



DEPARTMENT OF BUDGET AND MANAGEMENT
DEPARTMENT OF FOREIGN AFFAIRS



JOINT CIRCULAR NO. 2022- 1
August 5, 2022

TO : OFFICIALS AND EMPLOYEES OF THE DEPARTMENT
OF FOREIGN AFFAIRS (DFA), AND ALL OTHERS
CONCERNED

SUBJECT : POLICIES AND GUIDELINES ON THE GRANT OF
EDUCATION ALLOWANCE FOR DEPENDENTS OF
OFFICERS AND EMPLOYEES OF THE DFA FOR FY 2021
AND YEARS THEREAFTER

1. BACKGROUND

- 1.1 Education Allowance is granted to legal dependent children of officers and employees in the Foreign Service Posts who are enrolled in the primary and elementary grades, and high school where free public education is absent, in order to help defray the extraordinary and necessary expenses incurred by officers and employees by reason of having to serve at a foreign post. Section 72 of R.A. No. 7157, or the *Philippine Foreign Service Act of 1991* states:

"SEC. 72. Education Allowances. Education allowance may be granted to officers and employees assigned abroad who are citizens of the Philippines of their legal dependent children not exceeding three (3) in number, who are enrolled in the primary, elementary and high school levels. This grant shall not, however, be payable in respect to post where free educational [sic] is provided for.

The allowance may be granted as reimbursement of actual costs within such maximum amounts as shall be fixed by the Secretary and the Department of Budget and Management, with the approval of the President, per school year of each child subject to presentation of receipts and other evidence of payment of matriculation, tuition, books and other school fees."

- 1.2 Since 1986, the Education Allowance of the DFA had been set at USD1,000.00 per child per school year. Part O, Section 239 of Department Order No. 19A-1995, the *Implementing Rules and Regulations of Republic Act No. 7157*, provides that the

Department may reimburse expenses related to items in connection with education allowance of qualified dependents of the Department, in an amount not to exceed USD1,000.00, for the primary and elementary grades.

- 1.3 Special Provision No. 3 of Republic Act No. 11518 or the *General Appropriations Act for Fiscal Year 2021* increased the amount of Education Allowance being given to the Department to USD3,500.00 per qualified dependent per school year for a maximum of three (3) legal dependents.

Special Provision No. 3 of Republic Act No. 11639 or the *General Appropriations Act for Fiscal Year 2022* further increased the amount to USD5,000.00 per qualified dependent per school year for a maximum of three (3) legal dependents.

- 1.4 The Philippine education system has recently undergone changes through R.A. No. 10533, or the *Enhanced Basic Education Act of 2013*. This law strengthened the curriculum and increased the number of years for basic education in the Philippines by establishing a kindergarten system and introduced additional Grades 11 and 12 to high school.
- 1.5 Prior to the grant of the additional budget for the education allowance, due to previous paucity of funds, the DFA had to limit extending such grant to children in the primary and elementary levels only. However, since the additional funds for the Education Allowance has been granted to the DFA, the Department can fully carry out the dictates of the Philippine Foreign Service Act as well as the Enhanced Basic Education Act of 2013 and thus, be able to extend the allowance to include Junior High School Children (Grades 7 through 10), as well as Senior High School Children (Grades 11 through 12), or its equivalent and mandatory educational levels in the host country.

2. PURPOSE

This Circular is issued to provide the policy and procedural guidelines on the grant of the education allowance for the DFA, pursuant to the laws and executive issuances stated in Item 1.0 hereof.

3. COVERAGE

This Joint Circular (JC) shall cover DFA officers and employees assigned abroad who are citizens of the Philippines with legal dependent children, not exceeding three (3) in number, who are enrolled in primary, elementary, and high school levels, or its equivalent and mandatory educational levels at the post of assignment.

For this purpose, a dependent child shall mean legitimate, illegitimate, legitimated, or legally adopted child who is not over eighteen (18) years,

unmarried, not gainfully employed, and living with the officer or employee at the post of assignment.

