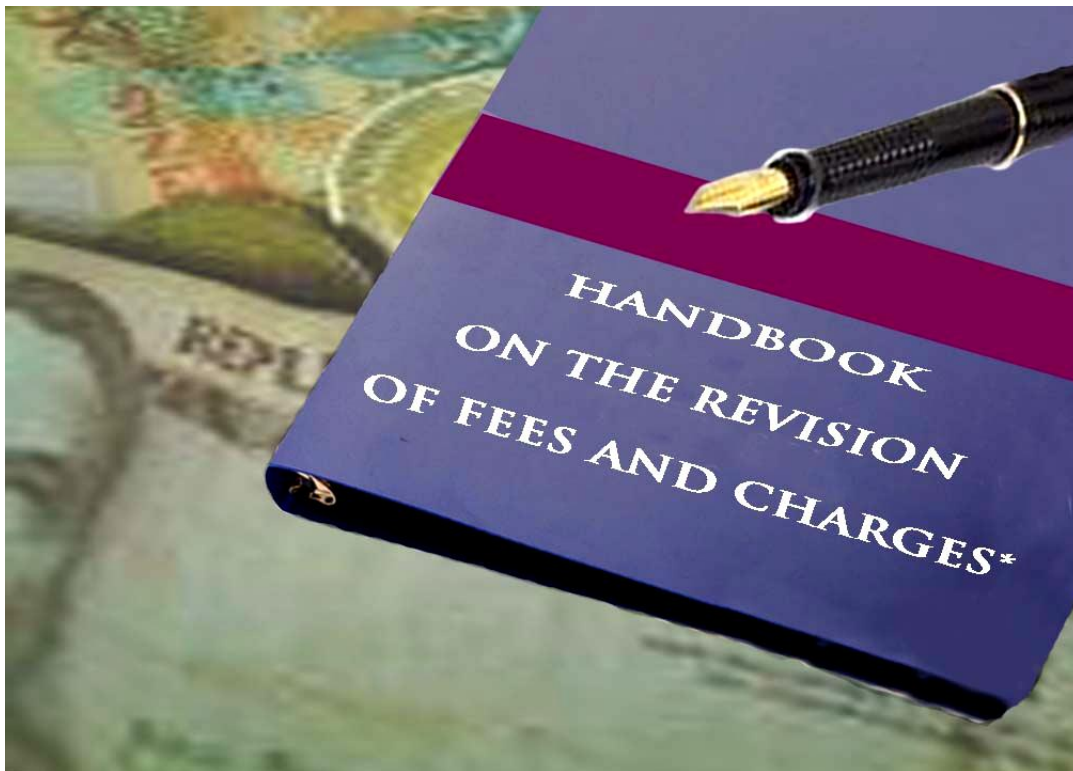


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I. INTRODUCTION

Fees and charges refer to levies imposed by national government agencies and government-owned or controlled corporations on the direct recipients of public goods and services they render in the exercise of their mandated regulatory and service delivery functions. Fees and charges are also known as user charges. They may be considered alternatives for increased taxation, particularly in developing countries like the Philippines which cannot rely on more taxes having no strong tax base to collect from to generate more revenue. They are non-tax receipts collected in connection with direct services rendered or as a result of the regulatory function of the government characterized by more or less free choice on the part of the payee as the consumption of the good or service and the availment of the same are voluntary.

Like all other goods, the cost of rendering government services had likewise increased over the years. But since the government does not have the sufficient resources to keep up with the rising costs, nor the capacity to improve or expand the services on its own, upgrading the rates of fees commensurate to the administrative costs incurred in the delivery of services for which said fees are collected becomes imperative. This is to ensure the sustainability of providing quality services.

* Prepared by Maria Cecelia B. Bea, Tax Specialist II, reviewed by Emelita A. Tena, Chief Tax Specialist of the Special Research and Technical Services Branch, NTRC.

a. Objective of Preparing the Handbook

This handbook aims to give readers, particularly the national government agencies and government-owned or controlled corporations collecting fees and charges, an overview of the fees and charges imposed and collected by the government, explain the rationale for the collection of the same, as well as help explain how the rates of fees are determined and charged. This handbook likewise gives an insight on the performance of collection from fees and how the same fared compared to target or to the total revenue collection of the government.

This handbook is likewise intended to serve as a reference material/guide in the revision of the rates of fees by collecting agencies. The step-by-step procedures contained in this handbook is envisioned to help facilitate the agencies' revision process and as a consequence, assist the government in enhancing the recovery of the administrative costs incurred for services rendered.

b. Relevance of the Handbook to the NTRC's Function as Secretariat to the Task Force on Fees and Charges

The preparation of this handbook may be considered timely and relevant considering that the government has recently issued Memorandum Order No. 2¹ (July 16, 2010) which directs all departments, bureaus, offices, and agencies including government-owned and controlled corporations (GOCCs) and government financial institutions (GFIs) to conduct an inventory of all assets, bank accounts, fees charged, and potential sources of revenue. The mandated inventory is intended to "comprehensively determine the financial status of the National Government." The submitted inventory on fees will help the Task Force update its database of collecting agencies and in some instances, the schedule of fees currently imposed and collected. From the updated lists of collecting agencies, the Task Force could monitor whether the existing rates of fees being charged are still reasonable or may need review/evaluation for possible upgrading.

For the concerned national government agencies which have determined that the existing fees already need revision, or which are already in the process of revision, the handbook may be recommended by the NTRC as a practical guide to assist agencies in the review/revision of the rates of existing fees in connection with NTRC's role as Secretariat to the Task Force on Fees and Charges.

¹ Entitled, "Directs All Departments, Bureaus, Offices, and Agencies, Including Government-Owned and Controlled Corporations and Government Financial Institutions, To Conduct an Inventory of All Assets, Bank Accounts, Fees Charged, and Potential Sources of Revenue".

II. REVIEW OF RELEVANT CONCEPTS

Fees and Charges – refer to levies imposed on direct recipients of public goods and services by agencies and GOCCs in the exercise of their mandated regulatory and service delivery function.² They shall not include among others, premium payments made to government-owned and/or controlled corporations involved in life, general, or health insurance or pre-need services and price of books, publications and reference materials sold by the government.³

National Government – refers to the entire machinery of the central government, which includes the various departments, bureaus, commissions, agencies, offices, and instrumentalities under its jurisdiction, as distinguished from the different levels of local governments. For expediency, they shall hereinafter be referred to as agencies.⁴

Government Owned or Controlled Corporations (GOCCs) – refer to corporations organized as stock or non-stock corporations vested with functions relating to public needs, whether governmental or proprietary in nature, and owned by the National Government directly or through its instrumentalities either wholly or, where applicable, as in the case of stock corporations, to the extent of at least fifty-one percent (51%) of its capital stock. This term shall also include financial institutions owned and controlled by the national government, but shall exclude acquired asset corporations and sequestered corporations.⁵

Full Cost – refers to the aggregate of: (1) direct costs (supplies/materials and salaries/wages of personnel involved) and appropriate overhead expenses incurred in rendering the service; and (2) such other readily identifiable incidental expenses incurred in rendering the service by the agencies and GOCCs. In the case of a national government agency, full cost shall be considered equivalent to the regular appropriation of the operating unit rendering the pertinent service as authorized in the General Appropriations Act or other

² As defined under DOF-DBM Joint Circular No. 2000-2 (4 April 2000) entitled, “Implementing Rules and Regulations for Executive Order Nos. 197 and 218” and NEDA Circular No. 01-2007 (31 October 2007) entitled, “Guidelines for the Evaluation of New or Increased Fees Proposed by Departments, Bureaus, Commissions, Agencies, Offices, and Instrumentalities of the National Government Including Government-Owned and/or Controlled Corporations Requiring Prior NEDA Board Clearance Under Memorandum Circular No. 137, Series of 2007”.

³ As defined (further) under NEDA Circular No. 01-2007 (31 October 2007) entitled, “Guidelines for the Evaluation of New or Increased Fees Proposed by Departments, Bureaus, Commissions, Agencies, Offices, and Instrumentalities of the National Government Including Government-Owned and/or Controlled Corporations Requiring Prior NEDA Board Clearance Under Memorandum Circular No. 137, Series of 2007”.

⁴ Ibid.

⁵ As defined under DOF-DBM Joint Circular No. 2-94 (14 December 1994) entitled, “Implementing Rules and Regulations for Executive Order No. 159” and NEDA Circular No. 01-2007 (31 October 2007).

relevant appropriation measure. In the case of a GOCC, it shall be equivalent to the operating budget of the unit involved.⁶

Operating Cost – covers the recurrent outlays on labor services (wages and salaries), raw materials, energy, utilities, etc.

