

AGRICULTURE AND FISHERIES EXTENSION

# **COST** **STANDARDS**

---

FOR TRAINING, SCHOLARSHIP, AND INFORMATION,  
EDUCATION & COMMUNICATION SERVICES

2018-2020 GUIDE FOR PLANNING, BUDGETING, MONITORING AND EVALUATION



**AGRICULTURE AND FISHERIES EXTENSION:  
COST STANDARDS FOR TRAINING, SCHOLARSHIP, AND INFORMATION,  
EDUCATION & COMMUNICATION SERVICES**

2018-2020 GUIDE FOR PLANNING, BUDGETING, MONITORING AND EVALUATION

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2018-2020 Guide for Planning, Budgeting, Monitoring and Evaluation  
Updated Edition



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## MESSAGE



The Agricultural Training Institute (ATI), as the apex agency of agriculture and fisheries extension (AFE) in the country, continues its unwavering commitment to ensure sound financial and logistical support for various AFE services. In doing so, the first AFE cost standards document was developed in 2014 to serve as a guide in efficient planning, budgeting, monitoring and evaluation of AFE Programs, Plans and Activities (PPAs). In order for it to still effectively serve its purpose for the coming years, we deemed it necessary to review and update this document to ensure reliability. Hence, the coming forth of its second version for CY 2018-2020.

Coming up with this version entails a lengthy and tedious process of consultations. This would have not been possible and successful without the active participation of AFE's multi-stakeholder representatives throughout the country. I am glad to say that this document is a culmination of the combined effort of our colleagues from the National Government Agencies' Central and Regional Offices including the DA and ATI, Provincial Local Government Units, State Universities and Colleges, and the Task Force from ATI's Policy and Planning Division.

The full effort and generous inputs of those who were involved have influenced the possibility of creating well-planned, efficient and accountable public development investments in AFE. My genuine appreciation goes to all of them as we all carry on sharing the same vision of a unified, competent, and committed AFE service for a productive, profitable, and resilient agri-fishery industry.

Mabuhay po kayo!



**LUZ A. TAPOSOK, PhD**  
OIC-Director

## FOREWORD

It is essential and proper to guard any form of public development investment against exploitation not only to minimize its wastage, but more importantly, to maximize its coverage. This challenge is heavier for investments intended for the poor farmers and fishers as they comprise one of the largest sectors and population in the country. Not to mention, they produce the most important product of man – food for everyday consumption. These warrant them the strongest justification for maximum coverage of appropriate government interventions.

Because human resource is a crucial factor in any sectoral development effort, agri-fishery's 20.6 million workforce highly need government support. Further, the level of their knowledge, skills and attitudes (KSA) greatly influence their capability to contribute to the sector's development. Delivery of AFE services, a mandate of ATI which is aimed at increasing KSA is deemed to be the key. Hence, it is imperative for the government through the DA-ATI, to ensure that limited resources are maximized to produce the best AFE services for as many farmers and fishers as possible, thereby increasing their collective contribution to the sector's development.

The basic step towards this direction is to establish a mechanism and a tool that will facilitate efficient use of limited budget allotted for extension. Standardizing AFE costs and formulating AFE cost standards document fulfill the former and the latter, respectively. Both has already been accomplished by the ATI since 2014. However, to remain true to the purpose, costs standards must be subjected to periodic review and updating to ensure reliability. As a result of the process, this second version of the cost standards document covering CY 2018-CY 2020 was successfully formulated.

This document presents a more comprehensive costing of AFE products and services as it involved inputs from a wider group of multi-stakeholders throughout the country. Moreover, this document serves as a platform to harmonize AFE costing despite its pluralistic nature. When used correctly by every stakeholder while keeping in mind the common objective of safeguarding the government's limited resources, maximum coverage of services and beneficiaries will be achieved.

## INTRODUCTION

### **Background**

The Agriculture and Fisheries Modernization Act (AFMA) of 1997 otherwise known as Republic Act 8435, designates the Agricultural Training Institute (ATI) of the Department of Agriculture (DA) as the apex agency of agriculture and fisheries training and extension in the country. Specifically, the AFMA mandates ATI to advise DA in managing financial and logistical support for extension, and provide leadership in formulating the national agriculture and fisheries extension agenda and budget as stated in Rule 81.11.2 and 81.11.3 of its Implementing Rules and Regulations (IRR), respectively. Cognizant of this mandated function, the DA designated ATI as the focal agency for sub Major Final Output (MFO) No. 2.2 – Extension Support, Education, and Training Services (ESETS) under MFO No. 2 - Technical and Support Services, through DA Special Order No. 310 s. 2014.

In fulfilling the above role, ATI took the lead in the formulation of cost standards for ESETS through the guidance of the DA-Planning and Monitoring Service and participation of the Agriculture and Fisheries Extension Network member agencies, consisting of DA-Agencies providing extension services, and Regional Offices coming from the ATI-Regional Training Centers (RTCs) and DA-Regional Field Offices (RFOs). In CY 2014, the results were transliterated into the first version of the document entitled “Agriculture and Fisheries Extension (AFE) Cost Standards for Training, Scholarship and Information, Education & Communication Services, A Guide for Planning, Budgeting, Monitoring and Evaluation”

However, with the passing of time are changes in the condition of AFE delivery and in the costs that come with it. These could be due to several factors such as advancing technology and inflation. Hence, the above document was reviewed and updated to ensure its reliability and usefulness for the coming years. It was participated by AFE multi-stakeholder representatives whose inputs significantly contributed to this second version of the cost standards document covering CY 2018-CY 2020.

### **Definition, Scope and Limitations**

Standards are technical specifications which describe the characteristics of a product or related processes and production (DTI-BPS, n.d.). These involve the unit costs of inputs and activities to produce a product or service. The AFMA categorized such into four major services namely: training services, demonstration services, information, education and communication (IEC) support services and farm or business advisory services. This document provides standard cost of AFE services along (1) training and training related services, (2) scholarship grants, and (3) IEC Support Services, only recognizing the fact that standardizing costs for other AFMA mandated extension services was hardly attainable due to their highly dynamic nature.

Data herein adopted were limited to the inputs of 95 institutional representatives from the National Government Agencies' Central and Regional Offices including the DA and ATI, Provincial Local Government Units, and State Universities and Colleges. Their inputs were based on actual experience in delivering AFE services in their respective locations, for both collaborative and non-collaborative initiatives. Hence, the figures herein captured represent a broader perspective due to their familiarity with other office's method of costing.

Cost standards cover the entire country as they involved inputs of various representatives from all three zones, namely: Luzon, Visayas, and Mindanao. Moreover, it was presented in a zonal manner to ensure location-specificity that the intended users will readily use. Because of this, one may note of certain cost items found in one zone, category, or level but not in the other. For instance, under scholarship grant, "medical insurance" can be found under Visayas but not under Luzon or Mindanao. Similarly, "award and financial incentive for honor graduates" can be found under Bachelor's Degree but not under Master's Degree or PhD. In respect to participants' inputs, this document just adopted what they decided to include during consultations.

The absence of an item in a category and its presence in another does not necessarily follow that it can only be offered in the latter but not in the former. It only means that during the consultations conducted for this document, some participants did not experience offering the particular item to their scholars. Hence, they excluded it in the list as they have no idea on its prevailing cost. On the other hand, those who have experienced offering it to their scholars included it in the list. This way, grantors can still have a basis on its cost if ever they decide to include it in their scholarship program. Same idea applies in the case of training and IEC services.

Although location is a major factor, this document still follows existing government-issued general guidelines that govern the costing of certain services regardless of zone, region, or province. Anything that goes above the cost limit set by the following requires justification:

1. DBM National Budget Circular No. 563 Series of 2016 : Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions
2. DA-AO No. 22, Series of 2013 : Guidelines on the Grant of Honoraria for Agriculture and Fisheries Extension Services
3. DOST Memorandum Circular No. 001, Series of 2009 : Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose Services are Engaged by the National Science and Technology System
4. DBM Circular No. 2007-1 : Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators

Items not covered by above guidelines are bounded by range, starting from minimum up to maximum cost. It allows intended users with some discretion and flexibility when setting a budget for their programs, projects and activities (PPAs). Nevertheless, this cost range may only be useful for some time as factors influencing AFE delivery and its corresponding costs are never constant. Hence, this document can only provide cost standards covering CY 2018-2020. After which, series of consultations to review and update the document will be conducted again to come up with a new reliable version.

### **The Utility**

This document is a useful tool for agencies that are performing AF extension functions since it serves as reference during planning, budgeting, and monitoring and evaluation (M and E) of extension services. Through it, Planning Officers come up with quick and realistic computation of proposed budget for PPAs to ensure adequacy of funds and to minimize extreme deviations of financial accomplishments against financial targets. Similarly, Finance Officers use this as basis for approving or disapproving any recommended budget. Moreover, it guides M and E Officers to create sound judgment of whether funds for PPAs were efficiently managed or not. In essence, the document will help stimulate efficient management of resources for broader extension service coverage.

