

**MEMORANDUM CIRCULAR NO. 02
SERIES OF 2022****SUBJECT: REVISED GUIDELINES ON RATES OF FEES AND CHARGES FOR
SERVICES RENDERED BY DAR**

PREFATORY STATEMENT

The Department of Agrarian Reform (DAR) Memorandum Circular (MC) No. 15, Series of 2000, as amended by DAR MC No. 02, Series of 2011 provides the reasonable rate of fees and charges to cover the full cost of services rendered by the DAR to the clientele, stakeholders, and other concerned parties. However, it was observed that there are various interpretations among concerned DAR units/offices, particularly the Records Division, the DARAB and BALA at the DARCO and the field offices, on the rates of fees and charges imposed and collected from the DAR's clientele.

To ensure a uniform and proper understanding of the policies on the rate of fees and charges collected from DAR's clientele, the Undersecretary for Finance Management and Administrative Office (FMAO) and Chairperson of the Committee on Anti-Red Tape (CART) recommended the review and updating of the aforementioned existing guidelines.

The rate of fees and charges as prescribed under DAR MC No. 02, Series of 2011 has already been adopted for the past ten (10) years. The DAR deem it proper to come up with a new issuance on the rates of fees including an increase on the rates collected to cope up with expenses incurred for the delivery of the administrative (i.e. reproduction, authentication and certification) services of the Department pursuant to Executive Order (E.O.) No. 197, Series of 2000, which states:

"Section 1. All departments, bureaus, offices, agencies and units, including government-owned or controlled corporations, are hereby directed to review and upgrade their rates of fees and charges by not less than twenty percent (20%). The revised rates shall, wherever practicable, be uniform for similar or comparable services and functions and shall be determined by the respective department heads, governing boards, or equivalent functionaries; Provided, that this Executive Order shall not apply to fees charged by the Department of Foreign Affairs for the processing of passports of Overseas Filipino Workers and other fees charged by departments, bureaus, offices, units, and agencies, including government-owned or controlled corporations, related to

constitutionally mandated free or subsidized services, such as in education (government colleges and universities) and in health, as well as to those exempted by international agreements, as shall be determined by the President."

Further, Section 1 of E.O. No 218, Series of 2000 states that:

"In revising their fees and charges, all departments, bureaus, offices, units and agencies including government-owned or controlled corporations shall be guided by the universal concept of user charges, which is to recover at least the full cost of services rendered. Fees and charges have to be reviewed from time to time in accordance with such concept."

In view of the foregoing, this MC is hereby promulgated for a common interpretation and adoption by all concerned DAR Offices/Units of the sufficient cost for the administrative services rendered by the DAR.

SECTION 1. Coverage.

1. The following administrative services rendered shall commensurately impose fees and charges:
 - 1.1 Filing of Appeal;
 - 1.2 Authentication of every signature of authorized officials/officers;
 - 1.3 Certification of document or information/data based on file at the Records Division/Section/Unit of the DAR; and
 - 1.4 Photocopy of documents.

2. The following clientele rendered shall be exempted from payment of fees and charges:
 - 2.1 Pauper Litigants pursuant to Section 21 of Rule 3 and Section 18 of Rule 141 of the Rules of Court, and Section 13 of DAR MC No. 12 of Series of 2009 (DAR Manual on Legal Assistance); and
 - 2.2 Agrarian Reform Beneficiaries (ARBs) and other farmers pursuant to Memorandum No. 246, Series of 2017.

SECTION 2. Definition of Terms.

1. **Filing of Appeal** - refers to the process of taking an unfavourable/adversarial Decision or Orders issued by Officials/Officers as a quo to an Office over the case in accordance with the applicable DAR rules and regulations.

2. **Authentication of every signature of authorized officials/officers** - refers to the process of verifying the truthfulness and genuineness of every signature in any official records or documents whether handwritten, e-signature or digital signature by any authorized official/officers.
3. **Certification of document or information/data based on available/existing data/document/information on file at the Records Division/Section/Unit of the DAR.**
 - 3.1. Certification – an official document attesting that the information or data is based on records.
 - 3.2. Certified True Copy – a copy of document or records with a stamp that includes a statement of certification that the document is a true copy of the original document, with the date of certification and signature of the authorized person.
 - 3.3. Certified from the Photocopy/Carbon Copy on file - a copy of document or records with a stamp that includes a statement of certification that it is a photocopy/carbon copy of the photocopy on file, with the date of certification and signature of the authorized person.
4. **Photocopy of document/s** – a photographic copy of a printed or written document.

