

Lapu-Lapu City Citizen’s Charter

FRONTLINE SERVICE

A. Issuance of Locational Clearance for Building Permit

WHO MAY AVAIL THE SERVICE:

- Individual residents /lot owners/with consent from lot owner/lessee of Lapu-Lapu City
- Contractors
- Corporations

REQUIREMENTS:

- One (1) certified true copy and One (1) photocopy of Transfer Certificate of Title (TCT/OCT) or One (1) certified true copy & One (1) photocopy of Tax Declaration
(If applicant is not the registered owner, submit any colorable rights/claim/authority)
- Two (2) photocopies of Current Realty Tax Clearance
- One (1) original copy & One (1) photocopy of Barangay Construction Clearance
- Two (2) photocopies of Lot Plan
- Six (6) blueprints/whiteprints of Site Plan duly signed and sealed by a Licensed Architect and the owner/representative,
 One (1) blueprint/whiteprint of Plumbing Plan with Rain Water Catchment Detail,
 One (1) blueprint/whiteprint of Floor Plan,
 and One (1) blueprint/whiteprint of Rain Water Catchment Detail of Plumbing Plan
(20 inches X 30 inches sizes)
- Two (2) copies of Bill of Materials
- One (1) copy and one (1) photocopy of additional other document/s required for commercial, apartment, institutional, and special projects
- Billing Slip

HOW TO AVAIL OF THE SERVICE:

| STEPS | FOLLOW THESE STEPS | | IT WILL TAKE YOU | PLEASE APPROACH |
|-------|---|---|------------------|--|
| | CLIENT | PERSONNEL | | |
| 1 | Secure application form with list of requirements | Provides application form and give instructions | 20 mins. | Jestoni Berame Celia Degamo Joseph Stanley Baguio |
| 2 | A. FOR RESIDENTIAL Submit duly accomplished/notarized Application Form with supporting documents B. FOR COMMERCIAL, APARTMENT, INSTITUTIONAL, ETC. Submit duly accomplished/notarized Application Form with supporting documents | Evaluates and bills Filing Fee <i>(See HLURB Revised Schedule of Fees Resolution No. 912 Series of 2013)</i> | 40 mins. | Celia Degamo Jestoni Berame Kyle Fuentes John Michael Benavides |
| 3 | Submit the application for the Schedule of Inspection | Schedules the LC Application for inspection | 20 mins. | Gellan B. Casinillo |

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| 4 | Be present during the ocular inspection or if applicant is not available, authorized representative with SPA may allowed | Conducts ocular inspection | Half day | <i>TEAM A:</i> Jovenal Baguio & John Michael Benavides <i>TEAM B:</i> Engr. Marilou Malinao & John Michael Benavides |
| 5 | Re-submit the inspected site application for re-evaluation and billing | Re-evaluates the application and issues bills once completed (<i>See HLURB Revised Schedule of Fees Resolution No. 912 Series of 2013</i>) | 30 mins. | Jestoni Berame Celia Degamo Joseph Stanley Baguio John Michael Benavides |
| 6 | Pay corresponding fees to the Cashier | Collects Payment and Issue OR | 1 hr. | |
| 7 | | Prepares reports for encoding | 30 mins. | Celia Degamo |
| | | Encodes Locational Clearance and Inspection Report | 30 mins. | Imelda Abing |
| | | Encodes Recommendation for Approval and re-check the documents for Locational Clearance application | 30 mins | Joseph Stanley D. Baguio |
| | | Reviews the documents, recommends approval and countersigns the Locational Clearance | 40 mins. | Romeo T. Berame |
| | | Department Head approves and signs the Locational Clearance and plan | 40 mins. | Engr. Perla Amar |
| | | The City Mayor signs the Locational Clearance | 2 days | Hon. Ma. Cynthia "Cindi" King-Chan |
| 8 | Claiming of Locational Clearance | Releases clearance to client | 30 mins | Jestoni Berame |

B. Issuance of Zoning/Land Use Certification

WHO MAY AVAIL THE SERVICE:

- Individual residents /lot owners/with consent from lot owner/lessee of Lapu-Lapu City
- Contractors
- Corporations

REQUIREMENTS:

- Letter request
- One (1) photocopy of certified true copy of Transfer Certificate of Title (TCT/OCT) and One (1) photocopy of certified true copy of Tax Declaration
- One (1) photocopy of Vicinity Map
- Billing Slip