The cost standards for training services can be used as a reference to determine whether the actual costs incurred by an office are within the range or limit set for each cost item. It can also be used to calculate the total minimum and maximum cost for different types of training and other related services depending on the number of participants, duration, location, and number of cost items included in the activity. While cost standard for training services can only be applied to locally funded training, it can still be a reference for locally-conducted international trainings.

Cost standards for Scholarship Grants can be used as basis when planning for future scholarship programs or when revisions in an agency's existing guidelines on scholarship grant is deemed necessary. However, this is applicable only at the local setting and cannot be used when computing for the cost of locally-sponsored scholarships abroad.

The cost standard for IEC services serve as guide for AFE stakeholders in determining the minimum and maximum costs of different services such as production, distribution, development and translation of IEC materials and the cost of participation to local and international exhibits.

### **The Process**

The thorough process of formulating the 2018-2020 version of the cost standards document come in three phases. Each phase was designed to attain specific objectives that contributed to the desired result. Summarized as follows are the accomplishments of each phase:

#### *Phase I: Core Group Consultation with Concerned NGAs' Central Office Representatives*

1. Identified points for improvement in the current cost standards document.
2. Determined appropriate tools and techniques for the formulation of updated cost standards.
3. Developed workshop templates to be used during the series of zonal multi-stakeholder consultations.
4. Formulated cost standards for the Metro Manila area.

*Phase II: Conduct of Zonal Consultations in Luzon, Visayas and Mindanao*

1. Discussed the purpose and process of formulating an updated cost standards.
2. Explained the content of the current cost standards document.
3. Validated the relevance of cost items with the current condition of AFE delivery.
4. Determined other pertinent cost items that are applicable in setting the standards.
5. Harmonized cost under each cost item that are applicable for a three-year period.

*Phase III: Development of the Updated Cost Standards Document*

1. Consolidated and analyzed outputs of Phase I and Phase II.
2. Packaged, reproduced and disseminated updated cost standards document.

Further, Table 1 shows the details of each consultation.

Table 1. Details of consultation-series for the review and updating of the AFE cost standards

<b>Title of Activity</b>	<b>Date of Implementation</b>	<b>Venue</b>	<b>No. of Participants</b>
Core Group Consultation	February 7, 2017	ATI Central Office	18
Luzon Zonal Consultation	February 27-28, 2017	ATI Central Office	22
Visayas Zonal Consultation	March 14-15, 2017	ATI RTC VI	27
Mindanao Zonal Consultation	March 28-29, 2017	ATI RTC XI	28
Total			95

# **COST** **STANDARDS**

**for Training and other Training  
Related Activities**



## A. Training and Other Training Related Activities

Training is a basic extension service. It is defined as a need-based learning activity planned and implemented to enhance knowledge, attitude and skills (KAS) and values of participants. The basic requirements of training include a training course design, directory, evaluation and completion report. Other related activities such as congress, convention, educational tour, forum, seminar, symposium and technical briefing can be considered training if these meet the basic requirements.

In the past, training was confined as a face-to face activity between the trainee and the trainer. However, due to the need to cater to a larger and far-flung audience at a lesser cost, training has evolved through use of media and technology. One of its widely and successfully adopted innovations is school-on-the-air (SOA).

SOA is a distant learning on the complete package of technology of a commodity and other agriculture and fisheries related subject matter; it is aired through the radio in a structured manner; it may include enhancing mechanisms or tools such as short messaging system (SMS), internet, and telephone, among others. A certificate is given to the enrollee after completion of the course.

In the context of this document, there are only two major categories under training, namely, general training and SOA. Items under them are identified based on factors affecting the cost.

### Factors Affecting Cost of Training

The costs in the conduct of agriculture and fisheries training and other related activities vary depending on several factors. Among the common ones are the following:

**Type of training.** The type of training is highly influenced by the methodology it requires. For instance, a training on good agricultural practices need not just lectures but field demonstrations and hands-on practice as well. On the other hand, a training on policy development heavily requires lectures and writeshops. Thus, the former is considered practicum-type and the latter is considered classroom-type. In most cases, the former entails higher cost because of the various physical inputs it requires. Conversely, the latter is less costly because it only requires basic training facilities.

**Number of participants.** As the number of participants increases, the cost also increases mainly due to items that cannot be collectively shared. These include individual food, accommodation, and training kits, among others. However, cost of other items that can be collectively shared such as audio-visual equipment and training hall may also be affected. For instance, more participants require a bigger training hall and an upgraded sound system which translate to higher rental rates.

**Duration.** Naturally, longer training periods are more expensive than shorter ones because of extended use of its corresponding cost items. In some instances, longer trainings are more skill-intensive requiring inputs for practical application, which increases the training cost.

**Location.** As a general observation, activities conducted in the urban or city areas tend to be more expensive compared to those conducted in the rural areas. This is mostly because of higher rates charged by the suppliers for venue, accommodation, and food. Higher rates are brought by more advanced amenities being offered, added convenience from widely available nearby establishments and easily accessible transportation options. Moreover, suppliers in the city need to constantly upgrade their services to be at par with a greater number of competitors. The cost of upgrading are often passed on to the clients as higher rates.

**Add-ons.** Aside from basic inclusions, some items are added to facilitate the flow of training, to ensure convenience of the participants during workshops, and to sustain interest of the participants to lecture topics. These include an air-conditioned room instead of fan room, internet connection through open wi-fi access, and service vehicles to fetch and ferry participants, among others. In some cases, special gadgets or equipment are provided during highly technical-practical courses that are usually for technicians and engineers. Trainings along the development of information, education and communication may also incur additional cost especially if it requires rental of equipment, licensed software for developing IEC materials and editing videos. Normally, as the number of add-ons increases, cost of training also increases.

Due to various factors, an accurate cost standard that was identified based on the kind of activity alone is not attainable. For instance, it cannot be directly concluded that a lecture-type training is less expensive than a practicum-type training without identifying the number of participants, duration, location, or the need for vehicle rentals. These are just few of the factors that have to be considered, among others. Therefore, the best strategy to come up with an accurate cost standard for training is to consider individual cost items that contribute to its total cost. This way, implementers can come up with more realistic computations based on their PPAs' requirements or assumptions.

Participants from the consultation process identified possible cost items that are commonly included in a general training. As shown on Tables below, these were categorized based on seven (7) major cost items; Packaged Training, Food and Accommodation, Rentals, Supplies and Materials, Communication, Gasoline and Honorarium. Other major cost items were further itemized, given specific assumptions and proper unit of measure for easier cost computation. On the other hand, some are based on existing guidelines therefore minimum and maximum costs were already predetermined.

### **Factors Affecting Cost of School-on-the-air**

School-on-the-Air (SOA) is an extension modality which uses radio in the conduct of training programs. Through the years, several strategies were incorporated in the implementation of SOA.

Some Regions implement SOA and complement it with a technology demonstration component. This is for the enrollees to enhance their learning, and see for themselves how the technology is being applied in the field. Others blend it with the e-Learning courses available in the e-Extension Program for Agriculture and Fisheries through [www.e-extension.gov.ph/elearning](http://www.e-extension.gov.ph/elearning). Likewise, others also incorporates the mechanism of texting or sending messages to the resource persons on air, the enrollees or vice-versa. Others, incorporate the mechanism of a learning journey. Blending of strategies in learning has a great potential for lessons to be retained and applied.

The incorporation and blending of strategies within the SOA may entail additional cost which was not included in the computation included in this manual. The cost of SOA is only in the implementation of SOA sans the extension strategies that will be blended or incorporated to achieve and maximize learning and adoption of technology.

Table 2a. Cost Standards for Training Services in Luzon

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>A. Packaged Training</b>				
	Off Center (Hotel/Resort/Other Government Facility/ Learning Sites)	P/Pax/Day	Locally funded activity. Food, accommodation and venue included. Based on DBM National Budget Circular No. 563 Series of 2016		2,000
	<b>B. Food and Accommodation</b>				
	B.1 Food Only		Catering services available for non-packaged training or other related activities.		
	Breakfast	P/Pax/Day		100	200
	AM Snacks	P/Pax/Day		75	100
	Lunch	P/Pax/Day		200	350
	PM Snacks	P/Pax/Day		75	100
	Dinner	P/Pax/Day		150	350
	B.2 Accommodation only		Board and lodging services available for non-packaged training or other related activities.		
	Own/Government Facility				
	Ordinary Room	P/Pax/Day		200	1,000
	Air-conditioned Room	P/Pax/Day		300	2,000
	<b>C. Rentals</b>				
	C.1 Training Hall				
Own/Government Facility	P/Day	Small venue accommodating 30-50 pax, including the use of equipment	3,000	7,000	