SECTION 3. General Policies.

- 3.1. Fees and charges for services shall be collected and directly paid to the Cashiering Unit/Section of DARCO/DARRO/DARPO where the said services are rendered. The collection shall be remitted to the Bureau of Treasury (BTr), through the Land Bank of the Philippines (LBP) within the period prescribed under pertinent accounting and auditing rules and regulations.
- 3.2. The assigned/designated personnel of any Office in custody of the documents/records or the Records Division/Unit of DARCO/DARRO/DARPO shall render service/s and determine the cost of the same to be paid by the clientele, stakeholders, and other concerned based on fees and charges provided under Section 4 of this MC. The rates of the services and the cost shall be reflected in the Order of Payment as caused by the Accounting Division/Cashiering Unit/Section to issue the Official Receipt.

SECTION 4. Cost of Services Rendered.

4.1. The cost of the administrative service/s rendered by the DAR Records Division/Unit or Offices in custody of the documents/records to clients, stakeholders and other concerned shall be based on the revised/new fees and charges:

Nature of Services	Rates	
	Existing Guidelines (MC No. 02, Series of 2011)	Revised/New Fees and Charges (Increased at 20%) per E.O. Nos. 197 and 218, S. 2000
4.1.1. Appeal filed against Decision/Order issued by authorized officials a quo	<ul style="list-style-type: none"> One Thousand Pesos (₱1,000.00) 	<ul style="list-style-type: none"> One Thousand Two Hundred Pesos (₱1,200.00)
4.1.2. Authentication of every signature on any official document on file at DAR Records Division/Unit	<ul style="list-style-type: none"> One Hundred Pesos (₱100.00) 	<ul style="list-style-type: none"> One Hundred Twenty Pesos (₱120.00)
4.1.3. Certification of document or information/ data on file at DAR Records Division/ Unit: a. Certification (Certifying the availability, correctness/accuracy of the document or information/data) b. Certified True Copy (CTC of the document or information/ data) c. Certified from the Photocopy/carbon copy on file	<ul style="list-style-type: none"> Fifty Pesos (₱50.00) per certification Fifty Pesos (₱50.00) per document or information/data Ten Pesos (₱10.00) per page Fifty Pesos (₱50.00) per document or information/data Ten Pesos (₱10.00) per page 	<ul style="list-style-type: none"> Sixty Pesos (₱60.00) per certification Sixty Pesos (₱60.00) for the certification, plus twelve pesos (₱12) per page of the document being certified Sixty Pesos (₱60.00) per certification plus twelve pesos (₱12) per page of the document being certified

Nature of Services	Rates	
	Existing Guidelines (MC No. 02, Series of 2011)	Revised/New Fees and Charges (Increased at 20%) per E.O. Nos. 197 and 218, S. 2000
4.1.4 Photocopy of document or information/data (Plain copy)	• Ten Pesos (₱10.00)	• Twelve Pesos (₱12.00) per page

The simulation or sample computation of the total cost required for services rendered by DAR are provided in Annex "A".

4.2. The other fees, charges, and cost not provided herein shall be governed by existing pertinent guidelines on DARAB Rules of Procedures, Application for Conversion, Land Conversion/Exemption, Disposition of Homelots within DAR Resettlement Projects and others agrarian reform program.

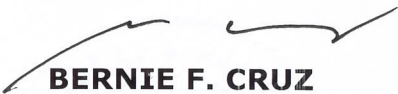
SECTION 5. Repealing Clause.

MC No. 02. Series of 2011 (Revised Rate of Fees and Charges) is hereby repealed, and all issuance inconsistent herewith are revoked, amended or modified as the case may be.

SECTION 6. Effectivity Clause.

This Memorandum Circular shall take effect immediately.

Diliman, Quezon City, 08 JUNE 2022


BERNIE F. CRUZ
Acting Secretary

Department of Agrarian Reform
Office of the Secretary



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BFC-OSEC-M.C.

