

DEPARTMENT ORDER No. DO 2003-11-016

**RECONSTITUTING THE DEPARTMENT OF ENERGY
REVISION COMMITTEE ON ADMINISTRATIVE
FEES AND CHARGES**

WHEREAS, DOF-DBM Joint Circular No. 2000-2 dated April 4, 2000 which implements Executive Order No. 197 dated January 13, 2000, directs all departments, bureaus, commissions, offices, agencies and instrumentalities of the National Government, including government-owned and controlled corporations, to review and upgrade their rates of fees and charges by not less than twenty percent (20%);

WHEREAS, Executive Order No. 218 dated March 15, 2000 reactivates the Task Force on Fees and Charges and provides the guidelines for the review of the proposed rate increases of fees and charges under E. O. NO. 197;

NOW, THEREFORE, the Department of Energy Revision Committee on Administrative Fees and Charges is hereby reconstituted as follows:

SECTION 1. The Department of Energy's Revision Committee on Administrative Fees and Charges ("Revision Committee") and its Secretariat shall be composed of the following:

Chairman: Director, Financial Services

Members: Chief, Budget Division
Chief, Accounting Division
Representatives to be nominated by the Directors of the following Bureaus/Services and approved by the Secretary:

- Energy Resource Development Bureau (ERDB)
- Energy Utilization Management Bureau (EUMB)
- Oil Industry Management Bureau (OIMB)
- Energy Policy and Planning Bureau (EPPB)
- Electric Power Industry Management Bureau (EPIMB)
- Energy Research Testing and Laboratory Services (ERTLS)
- Information Technology and Management Services (ITMS)
- Legal Services (LS)
- Administrative Services (AS)

Secretariat:

One head and three (3) members to be nominated by the Director of Financial Services and approved by the Secretary.

SECTION 2. The Revision Committee shall have the following functions:

- (i) Review and recommend, on a continuing basis, the adjustments of the fees and charges collected by the Department before the same are approved by the Secretary;
- (ii) Seek the assistance of concerned units and/or staff in the Department for the expeditious and effective discharge of its responsibilities;
- (iii) Submit a copy of the approved Schedule of Administrative Fees and Charges to the National Tax Research Center and three (3) certified copies thereof to the University of the Philippines Law Center as and when required;
- (iv) Inform the public of the approved schedule of fees and charges by publishing the same in a newspaper of general circulation in the Philippines and by posting the said schedule in conspicuous places both in the central and field offices; and
- (v) Perform such other functions necessary and appropriate to accomplish the foregoing.

SECTION 3. The Secretariat shall serve as the main support unit of the Revision Committee. The following are the Secretariat's functions and responsibilities:

- (i) Provide administrative support to the Revision Committee;
- (ii) Organize and make all necessary arrangements for meetings of the Committee;
- (iii) Attend Committee meetings;
- (iv) Prepare minutes of meetings and other necessary records thereof;
- (v) Consolidate the lists of administrative fees and charges from various units of the Department to make them available for review, and submit reports/updates as necessary, to the Revision Committee; and
- (vi) Perform such other functions necessary and appropriate to accomplish the foregoing.

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

For immediate implementation.

VICENTE S. PEREZ
Secretary

Fort Bonifacio, Taguig, Metro Manila

7 November 2003