Comparable Services – shall mean services that are of reasonably similar nature or are deemed equivalent to the service rendered.⁷

User Charges – payments made by consumers to providers of government services⁸

Public Goods – refer to goods that are available for consumption by all members of the society once provided. If one individual purchases a unit of these goods, there is no feasible way to exclude non-purchasers from enjoying the same.⁹

III. RATIONALE FOR THE COLLECTION OF FEES AND CHARGES

Government services are supposed to be public goods, that is, they should be made available for consumption by all members of the society once they are provided. However, no matter how it wishes to provide said services for free or for minimal charges only, the government coffers from where the funding for these administrative services are sourced, have limited reserves and capacity to back up all of government's major projects as well as services.

Hence, to downsize the government's spending and yet maintain its obligation of providing efficient services to the public, those who opt to avail of certain specific services are compelled to share the burden of paying for the costs of providing the services through fees and charges. By levying fees on government services, the costs incurred in providing the same, are shouldered by the individual or direct recipient of the service rendered and thus, save the government from utilizing more of the public funds for such administrative expenditures. Instead of the government allocating a larger portion of its resources to fund administrative services, the service fees charged and collected from those who would avail of them would now be used to cover the expenses incurred. This in turn, defrays and regenerates, in part or in whole, the operating expenditures made by the government in rendering the service or in regulating/controlling certain activities, which in turn could be used for other major or more priority projects.

⁶ As defined under DOF-DBM Joint Circular No. 2-94 (14 December 1994).

⁷ Ibid.

⁸ IMF, 2007, Manual on Fiscal Transparency, IMF, Washington DC, Glossary <http://stats.oecd.org/glossary/detail.asp?ID=7320>

⁹ As defined under NEDA Circular No. 01-2007 (31 October 2007).

Moreover, the prices of both commodities and services have risen over the years. However, the rates of fees and charges of government services, have generally remained unchanged and no longer reflect the present administrative costs of rendering those services. Based on evaluation of the present rates of fees collected by agencies, some had the last revisions of their fees five (5) years ago which would imply that the rates remain at levels much less than the cost of administration given the effects of inflation. There are even fees which have not been adjusted for the last ten years.

The primary objective of imposing fees and charges on government services is to recover the costs incurred in providing them by making the individual receiving the services for which the fees and charges are imposed share in the burden of expenses incurred by the government in providing the same. Unlike private goods which consider profit as a major component in price setting, fees charged by the government are generally commensurate to the cost of services rendered or administered by them and intended only to recover the administrative costs incurred in the delivery of services. A fee may also serve as a sumptuary device to discourage or regulate certain services or activities provided by the government which is done by imposing higher rates than the estimated administrative costs incurred. An example is the issuance of license or permits (e.g., Permit to Carry Firearms Outside of Residence (PTCFOR) & manufacturer's license for firearms and ammunition). On the other hand, certain fees may be charged at lower rate than the administrative costs involved. This is true for certain specific services or activities which are being encouraged by the government or those whose costs of delivery are subsidized by the government in view of the clientele's lack of capacity to fully shoulder the cost of the service, e.g., fees for trainings at the TESDA-administered schools which cater to out-of-school youths or those who are not financially capable to enter formal schooling, e.g., colleges and universities.

Given the rapid increase in government expenditures compared to a relatively slow growth in government revenues, the importance of updating fees on various government services to more realistic amounts is crucial. This is to keep up with the continuing increase in the costs of services as well as materials and the technology used in ensuring the provision of quality services.

IV. STATUTORY BASES IN THE COLLECTION AND REVISION OF FEES

Prior to 1982, fees and charges imposed and collected by government agencies have remained stagnant in the last 21 to 30 years. To address this situation, Batas Pambansa (BP) Blg. 325¹⁰ (27 December 1982) was issued authorizing the revision of fees and charges “at just and reasonable rates sufficient to cover administrative costs and, wherever practicable, be uniform for similar or comparable services and functions” by all national government agencies.

¹⁰ Entitled, “An Act Authorizing Heads of Ministries, Offices, Agencies, and Commissions of the National Government, Including the Supreme Court and Constitutional Bodies, to Revise the Rates of Fees and Charges”.

To facilitate the exercise of regulatory and administrative functions of the government, Congress delegated to the agency and department heads the power to regulate and administer the imposition, collection and revision of fees and charges. This power is found in Section 54, Chapter 12, Book IV of the Revised Administrative Code of 1987 (Executive Order No. 292¹¹, July 25, 1987) which provides to the heads of bureaus, offices or agencies upon approval of the concerned department head, the continuing authority to revise their rates of fees and charges to recover the costs of rendered services.

Since 1990, the delegated power to revise fees and charges based on the principle of cost recovery became the basis of succeeding presidential directives for the national government agencies (NGAs) to upgrade their fees, namely: Memorandum Circular (MC) No. 115¹² (24 April 1990), MC No. 121¹³ (2 November 1990), EO 159¹⁴ (23 February 1994), and EO 197¹⁵ (13 January 2000).

Table 1: SUMMARY OF RELEVANT ISSUANCES IN THE COLLECTION AND REVISION OF FEES

Authority/ Legislation	Date of Approval/ Issuance	Particulars
Batas Pambansa (BP) Blg. 325	December 27, 1982	Authorizes heads of ministries, offices, agencies, and commissions of the national government, including the Supreme Court and Constitutional Bodies, to revise the rates of fees and charges
Ministry Order No. 6-83	January 17, 1983	Implementing rules and regulations for BP 325

¹¹ Entitled, “Instituting the Administrative Code of 1987”.

¹² Entitled, “Authorizing All Departments, Bureaus, Offices and Agencies to Increase by Not More Than Ten Percent (10%) Their Fees and Charges for Services Required by Law to be Rendered for a Fee, Subject to Certain Exceptions”.

¹³ Entitled, “Directing All Departments, Bureaus, Commissions, Agencies, Offices and Instrumentalities of the National Government, Including Government-Owned or Controlled Corporations to Revise Their Fees and Charges At Just and Reasonable Rates Sufficient to Cover Administrative Costs”.

¹⁴ Entitled, “Directing All Departments, Bureaus, Offices, Units and Agencies of the National Government, Including Government-Owned or Controlled Corporations to Revise their Fees and Charges At Just and Reasonable Rates Sufficient to Recover at Least the Full Cost of Services Rendered”.

¹⁵ Entitled, “Directing All Departments, Bureaus, Commissions, Agencies, Offices and Instrumentalities of the National Government, Including Government-Owned or Controlled Corporations, to Increase their Rates of Fees and Charges By Not Less Than 20 Percent”.

Authority/ Legislation	Date of Approval/ Issuance	Particulars
Executive Order No. 292	July 25, 1987	Section 54, Chapter XII, Book IV provides that ‘for services required by law to be rendered for a fee, for supplies furnished or articles of any kind sold to other divisions of the government or to any person, the head of bureau, office or agency may, upon approval of the Secretary, charge and collect the cost of the service, supplies, or articles or other rate in excess of cost prescribed by law or approved by the same authority. For local governments, the rate, except where otherwise prescribed by law, shall be affixed at cost or at such other reasonable rate in excess by the boards or councils concerned’
Memorandum Circular (MC) No. 115	April 24, 1990	Authorizes all departments, bureaus, offices, and agencies to increase by not more than ten percent (10%) their fees and charges for services required by law to be rendered for a fee, subject to certain exceptions
Memorandum Circular (MC) No. 121	November 2, 1990	Directs all departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned or controlled corporations to revise their fees and charges at just and reasonable rates sufficient to cover administrative costs
Department Order (DO) No. 66-90	November 29, 1990	Implementing rules and regulations for MC 121
Executive Order (EO) No. 159	February 23, 1994	Directs all departments, bureaus, offices, units and agencies of the national government, including government-owned or controlled corporations to revise their fees and charges at just and reasonable rates sufficient to recover at least the full cost of services rendered
DOF-DBM Joint Circular No. 2-94	December 14, 1994	Implementing rules and regulations for Executive Order (EO) No. 159
Administrative Order (AO) No. 255	February 20, 1996	Creates a Task Force on the Revision of Fees and Charges
Executive Order (EO) No. 197	January 13, 2000	Directs all departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned or controlled corporations, to increase their rates of fees and charges by not less than 20 percent (20%)

