



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City 1104

OFFICE CIRCULAR No. 14
Series of 2019

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 May 2019

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, Office Circular No. 07, Series of 2014, dated January 28, 2014 set the schedule of processing fees depending on the purpose of application for Ombudsman Clearance;

WHEREAS, in order to simplify the application process for Ombudsman Clearance, the FMIO proposes to implement a uniform rate for the payment of processing fee;

WHEREAS, Republic Act No. 11261, also known as the "First-Time Jobseekers Assistance Act", provides that no fees and other charges shall be collected from first-time jobseekers when obtaining documents issued by the government in connection with the application for and granting of licenses, proofs of identification, clearances, certificates or other documents usually required in the course of employment locally or abroad.

WHEREFORE, the Office hereby **RESOLVES** to modify and set the processing fee at a fixed amount of **One Hundred Fifty Pesos (P150.00)** for the application of Ombudsman Clearance or Certification regardless of purpose.

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.

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LIBETH P. NERA
ADMINISTRATIVE OFFICER V


BE IT RESOVED FURTHER that the Public Assistance Bureau and public assistance units in the area and sectoral offices are directed to implement the provisions of RA No. 11261 and exempt first-time job seekers from paying any processing fee to obtain an Ombudsman Clearance or Certification.

This Office Circular shall take effect on July 1, 2019. Applications lodged before the effectivity date shall conform with the schedule of processing fees pursuant to Office Circular No. 07, series of 2014.

Quezon City, Philippines.

____ May 2019.


SAMUEL R. MARTIRES
Ombudsman 5/29/19

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LILIBETH P. MERA
ADMINISTRATIVE OFFICER V