



Prescribing the Fee for the Delivery of Requested Civil Service Commission (CSC) Records/Documents through Courier Service
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Number: 2200662

Promulgated: 13 December 2022

RESOLUTION

WHEREAS, Section 62, Chapter 10, Book V of Executive Order No. 292 (Administrative Code of 1987), empowers the CSC to prescribe standard and reasonable rates for the fees to be charged for civil service-related matters;

WHEREAS, Administrative Order No. 31, series of 2012, authorizes heads of all departments, bureaus, commissions, agencies, offices, and instrumentalities of the National Government, including Government-Owned and/or -Controlled Corporations, when allowed by their charters, to rationalize the rates of their existing fees and charges, and if found necessary, increase such rates and impose new fees and charges, subject to existing rules and regulations promulgated by the Department of Finance, the Department of Budget and Management, and the National Economic and Development Authority;

WHEREAS, the CSC Integrated Records Management Office (IRMO) has implemented the Online Registration, Appointment, and Scheduling System (ORAS) in July 2020 in response to the disruption in the delivery of frontline services brought about by the declaration of community restrictions due to the COVID-19 pandemic;

WHEREAS, the ORAS was enhanced to enable the transacting public to file requests for CSC records and CSC documents, submit requirements relative thereto, settle payment through the Land Bank of the Philippines Link.biz portal and other E-payment facilities, and have the option to receive requested records/documents through courier service;

WHEREAS, the IRMO also processes electronic and regular mail requests for CSC records/documents, which are also delivered to the clients through courier service;

WHEREAS, the CSC has not prescribed any fee to cover the costs of courier service delivery since it has been the practice to require requesting clients to submit a pre-paid courier service pouch, which is no longer practical for online requests and under the prevailing circumstances; and

WHEREAS, the CSC has decided to procure the services of a courier company in order to address the need for an efficient, timely, and secured delivery of requested CSC records/documents;

Bawat Kawani, Lingkod Bayani

WHEREFORE, the CSC hereby **RESOLVES** to procure the services of a courier service company in accordance with Republic Act No. 9184, also known as the Government Procurement Reform Act, prescribing the corresponding fees as follows:

Geographical Area	Price ceiling per Area (in Php)
National Capital Region	160.00
Luzon	185.00
Visayas/Mindanao	205.00
Island Cities/Municipalities	215.00

The CSC **FURTHER RESOLVES** that, in the event of an increase in courier service delivery rates, an amount equivalent to such increase shall be added to the prescribed delivery fees subject to the usual notice requirements to the public.

This Resolution shall take effect after fifteen (15) days from the date of publication in a newspaper of general circulation.

Quezon City.


ATTY. KARLO A. B. NOGRALES
Chairperson


ATTY. AILEEN LOURDES A. LIZADA
Commissioner


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:

KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office