Authority/ Legislation	Date of Approval/ Issuance	Particulars
Executive Order (EO) No. 218	March 15, 2000	Reactivates the Task Force on Fees and Charges, expands its membership and functions and provides guidelines for the review of the proposed rate increase of fees and charges by national government agencies and government-owned or controlled corporations under EO 197, series of 2000
DOF-DBM Joint Circular No. 2000- 2	April 4, 2000	Implementing rules and regulations for Executive Order (EO) Nos. 197 and 218
Memorandum Circular (MC) No. 1-2001	November 7, 2001	Supplemental guidelines to facilitate the monitoring of collections from fees and charges
DOF-DBM Joint Circular No. 2-04	December 16, 2004	Reminds all departments, bureaus, commissions, agencies, offices to implement the provisions of EO 197, dated January 13, 2000 covering the adjustment of fees and charges
Memorandum Circular (MC) No. 137	July 30, 2007	Enjoins all heads of departments, bureaus, commission, agencies, offices and instrumentalities of the national government, including government owned and/or controlled corporations, to seek prior clearance from the National Economic and Development Authority Board before authorizing the imposition of new fees or increases in existing fees
NEDA Circular No. 01-2007	October 31, 2007	Guidelines for the evaluation of new or increased fees proposed by departments, bureaus, commissions, agencies, offices and instrumentalities of the national government including government-owned and/or controlled corporations requiring prior NEDA Board Clearance Under Memorandum Circular (MC) No. 137, Series of 2007
NEDA Circular No. 01-2008	July 25, 2008	Guidelines for the evaluation of new or increased fees proposed by departments, bureaus, commissions, agencies, offices and instrumentalities of the national government including government-owned and/or controlled corporations requiring prior NEDA Board clearance under Memorandum Circular No. 137, series of 2007

Authority/ Legislation	Date of Approval/ Issuance	Particulars
Memorandum Order (MO) No. 2	July 16, 2010	Directs all departments, bureaus, offices, and agencies, including government-owned and controlled corporations and government financial institutions, to conduct an inventory of all assets, bank accounts, fees charged and potential sources of revenue
NEDA Circular No. 01-2010	August 11, 2010	Amends NEDA Circular No. 01-2008, guidelines for the evaluation of new or increased fees proposed by departments, bureaus, commissions, agencies, offices and instrumentalities of the national government including government-owned and/or controlled corporations requiring prior NEDA Board clearance under Memorandum Circular No. 137, series of 2007
General Appropriations Act (GAA) provision on the use of excess income from fees over targets		<i>Use of Excess Income.</i> Agencies collecting fees and charges as shown in the FY 2010 Budget of Expenditures and Sources of Financing (BESF) may be allowed to use their income realized and deposited with the National Treasury, in excess of the collection targets presented in the BESF, chargeable against Purpose 4 – General Fund Adjustments, to augment their respective current appropriations, subject to the submission of a Special Budget pursuant to Section 35, Chapter 5 Book VI of EO No. 292: PROVIDED, That said income shall not be used to augment Personal Services appropriation including payment of discretionary and representation expenses. Implementation shall be subject to guidelines jointly issued by the DBM and DOF

It may be recalled that despite the issuance of EO 159 in 1994, only a few agencies complied with the directive to adjust their fees and charges to recover the full cost of services rendered. Hence, after a span of six years, EO 197 was issued in CY 2000 directing all departments, bureaus, commissions, agencies, offices, and instrumentalities of the national government, including government-owned or controlled corporations to review and upgrade their rates of fees and charges by not less than twenty percent (20%).

Again, it was noted that despite the existence of an enabling authority (EO 197) to upgrade fees since CY 2000, not all collecting agencies have increased the rates of their existing impositions.

V. THE TASK FORCE ON THE REVISION OF FEES AND CHARGES

The Task Force on the Revision of Fees and Charges was created via Administrative Order (AO) No. 255 (20 February, 1996) and later reactivated under EO No. 218, s. 2000. It was initially tasked to devise a system which will synchronize the accounting and reporting of collections from fees and charges by concerned government agencies including the reports of the Department of Finance (DOF), Department of Budget and Management (DBM), Bureau of the Treasury (BTr), National Tax Research Center (NTRC) and the former National Accounting Office, as well as insure the monitoring of the revision of fees and charges by the agencies concerned. Likewise, the Task Force is mandated to submit a report of its recommendations to the President through the Secretaries of the DOF and the DBM.

The Task Force is composed of representatives of the Department of Finance (Chair), Department of Budget and Management (Co-Chair), Bureau of the Treasury, National Tax Research Center and the Commission on Audit. Specifically, the Task Force is vested with the following additional functions pursuant to EO 218, viz: 1) monitor compliance with EO 197 and subsequent revisions of fees and charges; 2) provide technical assistance in upgrading the rates of fees and charges, upon request of the agency concerned; 3) pass upon any request for exemption from EO 197 based on certain criteria; and 4) review and recommend, on a continuing basis, the adjustment of the fees and charges of certain agencies before the same are approved by the Department Secretary or Head of Agency concerned, i.e., if the agency's collections from fees and charges represent a major contribution to government revenues; if the fees collected by the agency are socially sensitive; the fees have not been adjusted for the last five years from the effectivity of EO 197; and if the fees are not intended merely to recover costs but rather, or also, to fulfill a regulatory function or control a particular activity.

Role of the NTRC as Secretariat to the Task Force

As the Secretariat to the Task Force on Fees and Charges, the NTRC monitors the compliance of collecting agencies to EO 197 on the revision of fees; schedules meetings with the Task Force members and with collecting agencies concerned and prepares minutes, status reports and other necessary documents for the Task Force members; monitors collection from fees as reported by the agencies to the Bureau of the Treasury (BTr) and prepares reports and updates on collection; prepares comments on proposed measures involving collection from fees; and extends technical assistance to requesting agencies/departments regarding queries/clarifications on pertinent issuances and those related to costs or rate of fee determination.

VI. PROCEDURES IN THE DETERMINATION OF RATES

The procedures as to how the fees can be upgraded are provided under Executive Order No. 197 as implemented by DOF-DBM Joint Circular No. 2000-2 which states:

“4.0 DETERMINATION OF RATES

- 4.1 The rates of fees and charges shall be revised at just and reasonable rates sufficient to recover the full costs of services rendered. The upgrading of rates shall in no case be less than twenty (20%) percent except as may be determined by the Task Force on Fees and Charges.
- 4.2 In determining the rates of fees and charges to be recommended for adoption when to recover the full cost of the services rendered, the increase is beyond 20%, the following factors shall be taken into consideration:
 - the direct cost of rendering the service based on current appropriation which shall include the cost of supplies and materials; salaries and wages of personnel directly involved in the service; the corresponding proportionate share in the overhead costs of the agency or department including the depreciation costs of equipment used;
 - the length of time the fee or charge has not been revised; and
 - the fees and charges imposed by other national government bureaus, agencies, offices or government-owned or controlled corporations for similar or comparable services.
- 4.3 The revised rates, shall, wherever practicable, be uniform for similar or comparable services and functions offered by other government entities. They shall also approximate the cost of comparable services being offered by private sector entities. Some of the criteria that can be considered to determine comparability are the value of manpower resources used, the technology adopted, and the equipment required in rendering the service.
- 4.4 The proposed revised rates shall, if required by the government entity’s charter or where appropriate, such as when the proposed revisions are expected to have a significant social impact, be subjected to a public hearing before approval. In cases where the conduct of a public hearing is not mandated by law, this shall be upon the discretion of the Department Secretary or head of the entity concerned.”

To start the revision process, the initiative will have to come from the agency concerned, with the revised schedule being approved by the department head which has jurisdiction over the particular agency. It should be noted though that in addition to

compliance with Executive Order No. 197 and its implementing guidelines, all heads of departments, bureaus, commissions and controlled corporations should seek prior clearance from the NEDA Board before they can impose new fees (for those authorized under their charter) and/or increase the rates of existing fees. This is pursuant to MC 137.

NEDA Board Clearance

The requirement for the NEDA Board clearance in the imposition of new fees/revision of existing fees was agreed during the January 30, 2007 Joint National Anti-Poverty Commission (NAPC) and NEDA Cabinet Group Meeting. It was imposed in keeping with the government's thrust to improve the country's competitiveness in the global market and to ensure that the increase in fees are properly coordinated with the stakeholders and consistent with established government priorities. Memorandum Circular No. 137 (July 30, 2007) enjoins all heads of departments, bureaus, commission, agencies, offices and instrumentalities of the national government, including government-owned and/or controlled corporations, to seek prior clearance from the NEDA Board before authorizing the imposition of new fees or increases in existing fees. Among the requirements prescribed for submission before NEDA acts on any request for clearance are:

- a. Letter request of the Department Secretary/Head of the GOCC, or his/her representative duly authorized in writing;
- b. In case of GOCC, the letter request shall be accompanied by a Board Resolution approving the imposition of new fees or increase in existing fees;
- c. Legal basis and/or authority of the requesting Agency/GOCC to collect fees and charges;
- d. Agency/GOCC proposal containing the justification/reasons for imposition of new or revised rates;
- e. Computational details, collection performance, process flow chart, financial statements and date of last increase;
- f. Determination of the probable socio-economic impact/s of the new or increased fees and charges;
- g. Report on the conduct of public/stakeholder consultation and the result thereof including the consultation with the Task Force on Revision of Fees and Charges, if warranted; and
- h. Statement under oath that each of the documents submitted is an authentic and original copy, or a true and faithful reproduction or copy of the original, and that all statements and information provided therein are true and correct.