**ILLUSTRATIVE SAMPLE FOR THE NEW COMPUTATION OF THE TOTAL COST
REQUIRED FOR SERVICES RENDERED BY DAR.**

1. Appeal or Petition filed against Decision/Orders of Officers or Agency as quo

Example:

Given:

Appeal or Petition filed	- 1
Rate/Charge (<i>based on revised/new rate</i>)	- ₱1200 per Appeal/Petition

Solution:

Appeal or Petition	1
Rate/Charge (<i>based on revised/new rate</i>)	x <u>₱1200</u> per Appeal/Petition
Total amount	₱1200

2. Authentication of signature/s of authorized officials/officers

Example 1:

Given:

Official Document with signature	- 1
Rate/Charge (<i>based on revised/new rate</i>)	- ₱120 per signature

Solution:

Signature to be authenticated	1 signature
Rate/Charge (<i>based on revised/new rate</i>)	x <u>₱120</u> per signature
Total amount	₱120

Example 2:

Given:

Official Document with 4 signature	- 4
Rate/Charge (<i>based on revised/new rate</i>)	- ₱120 per signature

Solution:

Signature to be authenticated	4 signature
Rate/Charge (<i>based on revised/new rate</i>)	x <u>₱120</u> per signature
Total amount	₱480

3. Certification of document or information/data on file at DAR Records Division/ Unit

3.1. Certification

Example:

Given:

Certification	- 1
Rate/Charge (based on revised/new rate)	- ₱60 per Certification based on information on file

Solution:

Certification	1 Certification
Rate/Charge	x ₱ 60 per Certification
Total amount	₱ 60

3.2. Certified True Copy (CTC)

Example 1:

Given:

Document	- 1 Document
Page/s	- 1 page
Rate/Charge (based on revised/new rate)	- ₱60 per Service Fee
	- ₱12 Photocopy per page

Solution:

Document	1
Service Fee	x ₱60
Total Service Fee	₱60

Page/s	1
Photocopy Fee	x ₱12
Total Photocopy Fee	₱12

Service Fee	₱60
Photocopy Fee	+ ₱12
Total amount to be paid	₱72

Example 2:

Given:

Document	- 1 Document
Page/s	- 10 pages
Rate/Charge (based on revised/new rate)	- ₱60 per Service Fee

- ₱12 Photocopy per page

Solution:

Document	1
Service Fee	<u>x ₱60</u>
Total Service Fee	₱60
Page/s	10
Photocopy Fee	<u>x ₱12</u>
Total Photocopy Fee	₱120
Service Fee	₱60
Photocopy Fee	<u>+ ₱120</u>
Total amount to be paid	₱180

Example 3:

Given:

Document	- 3 Documents
Page/s for Document No. 1	- 10 pages
Document No. 2	- 10 pages
Document No. 3	- 5 pages
Rate/Charge (based on revised/new rate)	- ₱60 per Service Fee per document
	- ₱12 Photocopy per page

Solution:

Document	3
Service Fee	<u>x ₱60</u>
Total Service Fee	₱180

Document 1: Document 2: Document 3:

Page/s	10		10		5
Photocopy Fee	<u>x ₱12</u>	+	<u>x ₱12</u>	+	<u>x ₱12</u>
Total Photocopy Fee	₱120		₱120		₱60

Total Service Fee	₱180
Total Photocopy Fee	<u>+ ₱300</u>
Total amount to be paid	₱480

3.3. Certified from Photocopy/Carbon Copy on file

Example 1:

Given:

Document	-	1 Document
Page/s	-	1 page
Rate/Charge (based on revised/new rate)	-	₱60 per Service Fee
	-	₱12 Photocopy per page

Solution:

Document	1
Service Fee	<u>x ₱60</u>
Total Service Fee	₱60
Page/s	1
Photocopy Fee	<u>x ₱12</u>
Total Photocopy Fee	₱12
Service Fee	₱60
Photocopy Fee	<u>+ ₱12</u>
Total amount to be paid	₱72

4. Photocopy of Document or information/data (plain copy)

Example:

Given:

Page/s	-	5
Rate/Charge (based on revised/new rate)	-	₱12 per page

Solution:

Page/s	5
Photocopy Fee	<u>x ₱ 12</u>
Total amount	₱ 60