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	Off Center	P/Day	Small venue accommodating 30-50 pax, including the use of equipment	5,000	10,000
	C.2 Convention Center	P/Day	Large venue for special events accommodating 100-300 pax	10,000	30,000
	C.3 Demo Site Rental	P/Day	Renting of facilities, equipment, animals etc. for practicum based courses	3,000	10,000
	C.4 Transport Rentals				
	Land				
	Van	P/Day	Inclusive of gasoline, toll fee, driver's fee; Seating capacity of 12-15 pax; Van must be for public utility and/or government registered	6,000	15,000
	Bus	P/Day	Inclusive of gasoline, toll fee, driver's fee. Seating capacity of 50 pax; Seating capacity of 18-20 pax; Bus must be for public utility and/or government registered.	50,000	100,000
	Motorcycle	P/Day	Exclusive of gasoline and other fees	1,500	3,500
	Sea				
	Pump Boat	P/Day	Inclusive of gasoline and driver's fee. Seating capacity of 20 pax	5,000	15,000
	C.5 Equipment Rental				
	LCD/Projector	P/Day		1,000	3,000
	Sound System	P/Day	At least two speakers with at least two microphones and basic accessories.	3,500	10,000
	Laptop	P/Day		1,000	3,000
Band equipment	P/Day	Full band equipment; for special occasions only.	7,500	12,000	

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>D. Supplies and Materials</b>				
	D.1 Basic/Office Supplies	P/Pax	Materials used during pre-training and during the conduct of training. It includes training kits, printing and workshop materials such as pens, notebooks, envelopes, papers for hand-outs and certificates, cartolina, CD, ID, USB, etc.	200	2,000
	D.2 Input/Agricultural Supplies	P/Pax	Materials used in short-term trainings with practicum based courses such as production, post-production and value-adding courses (planting materials, fertilizers, etc.)	500	3,000
		P/Site	Materials used in long-term trainings such as in a bundled 1 Participatory Technology Demonstration Site and 5 Farmer's Field School (FFS) Sites	20,000	50,000
	D.3 Other Supplies/Materials				
	Tokens	P/Pax	A material given to a participant as a reward for successfully completing the training course. It can also be given to a resource person as a sign of appreciation for the services provided during the training. This can be in the form of book, t-shirt, USB, jacket, barong, etc.	500	5,000
	Special gadgets and equipment	P/Pax	Special gadget and/or equipment given to a participant during highly technical-practical courses that is usually for technicians and engineers.	4,000	50,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>E. Communication</b>	P/Training	Communication expenses incurred pre, proper, and post-training	500	6,500
	<b>F. Gasoline</b>	P/Training	Fuel and oil used for traveling from the office/center to the training venue and vice versa. Near or distant travel from the office or center.	2,000	20,000
	<b>G. Resource Person (Honorarium)</b>	P/Hour	Adopted from DA-AO No. 22, Series of 2013 (Guidelines on the Grant of Honoraria for Agriculture and Fisheries Extension Services)	700	1,500
		P/Hour	Adopted from DOST Memo Circular No. 001, Series of 2009 (Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose Services are Engaged by the National Science and Technology System)	840	1,400
	<b>H. Training Coordinator (Honorarium)</b>	P/Hour	Adopted from DBM Circular No. 2007-1 (Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators)		2,000
		P/Day	Overall coordinator, organizer of training (pre-proper-post). Based on DOST MC No. 001 Series of 2009 (Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose Services are Engaged by the National Science and Technology System)		1,400

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>2. School on the air</b>	Package SOA /All Inclusive	P/Pax	Average of 500 SOA graduates	1,000	3,000
	A. Pre-broadcast	P/Course	Covers needs assessment, signal monitoring, additional manpower, orientation, module preparation.	100,000	250,000
	B. During-Broadcast	P/Course	Covers anchor's fee, airing fee, monitoring, quizzes (freebies), radio teachers (incentives/ honorarium/ tokens)	250,000	800,000
	C. Post-broadcast	P/Course	Covers graduation expenses (certificate, food, awards etc.).	150,000	450,000



Table 2b. Cost Standards for Training Services in Visayas

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>A. Packaged Training</b>				
	Off Center (Hotel/Resort/Other Government Facility/Learning Sites)	P/Pax/Day	Locally funded activity. Food, accommodation and venue included. Based on DBM National Budget Circular No. 563 Series of 2016		2,000
	<b>B. Food and Accommodation</b>				
	B.1 Food Only		Catering services availed for non-packaged training or other related activities.		
	Breakfast	P/Pax/Day		150	250
	AM Snacks	P/Pax/Day		75	200
	Lunch	P/Pax/Day		250	400
	PM Snacks	P/Pax/Day		75	200
	Dinner	P/Pax/Day		250	400
	B.2 Accommodation only		Board and lodging services availed for non-packaged training or other related activities.		
	Own/Government Facility				
	Ordinary Room	P/Pax/Day		200	350
	Air-conditioned Room	P/Pax/Day		300	1,000
	<b>C. Rentals</b>				
	C.1 Training Hall				
	Own/Government Facility	P/Day	Small venue accommodating 30-50 pax, including the use of equipment	3,500	8,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	Off Center	P/Day	Small venue accommodating 30-50 pax; Including the use of equipment	5,000	10,000
	C.3 Demo Site Rental	P/Day	Renting of facilities, equipment, animals etc. for practicum based courses	3,000	10,000
	C.4 Transport Rentals				
	Land				
	Jeepney	P/Day	Inclusive of gasoline, toll fee, driver's fee; Seating capacity of 18-20 pax; Jeepney must be for public utility and/or government registered	3,000	5,000
	Jeepney	P/Day	Exclusive of gasoline, toll fee, driver's fee; Seating capacity of 18-20 pax; Jeepney must be for public utility and/or government registered	2,000	4,500
	Van	P/Day	Inclusive of gasoline, toll fee, driver's fee; Seating capacity of 12-15 pax; Van must be for public utility and/or government registered	4,000	15,000
	Van	P/Day	Exclusive of gasoline, toll fee, driver's fee; Seating capacity of 18-20 pax; Van must be for public utility and/or government registered	3,000	5,500
	Bus	P/Day	Inclusive of gasoline, toll fee, driver's fee. Seating capacity of 50 pax; Seating capacity of 18-20 pax; Bus must be for public utility and/or government registered	30,000	60,000
	Sea				
	Pump Boat	P/Day	Inclusive of gasoline and driver's fee. Seating capacity of 20 pax	10,000	20,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	C.5 Equipment Rental				
	LCD/Projector	P/Day		2,400	4,000
	Sound System	P/Day	Two speakers with at least 2 microphones and basic accessories	3,000	15,000
	<b>D. Supplies and Materials</b>				
	D.1 Basic/Office Supplies	P/Pax	Materials used during pre-training and during the conduct of training. It includes training kits, printing and workshop materials such as pens, notebooks, envelopes, papers for hand-outs and certificates, cartolina, CD, ID, USB, etc.	150	1,000
	D.2 Input/ Agricultural Supplies	P/Pax	Materials used in trainings with practicum based courses such as production, post-production and value-adding courses (planting materials, fertilizers, etc.)	1,000	3,000
	D.3 Other Supplies/ Materials				
	Tokens	P/Pax	A material given to a participant as a reward for successfully completing the training course. It can also be given to a resource person as a sign of appreciation for the services provided during the training. This can be in the form of book, t-shirt, USB, jacket, barong, etc.	300	1,500
	D.4. Post Training Support	P/Pax	Materials like starter kits, seeds, seedling tray, garden tools, etc.	1,500	5,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>E. Communication</b>	P/Training	Communication expenses incurred pre, proper, and post-training	500	3,000
	<b>F. Gasoline</b>	P/Training	Fuel and oil used for traveling from the office/center to the training venue and vice versa. Near or distant travel from the office or center.	5,000	20,000
		P/Hour	Adopted from DA-AO No. 22, Series of 2013 (Guidelines on the Grant of Honoraria for Agriculture and Fisheries Extension Services)	700	1,500
	<b>G. Resource Person (Honorarium)</b>	P/Hour	Adopted from DOST Memo Circular No. 001, Series of 2009 (Revised Implementing Guidelines on the Grant of Honoraria to Personnel whose Services are Engaged by the National Science and Technology System)	840	1,400
		P/hour	Adopted from DBM Circular No. 2007-1 (Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators)		2,000
<b>2. School on the air</b>		P/pax	Average of 500 SOA graduates	1,500	3,000

