowance to the Monitors Subject to the Guidelines Set by the Board)**

WHEREAS, the monitoring of MCLE activities by the MCLE Office personnel is a key function and an integral part of the mandate of the MCLE Office to carry out the objectives of mandatory continuing legal education as stated in Rule 1 of Bar Matter No. 850;

WHEREAS, the MCLE Office usually sends at least one or two MCLE personnel to monitor regular MCLE activities, depending on the number of participants;

WHEREAS, pursuant to the Guidelines on Local Travel for Officials and Employees of the Judiciary (SC Administrative Circular No. 51-2010, July 07, 2010), the MCLE monitors are entitled to a maximum of P1,500.00 per day travel allowance apportioned as follows:

Particulars	Percentage	Amount
Hotel/Lodging	50 %	P 750.00
Meals at P150.00 per meal	30%	P 450.00
Incidental Expenses	20%	P 300.00
TOTAL	100%	P1,500.00

WHEREAS, the location and venue of MCLE activities are solely determined by the accredited MCLE providers subject only to basic physical requirements like convenient sitting capacity, conducive to learning atmosphere and the like;

WHEREAS, considering the present high cost of accommodation, it is extremely difficult for the MCLE monitors to look for and book their accommodation in the amount of P750.00 per night if there is only one monitor or at P1,500.00 per night if two monitors are deployed;

WHEREAS, considering that the aforesaid amount of P750.00 was fixed in 2005, the same has already become unrealistic and impractical;

WHEREAS, the peculiar circumstances of MCLE monitors which require them to stay at or near the venue of the seminar and to be there at least an hour before the start of the activity and to stay after the last lecture to check on the attendance forms of the participants, has made it more difficult for them to find a suitable accommodation within the allotted budget;

WHEREAS, the MCLE monitors' are exposed to security risk, physical and other inconveniences attendant to travel in unfamiliar places, especially if the lodging would require long travel to and from the venue of the seminar;

WHEREAS, the Implementing Guidelines for the Collection of MCLE Fees and the Utilization and Disbursement of the MCLE Fund issued by the Court on 07 June 2016 provides, among others, that the MCLE Fund shall be used for expenses for transportation and per diem of MCLE monitor/s in the conduct of monitoring MCLE activities, as well as for other continuing operating and maintenance expenses of the MCLE Office;

WHEREAS, to address the pressing concern on the accommodation of MCLE monitors in the course of monitoring MCLE activities, it is in the best interest of the service that the cost of accommodation be paid for by the MCLE Office from the MCLE Fund, subject to the rules on disbursement and liquidation as provided in the aforesaid implementing guidelines and other applicable laws, rules, regulations and other issuances;

WHEREAS, the remaining P 750.00 per day of the travel allowance to which the MCLE monitors are entitled after deducting the cost of accommodation is no longer realistic considering the high cost of meals, transportation and other incidental expenses;

WHEREAS, under SC Memorandum Circular No. 01-2016 dated January 18, 2016 (Guidelines for Personnel Assisting the Court During the CY 2016 Summer Session in Baguio City), an allowance of P 600.00 is given to personnel who are accommodated in the cottages of the Justices, the staff house and other buildings of the Court.

WHEREAS, similarly and patterned after the above Memorandum Circular where an allowance may be given notwithstanding the grant of accommodation, it is but just and reasonable that an additional allowance be granted to the MCLE monitors in the amount of P 600.00 per day during official monitoring assignments, the same to be taken from the MCLE Fund;

**WHEREFORE**, in view of the foregoing, the MCLE Governing Board resolves:

1. To GRANT authority to the MCLE Office to PAY for the actual expenses of accommodation of MCLE personnel in the course of monitoring approved MCLE activities;