



Republika ng Pilipinas  
Department of Agriculture

# Pambansang Pangasiwaan ng Patubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon

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MC No. 4, s. 2014

## MEMORANDUM CIRCULAR

**TO : THE SR. DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,  
DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS,  
IRRIGATION MANAGEMENT OFFICE DIVISION MANAGERS AND OTHERS  
CONCERNED**

**SUBJECT : COLLECTION FEES FOR THE ISSUANCE OF OMBUDSMAN CLEARANCE**

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Attached for your information and guidance, is a copy of Ombudsman Office Circular No. 07, s. 2014 dated 28 January 2014 imposing payments/collection fees for the issuance of Ombudsman Clearance signed by Ms. CONCHITA CARPIO MORALES, Ombudsman, Office of the Ombudsman, effective 01 February 2014.

For strict compliance.

**CLARO V. MARANAN**  
Administrator

20 February 2014



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Ombudsman Bldg., Agham Road, Government Center  
North Triangle, Diliman, Quezon City

**OFFICE CIRCULAR NO.** 07  
*Series of 2014*

**TO:** Office of the Overall Deputy Ombudsman  
All Offices of the Deputy Ombudsmen  
Finance and Management Information Office  
General Administration Office  
Public Assistance and Corruption Prevention Bureau and counterpart  
bureaus in the area/sectoral offices

**RE:** COLLECTION OF FEES FOR THE ISSUANCE OF  
OMBUDSMAN CLEARANCE

**DATE:** 28 January 2014

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WHEREAS, Memorandum Circular (MC) No. 05, series of 2012, dated 16 October 2012 provided the Guidelines on the Issuance of Ombudsman Clearance to set up control mechanisms in preserving the integrity of the Ombudsman Clearance as an official document used in the processing of appointments, promotions, retirements, transfers, resignations, travels, grant of service awards and scholarships in the public service, and for other purposes;

WHEREAS, as a requirement in the application for Ombudsman Clearance, Section 3.B.4 of MC No. 05 includes the payment of processing fee as may be determined and authorized under pertinent issuances;

WHEREAS, Section 4 of MC No. 05 states that processing fees shall be charged for the reasonable cost attending the processing of Ombudsman Clearances and Certification;

WHEREAS, Section 4 of MC No. 05 also directed the Assistant Ombudsman of the Finance and Management Information Office (FMIO) to study

and recommend the schedule of fees to be charged for processing of Ombudsman Clearances and Certifications;

WHEREAS, the particular study undertaken by the FMIO revealed the need to collect processing fees based on a schedule depending on the purpose;

NOW, THEREFORE, in view of the foregoing, the undersigned hereby approves the following schedule of processing fees for the application of Ombudsman Clearance under MC No. 5:

Purpose	Amount of Fee
Retirement, Resignation, Death Claim, and Rationalization	₱100.00
Employment, Promotion, Transfer, Appointment, Confirmation, Discharge, Foreign Assignment, and Grant of Benefits unrelated to the preceding purpose	₱150.00
Foreign Travel, Foreign Assignment, Study Grant/Scholarship, Recognition/Awards, Leave Application, Loan Application, Change of Name, Requirements by the Judicial and Bar Council, Civil Service Commission, Career Executive Service Board, Office of the President, Professional Regulation Commission, Governance Commission for GOCCs, Department of Foreign Affairs, Department of Labor and Employment, Bureau of Immigration, Land Transportation Office, National Bureau of Investigation, Philippine National Police, and other agencies, Other Purposes	₱200.00
Permit to Carry Firearms, Fidelity Bond and Bidding Requirement	₱500.00
Firearm License	₱1,000.00

Payment in cash or postal money order (payable to the Office of the Ombudsman) in the exact amount shall be paid to the designated collecting officer who shall issue an official receipt.

If payment was made by postal money order, the official receipt shall be attached to the duly issued Ombudsman Clearance or Certification.

The FMIO shall devise a provision for the necessary entry and tracking of payment in the online mode of application under Section 3.C.7 of MC No. 5.

The suspension of assessment of processing fee (under Section 7 as a transitory provision of MC No. 5) is lifted on the effectivity date of this Office Circular, without prejudice to related provisions under pertinent memoranda of agreement entered into by the Office.

This Office Circular shall take effect on February 1, 2014. Applications lodged before the effectivity date shall still be exempt from payment of the processing fee.

28 January 2014, Quezon City, Philippines.

  
CONCHITA CARPIO MORALES  
*Ombudsman*