To check the estimates of the costs incurred in rendering a particular service or function, collecting agencies have to build up the cost figures based on the workflow or work processes involved in the delivery of service. The actual costs of all resources used (labor, materials, etc.) at every step or stage of the work process is then computed and summed up to get the total administrative costs of the service for which a fee or charge is collected. An estimate of the overhead and percentage cost of other indirect resources used in the service is also included in the administrative cost. The cost can either be based on a per unit of work accomplished or an aggregate for the total workload over a given period of time. This methodology is used where the agency could provide all the pertinent data. In such a case, data are validated simply from the detailed breakdown of the various components of the administrative cost.

This Handbook shall provide a step-by-step procedures in revising fees and charges. Note, however, that with the variation in the nature of fees rendered by the different government agencies, as well as in the availability of data, differences on how each agency would approach the procedure of determining the rates may be expected. A sample workflow from the Bureau of Customs (BOC) previously assisted by the NTRC in estimating the rates of revised fees is used to illustrate the procedure.

1. Determine and build up the flow process of the service rendered for which a fee is charged

Services rendered by government agencies follow a certain workflow based on processes/activities involved in the delivery of the service. For instance, in the preparation of Circulars requested by private individuals, corporations or entities, the BOC follows the following workflow process:

- a. BOC personnel receives request for circularization from a private company and forwards it to IAG Chief of Staff
- b. The IAG Chief of Staff receives and endorses the request to the Chief CRMD for appropriate action
- c. Chief CRMD informs the representative of the company of the requirements for issuance of circularization
- d. Upon completion of requirements, Chief CRMD prepares draft CMC for initial of the Director, Adm. Office and Dep Comm/IAG
- e. After signature of DepComm IAG, the same is transmitted back to CRMD for recording in logbook, assigning CMC number and endorsing the same to Printing Unit
- f. Printing Unit scans, reproduces and collates the reproduced CMC
- g. Printing Unit disseminates the CMC to all BOC offices/ports thru Admin Division and private sector associations, CCBI, PCCI

2. Identify the personnel directly involved at each step/procedure and the estimated time (man-days/hours/minutes) spent/allocated by each personnel in performing the task

At each level of the workflow process, identify the personnel involved and estimate the time spent by each individual in handling the activity. Using the same example above, for instance, the IAG Chief of Staff receives and endorses the request to the Chief CRMD for appropriate action which takes him/her around five (5) minutes to assess the request. The same procedure is done for all the processes identified at each level.

	Activity/Task in the Workflow	Personnel Involved	Time Spent
1.	BOC personnel receives request for circularization from a company representative and endorses the request to the Office of the Deputy Commissioner for the IAG	Receiving clerk/ Personnel	1.5 mins
2.	The IAG Chief of Staff receives and endorses the said request to the Chief CRMD for appropriate action	IAG Chief of Staff	5 mins
3.	Chief CRMD informs the representative of the company of the requirements for circularization	Chief CRMD	10 mins
4.	Upon completion of the requirements, Chief CRMD prepares draft CMC for initial of the Director, Adm Office, and signature of the DepComm/IAG	Chief CRMD	10 mins
		Director, Admin Off.	5 mins
5.	After signature of DepComm IAG, the same is transmitted back to CRMD for recording in logbook, assigning CMC number and endorsing the same to Printing Unit	CRMD staff	15 mins
6.	Printing Unit scans, reproduces and collates	Machine operator	30 mins
7.	Printing Unit disseminates the CMC to all BOC offices/ports thru the Admin Division and private sector associations, CCBI, PCCI	Machine operator	10 mins
Sub-Total: Salaries and wages			
Supplies, materials and other expenses			
TOTAL			

3. Impute the salaries and wages of all personnel involved in rendering the service proportionate to the time spent by each individual

In computing for the estimated cost spent at each level of the workflow process by the personnel(s) involved, get the unit cost and multiply it by the estimated time spent by each personnel. To do this, note that there are 22 working days in a month, 8 working hours in a day, and 60 minutes in an hour.

To get the estimated cost of the service rendered at each level of the process, divide the monthly salary of the personnel involved up to the appropriate unit time and multiply it by the estimated time spent by the said personnel. For instance, the IAG Chief of Staff whose monthly salary is ₱14,944¹⁶ spends an average of 5 minutes in receiving and endorsing requests for circularization to the Chief CRMD. To compute,

➤	<u>Salary</u>		<u>1</u>		<u>1</u>		<u>1 hour</u>		Actual
	Month	x	Month	x	day	x	60 minutes	x	time
			No. of		No. of				spent
			working days		working hours				
➤	₱ 14,944	x	1 Month	x	1 day	x	1 hour	x	5 mins
	Month		22 days		8 hours		60 minutes		
➤	[(₱14,944 ÷ 22 ÷ 8 ÷ 60) x 5]								
➤	<u>₱ 7.07</u>								

Based on the computations above, the estimated cost of doing the said task by the IAG Chief of Staff is about ₱7.07. This is done for each personnel with their corresponding monthly salaries at each level of the work flow and are summed up eventually. The sum would be the estimated cost of providing the service.

4. Impute a certain percentage of the agency budget for MOOE as provision for office supplies, electric, water and communication expenses, if data is readily available, and other expenses deemed relevant (ex. technology) by the particular unit/s of the agency rendering service

This may be a bit difficult particularly when trying to estimate the cost expended, e.g., on electricity and water expenses since the use or consumption of the same is not measured on an individual basis. The office may deem it more practical

¹⁶ Figure is based on CY 2004 salary.

to impute a rough estimate of the same and add said amount to the estimated cost of service as determined from the process above to get the approximate fee to be charged.

The generated amount serves as ballpark figure to aid the agencies in determining how much should be charged for the services rendered to recover the costs expended on the same. The agency may opt to round the amount to the nearest whole figure while others may consider charging more than the estimated costs especially for certain regulated services.

There are cases, however, where the agency does not have the pertinent information or finds it difficult to estimate the amounts required in the process mentioned above and this is true in cases where the service for which a fee is collected is just a minor activity or merely incidental to the major function of the office.

Generally, the administrative cost ultimately boils down to the agency's budgetary obligations. Thus, using this as the base, the following procedures may also be used:¹⁷

- i. The program/project/activity covering the administration of a fee is identified from the General Appropriations Act (GAA) together with its corresponding appropriation. The actual budgetary obligation for the activity is then verified from the agency's Financial Report of Operations.
- ii. If the activity is not concerned solely with the fee, the figure is reduced to that extent which is estimated by the agency's financial or accounting officer, to be spent in the administration of the fee. If the fee involves expenses from other activities/projects/programs, these items are estimated in the same manner and added to the cost figure.
- iii. The number and types of fees covered by the activity are then determined. If there are two or more fees involved, the cost is allocated among the various fees using the agency's estimated distribution of costs. If this is not possible, the cost is derived by using the percent distribution of total revenue among the different fees and charges.
- iv. To get the unit cost, the total cost is divided by the number of issuances or work units accomplished.

While an estimate of the cost for the service rendered may be determined based on the above alternative method, the result could only be used as a comparative/reference cost estimate for purposes of securing clearance from the NEDA Board. Based on the NEDA Guidelines (NEDA Circular No. 01-2008) the

¹⁷ Procedure lifted from 'Survey of Fees and Charges Imposed by National Agencies (Preliminary Report)', pp. 8-9.

NEDA evaluates the requests for clearance based on computational details, collection performance, **process flowchart**, financial statements and date of last increase (Section 6(e)).

VII. STATUS OF COMPLIANCE TO EO 197

As of December 10, 2010, the Secretariat to the Task Force gathered that the number of national government agencies (NGAs) collecting fees and charges totaled 137. (See Annex A for the List of Collecting Agencies)

Of the 137 collecting agencies, one hundred twenty-six (126) or about 92% have so far revised their fees and charges pursuant to Executive Order (EO) No. 197. (See Annex B) The remaining agencies are either not intending to revise for various reasons, or awaiting clearance or still have to comply with the documentary requirements of the NEDA Board.