4. POLICY GUIDELINES

- 4.1 **Entitlement.** The Education Allowance is granted to officers and employees assigned abroad who are citizens of the Philippines for their qualified dependent children not over eighteen (18) years old, not exceeding three (3) in number, who are enrolled in the education levels as provided in Republic Act No. 10533, or the *Enhanced Basic Education Act of 2013*. This grant shall not, however, be payable in respect to posts where (a) free education is provided for by the host country's government, and/or (b) where English is the medium of instruction, in accordance with Section 238 of DFA Department Order 19A-95.
- 4.2 **Amount and Manner of Payment.** Subject to the availability of funds, the Department may reimburse expenses of actual costs, upon presentation of receipts and other evidence of payment, for matriculation fees, tuition fees, expenses for books, and other items that may be reimbursed based on applicable regulations. The amount of reimbursement per qualified dependent per year should not exceed USD3,500.00 for FY 2021, and USD5,000.00 for FY 2022 and beyond, unless amended.
- 4.3 **Scope of the Education Allowance.** The allowance shall be limited to tuition, matriculation, books, and other school fees. The following shall not be included as education expenses:
- a. Papers, pencils and other similar materials;
 - b. School transportation;
 - c. Board and lodging;
 - d. Private tutor fees;
 - e. Vocational training apprenticeships; and
 - f. Examination diploma fees.
- 4.4 **Countries Excluded.** This allowance shall not be granted to dependents of foreign service personnel who are assigned to the following countries:
- a. United States of America, including Guam and Hawaii;
 - b. Australia;
 - c. New Zealand;
 - d. United Kingdom and Ireland; and
 - e. Canada.
- 4.5 **Conditions for the Grant of the Education Allowance.** All Foreign Service Posts are hereby authorized to reimburse their personnel for the school fees of their dependent children in the education levels as provided in Republic Act No. 10533, or the *Enhanced Basic Education Act of 2013*, including equivalent

education levels based on the host country's laws, subject to the following conditions:

- a. The dependent child joins the principal at Post on a permanent basis.
- b. The child is a legal dependent of the officer or employee. The number of dependent children should be a maximum of three (3) at any given time.
- c. Free public education is not provided by the host government or the country where the school is located or English is not the medium of instruction.
- d. The dependent child is enrolled in an educational program (i.e., regular program, special education program, or home-school program duly-registered in an educational institution located in the host country, except in countries where there is free public education and English is the medium of instruction (e.g., U.S.A., Canada, United Kingdom, Australia, New Zealand, etc.)
- e. Payment of education allowance shall be made through reimbursement to the concerned personnel upon presentation of official receipts covering the basic tuition and matriculation fees, books, and other school fees.
- f. The reimbursement shall cover the current school year.
- g. The reimbursement shall not exceed USD3,500.00 for each dependent child for FY 2021, and USD5,000.00 for FY 2022 and beyond, unless amended. In subsequent years, a higher limit may be set through the issuance of new government rules and regulations or pursuant to the periodic review of foreign service allowances, with the approval of the DBM.
- h. The allowance shall cover the education levels as provided in Republic Act No. 10533, or the Enhanced Basic Education Act of 2013, or equivalent and mandatory educational levels in the host country.
- i. Foreign Service Posts shall have included education allowance in its budget proposal for the subject year.

5. FUND SOURCE OF THE GRANT OF EDUCATION ALLOWANCE

The education allowance under all sources shall be covered for the purpose of this JC. Disbursements therefrom shall be chargeable against Post's Education Allowance allotment for the year, subject to existing accounting and auditing rules and regulations.

6. REPORTORIAL REQUIREMENT

The Department shall submit to the DBM Budget and Management Bureau or particular office concerned not later than January 31, 2023 the annual report on the grant of the Education Allowance during the previous year.

7. RESPONSIBILITY OF AGENCIES

The agency head and accountable officers shall be responsible for the proper implementation of the provisions of this JC.

8. RESOLUTION OF ISSUES


Issues and concerns that may arise in the implementation of this JC, including cases not included herein, shall be resolved jointly by the DBM and the DFA.

9. REPEALING CLAUSE

All circulars, memoranda, rules and regulations, and other issuances inconsistent with this JC are hereby repealed or modified accordingly.

10. EFFECTIVITY

This JC shall take effect immediately upon issuance.


AMENAH F. PANGANDAMAN
Secretary, DBM


ENRIQUE A. MANALO
Secretary, DFA

