

Request for Technical Assistance in the Determination of the Rate of Fees and Charges

As the Secretariat to the Task Force on Fees and Charges, the NTRC monitors the compliance of national government agencies (NGAs) and government-owned and/or -controlled corporations (GOCCs) performing governmental functions for a fee to pertinent issuances on fees and charges. 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.

Office or Division:	Special Research and Technical Services Branch
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	NGAs and GOCCs performing governmental functions for a fee

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request signed by the head of office or his/her authorized representative indicating the following: <ol style="list-style-type: none"> The request for technical assistance; The legal basis and/or authority of the requesting NGA/GOCC from law or issuance to impose and collect fees and charges; and Short statement on the socio-economic impact of the imposition/revision of fee; 		Prepared by the Client		
2. Workflow/procedures involved in the delivery of service For those revising their existing fees, include the current schedule of fees proposed to be revised with date of last imposition and/or revision.		Prepared by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request to NTRC for technical assistance (through email, walk-in, or courier)	1. Receives request for technical assistance and checks attached documents. If the documents	None	10 minutes	<i>Technical staff of the Special Research and Technical Services Branch</i>



	<p>are complete, sets a meeting with the Revision of Fees Committee (Committee).</p> <p>If not complete, advises the client to submit all necessary documents to expedite the evaluation of the request.</p>			
<p>1. Meets with the Secretariat (through face-to-face online platforms e.g. Google Meet/Zoom). Apprises the Secretariat about the fee to be imposed/revise.</p>	<p>2. Meets (face-to-face or online platform) with the Committee to explain the template to be used in calculating the costs involved in the provision of service and assists the Committee in accomplishing the same.</p>		6 days	SRTSB <i>Chief and Technical Staff</i>
<p>3. Presents to the Secretariat the accomplished template (through face-to-face meeting or online platform).</p>	<p>3. Reviews, evaluates, and finalizes the rates of fees and charges (face-to-face meeting or online platform)</p>		4 days	SRTSB <i>Chief and Technical Staff</i>



4. Provide the Secretariat with the number of clients availing or may avail of the services (option).	4. Estimates the revenue impact of the new and/or revised rates of fees		1 day	SRTSB Chief and Technical Staff, and NTRC Executive Director (ED)
	5. Releases/transmits via email or courier the estimated actual costs and recommended rate of fee to requesting NGA/GOCC and provides copy to NTRC for record purposes			
Total		None	11 days and 40 minutes	