



30 July 2002

**ADMINISTRATIVE ORDER**  
**NO. 170**  
**SERIES OF 2002**

**SUBJECT : Fees for Services Rendered**

The Department of Social Welfare and Development (DSWD) is one of the government offices directed to raise income and remit funds promptly to the National Treasury as mandated by laws and other issuances.

Moreover, DSWD is authorized to charge fees, including honoraria and other reasonable allowances, as compensation for consultation, seminar or training programs, or technical services rendered to other government agencies or private parties pursuant to Section 46, Chapter 5, Book VI of Executive Order No. 292.

Henceforth, all Bureaus, Services, Field Offices and Units shall be directed to charge fees for their goods and services which are not offered for free. The following fees shall be charged to the following services:

| TYPES OF SERVICES                             | FEES  |
|---|---|
| <b>A. <u>TECHNICAL SERVICE</u></b>            |   |
| a.1 Travel clearance for minors               | P300 per minor effective<br>CY 2003                                 |
| a.2 Licensing of Social Welfare Organizations | P1,000 per NGO or Agency  |
| a.3 Solicitation Permit                       | P500 – for Local<br>Fund Drives<br>P1,000 – National Fund<br>Drives |
| a.4 Facilitation Fee (for duty free entry)    | P1,000 or 1% declared<br>value of shipment                          |

**B. USE OF FACILITIES**

- |     |   |   |
|-----|---|---|
| b.1 | Dormitory, executive room, DSWD-CO  | P200 per day for government employees<br>P300 per day for non-government Persons              |
| b.2 | Dormitory/quarters  | P100 per day for government employees;<br>P200 per day for non-government persons             |
| b.3 | SWADCAP Dormitory<br>(only until the facility<br>is lease to Service Provider | P100 per day for DSWD<br>Officials and Employees<br>on personal purposes<br>P200 for Non-DSWD |

**C. OTHERS**

- |     |                               |   |
|-----|-------------------------------|---|
| d.1 | Pre-(public)bidding documents | P1,000 for P1 to 5 million<br>P2,000 for more than 5 million<br>ADB Loan not to exceed \$100 for<br>\$200,000 and above |
|-----|-------------------------------|---|

As a matter of procedure and in coordination with DBM, the amount collected, except for seminar fees and conference fees, shall be deposited to the National Treasury under General Fund 101. All payments shall be made directly to the Cashier for issuance of official receipt.

DSWD may charge fees for its seminar and conferences conducted. For seminar fees and conference fees, the amount collected shall be deposited to the National Treasury and shall be treated as Trust Fund (101-184). The proceeds derived from such seminars or conferences may be made available for the conduct of such seminars and conferences, and for defraying the cost of training facilities, subject to pertinent budget, accounting and auditing rules and regulations. Any excess in the expenses incurred shall be remitted to the National Treasury and shall accrue to the General Fund.

This order shall be effective immediately.

  
CORAZON JULIANO N. SOLIMAN  
Secretary