Table 2c. Cost Standards for Training Services in Mindanao

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	<b>A. Packaged Training</b>				
	Off Center (Hotel/Resort/Other Government Facility/Learning Sites)	P/Pax/Day	Locally funded activity. Food, accommodation and venue included. Based on DBM National Budget Circular No. 563 Series of 2016		2,000
	<b>B. Food and Accommodation</b>				
	B.1 Food Only		Catering services availed for non-packaged training or other related activities.		
	Breakfast	P/Pax/Day		150	250
	AM Snacks	P/Pax/Day		75	150
	Lunch	P/Pax/Day		200	300
	PM Snacks	P/Pax/Day		75	150
	Dinner	P/Pax/Day		200	300
	B.2 Accommodation only		Board and lodging services availed for non-packaged training or other related activities.		
	Own/Government Facility				
	Ordinary Room	P/Pax/Day		400	800
	Air-conditioned Room	P/Pax/Day		800	1,200
	<b>C. Rentals</b>				
	C.1 Training Hall				
	Own/Government Facility	P/Day	Small venue accommodating 30-50 pax, including the use of equipment	2,500	6,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	Off Center	P/Day	Small venue accommodating 30-50 pax, Including the use of equipment	3,000	10,000
	C.2 Convention Center	P/Day	Large venue for special events accommodating 100-300 pax	10,000	30,000
	C.3 Demo Site Rental	P/Day	Renting of facilities, equipment, animals etc. for practicum based courses	5,000	15,000
	C.4 Transport Rentals				
	Land				
	Jeepney	P/Day	Inclusive of gasoline, toll fee, driver's fee; Seating capacity of 18-20 pax; Jeepney must be for public utility and/or government registered	5,000	10,000
	Jeepney	P/Day	Exclusive of gasoline, toll fee, driver's fee; Seating capacity of 18-20 pax; Jeepney must be for public utility and/or government registered	3,000	5,000
	Van	P/Day	Inclusive of gasoline, toll fee, driver's fee; Seating capacity of 12-15 pax; Van must be for public utility and/or government registered	8,000	15,000
	Van	P/Day	Exclusive of gasoline, toll fee, driver's fee; Seating capacity of 12-15 pax; Van must be for public utility and/or government registered	5,000	12,000
	Bus	P/Day	Inclusive of gasoline, toll fee, driver's fee. Seating capacity of 50 pax; Seating capacity of 18-20 pax; Bus must be for public utility and/or government registered	30,000	60,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>1. General Training</b>	Pick-up (4x4)/SUV Sea	P/Day	Inclusive of gasoline, toll fee, driver's fee	5,000	10,000
	Pump Boat	P/Day	Inclusive of gasoline and driver's fee. Seating capacity of 20 pax	5,000	15,000
	C.5 Equipment Rental				
	LCD/Projector	P/Day		1,500	3,000
	<b>D. Supplies and Materials</b>				
	D.1 Basic/Office Supplies	P/Pax	Materials used during pre-training and during the conduct of training. It includes training kits, printing and workshop materials such as pens, notebooks, envelopes, papers for hand-outs and certificates, cartolina, CD, ID, USB, etc.	250	1,000
	D.2 Input/Agricultural Supplies	P/Pax	Materials used in trainings with practicum based courses such as production, post- production and value-adding courses (planting materials, fertilizers, etc.)	1,500	3,000
	D.3 Other Supplies/Materials				

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
1. General Training	Tokens	P/Pax	A material given to a participant as a reward for successfully completing the training course. It can also be given to a resource person as a sign of appreciation for the services provided during the training. This can be in the form of book, t-shirt, USB, jacket, barang, etc.	2,500	5,000
	<b>E. Communication</b>	P/Training	Communication expenses incurred pre, proper, and post-training	3,000	6,500
	<b>F. Gasoline</b>	P/Training	Fuel and oil used for traveling from the office/center to the training venue and vice versa. Near or distant travel from the office or center.	5,000	18,000
		P/Hour	Adopted from DA-AO No. 22, Series of 2013 (Guidelines on the Grant of Honoraria for Agriculture and Fisheries Extension Services)	700	1,500
	<b>G. Resource Person (Honorarium)</b>	P/Hour	Adopted from DOST Memo Circular No. 001, Series of 2009 (Revised Implementing Guidelines on the Grant of Honoraria to Personnel...)	840	1,400
		P/Hour	Adopted from DBM Circular No. 2007-1 (Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators)		2,000
2. School on the air		P/Pax	Average of 500 SOA graduates	1,500	3,000



# **COST** **STANDARDS**

**for Scholarship Grants**

## B. Scholarship Grant

In this document, scholarship refers to the degree or non-degree learning or achievement granted to a deserving individual hereinafter referred to as Scholar who underwent and passed the process of screening and elimination in accordance to pre-set rules or guidelines of the awarding agency hereinafter referred to as Grantor. Scholarship grant therefore refers to the awarding of scholarship to the scholar by the grantor.

Scholarship grant, is further categorized into four main levels namely: Bachelor's Degree, Masteral Degree, Doctor of Philosophy (PhD), and Non-Degree Courses. Each is composed of Cost Items contributing to the variation of the grant's total cost. Among the common cost items are as follows: Matriculation and other fees, Stipend, Book Allowance, Clothing Allowance, Transportation Allowance, Allowance for Field Trips, Board and Lodging Allowance, Medical Allowance, Equipment Allowance, Thesis Assistance and Graduation Expense.

Different agencies have different perspective on the definition and composition of the abovementioned Cost Items. For instance, Grantor A may understand "Stipend" as financial assistance solely intended to support the scholar's very basic expenses such as food and reproduction of reference materials. On the other hand, Grantor B may understand "Stipend" as financial assistance covering the scholar's basic expenses plus other expenses from the purchase of books, clothing, board and lodging, etc. In the first scenario, the Grantor may give small amount of "stipend" supplemented by other forms of allowances. In the second scenario, the Grantor may give bigger amount of "stipend" with little or no other allowances on the assumption that the stipend alone is enough to cover all other forms of expenses.

The lack of common understanding on the scope and definition of a cost item may cause the grantor to question its standard amount if it seems too small or too big relative to their perception of its components. Hence, to eliminate such confusions, the Tables below presented the description and usual coverage of each cost item.

### Factors Affecting Cost of Scholarship Grant

The total cost of a scholarship grant may vary due to the following factors:

**Level.** As a general observation, the scholarship in a higher level tends to be more expensive as compared to a scholarship in a lower level due to the higher amount of requirements of the former.

**Classification of school (public/private).** The classification of school to which the scholar is registered could also influence the cost of scholarship grant. Expenses, particularly the tuition fee in private schools/ universities, tend to be higher as compared to public schools/ universities where part of the tuition and miscellaneous fee is subsidized by the government.

**Course.** Different courses are comprised of different kinds of subjects. For instance, a course that is hard science-based (Ex. Bachelor of Science in Agricultural Engineering and Bachelor of Science in Veterinary Medicine) mostly require subjects with laboratory and field practicum sessions. These subjects are more complex and demand more physical inputs compared to others. Hence, they have higher equivalent units and higher corresponding cost compared to others that do not require the same inputs.

**Study Duration.** Naturally, five-year courses are more expensive than four-year courses because of extended year of payment of matriculation fees, stipend, book allowance, clothing allowance, and transportation allowance, among others. The former also requires more subjects, hence, higher amount of matriculation fee.

**Number of allowances offered by the grantor.** In some instances, a grantor may offer other forms of allowances on top of the stipend. As the number of allowances increases, the total cost of the grant also increases. In the same manner, fewer allowances translate to lower cost.

Table 3a. Cost Standards for Scholarship Grants in Luzon

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ Scholar/ sem	1,000	12,000
	Allowance for Field Trips	A financial assistance given per trip to scholars to support their expenses incurred from participating in a required special trip. The amount is based on the actual package cost of the trip.	Per Package Trip ; Local	P/ scholar/ trip	1,500	3,500
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	3,000	5,000
	Medical Allowance	A reimbursable amount of special financial assistance given to scholars every year to support their expenses incurred from medical treatment/services. The amount is based on actual hospital bills.	Medicine, regular hospital fees (e.g. check-up, laboratory tests, confinement)	P/ scholar/ yr	10,000	10,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Life Insurance	Group insurance availed and renewed by the grantor for the scholars to ensure that the latter's families will receive benefits in case of death by nature or accident while in an ongoing scholarship program.	Cash benefits	P/ scholar/ year	300	500
	Equipment Allowance	A pre-determined amount of financial assistance given to scholars on a one-time basis for the whole duration of their scholarship program, to support their expenses incurred from the procurement of equipment.	Laptop, USB drive purchased locally	P/ scholar/ scholarship	20,000	25,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	9,000	50,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	1,000	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>2. MS DEGREE</b>	Matriculation and other fees	Financial amount paid for registration/ enrollment to a degree, non-degree, or special program.	matriculation fees, miscellaneous fees	P/ scholar/ sem	5,000	35,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	8,000	15,000
	Book Allowance	A pre-determined or reimbursable amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	5,000	15,000
	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	10,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>2. MS DEGREE</b>	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	7,500	10,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	50,000	100,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	2,500	3,000
	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	matriculation fees, miscellaneous fees	P/ scholar/ sem	5,000	35,000
<b>3. PhD DEGREE</b>	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	8,000	30,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Book Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	10,000	15,000
	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	10,000
	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	7,500	10,000



Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	100,000	250,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost: pre- graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	2,500	5,000
<b>4. NON- DEGREE COURSES</b>	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	matriculation fees, miscellaneous fees	P/ scholar/ sem	6,000	7,500
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs-related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	6,000	10,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>4. NON-DEGREE COURSES</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem		2,000
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	3,000	5,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship		2,000

