



Republika ng Pilipina  
MINISTRI NG REFORMANG PANSAKAHAN  
(Ministry of Agrarian Reform)  
Tanggapan ng Minister  
Diliman, Lungsod ng Quezon  
Pilipinas, D-505

In reply, please address:  
THE MINISTER  
Ministry of Agrarian Reform  
P.O. Box No. 2993  
Manila

MEMORANDUM CIRCULAR NO. 6 '84  
Series of 1984 PR-19-84

Subject: Requiring Notaries Public of  
the Ministry of Agrarian Re-  
form to Charge and Collect  
Notarization Fees

Lawyers in the Ministry of Agrarian Reform commissioned as notary public and performing notarial services aside from their regular assigned duties are required to charge and collect fees on all documents notarized by them, except BALA pleadings, documents and transactions of the Ministry, instruments executed by MAR officials and employees in their official capacities and contracts of agricultural leaseholds involving tenant-lessees which will be free of charge. The fees shall be in accordance with the schedule prescribed under Section 9 of Rule 141 of the Rules of Court. However, effective October 1, 1984, notarial fees shall be as follows:

1) For protests of drafts, bills of exchange, or promissory notes for non-acceptance or non-payment, and for notice thereof, TWELVE pesos;

2) For the registration of such protest and filing or safekeeping of same, SIX pesos;

3) For authenticating powers of attorney, SIX pesos;

4) For sworn statement concerning correctness of any account or other document, FOUR pesos;

5) For each oath or affirmation, THREE PESOS AND TWENTY CENTAVOS;

6) For receiving evidence of indebtedness to be sent outside, SIX pesos;

7) For issuing a certified copy from his register and attesting its correctness, EIGHT pesos;

"Hindi na matatalkuran ng ang pagbabago ng ayos ng pansakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal."

— PANGULONG FERDINAND E. MARGOS

8) For issuing a certified copy of all or part of his notarial records or receiving depositions, for each ONE PESO AND TWENTY CENTAVOS;

9) For acknowledging other documents not enumerated in this section, SIX pesos. However, the total amount which a notary may charge for the acknowledgement of a document shall in no case exceed TWENTY pesos. (Supreme Court Resolution G. R. No. 6474 - Adm. Matter No. 83-6-389-0, amending Rule 141 of the Rules of Court)

That the notaries public shall require that fees are paid and official receipts duly issued by the MAR cashier be presented to them and the O. R. number and the amount paid reflected in their notarial registers. They shall issue a collection memorandum to the cashier stating the kind of document to be notarized and the correct fee to be receipted.

They shall submit to the auditor/accountant for examination and notation their notarial books every end of the quarter and before submitting it to the clerk of court. They shall also submit to the BALA Director a quarterly report of accomplishment on notarial services.

The BALA Director, the Regional Directors, District Officers and Central and Regional Auditors/Accountants shall see to it that this circular is strictly implemented. They shall devise recording and accounting systems so fees generated on notarial transactions under this circular are accordingly accounted and remitted to government coffers.

Failure on the part of the lawyer concerned to comply with the provisions of this circular will be a ground for disciplinary action and a denial for the issuance of leave/resignation/retirement clearance.


All orders, circulars, memoranda of the Ministry or any provisions thereof inconsistent herewith are hereby deemed repealed or modified as the case may be.

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This circular shall take effect upon its approval.

Approved: September 19, 1984.

  
GONZALO F. ESTRELLA  
Minister

Copy furnished:

- The Personnel Division
- The Asst. Secretary for Finance
- The Accounting Division
- The Auditor
- The Cashier
- The BALA Director
- The Regional Directors
- The Regional Trial Attorneys
- The District Officers

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