HOW TO AVAIL OF THE SERVICE:

| STEPS | FOLLOW THESE STEPS | | IT WILL TAKE YOU | PLEASE APPROACH |
|-------|---------------------------------------|---|------------------|------------------------------------|
| | CLIENT | PERSONNEL | | |
| 1 | Submit letter request | Receives and conducts technical evaluation for Zoning/Land Use Certification application | 40 mins. | Joseph Stanley D. Baguio |
| | | Determine the amount of fees to be paid (<i>See HLURB Revised Schedule of Fees Resolution No. 912 Series of 2013</i>) | 40 mins. | |
| 2 | Pay corresponding Fees to the Cashier | Receives payment and issue O.R. | 1 hr. | Revenue Collection Officer on duty |
| 3 | Submit the Official Receipt (OR) | Prepares Zoning Certification | 40 mins. | Joseph Stanley D. Baguio |
| 4 | | Reviews and countersigns the Zoning Certification | 40 mins. | Romeo T. Berame |
| 5 | | CPDC Signs the Certification | 40 mins | Engr. Perla T. Amar |
| 6 | | Releases certification to the client | 30 mins | Joseph Stanley D. Baguio |

c. Issuance of Locational Clearance & Development Permit for Complex Subdivision Application

WHO MAY AVAIL THE SERVICE:

- Land Developers

REQUIREMENTS:

- Duly accomplished application form
- Subdivision Scheme Plan (Standard size)
- Roadway Lay-out
- Drainage Plan
- Electrical Plan
- Proof of Lot Ownership
- Certified True Copy of Certificate of Title(s)
- Sangguniang Barangay Endorsement
- Current Realty Tax Clearance

HOW TO AVAIL OF THE SERVICE:

| STEPS | FOLLOW THESE STEPS | | IT WILL TAKE YOU | PLEASE APPROACH |
|-------|--|---|------------------|------------------------------------|
| | CLIENT | PERSONNEL | | |
| 1 | Secure application form with list of requirements | Provides application form and gives instructions | 30 mins | 1. Romeo T. Berame |
| 2 | Submit duly accomplished application form together with supporting documents | Conducts technical evaluation | 5 days | |
| | | Endorses to City Mayor for appropriate action | 1 day | |
| 3 | | City Mayor, through Local Zoning Board will endorses the application to Sangguniang Panlungsod for approval | 5 days | |
| 4 | | Legislative Action/SP Approval | | |
| 5 | | Issues billing to clients for payment of PALC and DP Fees (<i>See HLURB Revised Schedule of Fees Resolution No. 912 Series of 2013</i>) | 1 hour | Celia Degamo Romeo T. Berame |
| 6 | Pay corresponding fees to the cashier | Receives payment and issue O.R. | 1 hour | Revenue Collection Officer on duty |
| 7 | | Prepares PALC & DP Approval | 1 day | Romeo T. Berame |
| 8 | | CPDC signs PALC & DP | 1 day | Engr. Perla T. Amar |
| 9 | | City Mayor signs PALC & DP | 3 days | Hon. Ma. Cynthia "Cindi" King-Chan |
| 10 | | Releases approval PALC & DP | 1 hour | Romeo T. Berame |

d. Subdivision Approval Application

WHO MAY AVAIL THE SERVICE:

- Individual residents /lot owners/with consent from lot owner/lessee of Lapu-Lapu City
- Corporations

REQUIREMENTS:

- Duly accomplished and notarized application form
- Six (6) blueprints/whiteprints Subdivision Scheme Plan (Standard size)
- One (1) certified true copy and Two (2) photocopies of Transfer Certificate of Title (*TCT/OCT*)
- One (1) certified true copy & Two (2) photocopies of Tax Declaration
- Three (3) photocopies of supporting documents If applicant is not the registered owner, submit any colorable rights/claim/authority
- Three (3) photocopies of Current Realty Tax Clearance
- Once (1) piece long brown envelope
- Billing Slip