Table 3b. Cost Standards for Scholarship Grants in Visayas

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program. This is based on actual cost as assessed by the University/ school.	Matriculation fees, miscellaneous fees	P/ scholar/ sem	5,000	50,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	Food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	5,000	15,000
	Book Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	5,000	10,000
	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	3,000	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	15,000
	Allowance for Field Trips	A financial assistance given per trip to scholars to support their expenses incurred from participating in a required special trip. The amount is based on the actual package cost of the trip.	Per Package Trip ; Local	P/ scholar/ trip	1,500	5,000
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	2,000	5,000
	Medical Insurance	Group insurance package available by the grantor for the scholar to cover payment of the latter's medical and surgical expenses for illnesses, injuries and related conditions while in an on-going scholarship program. Coverage depends on the most attractive package inclusions offered by the winning bidder.	Hospitalization expense, medical and surgical procedures, check-up, dental services, etc.	P/ scholar/ yr	10,000	15,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Computer/Internet Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from accessing the computer and/or the internet.	Computer rental; Pre-paid/postpaid internet; fees from internet cafés	P/ scholar/ sem	2,500	2,500
	Equipment Allowance	A pre-determined amount of financial assistance given to scholars on a one-time basis for the whole duration of their scholarship program, to support their expenses incurred from the procurement of equipment.	Laptop, USB drive purchased locally	P/ scholar/ scholarship	35,000	40,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering: hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	10,000	75,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	1,500	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Incentive for honor graduates	Cash incentive awarded to scholars who graduated Summa cum Laude, Magna cum Laude, and Cum Laude. This is given only after graduation.	Cash Incentive	P/ scholar/ scholarship	30,000	50,000
	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	Matriculation fees, miscellaneous fees	P/ scholar/ sem	5,000	35,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	Food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	15,000	35,000
<b>2. MS DEGREE</b>	Book Allowance	A pre-determined or reimbursable amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	5,000	15,000
	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	5,000	6,000

Level	Cost Item	Description	Components / Coverage	Unit of Measure	Cost	
					Min	Max
<b>2. MS DEGREE</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	20,000
	Computer/Internet Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from accessing the computer and/or the internet.	Computer rental; Pre-paid/postpaid internet; fees from internet cafés	P/ scholar/ sem	3,000	5,000
	Allowance for Field Learning Experience	A financial assistance given per semester to scholars to support their expenses incurred from participating in a required field learning experience off-campus.	Per semester; Local	P/ scholar/ semester	2,000	10,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>2. MS DEGREE</b>	Medical Insurance	Group insurance package availed by the grantor for the scholar to cover payment of the latter's medical and surgical expenses for illnesses, injuries and related conditions while in an on-going scholarship program. Coverage depends on the most attractive package inclusions offered by the winning bidder.	Hospitalization expense, medical and surgical procedures, check-up, dental services, etc.	P/ scholar/ yr	15,000	
	Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	5,000	7,500
	Relocation Allowance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from relocating to places that are nearer to the school/ University if they are previously residing outside the school's/University's region.	Transportation cost of relocating the scholar and his/her family; Initial board and lodging (Down Payment/ Deposit)	P/ scholar/ scholarship	10,000	20,000
	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	3,500	5,000



Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>2. MS DEGREE</b>	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements. A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	75,000	200,000
	Graduation Expense		actual package cost; pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	2,000	20,000
	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	matriculation fees, miscellaneous fees	P/ scholar/ sem	5,000	50,000
<b>3. PhD DEGREE</b>	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	18,000	40,000
	Book Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/ soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	5,000	15,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	5,000	6,000
	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	15,000
	Computer/ Internet Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from accessing the computer and/or the internet.	Computer rental; Pre-paid/ postpaid internet; fees from internet cafés	P/ scholar/ sem	5,000	6,000
	Allowance for Field Learning Experience	A financial assistance given per semester to scholars to support their expenses incurred from participating in a required field learning experience off-campus.	Per semester; Local	P/ scholar/ semester	2,000	10,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Medical Insurance	Group insurance package availed by the grantor for the scholar to cover payment of the latter's medical and surgical expenses for illnesses, injuries and related conditions while in an on-going scholarship program. Coverage depends on the most attractive package inclusions offered by the winning bidder.	Hospitalization expense, medical and surgical procedures, check-up, dental services, etc.	P/ scholar/ yr		15,000
	Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/University	Dorm Rental; Apartment Rental	P/ scholar/ month	5,000	7,500
	Relocation Allowance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from relocating to places that are nearer to the school/University if they are previously residing outside the school's/University's region.	Transportation cost of relocating the scholar and his/her family; Initial board and lodging (Down Payment/Deposit)	P/ scholar/ scholarship	10,000	20,000
	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	3,500	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	100,000	300,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost; pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	2,000	20,000
<b>4. NON-DEGREE COURSES</b>	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	matriculation fees, miscellaneous fees	P/ scholar/ sem	20,000	50,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs-related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	12,000	15,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>4. NON- DEGREE COURSES</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	3,000	10,000
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	5,000	7,500
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	1,000	5,000

Table 3c. Cost Standards for Scholarship Grants in Mindanao

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program. This is based on actual cost as assessed by the University/school.	matriculation fees, miscellaneous fees	P/ scholar/ sem	1,000	50,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	1,500	15,000
	Book Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	3,000	15,000
	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	2,000	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	15,000
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	5,000	7,500
	Medical Allowance	A reimbursable amount of special financial assistance given to scholars every year to support their expenses incurred from medical treatment/services. The amount is based on actual hospital bills.	Medicine, regular hospital fees (e.g. check-up, laboratory tests, confinement)	P/ scholar/ yr	15,000	20,000
	Life Insurance	Group insurance availed and renewed by the grantor for the scholars to ensure that the latter's families will receive cash assistance in case of death by nature or accident while in an on-going scholarship program.	Cash assistance	P/ scholar/ year	100	500

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Equipment Allowance	A pre-determined amount of financial assistance given to scholars on a one time basis for the whole duration of their scholarship program, to support their expenses incurred from the procurement of equipment.	Laptop, USB drive purchased locally	P/ scholar/ scholarship	30,000	40,000
	Provision of OJT Allowance	A financial assistance given to scholars on a one time basis to support their OJT program's related expenses. It is given only to those who have successfully completed the whole OJT duration, proven with a certificate of completion.	Food, transportation, company-required clothes/uniform, etc.	P/ scholar/ # of hrs. required	10,000	20,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	20,000	100,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Actual package cost: pre-graduation, post-graduation expenses	P/ scholar/ scholarship	5,000	8,000



Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. BS DEGREE</b>	Provision of start-up capital for agri-entrepreneurial projects	A proposal-based and supervised financial assistance given to interested scholars who have not landed a job within one (1) year to support their agri-entrepreneurial ventures. It is usually paid back for a duration of not more than three years without interest.	Cash provision	P/ scholar/ scholarship	50,000	250,000
	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	Matriculation fees, miscellaneous fees	P/ scholar/ sem	10,000	70,000
<b>1. MS DEGREE</b>	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	Food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	25,000	30,000
	Book Allowance	A pre-determined or reimbursable amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	15,000	20,000

Level	Cost item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. MS DEGREE</b>	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	4,000	5,000
	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	15,000
	Computer/ Internet Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from accessing the computer and/or the internet.	Computer rental; Pre-paid/ postpaid internet; fees from internet cafés	P/ scholar/ sem	3,500	3,500
	Life Insurance	Group insurance availed and renewed by the grantor for the scholars to ensure that the latter's families will receive benefits in case of death by nature or accident while in an on-going scholarship program.	Cash benefits	P/scholar per annum	100	500

Level	Cost item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>1. MS DEGREE</b>	Relocation Allowance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from relocating to places that are nearer to the school/ University if they are previously residing outside the school's/University's region.	Transportation cost of relocating the scholar and his/her family; Initial board and lodging (Down Payment/Deposit)	P/ scholar/ scholarship	20,000	40,000
	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	10,000	15,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	80,000	200,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	5,000	8,000

Level	Cost item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	Matriculation fees, miscellaneous fees	P/ scholar/ sem	15,000	80,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs related activities.	Food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	35,000	40,000
	Book Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from the purchase of books and similar materials.	Textbooks, workbook, manuals, syllabus, hard/soft bound materials purchased from the bookstores or from the University.	P/ scholar/ sem	15,000	20,000
	Clothing Allowance	A pre-determined amount of financial assistance given every year to scholars to support their clothing expenses.	Clothing	P/ scholar/ year	4,000	5,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	5,000	20,000
	Computer/ Internet Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their expenses incurred from accessing the computer and/or the internet.	Computer rental; Pre-paid/ postpaid internet; fees from internet cafés	P/ scholar/ sem	3,500	3,500
	Life Insurance	Group insurance availed and renewed by the grantor for the scholars to ensure that the latter's families will receive cash assistance in case of death by nature or accident while in an on-going scholarship program.	Cash assistance	P/ scholar per annum	100	500

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Expository Learning Intervention	Financial amount that is based on the actual cost of the expository learning intervention. It is meant to enhance the scholar's professional practice skills. This may include internship/on-the-job training and trips to local and/or international destinations where a technology or innovation is being showcased.	Internship/on-the-job training, trips to local and/or international destinations	P/ scholar/ 6 mos.	100,000	150,000
	Relocation Allowance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from relocating to places that are nearer to the school/ University if they are previously residing outside the school's/University's region.	Transportation cost of relocating the scholar and his/her family; Initial board and lodging (Down Payment/ Deposit)	P/ scholar/ scholarship	20,000	40,000
	Special Exams	An amount of financial assistance given to scholars to support expenses incurred from taking special exams. The amount is based on the actual cost of taking the exam.	Comprehensive Exam; Advancement Exam	P/ scholar/ exam	10,000	15,000
	Thesis Assistance	A pre-determined amount of financial assistance given on a one-time basis to scholars to support their expenses incurred from the completion of thesis requirements.	Data Gathering; Hiring of enumerators, editor, data analyst; printing and binding	P/ scholar/ scholarship	120,000	250,000