As gathered, 41 agencies/entities have so far complied and filed their request for NEDA Board Clearance as of January 20, 2011 in connection with proposals to impose new fees and/or increase existing fees and charges pursuant to Memorandum Circular (MC) No. 137, series of 2007, as implemented by NEDA Circular No. 001-2007, as amended. (See Annex C) Of the agencies that submitted requests for clearance, 23 are in the list of NGAs collecting fees and charges. Based on NEDA's evaluation, fourteen (14) of the requests filed are not covered by the Circular. Twelve (12) requests are for follow-up (in connection with certain documentary requirements); while 15 withdrew their request and did not pursue their plans for revision for various considerations. As gathered, the Games and Amusements Board (GAB) and the Optical Media Board (OMB) were not able to meet the requirements prescribed by the NEDA, thus, deferring their plans for revisions pending completion of the requirements. The Cooperative Development Authority (CDA) informed the Task Force that it was not able to complete the requirements as it gave priority to the re-registration of cooperatives under the new Cooperative Code. On the other hand, the Maritime Industry Authority (MARINA)'s withdrawal was based on the contention that it is exempted from the coverage of MC No. 137. The remaining five (5) in the NEDA report include GOCCs (e.g., Social Housing Finance Corporation, Philippine Ports Authority), the Philippine Science High School System and the Corazon Locsin Lontelibano Memorial Regional Hospital which are not monitored by the Task Force.

Of the 126 agencies identified to have revised under EO 197 (See Annex C) 44 have revised their rates of fees and charges at least twice while 17 have revised three times. The Bureau of Plant Industry (BPI), National Book Development Board (NBDB), Environmental Management Bureau (EMB), Bureau of Labor Relations (BLR), Philippine Textile Research Institute (PTRI), and MARINA have revised four times while the Bureau of Local Employment (BLE) and Bureau of Animal Industry (BAI) staggered the revision of their fees and charges over five and seven times, respectively. The annual number of offices which complied with EO 197 under each department is summarized in the table below.

**Table 2: NUMBER OF AGENCIES WHICH REVISED UNDER EO 197, BY DEPARTMENT, BY YEARS OF REVISION
(As of December 30, 2010)**

DEPARTMENT	CALENDAR YEAR											
	TOTAL	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
TOTAL	126	48	37	7	5	13	4	3	5	2	2	0
Office of the President	19	8	3	3		4	1					
Office of the Press Secretary	3		1			1			1			
Department of Agrarian Reform	2	1		1								
Department of Agriculture	9	5	2				1		1			
Department of Education	3	1			2							
Department of Energy	6	5				1						
Department of Environment and Natural Resources	8	6	1		1							
Department of Finance	4	1	2	1								
Department of Foreign Affairs	1	1										
Department of Health	6	3	1			1			1			
Department of Interior and Local Government	3	2					1					
Department of Justice	4	2			1						1	
Department of Labor and Employment	14		8	1		2	1	2				
Department of National Defense	2	2										
National Economic and Development Authority	4	2	2									
Department of Public Works and Highways	1	1										
Department of Science and Technology	13		7	1		3			1	1		
Department of Social Welfare and Development	2		1						1			
Department of Tourism	3	1			1			1				
Department of Trade and Industry	15	7	6			1					1	
Department of Transportation and Communication	4		3							1		

Note: Agencies which revised twice and above since the issuance of EO 197 were counted only once and reflected under the year of their initial revision. The number of collecting NGAs by department may change in view of the ongoing bureaucratic reforms where agencies may be transferred from one office and attached to another department or vice-versa. Examples of these NGAs are: the Board of Liquidators (from OP to DOF, EO 350, s. 2004); Cooperative Development Authority (from OP to DOF, EO 332, s. 2004); Intellectual Property Office (from OP to DTI, EO 346, s. 2004); Professional Regulation Commission (from OP to DOLE, EO 565, s. 2006); Land Registration Authority (from DOJ to DENR, EO 690, s. 2007); and the Securities and Exchange Commission (from DOF to DTI, EO 800, s. 2009).

Of the 137 collecting agencies, more or less, 82 of those which have already revised are considered in need again of review for possible upgrading as their rates of fees have already been in place for more than five years, hence, no longer realistic. About nine (i.e., DSWD, DTI, NWRB, BFAD, DOE, CFO, MGB, NAMRIA and VMMC) of them, however, are already in the process of seeking clearance from the NEDA for the revision of fees.

The Secretariat to the Task Force (NTRC) gathered that while agencies are generally keen on upgrading the rates of fees to more realistic levels in order to recover the costs of services rendered, they find the requirements prior to securing NEDA Board clearance very tedious. They suggested that NEDA should perhaps provide standards or template for each requirement to help agencies in facilitating compliance.

REVENUE PERFORMANCE OF COLLECTION FROM FEES AND CHARGES

Based on the BTr Collection Reports, the annual revenue performance of fees and charges is as follows:

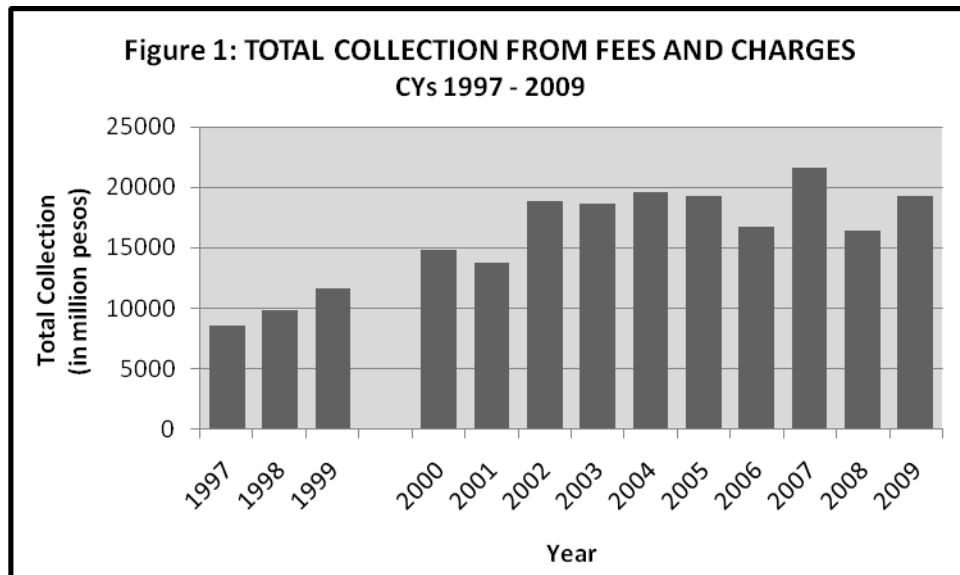
Table 3: TOTAL COLLECTION FROM FEES AND CHARGES¹⁸
CYs 1997 – 2009
(In Million Pesos)

Year	Total Collection per BTr Report¹⁹	Growth Rate (%)
1997	8,545	
1998	9,806	14.76
1999	11,620	18.50
2000	14,786	27.25
2001	13,780	(6.80)
2002	18,807	36.48
2003	18,634	(0.92)
2004	19,576	5.06
2005	19,234	(1.75)
2006	16,760	(12.86)
2007	21,638	29.11
2008	16,409	(24.17)
2009	19,255	17.34

Source of Basic Data: Bureau of the Treasury (BTr)

¹⁸Collection from fees and charges is based on reports of collection from the BTr.

¹⁹ Total collection includes those of the 137 agencies identified to be collecting fees and charges as well as some other offices collecting fees not included in the list.



As may be gleaned from the table above, there is a substantial increase in revenue after the issuance of EO 197. Initial responses from the 48 agencies which revised in the same year EO 197 was issued showed a ₱3.17 Billion revenue collection or 27% higher than the income prior to the directive. Collection, however, slightly declined the following year but grew in CY 2002. This may be attributed to the full impact of the upgrading in fees and charges by the agencies which revised their structures between 2000 and 2002.

The decline in collection by about 1% in CY 2003 may be due to the cleaning and reconciliation of accounts by NGAs particularly by the top collectors, to exclude revenues from taxes collected by certain agencies such as the LTO from motor vehicle registration fees and the BI from the immigration head tax, among others. While the CY 2004 collection indicated a 5% increase over the previous year's intake, a slight fall (1.75%) was again noted in CY 2005 followed by a substantial decline (12.86%) in CY 2006. The decreases in collection may be due to the further cleaning of accounts done by the BTr thru the segregation of collection from purely fees and charges based on the account codes provided under the New Government Accounting System (NGAS). The decline could also be partly attributed to the removal of the Bureau of Customs (BOC) from the BTr report of collection from fees and charges. The BOC collection of ₱862 million in CY 2005 placed the said agency seventh among the top collectors. Effective CY 2006, however, the BOC was intentionally deleted by the BTr from the report of collection from fees and other charges and instead reported under the Cash Operations Receipt (COR) to rule out possible double-counting. This is because the BOC has lumped all its collections (i.e., from duties, taxes and fees) under its total revenue collection account for reporting purposes.

