



Republic of the Philippines
Department of Environment and Natural Resources
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May 24, 2023

MEMORANDUM

FOR/TO : **THE DIRECTOR**
ALL DIVISION CHIEFS/REPRESENTATIVE
Legal Affairs Service, DENR Central Office

THE CHIEF/REPRESENTATIVE
Legal Division
All Regions

THE CHIEF/REPRESENTATIVE
Legal Service Division
All Bureaus and Attached Agencies

THE CHIEF/REPRESENTATIVE
Accounting Division, DENR Central Office
Policy Studies Division, DENR Central Office

ALL SECTION CHIEFS
Records Management Division, DENR Central Office

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **HIGHLIGHTS OF THE MEETING ON THE AMENDMENT
TO DEPARTMENT ADMINISTRATIVE ORDER (DAO) 2000-16
ENTITLED "RATES OF FEES FOR CERTAIN
ADMINISTRATIVE SERVICES RENDERED"**

This refers to the meeting on the Amendment to Department Administrative Order (DAO) 2000-16 entitled "Rates of Fees for Certain Administrative Services Rendered" held on 10 May 2023, 1:30 PM via Zoom.

Attached are the highlights of the meeting.

For your information and record.

ROLANDO R. CASTRO

A. CALL TO ORDER

The meeting was called to order at 1:30 pm by the Director of Administrative Service, Dir. Rolando R. Castro.

B. ATTENDANCE

NAME	OFFICE
1. Rolando R. Castro 2. Jocelyn B. De Layola 3. Alejandro H. Dela Cruz, Jr. 4. Ramil M. Mangubos 5. Maribel D. Garcia 6. Milagros Franco 7. Kishia Mae F. Ibabao 8. Jovi Jon Odencia	DENR CENTRAL OFFICE (ADMINISTRATIVE SERVICE AND RECORDS MANAGEMENT DIVISION)
9. Josephine Rebebes 10. Amado G. Cruz 11. Rachel B. Princillo 12. Atty. Paulo Dones 13. Atty. Mario Jayson R. Rabara 14. Kenth Siegfried D.L. Ocampo 15. Anthony Manuel Tadlip 16. Lea Gloria Dela Cruz 17. Dina E. Sanay	DENR CENTRAL OFFICE – LEGAL AFFAIRS SERVICE
18. Leodina A. Laddaran	DENR CENTRAL OFFICE – FINANCE MANAGEMENT SERVICE, ACCOUNTING DIVISION
19. Atty. Almary Bacangan	DENR CAR
20. Atty. Alma delos Reyes Lanzo	DENR NCR
21. Atty. Richard Jayson C. Garan	DENR REGION II
22. Atty. Michael B. Sabio	DENR REGION III
23. Karen Q. Brila	DENR REGION IVA
24. Atty. Gandhi G. Flores	DENR REGION IVB
25. Atty. Leo Nekko A. Romero 26. Joy Cambronero	DENR REGION V
27. Maria Corazon T. Colarinez 28. Jenifer A. Abato	DENR CENRO Tagbilaran
29. Atty. Richmond Longjas	DENR REGION VIII
30. Atty. Jomair G. Ampay	DENR REGION X

31. Atty. Jenika Elman-Inigo	DENR REGION XI
32. Atty. Chester Reyes	FOREST MANAGEMENT BUREAU
33. Randy C. Mabana 34. Allan Tandang	BIODIVERSITY MANAGEMENT BUREAU
35. Atty. Joseph Pangilinan	MINES AND GEOSCIENCES BUREAU
36. Crister Kae Alcaraz	ENVIRONMENTAL MANAGEMENT BUREAU
37. Catherine L. Buena 38. Jocelyn Sta. Ana 39. Atty. Noel O. Fernandez	LAGUNA LAKE DEVELOPMENT AUTHORITY
40. Alvin F. Laurio 41. Atty. Jessie M. Racimo	NAMRIA

C. AGENDA

1. Amendment of DAO-2000-16

D. DISCUSSIONS AND HIGHLIGHTS

1. Ms. Jocelyn B. De Layola, presented the proposed policy on the amendment of the DAO-2000-16. Since the implementation of this DAO, Ms. De Layola mentioned that the DENR has not yet amended its fees which resulted to outdated charges on the cost of services, thus, the need for the amendment of this DAO. She then suggested that rates and fees for each services shall be decided thru poll voting.

a.) **Appeal or Petitions filed against Decisions and Orders:**

From the existing rate of Php500.00, the new proposed rate is Php1,500.00. Atty. Almary Bacangan of DENR-CAR, seconded by Ms. Rachel Princillo of LAS-CCD suggested to follow the rate of inflation which is also the same per Memorandum Circular No. 02 S. 2022 of DAR amounting to Php1,200.00,.