HOW TO AVAIL OF THE SERVICE:

| STEPS | FOLLOW THESE STEPS | | IT WILL TAKE YOU | PLEASE APPROACH |
|-------|--|---|------------------|------------------------------------|
| | CLIENT | PERSONNEL | | |
| 1 | Secure application form with list of requirements | Provides application form and gives instruction | 30 mins. | Joseph Stanley D. Baguio |
| 2 | Submit duly accomplished application form together with supporting documents | Conducts technical evaluation | 40 mins. | |
| 3 | | Issues billing to clients for requisite processing and filling fees (<i>See HLURB Revised Schedule of Fees Resolution No. 912 Series of 2013</i>) | 20 mins. | |
| 4 | Pay corresponding fees to the cashier | Collects fees and issue O.R. | 1 hour | Revenue Collection Officer on duty |
| 5 | | Prepares Subdivision Approval | 40 mins | Joseph Stanley D. Baguio |
| 6 | | Reviews documents of Subdivision Approval application | 40 mins. | Romeo T. Berame |
| 7 | | CPDC signs the Recommendation for Subdivision Approval | 40 mins. | Engr. Perla T. Amar |
| 8 | | City Mayor signs the Recommendation for Subdivision Approval | 3 days | Hon. Ma. Cynthia "Cindi" King-Chan |
| 9 | | Legislative Action/SP Approval and Resolution | 20 days | |
| 10 | | CPDC signs the Subdivision Approval | 40 mins. | Engr. Perla T. Amar |
| 11 | | Release the Subdivision Approval to the client | 40 mins. | Joseph Stanley D. Baguio |

HOUSING AND LAND USE REGULATORY BOARD

2013 SCHEDULE OF FEES

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| 1. ZONING / LOCATIONAL CLEARANCE | |
| A. Single residential structure attached or detached | |
| 1. P100,000 and below | P288 |
| 2. Over P100,000 to P200,000 | P576 |
| 3. Over P200,000 | P720 + (1/10 of 1% in excess of P200,000) |
| B. Apartments/ Townhouses | |
| 1. P500,000 and below | P1,440 |
| 2. Over P500,000 to 2 Million | P2,160 |
| 3. Over 2 Million | P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors) |
| C. Dormitories | |
| 1. P 2 Million and below | P3,600 |
| 2. Over 2 Million | P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors) |
| D. Institutional | |
| Project Cost of which is: | |
| 1. Below P2 Million | P2,880 |
| 2. Over 2 Million | P2,880 + (1/10 of 1% of cost in excess of P2.M) |
| E. Commercial, Industrial and Agro-Industrial Project Cost of which is: | |
| 1. Below P100,000 | P1,440 |
| 2. Over P100,000 – P500,000 | P2,160 |
| 3. Over P500,000 | P2,880 |
| 4. Over P1 Million – P2 Million | P4,320 |
| 5. Over P2 Million | P7,200 + (1/10 of 1% of cost in excess of P2.M) |
| F. Special Uses/ Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.) | |
| 1. Below P2 Million | P7,200 + (1/10 of 1% of cost in excess of P2.M) |
| 2. Over P2 Million | P7,200 + (1/10 of 1% of cost in excess of P2.M) |
| G. Alteration / Expansion (affected areas/ cost only) | Same as the original application |
| 2. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957) | |
| A. Subdivision Projects | |
| 1. Approval of Subdivision Plans (including townhouses) | |
| 1. Preliminary Approval and Location Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP) | |
| • Processing Fee | P360/ ha. or a fraction thereof |
| • Inspection Fee * | P1,500/ ha. regardless of density |
| 2. Final Approval and Development Permit | |
| • Processing Fee | P2,880/ ha. regardless of density |
| Additional Fee on Floor Area of housing component | P3.00/ sq.m. |
| • Inspection Fee * | P1,500/ ha. regardless of density |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 2. Certificate of Registration Processing Fee | |
| • Processing Fee | P2,880 |
| 3. License to Sell | |
| • Processing Fee | P216/saleable lot |
| Additional Fee on Floor Area of housing component | P14.4/ sq.m. |
| • Inspection Fee * | P1,500/ ha. regardless of density |
| 4. Certificate of Completion | |
| • Certificate Fee | P216 |
| • Processing Fee | |
| • Inspection Fee * | P1,500/ ha. regardless of density |