The substantial increase in total collection for CY 2007, amounting to ₱21,638 million (higher by ₱4,878 million or 29.11% over the CY 2006 figures) may be explained by the fact that more agencies in CY 2007 surpassed their CY 2006 revenue intake. Some of the top collectors and their percentage increase in collection are: SEC (104%);

ERC (132%); and Mines and Geo-Sciences Bureau (184%). Another factor which may have contributed to the substantial revenue growth is the increase in the number of agencies which revised their rates under EO 197 between CYs 2006 and 2007.

For CY 2008, however, it can be clearly seen that there was a drastic decline in collection, recording a ₱5,229 million or 24.17% decrease compared to CY 2007 income. It could be partly explained by the relatively low rates of fees and charges that have not been adjusted for years by some major collectors [e.g., BI (1999); NBI (2000)]. Nonetheless, the bulk of the substantial drop in revenue could be attributed to the negative growth in collection by majority of the NGAs particularly those belonging to the top 25 collectors. These include ATO (-78%); SEC (-39%); BFAD (-22%); POEA (-19%); NPO (-19%); DFA (-17%); ERC (-13%); NBI (-10%); LTO (-8%); LTFRB (-7%); and LRA (-6%).

The huge drop in ATO's collection (-78%), i.e., from ₱2 Billion in 2007 to ₱440 Million in 2008 and ₱0.09 Million in CY 2009 could be explained by the issuance of RA 9497²⁰ (March 4, 2008) which created the Civil Aviation Authority of the Philippines and abolished the ATO. The law authorized the CAAP to enjoy fiscal autonomy and the use of all the collections from fees, charges and dues to fund its operations. It may be noted that ATO's collection used to rank among the top three (3) collecting NGAs, hence CAAP's authority to use the collection from fees and charges and the removal of ATO from the list of collecting agencies adversely affected the total collection from fees and charges.

As regards the ratio of collection from fees and charges since the issuance of EO 197, the same registered a 2.87% and 27.71% shares of the total government revenue and of the total non-tax revenue, respectively. Changes in the annual collection performance of fees and charges correspondingly reflect changes in its share to total revenue as well as to non-tax-revenue.

As may be gleaned from the table below, collection from fees and charges appears minimal compared to the total income generated by the government since the major sources of revenue still come from taxes and duties collected by the government through the BIR and the BOC. However, the ₱19 Billion revenue for CY 2009, which may be 1.71% and 13.62% of the total revenue and non-tax revenue, respectively, is still a substantial amount from which the agencies can source their administrative expenses and even fund certain government projects instead of using up the other income of the government.

²⁰ Entitled, "An Act Creating the Civil Aviation Authority of the Philippines, Authorizing the Appropriations of Funds Therefor, and For Other Purposes".

**Table 4: RATIO OF TOTAL COLLECTION FROM FEES AND CHARGES TO
THE TOTAL REVENUE AND NON-TAX REVENUE
CYs 2000 – 2009
(In Million Pesos)**

Year	Total Revenue	Ratio of Fees & Charges to Total Revenue (%)	Non-Tax Revenue	Ratio of Fees & Charges to Non-Tax Revenue (%)
2000	514,762	2.87	53,352	27.71
2001	567,481	2.43	71,882	19.17
2002	578,406	3.25	69,717	26.98
2003	639,737	2.91	88,071	21.16
2004	706,718	2.77	101,680	19.25
2005	816,159	2.36	110,456	17.41
2006	979,638	1.71	119,598	14.01
2007	1,136,560	1.90	203,473	10.63
2008	1,202,905	1.36	153,601	10.68
2009	1,123,211	1.71	141,389	13.62

Source: Bureau of the Treasury (BTr) – National Government Cash Operation Report (CYs 2000-2009)

In conclusion, it may be said that collection from fees and charges has the potential to grow if only the collection efficiency of collecting agencies is generally improved and if the rates of fees could be regularly upgraded in line with the increase in administrative costs incurred in the delivery of service. This handbook is envisioned as a timely material which can provide the basis or the framework through which collecting agencies may pursue and facilitate the revision of their fees and charges.

Annex A**NATIONAL GOVERNMENT AGENCIES (NGAs)
COLLECTING FEES AND CHARGES
As of December 10, 2010****OFFICE OF THE PRESIDENT (OP)**

1. Office of the President
2. Commission on Filipinos Overseas
3. Commission on Higher Education
4. Commission on Information and Communications Technology
5. National Computer Center
6. National Telecommunications Commission
7. Telecommunications Office
8. Dangerous Drugs Board
9. Energy Regulatory Commission
10. Film Development Council of the Philippines
11. Games and Amusement Board
12. Housing and Land Use Regulatory Board
13. Movie and Television Review and Classification Board
14. National Museum
15. National Water Resources Board
16. Optical Media Board
17. Philippine Racing Commission
18. Philippine Sports Commission
19. National Archives of the Philippines
20. The National Library

OFFICE OF THE PRESS SECRETARY (OPS)

21. Bureau of Broadcast Services
22. National Printing Office
23. News and Information Bureau

DEPARTMENT OF AGRARIAN REFORM (DAR)

24. DAR – Office of the Secretary
25. National Commission on Indigenous Peoples

DEPARTMENT OF AGRICULTURE (DA)

26. DA – Office of the Secretary
27. Agricultural Training Institute
28. Bureau of Animal Industry
29. Bureau of Fisheries and Aquatic Resources
30. Bureau of Plant Industry
31. Bureau of Post Harvest Research and Extension
32. Bureau of Soils and Water Management
33. Fertilizer and Pesticide Authority
34. Fiber Industry Development Authority
35. National Meat Inspection Service

DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

36. Office of the Secretary – Procurement Service

DEPARTMENT OF EDUCATION (DepEd)

37. DepED – Office of the Secretary
38. National Book Development Board
39. National Educational Testing and Research Center

DEPARTMENT OF ENERGY (DOE)

40. DOE – Office of the Secretary
41. Electric Power Industry Management Bureau
42. Energy Resources Development Bureau
43. Energy Utilization Management Bureau
44. Energy Policy and Planning Bureau
45. Oil Industry Management Bureau

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

46. DENR – Office of the Secretary
47. Ecosystems Research and Development Bureau
48. Environmental Management Bureau
49. Forest Management Bureau
50. Land Management Bureau
51. Land Registration Authority
52. Mines and Geo-Sciences Bureau
53. National Mapping and Resource Information Authority
54. Protected Areas and Wildlife Bureau

DEPARTMENT OF FINANCE (DOF)

55. DOF – Office of the Secretary
56. Bureau of Customs
57. Bureau of Internal Revenue
58. Central Board of Assessment Appeals
59. Cooperative Development Authority
60. Insurance Commission

DEPARTMENT OF FOREIGN AFFAIRS (DFA)

61. DFA – Office of the Secretary / Consular Affairs

DEPARTMENT OF HEALTH (DOH)

62. DOH – Office of the Secretary
63. Bureau of Food and Drugs
64. Bureau of Health Devices and Technology
65. Bureau of Health Facilities and Services
66. Bureau of Quarantine
67. Research Institute for Tropical Medicine

DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG)

68. Bureau of Fire Protection
69. Local Government Academy
70. National Police Commission
71. Philippine National Police

DEPARTMENT OF JUSTICE (DOJ)

72. DOJ – Office of the Secretary
73. Bureau of Corrections
74. Bureau of Immigration
75. National Bureau of Investigation
76. Office of the Solicitor-General

DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)

77. DOLE – Office of the Secretary
78. Bureau of Labor and Employment Statistics
79. Bureau of Labor Relations
80. Bureau of Local Employment
81. Bureau of Women and Young Workers
82. Bureau of Working Conditions
83. Institute for Labor Studies
84. Maritime Training Council
85. National Conciliation and Mediation Board
86. National Labor Relations Commission
87. National Maritime Polytechnic
88. Occupational Safety and Health Center
89. Philippine Overseas Employment Administration
90. Philippine Overseas Labor Office
91. Professional Regulation Commission
92. Technical Education and Skills Development Authority

DEPARTMENT OF NATIONAL DEFENSE (DND)

93. Military Shrines Service
94. Veterans Memorial Medical Center

NATIONAL ECONOMIC DEVELOPMENT AUTHORITY (NEDA)

95. National Statistical Coordination Board
96. National Statistics Office
97. Statistical Research and Training Center
98. Tariff Commission

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH)

99. DPWH – Office of the Secretary / Bureau of Research and Standards

DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)

