



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

DR. LUCAS - MISS

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

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.