Level	Cost Item	Description	Components/ Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Actual package cost: pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	5,000	8,000
	Matriculation and other fees	Financial amount paid for registration/ enrolment to a degree, non-degree, or special program.	Matriculation fees, miscellaneous fees	P/ scholar/ sem	10,000	15,000
	Stipend	A pre-determined amount of financial assistance given monthly to scholars to support their regular expenses (e.g. food, re-copy of learning materials, etc.) from degree, non-degree or special programs-related activities.	Food, re-copy of learning materials, common expenses incurred from completion of basic course requirements	P/ scholar/ month	2,800	6,250
	Transportation Allowance	A pre-determined amount of financial assistance given every semester to scholars to support their regular transportation expenses going to and from the residence and the school, and transportation expenses incurred from other academic related activities. This exclude travel expenses incurred from special trips (field trips/ expository tours) required by a course.	Regular public transportation; local; may or may not include the scholar's airfare to and from his/her hometown	P/ scholar/ sem	3,000	15,000

Level	Cost Item	Description	Components / Coverage	Unit of Measure	Cost	
					Min	Max
<b>3. PhD DEGREE</b>	Life Insurance	Group insurance availed and renewed by the grantor for the scholars to ensure that the latter's families will receive benefits in case of death by nature or accident while in an on-going scholarship program.	Cash benefits	P/ scholar per annum	100	500
	Board and Lodging Allowance	A pre-determined amount of financial assistance given every month to scholars to support their expenses incurred from renting an apartment or dormitory located near the school/ University	Dorm Rental; Apartment Rental	P/ scholar/ month	4,000	5,000
	Graduation Expense	A financial assistance given on a one-time basis to scholars to support their expenses incurred from graduation. The amount is based on the actual cost of the scholar's graduation as assessed by the University.	Actual package cost; pre-graduation, during graduation, post-graduation expenses	P/ scholar/ scholarship	5,000	8,000
	Provision of start-up capital for agri-entrepreneurial projects	A proposal-based and supervised financial assistance given to interested scholars who have not landed a job within one (1) year to support their agri-entrepreneurial ventures. It is usually paid back for a duration of not more than three years without interest.	Cash provision		50,000	250,000



# **COST** **STANDARDS**

**for Information Education and  
Communication (IEC) Services**

### C. Information Education and Communication Services

Information, Education and Communication (IEC) Services refers to the sharing of information between and among stakeholders through conventional and non-conventional or innovative means like print, radio and TV, indigenous folk media, information and communication technology (ICT), social media, etc. Different offices provide different IEC services through IEC materials. In this document, costing for information support services were categorized into five (5) major activities: Production of IEC materials, Distribution of IEC materials, Development of IEC materials, Translation of IEC materials and Participation to Local and International Exhibits. Costs for these services are often outsourced as experienced by most offices, therefore costs were mostly predetermined contract prices. However, in some cases, printing or production and development of IEC materials are regular functions of an organization. Therefore, individual budget should be allotted for each activity.

Production of IEC materials refers to the creation or reproduction of print, promotional/advocacy materials and audio or visual materials. As shown on the Tables below, print materials can be in the form of brochures, banners and calendars while promotional/advocacy materials include bags, T-shirt, button pins, among others. Audio or visual materials include audio and video production such as TV plugs, documentation and radio plugs and jingles. Further, advertisements through TV, radio, airport and digital signages were also incorporated in the cost standards based on contracted prices as experienced by some agencies and regional offices.

It is important to include the costing for distribution, development and translation of IEC materials to determine the actual cost in performing each of these services. This would also give AFE service providers a holistic estimate on how much these activities would cost if they would implement such.

#### Factors Affecting Cost of IEC Services

Costing for the production of IEC materials is relatively direct and clear compared to other extension services, since assumptions and specific descriptions for each cost items are provided in a detailed manner. These assumptions and descriptions are based on the following factors:

**Type and size of material, number of pages and copies, color used for printing.** A magazine-sized print material in full color and glossy paper would be more costly than a booklet-sized material printed in

black and white and special book paper. Likewise for advocacy and promotional materials, costs may vary depending on the type and design incorporated in the material. The more complex the design, the higher the cost will be.

**Location.** Locational factors also affect cost for IEC services. For instance, cost in the production of IEC materials in the regional level are likely to be higher, as there are limited suppliers offering printing services, compared to producing it in city areas, where there are several establishments offering these kinds of services.

**Mode of delivery.** Cost for the distribution of IEC materials, meanwhile, differ depending on the mode of transport such as land, sea and air. Further, cost of advertisement airing in the national capital region tend to be more expensive than in other regions or provinces because it is in the former where a wider variety of clients compete for air time.

Table 4a. Cost Standards for IEC Services in Luzon

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
	Annual Report	P/Copy	8.5" x 11", full color, glossy paper, minimum of 1,000 copies	200	700
	Banner/Tarpaulin	P/Sq.Ft.	full color, coco cloth/styro/tarpaulin, outdoor/indoor	10	45
	Banner/Tarpaulin	P/Piece	4' x 6' - 4' x 12', full color, tarpaulin	600	2,000
	Billboard	P/Piece	4' x 8'-18' x 24', full color, tarpaulin, outdoor, inclusive of installation	3,000	15,000
	Billboard rental fee	P/Month	Rate based on national government agencies		
	Billboard rental fee	P/Month	Rate based on regional offices		
	Brochure	P/Copy	8.5"x 13", spread, full color, C2S/UV/Matte Lamination, minimum copies 2,000,	35	100
	Bulletin	P/Copy	8.5" x 5.5", folded, full color, minimum copies 500	50	100
	Calendar				
	Planner	P/Copy	A4, folded, full color, back to back, minimum of 200 pages, minimum copies 2,000	150	500
	Wall	P/Copy	18" x 24", full color, 14 pages, minimum copies 3,500	50	250
	Desk	P/Copy	8.5" x 5.5", standy, 7 pages, full color, laminated, card board, minimum copies 2,000	200	500
	Desk Pad	P/Copy	17" x 22", 2 colors, 13 pages, special book paper, minimum copies 2,000	60	300
<b>1. Print Materials</b>					

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
	Flyer	P/Copy	8.5" x 6.5", back to back, full color, minimum copies 2,000	20	50
	Komiks/Komik book	P/Copy	Special book paper, full color, minimum copies 2,000	100	300
	Leaflet	P/Copy	8.5" x 13", 2/3folds, full color, minimum copies 2,000	35	80
	Magazine	P/Copy	8.5" x 11", spread, minimum copies 1,000, full color, minimum of 30 pages	250	500
	Poster	P/Copy	18" x 24", full color, minimum copies 2,000	100	300
	Photo Print	P/Copy	5R-8R, full color	50	100
	Primer	P/Copy	9" x 12", Special book paper, 2 colors, minimum of 2,000 copies	50	100
	Technical Book	P/Copy	A4, full color, C2S paper, minimum of 2,000 copies	150	750
	Booklet	P/Copy	8.5" x 11" 20-50 pages, full color, minimum of 500 copies	100	300
	Techno-Guide/Info-Kit	P/Copy	full color, minimum of 2,000 copies	250	600
	Wall newspaper	P/Copy	18" x 24", full color, book paper, minimum of 2,000 copies		
	News letter	P/Copy	A3 size, full color, minimum of 2,000 copies, C2S paper	50	250
	Coffee table book	P/Copy	8.5" x 14", full color, minimum of 1,000 copies, minimum of 100 pages, back to back, hard bound, embossed, with jacket, inside pages laminated, C2S paper	500	2000
<b>1. Print Materials</b>					

