

**Revised SRTSB Citizen's Charter**

**Special Research and Technical Services Branch**  
Secretariat to the Task Force on Fees and Charges

**REQUEST FOR TECHNICAL ASSISTANCE ON THE IMPOSITION OF NEW FEES  
AND/OR INCREASE IN EXISTING FEES**

Requesting Agency/GOCC: \_\_\_\_\_  
Date Received \_\_\_\_\_

Type of Request:  Increase in rate       New Imposition

**CHECKLIST OF DOCUMENTARY REQUIREMENTS:**

For revision of fees:

1. Duly signed letter request by the Agency/GOCC Head or his/her duly authorized representative
2. Legal Basis and/or authority of the requesting Agency/GOCC to collect fees and charges (PD, RA, EO, AO, Circulars, Agency/Board Resolutions and Memorandum, etc.)
3. Workflow/procedures involved in the delivery of service
4. Current schedule of fees proposed to be revised with date of last imposition and revision/s
5. Statement of the socio-economic impact of the imposition/revision of fees
6. List of stakeholders/clientele of the service

For imposition of new fees:

1. Duly signed letter request by the Agency/GOCC Head or his/her duly authorized representative
2. Legal Basis and/or authority of the requesting Agency/GOCC to collect fees and charges (PD, RA, EO, AO, Circulars, Agency/Board Resolutions and Memorandum, etc.)
3. Workflow/procedures involved in the delivery of service
4. Statement of the socio-economic impact of the imposition/revision of fees
5. List of stakeholders/clientele of the service

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#### REQUEST FOR TECHNICAL ASSISTANCE ON THE IMPOSITION OF NEW FEES AND/OR INCREASE IN EXISTING FEES

1. Receives query/request for technical assistance and checks attached documents. If the documents are not complete, advises the client to submit all necessary documents to expedite the evaluation of the request. 5 minutes
2. Sets a meeting with the Revision of Fees Committee (Committee) of the requesting agency. 5 minutes
3. Meeting with the Committee to explain the template to be used in calculating the costs involved in the provision of service and assist the Committee in accomplishing the same. 7 days
4. The Secretariat and the Committee evaluate the accomplished template and finalize the rate of fee to be imposed. 4 days
5. Estimates the revenue impact of the new and/or revised rate of fee. 1 day
6. Releases/transmits signed recommended rate of fee to requesting NGA and provides copy to SRTSB. 30 minutes