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| 5 Extension of Time to Develop | |
| • Processing Fee | P504 |
| Additional Fee (unfinished area for development) | P14.40 sq.m. |
| • Inspection Fee * | P1,500 / ha. regardless of density |
| * Application for CR/LS with DP issued by LGU shall be charge inspection fee | |
| B. Condominium Project | |
| 1. Approval of Condominium Plans/Final Approval and Development Permit | |
| 1. Preliminary Approval and Locational Clearance | |
| 2. Final Approval / Development Permit | |
| • Processing Fee | P720 |
| a. Land Area | P7.20/ sq.m. |
| b. No. of Floors | P288/ floor |
| c. Building Areas | P23.05/ sq.m. of GFA |
| • Inspection Fee * | P1,500/ ha |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 4. Conversion (affected areas only) | - do - |
| 2. Certificate of Registration | |
| • Processing Fee | P2,880 |
| 3. License to Sell | |
| a. Residential | P17.30/ sq.m. of saleable area |
| b. Commercial | P36/ sq.m. of saleable area |
| Inspection Fee | P1500/ ha |
| 4. Extension of Time to Develop | |
| • Processing Fee | P504 |
| Additional Fee (unfinished floor area for development) | P17.30/ sq.m. |
| • Inspection Fee | P1,500/ ha |
| 5. Certificate of Completion | |
| • Certificate Fee | P216 |
| • Processing Fee | |
| • Inspection Fee | P1,500/ floor |
| 3. SUBDIVISION AND CONDOMINIUM PROJECTS (under B.P. 220) | |
| A. Subdivision Projects | |
| 1. Approval of Subdivision Projects | |
| 1. Preliminary Approval and Locational Clearance | |
| • Processing Fee | |
| a. Socialized Housing | P90/ ha |
| b. Economic Housing | P216/ha |
| • Inspection Fee | |
| a. Socialized Housing | P1,500/ ha |
| b. Economic Housing | P1,500/ ha |
| 2. Final Approval and Development Permit | |
| • Processing Fee | |
| a. Socialized Housing | P600/ ha. |
| b. Economic Housing | P1,440/ ha |
| • Inspection Fee | |
| c. Socialized Housing | P1,500/ ha |
| d. Economic Housing | P1,500/ ha |
| (Projects already inspected for PALC application may not be charged inspection fee) | |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 4. Building Permit (floor area of housing unit) | P7.20/ sq.m. |
| 2. Certificate of Registration | |
| • Processing Fee | |
| a. Socialized Housing | P420 |
| b. Economic Housing | P720 |
| 3. License to Sell (per saleable lot) | |
| • Processing Fee | |

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| a. Socialized Housing | P24/ saleable lot |
| b. Economic Housing | P72/ saleable lot |
| Additional fee on floor area of housing component | P3.00/ sq.m. |
| • Inspection Fee * | |
| a. Socialized Housing | P1,500/ha. |
| b. Economic Housing | P1,500/ ha. |
| 4.Extension of Time to Develop | |
| • Processing Fee | |
| a. Socialized Housing | P420 |
| b. Economic Housing | P504 |
| Additional Fee (unfinished area for development) | P2.88/sq.m. |
| • Inspection Fee | |
| a. Socialized Housing | P1,500/ha. |
| b. Economic Housing | P1,500/ha. |
| 5.Certificate of Completion | |
| • Certificate Fee | |
| a. Socialized Housing | P180 |
| b. Economic Housing | P216 |
| • Processing Fee | |
| a. Socialized Housing | |
| b. Economic Housing | |
| • Inspection Fee | P1500/ha |
| 6.Occupancy Permit | |
| • Processing Fee | |
| a. Socialized Housing | P6/ sq.m. |
| b. Economic Housing | P7.20 / sq.m. |
| • Inspection Fee (saleable floor area of the housing component) | |
| c. Socialized Housing | P1,500/ ha. |
| d. Economic Housing | P1,500/ ha. |
| B. Condominium Projects | |
| 1, Approval of Condominium Plans | |
| 1. Preliminary Approval and Locational Clearance | P720 |
| 2. Final Approval and Development Permit | |
| • Processing Fee | |
| a. Total Land Area | P7.20/ sq.m. |
| b. No. of Floors | P144/ floor |
| c. Building Areas | P5.80/ sq.m. of GFA |
| • Inspection Fee | |
| • Inspection Fee | P1,500/ ha. |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 2.Certificate of Registration | P720 |
| 3.License to Sell | |
| a. Residential | P7.20/ sq.m of saleable area. |
| a. Commercial | P10.65/sq.m. of saleable area |
| Inspection Fee | P1500/ ha |
| 4.Extension of Time to Develop | |
| • Processing Fee | P3.00/ sq.m. |
| • Inspection Fee (unfinished area for development) | P1,500/floor |
| 5.Certificate of Completion | |
| Certificate Fee | P216 |
| • Processing Fee | |
| • Inspection Fee | P1,500/floor |
| 4. INDUSTRIAL/ COMMERCIAL SUBDIVISION | |
| 1. Approval of Industrial/ Commercial Subdivision | |
| 1. Preliminary Approval and Locational Clearance | |
| • Processing Fee | P432/ha |
| • Inspection Fee | P1,500/ ha. |
| 2. Final Approval and Development Permit | |