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>2. Promotional and Advocacy Materials</b>	Mug/Tumbler	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	75	250
	Plate	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	75	200
	T-shirt	P/Piece	Full color, with regular sized print, with or without collar, embroidered/digital/silkscreen printing, one color/color combination, minimum of 1,000 pieces	150	450
	Umbrella	P/Piece	Automatic/single-fold/two-folds, minimum of 1,000 pieces	200	500
	Twist fans	P/Piece	Full color, with print and case, minimum of 1,000 pieces	25	75
	PVC/Board fan	P/Piece	Full color, with print and case, minimum of 1,000 pieces	85	150
	Button pins	P/Piece	Round, with print, minimum of 1,000 pieces	20	50
	Pens	P/Piece	Ballpoint/sign pen, minimum of 1,000 pieces	10	150
	Promotional Bags				
	Backpack/Nap sack/ Lap top Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, With print: silkscreen/digital, embroidered, minimum of 1,000 pieces	100	1000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost		
				Min	Max	
<b>A. Production of IEC Materials</b>						
<b>2. Promotional and Advocacy Materials</b>	Eco Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, with print: silkscreen/digital, embroidered, minimum of 1,000 pieces	30	250	
	ID Lace	P/Piece	With print/logo, minimum of 1,000 pieces	30	150	
	Baller	P/Piece	With print, rubber, minimum of 1,000 pieces	30	150	
	Blazer/Vest	P/Piece	Twill/maong, with embroidered logo, minimum of 50 pieces	250	1000	
	Jacket	P/Piece	Cotton/fleece/twill, with or without hood, minimum of 1,000 pieces	500	1000	
	Bag Tag	P/Piece	Rubber, with logo, minimum of 1,000 pieces	50	150	
	Cap/Hat	P/Piece	Maong/twill, with embroidered logo minimum of 1,000 pieces	100	350	
	Arm Band	P/Piece	Pair, spandex, with full color print, minimum of 1,000 pieces	100	200	
	Key chain	P/Piece	Full color, with print	30	100	
	CD/VCD	P/Piece	Branded	15	60	
	DVD	P/Piece	Branded	15	75	
	<b>Ad Production</b>					
	<b>3. Audio Visual</b>	Video Documentation	P/Technology	5-15 minutes, inclusive of video shoots, transportation, editing	50,000	300,000
TV Plug		P/Technology	30-60 sec, inclusive of video shoots, transportation, editing	100,000	350,000	
Radio Plug		P/Technology	15-30 seconds	25,000	250,000	
Jingle		P/Technology	30-60 seconds	20,000	250,000	

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost		
				Min	Max	
A. Production of IEC Materials						
<b>3. Audio Visual</b>	<b>Ad Placements/ Advertisements (airing)</b>					
	TV plug	P/TV Plug	15 seconds - 1 minute, Regional TV Stations, 3x a week	50,000	250,000	
		P/Contract	15 seconds, 3 times daily, 1 month, leading TV stations in NCR, primetime	5,000,000	5,000,000	
		P/Radio Plug	15 seconds- 1 minute, Regional radio stations, primetime/non- primetime	5,000	100,000	
	Radio plug	P/Contract	15-30 seconds, leading radio stations in NCR, primetime	350,000	500,000	
		P/Contract	Rich media advertisement in airports for 6 mos.	200,000	500,000	
		P/Contract	14 seconds plug, 20 cinemas, Metro Manila, 12 block buster movies	4,000,000	4,000,000	
		P/Publication	Nationwide circulation	50,000	200,000	
	B. Distribution of IEC Materials					
	<b>Freight and mailing</b>					
	Land	P/Kg	LBC express	150	300	
	Sea	P/Contract	Maximum of 50 kg	1000	3000	
	Air	P/Contract	Minimum of 50 kg	3000	15,000	



Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>C. Design and Development of IEC Materials</b>					
	Development of IEC material	P/Contract	Service provider is hired or depending on the terms of reference. Included in the contract is the conceptualization, layout and design, pre-testing and development of final output	50,000	150,000
<b>D. Translation of IEC Materials</b>					
	Translator's Professional Fee	P/Translator	Translation of IEC materials such as brochures, plugs, presentation materials of 25 pages and up into vernacular dialects/language	25,000	150,000
<b>E. Participation to Exhibits</b>					
<b>1. Local</b>	Transportation	P/Day	Rental of bus/van/coaster - ingress/egress (inclusive of gasoline/parking fee/driver's fee)	15,000	100,000
	Booth Amenities	P/Day	Audio visual equipment/sound system/tables and chairs	15,000	50,000
	Folding Panel System	P/Set	Sticker mounted on Sira board. Back to back print, 22" x 34"	70,000	100,000
	Promotional booth	P/Booth	Collapsible, portable, AD-BP 80 xm x 40 cm x 180 cm, PVC Type with header	25,000	50,000
	Booth Amenities	P/Day	Audio visual/ tables and chairs	50,000	100,000
	Tower head construction	P/Contract	Panaflex	100,000	200,000
<b>2. International</b>	Freight	P/Contract	Exhibit materials/ products	100,000	200,000
	Interpreter's professional fee	P/Interpreter/Day	2-3 interpreters per day	25,000	50,000

Table 4b. Cost Standards for IEC Services in Visayas

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>1. Print Materials</b>	Annual Report	P/Copy	8.5" x 11", full color, glossy paper, minimum of 1,000 copies	500	1000
	Banner/Tarpaulin	P/Sq.Ft.	full color, coco cloth/styro/tarpaulin, outdoor/indoor	15	30
	Brochure	P/Copy	8.5"x 13", spread, full color, C2S/UV/Matte Lamination, minimum copies 2,000,	50	150
	Calendar				
	Planner	P/Copy	A4, folded, full color, back to back, minimum of 200 pages, minimum copies 2,000	200	350
	Wall	P/Copy	18" x 24", full color, 14 pages, minimum copies 3,500	100	150
	Desk	P/Copy	8.5" x 5.5", standy, 7 pages, full color, laminated, card board, minimum copies 2,000	100	250
	Desk Pad	P/Copy	17" x 22", 2 colors, 13 pages, special book paper, minimum copies 2,000	75	200
	Komiks/Komik book	P/Copy	Special book paper, full color, minimum copies 2,000	100	250
	Leaflet	P/Copy	8.5" x 13", 2/3folds , full color, minimum copies 2,000	15	50
	Magazine	P/Copy	8.5" x 11", spread, minimum copies 1,000, full color, minimum of 30 pages	150	250
	Poster	P/Copy	18" x 24", full color, minimum copies 2,000	85	200
	Photo Print	P/Copy	5R-8R, full color		

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>1. Print Materials</b>	Primer	P/Copy	9" x 12", Special book paper, 2 colors, minimum of 2,000 copies	15	70
	Technical Book	P/Copy	A4, full color, C2S paper, minimum of 2,000 copies	250	500
	Techno-Guide/ Info-Kit	P/Copy	full color, minimum of 2,000 copies	125	300
	News letter	P/Copy	A3 size, full color, minimum of 2,000 copies, C2S paper	80	35
	Coffee table book	P/Copy	8.5" x 14", full color, minimum of 1,000 copies, minimum of 100 pages, back to back, hard bound, embossed, with jacket, inside pages laminated, C2S paper	500	1,500
	Mug/Tumbler	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	150	250
	Plate	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	100	160
	T-shirt	P/Piece	Full color, with regular sized print, with or without collar, embroidered/digital/silkscreen printing, one color/color combination, minimum of 1,000 pieces	200	450
	Umbrella	P/Piece	Automatic/single-fold/two-folds; minimum of 1,000 pieces	150	500
	Twist fans	P/Piece	Full color, with print and case, minimum of 1,000 pieces	15	50
PVC/Board fan	P/Piece	Full color, with print and case, minimum of 1,000 pieces	85	110	
Button pins	P/Piece	Round, with print, minimum of 1,000 pieces	25	50	
<b>2. Promotional and Advocacy Materials</b>					

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
	Pens	P/Piece	Ballpoint/sign pen, minimum of 1,000 pieces	15	50
	Promotional Bags				
	Backpack/ Nap sack/ Laptop Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, With print: silkscreen/digital, embroidered, minimum of 1,000 pieces	300	850
	Eco Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, with print: silkscreen/digital, embroidered, minimum of 1,000 pieces	50	100
	ID Lace	P/Piece	With print/logo, minimum of 1,000 pieces	10	50
	Baller	P/Piece	With print, rubber, minimum of 1,000 pieces	30	85
	Jacket	P/Piece	Cotton/fleece/twill, with or without hood, minimum of 1,000 pieces	350	1,000
	Bag Tag	P/Piece	Rubber, with logo, minimum of 1,000 pieces	100	350
	Cap/Hat	P/Piece	Maong/twill, with embroidered logo minimum of 1,000 pieces	100	350
	Key chain	P/Piece	Full color, with print	50	100
	Ref Magnet	P/Piece		50	100
	CD/VCD	P/Piece	Branded	15	30
	DVD	P/Piece	Branded	20	50
	USB Disk/HDD	P/Piece	Branded, at least 8GB memory capacity	250	4,000
	<b>Ad Production</b>				
<b>2. Promotional and Advocacy Materials</b>					
<b>3. Audio Visual</b>					