100. Advanced Science and Technology Institute
101. Food and Nutrition Research Institute
102. Forest Products Research and Development Institute

103. Industrial Technology Development Institute
104. Metal Industry Research and Development Center
105. National Academy of Science and Technology
106. National Research Council of the Philippines
107. Philippine Atmospheric, Geophysical, and Astronomical Services Administration
108. Philippine Institute of Volcanology and Seismology
109. Philippine Nuclear Research Institute
110. Philippine Textile Research Institute
111. Science and Technology Information Institute
112. Science Education Institute
113. Technology Application and Promotion Institute

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)

114. DSWD – Office of the Secretary / Standards Bureau
115. Inter-Country Adoption Board

DEPARTMENT OF TOURISM (DOT)

116. DOT – Office of the Secretary / Office of Tourism Standards
117. Intramuros Administration
118. National Parks Development Committee

DEPARTMENT OF TRADE AND INDUSTRY (DTI)

119. Board of Investments
120. Bureau of Export Trade Promotions
121. Bureau of Import Services
122. Bureau of Product Standards
123. Bureau of Trade Regulation and Consumer Protection
124. Construction Industry Arbitration Commission
125. Construction Manpower Development Foundation
126. Intellectual Property Office
127. International Coffee Organization – Certifying Agency
128. Philippine Contractors Accreditation Board
129. Philippine Overseas Construction Board
130. Philippine Shippers Bureau
131. Philippine Trade Training Center
132. Product Development and Design Center of the Philippines
133. Securities and Exchange Commission

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS (DOTC)

134. Civil Aeronautics Board
135. Land Transportation Franchising and Regulatory Board
136. Land Transportation Office
137. Maritime Industry Authority

Annex B**AGENCIES WHICH REVISED UNDER EO 197
(As of December 10, 2010)**

Agency	Dates of Revision/ Effectivity
Office of the President (OP)	
1. Office of the President - Proper	CY 2004
2. Commission on Filipinos Overseas	Aug 2, 2004 Jul 2006
3. Commission on Higher Education	Oct 2, 2000
Commission on Information and Communications Technology	
4. National Computer Center	Apr 2000 Jan 2003
5. National Telecommunications Commission	Jan 19, 2001 Sept 14, 2004
6. Telecommunications Office	Sept 14, 2004 Dec 15, 2009
7. Dangerous Drugs Board	Oct 29, 2001
8. Energy Regulatory Commission	Oct 25, 2002 Jul 17, 2007
9. Film Development Council of the Philippines	Jun 1, 2004
10. Games and Amusement Board	Mar 14, 2000 Jan 17, 2006
11. Housing and Land Use Regulatory Board	Dec 2001 Feb 2004
12. Movie and Television Review and Classification Board	May 15, 2000 Nov 27, 2004 Aug 15, 2005
13. National Museum	Jan 2000
14. National Water Resources Board	Mar 2005
15. Optical Media Board	Apr 3, 2000 May 2005

Agency	Dates of Revision/ Effectivity
	Nov 18, 2006
16. Philippine Racing Commission	Jan 2000
17. Philippine Sports Commission	Feb 1, 2000
18. National Archives of the Philippines	May 8, 2002
19. The National Library	Apr 4, 2002 Nov 2, 2004
Office of the Press Secretary (OPS)	
20. Bureau of Broadcast Services	Apr 2007
21. National Printing Office	Oct 2001 Oct 1, 2004
22. News and Information Bureau	Jan 2004
Department of Agrarian Reform (DAR)	
23. Office of the Secretary – DAR	May 2000 Jan 6, 2001
24. National Commission on Indigenous Peoples	Mar 2002 July 28, 2006
Department of Agriculture (DA)	
25. Agricultural Training Institute	Sept 1, 2001
26. Bureau of Animal Industry	Sept 4, 2000 Feb 2001 Sept 30, 2002 Oct 17, 2003 CY 2004 Jan 9, 2008 Jan 28, 2009
27. Bureau of Fisheries and Aquatic Resources	Apr 19, 2000 Jan 10, 2002
28. Bureau of Plant Industry	Jan 19, 2001 May 21, 2003 May 2007

Agency	Dates of Revision/ Effectivity
	Apr 3, 2008
29. Bureau of Post Harvest Research and Extension	CY 2007
30. Bureau of Soils and Water Management	CY 2005
31. Fertilizer and Pesticide Authority	May 15, 2000 Jul 11, 2003
32. Fiber Industry Development Authority	Apr 6, 2000 Oct 9, 2001
33. National Meat Inspection Service	May 13, 2000 Apr 13, 2003
Department of Education (DedEd)	
34. Office of the Secretary - DepEd	Mar 23, 2003 Dec 12, 2006
35. National Book Development Board	Nov 8, 2000 CY 2004 CY 2005 Apr 2008
36. National Education Testing and Research Center	Jan 1, 2003
Department of Energy (DOE)	
37. Office of the Secretary – DOE	Dec 20, 2000 Dec 25, 2004
38. Electric Power Industry Management Bureau	Dec 25, 2004
39. Energy Resources Development Bureau	Dec 20, 2000 Dec 25, 2004
40. Energy Planning and Policy Bureau	Dec 20, 2000 Dec 25, 2004
41. Energy Utilization Management Bureau	Dec 20, 2000 Dec 25, 2004
42. Oil Industry Management Bureau	Dec 20, 2000 Dec 25, 2004

Agency	Dates of Revision/ Effectivity
Department of Environment and Natural Resources (DENR)	
43. Office of the Secretary - DENR	Mar 4, 2000
44. Ecosystems Research and Development Bureau	CY 2000
45. Environment Management Bureau	May 25, 2000 Jun 30, 2003 Oct 2004 Jun 1, 2005
46. Forest Management Bureau	Sept 17, 2000 Jul 3, 2004
47. Land Registration Authority	Feb 2003
48. Mines and Geo-Sciences Bureau	Dec 6, 2000 Jun 15, 2005
49. National Mapping and Resource Information Authority	Nov 12, 2001 May 30, 2005
50. Protected Areas and Wildlife Bureau	Jul 30, 2000 Sept 2004
Department of Finance (DOF)	
51. Office of the Secretary – DOF a. OSS b. Mabuhay Lane	Dec 13, 2000
52. Bureau of Customs	Jun 9, 2001
53. Cooperative Development Authority	May 15, 2002 Jul 16, 2004
54. Insurance Commission	May 7, 2001 Sep 1, 2006 June 15, 2010
Department of Foreign Affairs (DFA)	
55. Office of the Secretary – DFA / Consular Affairs	Jul 10, 2000 Aug 2009

Agency	Dates of Revision/ Effectivity
Department of Health (DOH)	
56. Office of the Secretary – DOH	CY 2007
57. Bureau of Food and Drugs	Oct 2, 2001 Jul 19, 2005
58. Bureau of Health Devices and Technology	Mar 30, 2000 Jan 11, 2005 Sep 28, 2007
59. Bureau of Health Facilities and Services	Oct 16, 2000 Apr 22, 2002 CY 2007
60. Bureau of Quarantine	Oct 16, 2000 May 10, 2006
61. Research Institute for Tropical Medicine	Jun 1, 2004
Department of Interior and Local Government (DILG)	
62. Bureau of Fire Protection	Feb 8, 2005
63. National Police Commission	Jul 12, 2000 Oct 9, 2005 Jan 31, 2008
64. Philippine National Police	Aug 15, 2000 Jul 7, 2005
Department of Justice (DOJ)	
65. Office of the Secretary – DOJ	Jun 5, 2003
66. Bureau of Corrections	Aug 17, 2009
67. National Bureau of Investigation	Jul 15, 2000
68. Office of the Solicitor-General	Nov 2000
Department of Labor and Employment (DOLE)	
69. Office of the Secretary – DOLE	Sept 23, 2001
70. Bureau of Labor and Employment Statistics	CY 2006
71. Bureau of Labor Relations	Sept 23, 2001 CY 2002

Agency	Dates of Revision/ Effectivity
	CY 2003 Oct 25, 2007
72. Bureau of Local Employment	Sept 23, 2001 CY 2002 CY 2005 May 31, 2006 CY 2009
73. Bureau of Women and Young Workers	Aug 15, 2004
74. Bureau of Working Conditions	Sept 23, 2001
75. Institute for Labor Studies	Jun 2001
76. National Labor Relations Commission	Sept 23, 2001 Apr 20, 2005
77. National Maritime Polytechnic	CY 2001 CY 2002 CY 2003
78. Occupational Safety and Health Center	Nov 23, 2001
79. Philippine Overseas Employment Administration	May 2002 Sept 30, 2004
80. Philippine Overseas Labor Office	Feb 4, 2004
81. Professional Regulation Commission	Mar 7, 2005
82. Technical Education and Skills Development Authority	Jan 2006
Department of National Defense (DND)	
83. Military Shrines Service	Dec 26, 2000 Jan 14, 2005
84. Veterance Memorial Medical Center	Sept 15, 2000
National Economic Development Authority (NEDA)	
85. National Statistical Coordination Board	Apr 2000 Oct 2004
86. National Statistics Office	Oct 2001
87. Statistical Research and Training Center	Jan 2001

