

**[ PPA MEMORANDUM CIRCULAR NO. 31-2000, July 03, 2000 ]**

**DOCUMENTATION/SCHEDULE OF FEES FOR ADMINISTRATIVE SERVICES RENDERED**

In accordance with Sec. 54, Chapter 12, Book IV of Executive Order No. 292 (the Administrative Code of 1987); Executive Order No. 159 dated 23 February 1994 and Executive Order No. 197 dated 13 January 2000, directing all departments, bureaus, commissions, agencies, offices and instrumentalities of the national government, including government-owned and controlled corporations, to increase their rates of fees and charges by not less than 20%, the following fees/charges are hereby prescribed to recover at least the full cost of administrative services rendered:

Nature of Services	Amount of Fees
1. Certificate/authentication of every signature on any official records or documents, and of every information or documents based on records	P20.00 per page
2. Copy fee for every page/sheet of official records or documents including contracts:	
2.1 Computer print-out	P6.00 Minimum Charge for one or first page
	P5.00 for every additional page
2.2 Electro/Xerox copy for one or first page	P6.00 Minimum Charge P3.00 for every additional page

For compliance.

Adopted: 03 July 2000

(SGD.) JUAN O. PEÑA  
*General Manager*