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>3. Audio Visual</b>	Video Documentation	P/Technology	5-15 minutes, inclusive of video shoots, transportation, editing	25,000	100,000
	TV Plug	P/Technology	30-60 sec, inclusive of video shoots, transportation, editing	20,000	350,000
	Radio Plug	P/Technology	15-30 seconds	5,000	200,000
	Jingle	P/Technology	30-60 seconds	5,000	200,000
	<b>Ad Placements/ Advertisements (airing)</b>				
	TV plug	P/TV Plug	15 seconds - 1 minute, Regional TV Stations, 3x a week	3,000	150,000
		P/Contract	15 seconds, 3 times daily, 1 month, leading TV stations in NCR, primetime	5,000,000	5,000,000
	Radio plug	P/Radio Plug	15 seconds- 1 minute, Regional radio stations, primetime/non-primetime	1,422	100,000
		P/Contract	15-30 second, leading radio stations in NCR, primetime	350,000	500,000
	Airport Advertisement/ Digital Signage	P/Contract	Rich media advertisement in airports for 6 mos.	200,000	400,000
Cinema Advertisement	P/Contract	14 seconds plug, 20 cinemas, Metro Manila, 12 block buster movies	4,000,000	4,000,000	
<b>B. Design and Development of IEC Materials</b>					
	Development of IEC material	P/Contract	Service provider is hired or depending on the terms of reference. Included in the contract is the conceptualization, layout and design, pre-testing and development of final output	10,000	100,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>D. Translation of IEC Materials</b>					
	Translator's Professional Fee	P/Translator	Translation of IEC materials such as brochures, plugs, presentation materials of 25 pages and up into vernacular dialects/language	7500	25,000
<b>E. Participation to Exhibits</b>					
<b>1. Local</b>	Booth Amenities	P/Day	Audio visual equipment/sound system/ tables and chairs	10,000	50,000
	Folding Panel System	P/Set	Sticker mounted on Sitra board. Back to back print, 22" x 34"	70,000	70,000
	Promotional booth	P/Booth	Collapsible, portable, AD-BP 80 xm x 40 cm x 180 cm, PVC Type with header	10,000	10,000
	Booth Amenities	P/Day	Audio visual/ tables and chairs	30,000	100,000
	Tower head construction	P/Contract	Panaflex	100,000	200,000
<b>2. International</b>	Interpreter's professional fee	P/Interpreter/Day	2-3 interpreters per day	10,000	20,000

Table 4c. Cost Standards for IEC Services in Mindanao

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
	Annual Report	P/Copy	8.5" x 11", full color, glossy paper, minimum of 1,000 copies	700	1500
	Banner/Tarpaulin	P/Sq.Ft.	full color, coco cloth/styro/tarpaulin, outdoor/indoor	10	20
	Billboard	P/Piece	4' x 8'-18' x 24', full color, tarpaulin, outdoor, inclusive of installation	5000	20000
	Billboard rental fee	P/Month	Rate based on national government agencies	30,000	50,000
	Billboard rental fee	P/Month	Rate based on regional offices	30,000	50,000
	Brochure	P/Copy	8.5"x 13", spread, full color, C2S/UV/Matte Lamination, minimum copies 2,000,	30	80
	Bulletin	P/Copy	8.5" x 5.5", folded, full color, minimum copies 500	45	80
	Calendar				
	Planner	P/Copy	A4, folded, full color, back to back, minimum of 200 pages, minimum copies 2,000	150	300
	Wall	P/Copy	18" x 24", full color, 14 pages, minimum copies 3,500	100	200
	Desk	P/Copy	8.5" x 5.5", standy, 7 pages, full color, laminated, card board,	50	100
	Desk Pad	P/Copy	17" x 22", 2 colors, 13 pages, special book paper, minimum copies 2,000	20	100
	Flyer	P/Copy	8.5" x 6.5", back to back, full color, minimum copies 2,000	12	30
	Komiks/Komik book	P/Copy	Special book paper, full color, minimum copies 2,000	60	120
<b>1. Print Materials</b>					

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>1. Print Materials</b>	Leaflet	P/Copy	8.5" x13", 2/3folds, full color, minimum copies 2,000	12	30
	Magazine	P/Copy	8.5" x 11", spread, minimum copies 1,000, full color, minimum of 30 pages	200	300
	Poster	P/Copy	18" x 24", full color, minimum copies 2,000	80	100
	Photo Print	P/Copy	5R-8R, full color	25	50
	Primer	P/Copy	9" x 12", Special book paper, 2 colors, minimum of 2,000 copies	30	60
	Technical Book	P/Copy	A4, full color, C2S paper, minimum of 2,000 copies	30	60
	Techno-Guide/Info-Kit	P/Copy	full color, minimum of 2,000 copies	150	300
	Wall newspaper	P/Copy	18" x 24", full color, book paper, minimum of 2,000 copies	80	150
	News letter	P/Copy	A3 size, full color, minimum of 2,000 copies, C2S paper	80	100
	Coffee table book	P/Copy	8.5" x 14", full color, minimum of 1,000 copies, minimum of 100 pages, back to back, hard bound, embossed, with jacket, inside pages laminated, C2S paper	250	500
	Mug/Tumbler	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	150	300
	<b>2. Promotional and Advocacy Materials</b>	Plate	P/Piece	Full color, with regular sized print, minimum of 1,000 pieces	60
T-shirt		P/Piece	Full color, with regular sized print, with or without collar, embroidered/digital/silkscreen printing, one color/color combination, minimum of 1,000 pieces	120	350



Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>2. Promotional and Advocacy Materials</b>	Umbrella	P/Piece	Automatic/single-fold/two-folds minimum of 1,000 pieces	150	300
	Twist fans	P/Piece	Full color, with print and case, minimum of 1,000 pieces	20	50
	PVC/Board fan	P/Piece	Full color, with print and case, minimum of 1,000 pieces	30	60
	Button pins	P/Piece	Round, with print, minimum of 1,000 pieces	25	35
	Pens	P/Piece	Ballpoint/sign pen, minimum of 1,000 pieces	20	50
	Promotional Bags				
	Backpack/Nap sack/ Lap top Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, With print: silkscreen/digital, embroidered minimum of 1,000 pieces	200	500
	Eco Bag	P/Piece	Fabric material: extruder/poly canvass/cotton/twill/katsa/maong/native material, with print: silkscreen/digital, embroidered, minimum of 1,000 pieces	30	50
	ID Lace	P/Piece	With print/logo, minimum of 1,000 pieces	30	50
	Baller	P/Piece	With print, rubber, minimum of 1,000 pieces	30	50
	Blazer/Vest	P/Piece	Twill/maong, with embroidered logo, minimum of 50 pieces	150	300
	Jacket	P/Piece	Cotton/fleece/twill, with or without hood, minimum of 1,000 pieces	250	500

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>A. Production of IEC Materials</b>					
<b>2. Promotional and Advocacy Materials</b>	Bag Tag	P/Piece	Rubber, with logo, minimum of 1,000 pieces	150	300
	Cap/Hat	P/Piece	Maong/twill, with embroidered logo minimum of 1,000 pieces	200	300
	Arm Band	P/Piece	Pair, spandex, with full color print, minimum of 1,000 pieces	30	80
	Arm Sock	P/Piece	Pair, spandex, with full color print, minimum of 1,000 pieces	50	100
	Key chain	P/Piece	Full color, with print	30	100
	CD/VCD	P/Piece	Branded	40	80
	DVD	P/Piece	Branded	40	80
	USB Disk/HDD	P/Piece	Branded, at least 8GB memory capacity	200	500
	<b>Ad Production</b>				
	Video Documentation	P/Technology	5-15 minutes, inclusive of video shoots, transportation, editing	80,000	150,000
<b>3. Audio Visual</b>	Billboard/runner	P/Technology	10-15 seconds	15,000	50,000
	<b>Ad Placements/ Advertisements (airing)</b>				
	Radio plug	P/Contract	15 seconds – 1 minute, Regional radio stations, primetime/non-primetime	100,000	500,000
	Radio Air Time	P/Airing	30 minutes – 60 minutes	10,000	20,000
	TV Program	P/Airing	30 minutes - 60 minutes	50,000	100,000
	Cable TV Air Time	P/Airing	30 minutes - 60 minutes	5,000	20,000
	Airport Advertisement/ Digital Signage	P/Contract	Rich media advertisement in airports for 6 months	100,000	500,000
	Cinema Advertisement	P/Contract	14 seconds plug, 20 cinemas, Metro Manila, 12 blockbuster movies	100,000	500,000

Parameter/ Activity	Cost Item	Unit of Measure	Description (Specific Assumption)	Cost	
				Min	Max
<b>B. Distribution of IEC Materials</b>					
	<b>Freight and mailing</b>				
	Land	P/Kg	LBC express	160	300
	<b>Mailing</b>				
	Land	P/Package	Courier	120	1,000
	Sea	P/Package	Courier	120	1,000
<b>C. Design and Development of IEC Materials</b>					
	Development of IEC material	P/Contract	Service provider is hired or depending on the terms of reference. Included in the contract is the conceptualization, layout and design, pre-testing and development of final output	1,000	5,000
<b>D. Translation of IEC Materials</b>					
	Translator's Professional Fee	P/Translator	Translation of IEC materials such as brochures, plugs, presentation materials of 25 pages and up into vernacular dialects/language	1,000	5,000
<b>E. Participation to Exhibits</b>					
<b>1. Local</b>	Transportation	P/Day	Rental of bus/van/coaster - ingress/egress (inclusive of gasoline/parking fee/driver's fee)	5000	12,000
	Booth Amenities	P/Day	Audio visual equipment/sound system/ tables and chairs	10,000	30,000
<b>2. International</b>	Booth Amenities (package)	P/Event Duration	Dimension and lay-out	30,000	80,000
	Booth Amenities (package)	P/Event Duration	Dimension and lay-out	50,000	2,300,000

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