Agency	Dates of Revision/ Effectivity
	Feb 12, 2003
88. Tariff Commission	Jun 11, 2000 Feb 9, 2005 Sept 14, 2006
Department of Public Works and Highways (DPWH)	
89. Office of the Secretary – DPWH / Bureau of Research and Standards	Mar 20, 2000 Dec 16, 2002 Dec 16, 2006
Department of Science and Technology (DOST)	
90. Advanced Science and Technology Institute	CY 2008
91. Food and Nutrition Research Institute	Jan 29, 2001 Jun 15, 2004 Mar 24, 2008
92. Forest Products Research and Development Institute	Jan 29, 2001 Jun 15, 2004
93. Industrial Technology Development Institute	Jan 29, 2001 Jun 15, 2004 Jan 31, 2007
94. Metals Industry Research and Development Center	Jan 29, 2001 Jun 15, 2004 Oct 10, 2007
95. National Research Council of the Philippines	Jan 1, 2001
96. Philippine Atmospheric, Geophysical and Astronomical Services Administration	Jul 2004
97. Philippine Institute of Volcanology and Seismology	May 12, 2004
98. Philippine Nuclear Research Institute	Jan 29, 2001 Jun 15, 2004 Dec 15, 2006
99. Philippine Textile Research Institute	Jan 29, 2001 Jun 15, 2004 Feb 2007

Agency	Dates of Revision/ Effectivity
	Jul 2008
100. Science and Technology Information Institute	Jun 15, 2004 Nov 2006 Jan 2008
101. Science Education Institute	Oct 4, 2002
102. Technology Application and Promotion Institute	Jun 2007
Department of Social Welfare and Development (DSWD)	
103. Office of the Secretary – DWSD	Jul 31, 2001 Jul 30, 2002
104. Inter-Country Adoption Board	Feb 1, 2007
Department of Tourism (DOT)	
105. Office of the Secretary – DOT / Office of Tourism Standards	Mar 2000
106. Intramuros Administration	Jan 2006 Sept 2008
107. National Parks and Development Committee	Jan 1, 2003
Department of Trade and Industry (DTI)	
108. Board of Investments	Nov 27, 2000
109. Bureau of Export Trade Promotions	CY 2009
110. Bureau of Import Services	Jul 3, 2000 Oct 10, 2003 Apr 17, 2009
111. Bureau of Product Standards	Dec 4, 2001 Feb 7, 2008
112. Bureau of Trade Regulation and Consumer Protection	Jul 7, 2000
113. Construction Industry Arbitration Commission	Mar 2001
114. Construction Manpower Development Foundation	Feb 16, 2000 Jan 2005 CY 2009
115. Intellectual Property Office	Jun 8, 2000

Agency	Dates of Revision/ Effectivity
	Jan 2004
116. International Coffee Organization – Certifying Agency	Oct 1, 2000
117. Philippine Contractors Accreditation Board	Jan 23, 2001
118. Philippine Overseas Construction Board	Jan 13, 2001
119. Philippine Shippers Bureau	Jan 13, 2000 Nov 23, 2005 Jan 2006
120. Philippine Trade Training Center	Jan 1, 2001
121. Product Development and Design Center of the Philippines	Feb 5, 2004 Jun 7, 2005
122. Securities and Exchange Commission	May 3, 2001 May 20, 2004
Department of Transportation and Communication (DOTC)	
123. Civil Aeronautics Board	Feb 16, 2001 Jan 2008
124. Land Transportation Franchising and Regulatory Board	Dec 2001 Jan 2, 2002
125. Land Transportation Office	Oct 22, 2008
126. Maritime Industry Authority	Apr 8, 2001 Feb 22, 2003 Nov 16, 2005 CY 2008

Annex C**AGENCY REQUESTS FOR NEDA BOARD CLEARANCE**

(As of January 20, 2011)

A. REQUESTS NOT COVERED BY NEDA CIRCULAR NO. 001-2007

Date Received	Agency	Particulars
09/20/07	Philippine Health Insurance Corporation	Increase in premium contribution of self-employed professionals
10/03/07	National Transmission Corporation	Charges for regulated transmission service
02/15/08	Manila International Airport Authority	MIAA wrote to seek guidance on whether or not MIAA is required to secure clearance for imposition of rental fees
06/13/07	Department of Trade and Industry - CWTPG	Increases for the accreditation services provided by the Philippine Accreditation Office
04/03/08	Department of Social Welfare and Development	New charges for subscription fee for the quarterly journal
05/19/08	Land Transportation Franchising and Regulatory Board	Adjustment of transport fares
08/21/07	Technical Education and Skills Development Authority	Assessment Fee
12/10/08	DTI (9 th e-Services Global Sourcing Conference and Exhibition)	Exhibitor / Conference Fee for e-Services
04/19/07	Department of Social Welfare and Development	Travel Clearance Processing Fee issued to minors traveling abroad
08/18/09	DOF – Municipal Development Fund Office	Imposition of Administrative fees on projects funded under the Second Generation Fund
07/05/10	Technical Education and Skills Development Authority	Request for exemption
07/20/10	Department of Environment and Natural Resources – National Mapping and Information Authority (DENR-NAMRIA)	Certification fee
08/31/10	Veterans Memorial Medical Center	Clarification if the fees and charges are subject to NEDA Board Clearance
02/10/10	Land Transportation Office	Fees and charges on Driver's License/ Conductor's License

B. REQUESTS, WHICH WERE WITHDRAWN/ NOT PURSUED

Date Received	Agency	Particulars
05/16/07	Philippine Science High School System	Increase in Test Fees for PSHS System National Competitive Examination (PSHS-NCE)
08/21/07	Social Housing Finance Corporation	New charges for additional requests of forms and documents
09/11/07	Energy Regulatory Commission	Revised schedule of fees
09/12/07	Cooperative Development Authority	New and increase in fees/fines
07/17/07	Optical Media Board	Imposition of Docketing Fee; Legal Research Fund Fee; and other documentary fees
04/08/08	Games and Amusements Board	Increase in permit fee
08/27/07	Maritime Industry Authority	New and rationalized fees
09/13/07	Philippine Ports Authority – Port of Batangas	Increase in passenger terminal fee
11/07	PPA – PMO Calapan	Increase in passenger terminal fee
01/19/09	Corazon Locsin Montelibano Memorial Regional Hospital	Proposed increase in Obstetrics and Gynecology hospital fees
06/05/09	Cooperative Development Authority	Approval of the Authority to impose a new fee Re-registration fee
12/07	Cagayan Economic Zone Authority	Increase in annual renewal fee and imposition of penalties
03/30/09	Movie and Television Review and Classification Board	Seeking Approval for the Proposed increase in various fees
06/11/09	National Water Resources Board	Transfer of water permit fee
11/24/09	National Food Authority	License fees

C. REQUESTS FOR FOLLOW-UP (WITH PENDING REQUIREMENTS)

Date Received	Agency	Particulars
11/07	Department of Justice – Bureau of Immigration	Increase in immigration fees
03/12	Department of Labor and Employment – Occupational Safety and Health Center	Proposed increase in fees on technical services, training and medical examinations, and use of facilities
01/26/09	Department of Science and	Proposed Testing and Calibration

Date Received	Agency	Particulars
	Technology - RDI	Fees
02/04/09	Department of Social Welfare and Development – Policy and Programs Group	Request for comment and approval for their Processing Fees
04/14/09	National Archives of the Philippines	Request for Clearance before Authorizing the Imposition of New Fees or Increase in Existing Fees
05/25/09	DTI – Philippine Overseas Construction Board	Proposing to Increase the POCB registration fee
11/18/09	Bureau of Food and Drugs	Proposed revision on fees and charges
12/11/09	Land Transportation Office	Proposed increase in Inspection Fees
03/09/10	Department of Energy (DOE)	Proposed increase and new fees of Lighting and Appliance Testing Laboratory (LATL)
04/22/10	Department of Environment and Natural Resources – Forest Management Bureau (DENR-FMB)	Proposed increase of the existing forestry administrative fees
05/25/10	Commission on Filipinos Overseas – Exchange Visitor Program Committee	Proposed increase for processing of No Objection Statement
07/06/10	Department of Environment and Natural Resources – Mines and Geosciences Bureau	Increase in Fees and Charges