It is then decided that Php500.00 (existing rate), Php1,200.00 and Php1,500.00 shall be included in the poll voting.

Poll results : 35 out of 40 attendees participated

- Php500.00 (existing rate) – 1 vote
- **Php1,200.00 – 17 votes**
- Php1,500.00 – 16 votes
- No opinion – 1 vote

b.) **Authentication of any official records or documents (per set):**

From the existing rate of Php50.00, the new proposed rate is Php 200.00 per set. Five attendees agreed to the proposed rate while Ms. Rachel Princillo of LAS-CCD, suggested a lower rate that ranges at Php100-

150.00 to make it more economical. Atty. Almary Bacangan, suggested to base the rate to the inflation which amounts to Php 120.00.

It is then decided that Php100.00, Php120.00, Php150.00 and Php200.00, shall be included in the poll voting.

Poll results: 34 out of 40 attendees participated

- Php100.00 – 6 votes
- Php120.00 – 8 votes
- **Php150.00 – 9 votes**
- Php200.00 – 6 votes
- No opinion – 5 votes

c.) **Certification of any document or information based on records:**

From the existing rate of Php25.00, the proposed rate is Php100.00 and Php60.00 per DAR Memorandum Circular No. 02 S. 2022.

It is then decided that Php100.00 and Php60.00, shall be included in the poll voting.

Poll results: 30 out of 40 attendees participated

- Php60.00 – 10 votes
- **Php100.00 – 20 votes**

d.) **Copy fee for every page/sheet of official records:**

From the existing rate of Php 5.00, attendees shall vote for the proposed rate of Php10.00 and Php12.00 per DAR Memorandum Circular No. 02 S. 2022.

Poll results: 30 out of 39 attendees participated

- **Php10.00 – 26 votes**
- Php12.00 – 3 votes
- No opinion – 1 vote

E. RECOMMENDATIONS


The following are the recommendations:

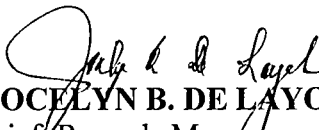
1. Mr. Richard Jayson C. Garan of DENR Region 2, suggested to include the exemption from payment of appeal fee and docket fee of Public Attorney's Office clients pursuant to section 6 of RA 9406 or the Public Attorney's Office law. Ms. Rachel Princillo of DENR CO-LAS CDD also requested to include the exemption of some private individuals such as Senior Citizens, Indigenous People etc. to the payment of the services rendered in the Department.
2. According to Atty. Paulo Dones of DENR CO-LAS Investigation and Arbitration Division, amount of fees of appealed Decision varies from bureaus of DENR. He suggested to float the idea of a uniform Appeal Fee to all bureaus of the Department.

3. The NAMRIA through Mr. Alvin Laurio proposed a rate for certified true copy of Forestry Administrative Order amounting to Php50.00 per page and Certification of No Record of LC Map on the amount of Php100.00 per copy.

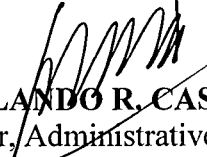
Prepared by:

Submitted by:

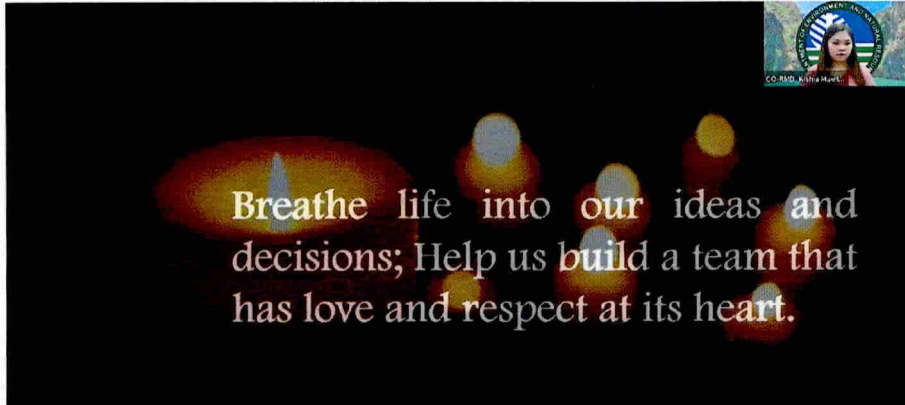

KISHIA MAE F. IBABAO
Administrative Officer I


JOCELYN B. DE LAYOLA
OIC-Chief, Records Management Division

Noted by:


ROLANDO R. CASTRO
Director, Administrative Service

HIGHLIGHTS OF THE MEETING MEETING ON THE AMENDMENT TO DEPARTMENT ADMINISTRATIVE ORDER (DAO) 2000-16 ENTITLED "RATES OF FEES FOR CERTAIN ADMINISTRATIVE SERVICES RENDERED" MAY 10, 2022



Amendment to DAO 2000-16 entitled "Rates of Fees for Certain Administrative Services Rendered" - Shared screen with speaker view

Title of Proposed Policy:
 AMENDMENT TO DAO 2000-16 ENTITLED "RATES OF FEES FOR CERTAIN ADMINISTRATIVE SERVICES RENDERED"

Proponent Office:
 RECORDS MANAGEMENT DIVISION (RMD)
 ADMINISTRATIVE SERVICE

Chat Messages

- LAS-IAO Mario Raciona 10:59: Pa nasa pagpapali. Thank you
- CO-RMD KIMIA Mae 10:59: KINDEY FULL OUT OUR ATTENDANCE SHEET THROUGH THIS LINK: https://docs.google.com/spreadsheets/d/1u4jgD5BjWvAm4T09-KM7G2Lx_J8RnB10j0y7Yv4w47/edit#gid=0
- Rolly Casiro 10:59: KINDEY FULL OUT OUR ATTENDANCE SHEET THROUGH THIS LINK: https://docs.google.com/spreadsheets/d/1u4jgD5BjWvAm4T09-KM7G2Lx_J8RnB10j0y7Yv4w47/edit#gid=0
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- RAA-LD Karen Dilla 10:59: Thank you for your support.

Amendment to DAO 2000-16 entitled "Rates of Fees for Certain Administrative Services Rendered" - Shared screen with speaker view

PROPOSED RATES OF FEES FOR CERTAIN ADMINISTRATIVE SERVICES RENDERED

Description of Services	Legal Basis	Existing Rate (DAO 2000-16)	Proposed Rate (Amendment of DAO 2000-16)	% Increase	Justification	Income Generated (2019: 1,000,000.00 and 2020: 1,000,000.00)	Average Monthly Income (2019: 83,333.33 and 2020: 83,333.33)	Government Agency with the Same Nature of Service (Department of Agriculture Reform (DAR))
Appeal or Petitions filed against Decisions and Orders	Malacanan Administrative Order No. 22 S. 2011 Malacanan Administrative Order No. 31 S. 2012	P100.00	P1,500.00	300%	The imposition of revised fees is cost recovery that aims to relieve the government of its funding burden by making the individuals receiving the services share in the burden of the expenses incurred by the government.			Memorandum Circular No. 02 S. 2011 Memorandum Circular No. 02 S. 2022
	DOF-DBM-NEDA Joint Circular No. 1-2010							Old Rate: P100.00 New Rate: P1,200.00

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HIGHLIGHTS

MEETING ON THE AMENDMENT TO DEPARTMENT ADMINISTRATIVE ORDER (DAO) 2000-16 ENTITLED "RATES OF FEES FOR CERTAIN ADMINISTRATIVE SERVICES RENDERED"

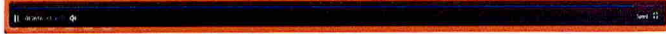


APPEAL

1. APPEAL OR PETITIONS FILED AGAINST DECISIONS AND ORDERS (Single Choice)*

35/35 (100%) answered

- 500 – 1 vote
- **1,200 – 17 votes**
- 1,500 – 16 votes



AUTHENTICATION

Poll ended | 1 question | 34 of 40 (85%) participated

100 – 6

120 – 8

150 – 9

200 – 6

1. AUTHENTICATION OF ANY OFFICIAL RECORDS OR DOCUMENTS (PER SET) (Single Choice)*

34/34 (100%) answered



CERTIFICATION

CERTIFICATION OF ANY DOCUMENT OF INFORMATION

- 60 - 10
- **100 – 20**

Poll ended | 1 question | 30 of 39 (77%) participated

1. PLEASE CHOOSE (Single Choice)*

30/30 (100%) answered



PHOTOCOPY

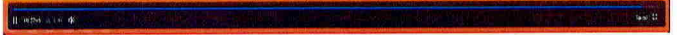
COPY FEE FOR EVERY PAGE/SHEET OF OFFICIAL RECORD

- 10 – 26
- 12 – 3
- **NO OPINION - 1**

Poll ended | 1 question | 30 of 39 (77%) participated

1. PLEASE CHOOSE (Single Choice)*

30/30 (100%) answered



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