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| • Processing Fee | P720/ha |
| • Inspection Fee | P1,500/ ha. |
| (Projects already inspected for PALC application may not be charged inspection fee) | |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 2. Certificate of Registration | P2,880 |
| 3. License to Sell | |
| • Processing Fee | P3.00/ sq.m. of land area. |
| • Inspection Fee * | P1,500/ ha. |
| 4. Extension of Time to Develop | |
| • Processing Fee | P504 |
| Additional Fee (unfinished area for development) | P14.40 sq.m. |
| • Inspection Fee | 1,500/ ha |
| 5. Certificate of Completion | |
| • Certificate Fee | P216 |
| • Processing Fee | |
| a. Industrial | P504 |
| b. Commercial | P720 |
| • Inspection Fee * | P1,500/ ha. |
| 5. FARMLOT SUBDIVISION | |
| 1. Approval of Farmlot Subdivision | |
| 1. Preliminary Approval and Locational Clearance | |
| • Processing Fee | P288/ ha. |
| • Inspection Fee | P1,500/ha. |
| | |
| 2. Final Approval and Development Permit | |
| • Processing Fee | P1,440/ ha. |
| • Inspection Fee | P1,500/ ha. |
| (Projects already inspected for PALC application may not be charged inspection fee) | |
| 3. Alteration of Plan (affected areas only) | Same as Final Approval and Development Permit |
| 2. Certificate of Registration | P2,880 |
| 3. License to Sell | |
| • Processing Fee | P720/lot |
| • Inspection Fee * | P1,500/ha |
| 4. Extension of Time to Develop | |
| • Processing Fee | P504 |
| • Additional Fee on Floor Area of housing component and other development | P14.40 sq.m. |
| • Inspection Fee | P1500/ha |
| 5. Certificate of Completion | |
| • Certificate Fee | P216 |
| • Processing Fee | |
| • Inspection Fee | P1500/ha |
| 6. Memorial Park/ Cemetery Project/ Columbarium | |
| 1. Approval of Memorial Park/Cemetery Project/ Columbarium | |
| 1. Preliminary Approval and Locational Clearance | |
| a. Memorial Project | P720/ha |
| b. Cemeteries | P288/ha |
| c. Columbarium | P3600/ha |
| • Inspection Fee | |
| a. Memorial Project | P1500/ha |
| b. Cemeteries | P1500/ha |
| c. Columbarium | P1500/ha |
| 2. Final Approval and Development Permit | |
| a. Memorial Project | P3.00/ sq.m. |
| b. Cemeteries | P1.50/ sq.m. |

