



#### 4. 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.

<b>Office or Division:</b>	<b>Special Research and Technical Services Branch</b>		
<b>Classification:</b>	<b>Highly Technical</b>		
<b>Type of Transaction:</b>	<b>Government to Government</b>		
<b>Who may avail:</b>	<b>NGAs and GOCCs performing governmental functions for a fee</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Letter-request signed by the head of office or his/her authorized representative indicating the following: <ol style="list-style-type: none"> <li>a. The request for technical assistance;</li> <li>b. The legal basis and/or authority of the requesting NGA/GOCC from law or issuance to impose and collect fees and charges; and</li> <li>c. Short statement on the socio-economic impact of the imposition/revision of fee;</li> </ol>		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	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits a request to NTRC for technical assistance through the fees	1. Receives request for technical assistance and	None	10 minutes	Technical staff of the Special Research and



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>and charges helpdesk system, or through email, or walk-in.</p>	<p>checks attached documents.</p> <p>If the documents are complete, set 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>Technical Services Branch (SRTSB)</p>
<p>2. Meets with the Secretariat (through face-to-face meeting or any online platform e.g., Google Meet/Zoom). Apprises the Secretariat about the fee to be imposed/revised.</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>		<p>4 working days</p>	<p>SRTSB Chief and Technical Staff</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Presents to the Secretariat the accomplished template (through face-to-face meeting or any online platform).	3. Reviews, evaluates, and finalizes the rates of fees and charges (face-to-face meeting or online platform)		4 working days	SRTSB Chief and Technical Staff
	4. Releases/ transmits through the fees and charges helpdesk system the estimated actual costs and recommended rate of fee to requesting NGA/GOCC and provides copy to NTRC for record purposes		10 minutes	SRTSB/ Planning and Coordinating Unit/General Services Division
<b>Total</b>		<b>None</b>	<b>8 working days and 20 minutes</b>	