



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**DEPARTMENT CIRCULAR NO.** 011

**SUBJECT :** **Reconstitution of the Revision of Fees Committee**

**DATE :** **MAY 27 2021**

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In the interest of the service and pursuant to Administrative Order (AO) No. 31, s. 2012 and Joint Circular No. 1-2013 of the Department of Finance, Department of Budget and Management and National Economic Development Authority (DOF-DBM-NEDA), the Revision of Fees Committee, this Department, is hereby reconstituted as follows:

- Chairperson : Undersecretary for Finance
- Co-Chairperson : Undersecretary-in-Charge of the Office/Program/Unit imposing fees and charges
- Vice Chairperson : Head of Financial Service
- Permanent Members : Chief of Accounting Division  
Chief of Budget Division
- Ad hoc* Members : Head of the Office/Program/Unit responsible for collection/implementation  
Planning Officer of the Office/Program/Unit imposing fees and charges

The Committee shall have the following functions and responsibilities:

1. Review existing fees and charges and conduct a study on the necessity of imposing new/revised ones, gathering data on the costs of delivery of services in order to compute the appropriate rates that will recover these costs;
2. Ensure that the Guiding Principles and Rules in the Determination of Rates under DOF-DBM-NEDA Joint Circular No. 1-2013 are observed;
3. Submit to the Secretary of Justice report and recommendations regarding proposed new/revised fees and charges containing the results of the aforementioned study, including the legal and material bases and justification for the proposed rates, as well as comments or feedback received from the public, if any;

4. Coordinate with the Task Force on Fees and Charges on matters pertaining to the implementation of AO No. 31, s. 2012 and DOF-DBM-NEDA Joint Circular No. 1-2013; and
5. Keep and maintain all records pertaining to the implementation of AO 31, s. 2012 and DOF-DBM-NEDA Joint Circular No. 1-2013.

This Circular takes effect immediately, supersedes all circulars, orders, and other issuances inconsistent herewith, and shall remain in force unless amended, modified and/or revoked.

  
**MENARDO I. GUEVARRA**  
*Secretary*

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