

NATIONAL TAX RESEARCH CENTER
Special Research and Technical Services Branch

TASK FORCE SECRETARIAT

As the Secretariat to the Task Force on Fees and Charges, the NTRC monitors compliance by fee collecting National Government Agencies (NGAs) to pertinent issuances and prepares response/comments on queries/requests for technical assistance in connection with the requirements in the imposition of new fees and/or increase in existing fees, upon request by NGAs.

RESPONSE TO QUERY/REQUEST FOR TECHNICAL ASSISTANCE RE: FEES AND CHARGES

Availability of Service:

Monday to Friday from 8:00 AM to 5:00 PM

Clientele: *National Government Agencies (NGAs) collecting fees and charges.*

Required Documents: (a) *Official query/letter request for technical assistance;* (b) *Legal basis and/or authority of the requesting Agency to collect fees and charges;* (c) *NGA schedule of proposed new and/or increased fees and charges including the justifications/reasons;* (d) *Old Schedule of Fees and Charges and the date of imposition/last revision;* (e) *Collection performance;* (f) *Workflow chart/procedures involved in the delivery of service;* (g) *Computational details;¹* and (h) *List of stakeholders/clientele of the service.*

How to Avail of the Service:

STEP	Applicant / Client	Service Provider	Duration of Activity	Division/Person In-Charge	Fees	Form / Document
1	<i>Submits query/request for NTRC technical assistance on the imposition of new fees and/or increase in the existing rates of fees and charges</i>	<i>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.</i>	<i>5 minutes</i>	<i>Technical Staff of Special Research & Technical Services Branch (SRTSB)</i>	<i>None</i>	<i>Letter request with supporting documents</i>
2		<i>Evaluates proposed imposition of new fees and/or increase in existing fees, and prepares draft response to the query or comments on the proposed imposition/revision of fees.</i>	<i>14 working days²</i>	<i>SRTSB Technical Staff</i>	<i>None</i>	<i>Draft evaluation paper</i>
3		<i>Reviews and integrates comments on the draft</i>	<i>3 – 5 working</i>	<i>SRTSB Chief</i>	<i>None</i>	<i>Draft evaluation paper with</i>

¹ *Indicating the direct cost of rendering the service based on current budget appropriation which shall include the cost of supplies and materials, salaries and wages of personnel directly involved in the service appropriations; the corresponding proportionate share in the overhead costs of the agency or department including the depreciation costs of equipment used.*

² *May be extended depending on the complexity of issue/number of NGA's fees and charges and availability of data requirements.*

STEP	Applicant / Client	Service Provider	Duration of Activity	Division/Person In-Charge	Fees	Form / Document
		<i>response/evaluation based on the guiding principles stated in the imposition of /revision of fees and charges and justifications submitted.</i>	<i>days²</i>			<i>comments and corrections</i>
4		<i>Reviews the revised draft response to query and/or comments on request for technical assistance based on submitted documents/justifications.</i>	<i>2 working days²</i>	<i>Deputy and Executive Directors</i>	<i>None</i>	<i>Draft evaluation paper with comments / corrections</i>
5		<i>Releases/Transmits signed evaluation paper to requesting NGA and provides copy to SRTSB</i>	<i>30 minutes</i>	<i>Planning & Coordinating Branch (PCB)</i>	<i>None</i>	<i>Final response/comments</i>
<i>END of TRANSACTION</i>						