



SECRETARIAT TO THE TASK FORCE ON FEES AND CHARGES

As the Secretariat to the Task Force on Fees and Charges, the NTRC monitors the compliance to pertinent issuances on fees and charges of national government agencies (NGAs) and government-owned and/or -controlled corporations (GOCCs) performing governmental functions for a fee. It also provides technical assistance, upon request, to these NGAs and GOCCs in the revision of their existing fees and/or imposition of new fees.

REQUEST FOR TECHNICAL ASSISTANCE RE: FEES AND CHARGES

Availability of Service: Monday – Friday from 8:00 AM – 5:00 PM

Clientele: NGAs and GOCCs performing governmental functions for a fee.

Classification : Highly Technical

Type of Transaction : G2G - Government to Government

Required documents

For revision of existing fees:

- a.) Letter-request signed by the head of office or his/her authorized representative;
- b.) Legal basis and/or authority of the requesting NGA/GOCC to collect fees and charges (Presidential Decree (PD), Republic Act (RA), Executive Order (EO), Administrative Order (AO), Circular, Agency/Board Resolution and Memorandum, etc.);
- c.) Workflow/procedures involved in the delivery of service;
- d.) Current schedule of fees proposed to be revised with the date of last imposition and/or revision/s;
- e.) Statement of the socio-economic impact of the imposition/revision of fees; and
- f.) List of stakeholders/clientele of the service.

For imposition of new fees:

- a.) Letter-request signed by the head of office or his/her authorized representative;
- b.) Legal basis and/or authority of the requesting NGA/GOCC to collect fees and charges (PD, RA, EO, AO, Circular, Agency/Board Resolutions and Memorandum, etc.);

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION / PERSON-IN-CHARGE	FEES	FORM/ DOCUMENT
1	Submits request for NTRC Technical Assistance on the imposition of new fees and/or revision in the existing rates of fees and charges.	Receives request for technical assistance and checks attached documents. If the documents are complete, proceed to step 2. If the documents are not complete, advises the client to submit all necessary documents to expedite the evaluation of the request.	5 minutes	Technical Staff of the Special Research and Technical Services Branch (SRTSB)	None	Letter request with supporting documents
2	Meets with the Task Force Secretariat (NTRC). Apprises the Secretariat about the fee to be imposed/ revised.	Sets a meeting with the Revision of Fees Committee (Committee) of the requesting agency.	5 minutes	SRTSB Technical Staff	None	Cost Computation Template
3	Accomplishes the template and discusses with the Task Force Secretariat	Meets with the Committee to explain the template to be used in calculating the costs involved in the provisions of service and assists the Committee in accomplishing the same.	7 days	SRTSB Chief and Technical Staff	None	Accomplished Cost Computation Template
4	Provides the Secretariat the number of clients availing or may avail of the service.	Evaluates the accomplished template with the Committee and finalizes the rate of fee to be imposed.	4 days	SRTSB Chief and Technical Staff, and NTRC Executive Director	None	Revenue Impact Estimate
5		Estimates the revenue impact of the new and/or revised rate of fee.	1 day	SRTSB Chief and Technical Staff, and NTRC Executive Director		Signed recommended rate of fee
6		Releases/transmits signed recommended rate of fee to requesting NGAA/GOCC and provides copy to NTRC for record purposes.	30 minutes	Planning and Coordinating Branch (PCB) Staff	None	
			Total : 12 days and 40 minutes			

END OF TRANSACTION

Approved :


MARLENE L. CALUBAG
 OIC - EXECUTIVE DIRECTOR