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| c. Columbarium | P7.20/ sq.m. of land area |
| | P3.00/ floor |
| | P23.05/sq.m. of GFA |
| • Inspection Fee | |
| (Projects already inspected for PALC application may not be charged inspection fee) | |
| a. Memorial Project | P1500/ ha |
| b. Cemeteries | P1500/ ha. |
| c. Columbarium | P1500/ ha |
| 3.Alteration of Fee | Same as Final Approval/ Development Permit |
| 2.Certificate of Registration | P2,880 |
| 3.License to Sell | |
| • Processing Fee | |
| a. Memorial Project | P72/ 2.5sq.m. |
| - Apartment Type | P28.80/ unit |
| b. Cemeteries | P28.80/ tomb |
| c. Columbarium | P72.00/ vault |
| • Inspection Fee | |
| a. Memorial Project | P1500/ ha |
| b. Cemeteries | P1500/ ha |
| c. Columbarium | P1500/ floor |
| 4.Extension of Time to Develop | |
| • Processing Fee | P504 |
| Additional Fee (unfinished area for development) | |
| a. Memorial Project | P1,440 |
| b. Cemeteries | P720/ha |
| c. Columbarium | P5.80/sq.m. of GFA |
| • Inspection Fee | |
| a. Memorial Project | P1500/ ha |
| b. Cemeteries | P1500/ ha |
| c. Columbarium | P1500/ floor |
| 5.Certificate of Completion | |
| • Certificate Fee | P216 |
| • Processing Fee | |
| a. Memorial Project | P1,440 |
| b. Cemeteries | P720/ha |
| c. Columbarium | P5.80/sq.m. of GFA |
| • Processing Fee | |
| • Inspection Fee | |
| a. Memorial Project | P1500/ ha |
| b. Cemeteries | P7500/ ha |
| c. Columbarium | P1500/ floor |
| 7. Other Transactions/ Certifications | |
| A. Application/ Request for: | |
| 1. Advertisement Approval | P720 |
| 2. Cancellation/ Reduction of Performance Bond | P2880 |
| 3. Lifting of Suspended License to Sell | P2880 |
| 4. Exemption from Cease and /Desist Order | P216 |
| 5. Clearance to Mortgage | P1440 |
| 6. Lifting of Cease and Desist Order | P2880 |
| 7. Change of Name/ Ownership/ Amendments of CRLS | P1440 |
| 8. Voluntary cancellation of CRLS | P1440 |
| 9. Revalidation/ Renewal of Permit (Condominium | P60% of current processing fee |
| B. Other Certifications | |
| 1. Zoning Certifications | P720/ ha |
| 2. Certification of Town Plan/ zoning Ordinance Approval | P216 |
| 3. Certification of New Rights/Sales | P216 |
| 4. Certificate of Registration (form) | P216 |
| 5. License to Sell (form) | P216 |
| 6. Certificate of Creditable Withholding Tax | P216/ lot or unit |

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| (maximum of 5 lots per certificate) | | |
| 7. Other, to include: | | |
| a. Availability of records/ public request | | P288 |
| b. Certificate of no record on file | | P288 |
| c. Certification of with or without CRLS | | P288 |
| d. Certified true copy of documents (report size) | | |
| • Document of five (5) pages or less | | P43.20 |
| • Every additional page | | P4.40 |
| e. Photo copy of documents | | P3.00 |
| f. Other not listed above | | P216 |
| 8. Registration of Dealer/ Broker/ Salesman | | |
| 1. Dealers/Brokers | | P720 |
| 2. Salesman/ Agent | | P288 |
| 9. Homeowners Association | | |
| 1. Registration of HOA | | |
| Examination/ Registration | Regular HOAS | CMP HOAS |
| • Articles of Incorporation | P940 | 780 |
| • By-Laws | P940 | 780 |
| 2. Stamping of Books | | P50/ book |
| 3. Amendments | | |
| • Articles of Incorporation | | P720 |
| • By-Laws | | P720 |
| 4. Dissolution of Homeowners Association | | P720 |
| 5. Certification of the new set of Officers | | P504 |
| 6. Other Certification | | P216 |
| • Inspection Fee | | P1500/ ha. |
| 7. Research Fee | | P50/docket |
| 10. Legal Fees (CMP Project) | | |
| 1. Filing Fee | | P1440 |
| 2. Additional Fee for claims (for refund, damages, attorney's fee, etc.) | | |
| 1. Not more than P20,000 | | P173.00 |
| 2. More than P20,000 but less than P80,000 | | P576 |
| 3. P80,000 or more but less than P100,000 | | P864 |
| 4. P100,000 or more but less than P150,000 | | P1440 |
| 5. For each P1,000 in excess of P150,000 | | P7.20 |
| 3. Motion for reconsideration | | P600 |
| 4. Petition of Review | | P2880 |
| 5. Prayer for Cease and Desist Order | | P1200 |
| 6. Pauper-litigants are exempt from payment of legal fees | | |
| 1. Those who gross income is not more than P6,000 per month and residing within M.M. | | |
| 2. Those who gross income is not more than P4,000 per month and residing within M.M. | | |
| 3. Those who do not own real property | | |
| 7. Government agencies and its instrumentalities are exempted from paying Legal fees | | |
| 8. Local government and government owned or controlled corporation with or without independent charters are not exempted paying legal fees. | | |
| 11. UPLC Legal Research Fee | | |
| Computation of Legal Research Fee for the University of the Philippines Law Center | | |
| (UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P12.00 | | Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013) |