



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

ADMINISTRATIVE ORDER NO. 12
Series of 2005

SUBJECT : AMENDMENT OF ADMINISTRATIVE ORDER NO. 170, SERIES OF 2002 ON FEES FOR SERVICES RENDERED

Items B and C of Administrative Order No. 170 s. 2002, with subject "Fees for Services Rendered" are hereby amended to read as follows:

B. USE OF FACILITIES

1. The following fees shall be the authorized rate for the use of facilities:

1.1. CO-Dormitory	
1.1.1 Executive Room	P300 per day per person for DSWD officials and employees
	P400 per day per person for Non-DSWD occupants
1.1.2 Quarter	P150 per day per person for DSWD officials and employees
	P250 per day per person for Non-DSWD occupants
1.2. SWADCAP	P300 per day per person for DSWD officials and employees
	P400 per day per person for Non-DSWD occupants
1.3. Field Office Dormitory	P150 per day per person for DSWD officials and employees
	P250 per day per person for Non-DSWD occupants

The officials and employees of the Inter-Country Adoption Board and National Council for the Welfare of the Disabled Persons shall be charged the same rate charged to officials and employees of DSWD.

2. The use of SWADCAP function rooms by non-DSWD office or organization shall be charged using the following rates:

2.1. Plenary Hall	P3,000 per day for eight (8) hours or P375 per hour
2.2. Sampaguita Function Room	P1,000 per day for eight (8) hours or P125 per hour

2.3. Rosal Room	P1,000 per day for eight (8) hours or P125 per hour
2.4. Camia Room	P1,000 per day for eight (8) hours or P125 per hour
2.5. Pergola	P500 per day (This shall be charged to the sponsoring agency or organization, not to the caterer)

C. OTHERS

- c.1. Bid Documents P 500 for bidding costing P250,000 to 1M
P1,000 for more than P1M to P5M
P2,000 for more than P5M to 7.5M
P3,000 for more than P7.5M to P10M
P4,000 for more than P10M
- c.2. Contractor/Supply Registry P500 for one time registration fee with a Certificate of Registration
- c.3. Class "A" Eligibility Documents Registration/Certification P1,000 for registration and maintenance fee of submitted Class "A" documents (subject to update when necessary)
- c.4. Copies of Minutes/ Resolutions P20 per page for Minutes of Bid Opening
P30 per page of Resolutions

The utilization of the above fees on procurement documents shall be covered by DBM Budget Circular No. 2004-5 particularly on the grant of honoraria to government personnel involved in government procurement.

This Order takes effect immediately, copies of which will be published in accordance with law and distributed to DSWD Central and Field Offices, for their guidance.

Issued in Quezon City this 28th day of June, 2005.


CORAZON N. JULIANO-SOLIMAN
 Secretary