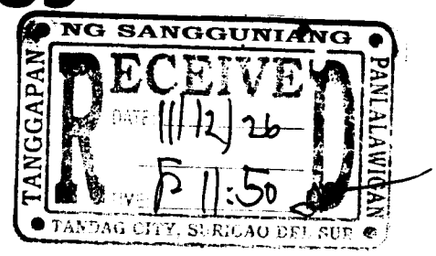
ORDINANCE NO. 89
Series of 2026



"AN ORDINANCE ADOPTING THE REVISED REVENUE CODE 2026 OF THE MUNICIPALITY OF CARMEN, PROVINCE OF SURIGAO DEL SUR"

(TOOLKIT 3)

MUNICIPALITY OF CARMEN
SURIGAO DEL SUR

Cereal Fee for Large cattle

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	[illegible]
2	[illegible]
3	Depository of Animals
4	[illegible]
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	[illegible]	[illegible]	[illegible]	
2	[illegible]	[illegible]	[illegible]	
3	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	Treasurer's Office	[illegible]	OR
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	[illegible]	[illegible]	[illegible]		[illegible]
2	[illegible]	[illegible]	[illegible]		[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5	[illegible]	Treasurer's Office	[illegible]	OR	[illegible]
6					
7					
8					
9					
10					
11					

STEP 4: QUANTIFY THE PERSONNEL COST FOR ROUTINE ACTIVITIES

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2.- Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3.- Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]							
						TOTAL	[redacted]

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
		TOTAL	400.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	100	
Variable Costs		
Routine Personnel	12,173.14	121.73
Transportation Costs	-	-
Other Supplies/Forms/Materials	400.00	4.00
TOTAL	12,573.14	125.73

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	[illegible]
Floor area of City Hall (sq m)	[illegible]
Building Construction Cost (Php)	[illegible]
Office Area Occupied (sq. m)	[illegible]
Cost of Office Area Occupied (Php)	[illegible]
Depreciation Rate (%)	[illegible]
Annual Depreciation Expense (Php)	[illegible]
Annual Maintenance Cost (Php)	[illegible]
Percent of Work for "Subject Service" (%)	[illegible]
Share of Cost attributable to delivering the service (Php)	216.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
									-
									-
									-
								Sub-Total	-
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	6%	8
Tables and Chairs	8	1,000	8,000.00	10%	800	-	800	3%	15
								Sub-Total	23
								TOTAL	22.50

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	
Percent of work for the service rendered	
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	
Percent of work for the service rendered	
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/celiphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			
Information Tech Team			
Security Team	7,700	25%	1,925.00
Janitorial Team	7,700	25%	1,925.00
Reception Services			
		Total	3,850.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	**Total**	**Estimated Routine Fixed Cost Per Application**
(col 1)	**(col 2)**	**(col 3)**
Annual Number of Applications	**100**	
Office Space	216.00	2.16
Utilities	40,800.00	408.00
Electricity	36,000.00	360.00
Water	4,800.00	48.00
Communication	-	-
Equipment and Furniture	22.50	0.23
Other Fixed Cost	3,850.00	38.50
TOTAL	44,888.50	448.89

STEP 7: COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	[redacted]	Total Collection on Fees and/or Charges	[redacted]	(46,900.00)	(0.90)	
Number of Applications Processed	[redacted]	Number of Applications Processed	[redacted]			
Average Fee Rate	[redacted]	Average Fee Rates	[redacted]	(469.00)	(0.90)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 28 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates			
Total Cost	*51,900.00*	Total Revenue	*5,000.00*	(46,900.00)	-90%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	*#DIV/0!*	Average Fee Rates	*#DIV/0!*	#DIV/0!	#DIV/0!

Ownership &	% of Applicants	Number of Applicants	10,584.00 Cost (with variable)	Total [redacted]	STO-VAR	STO-FXD	[redacted]			
Single	#DIV/0!		#DIV/0!		125.79	448.00	#DIV/0!	#DIV/0!	#DIV/0!	
Complex	#DIV/0!		#DIV/0!		125.79	448.00	#DIV/0!	#DIV/0!	#DIV/0!	
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!	

[redacted]	Allocation	% of Applicants	Number	[redacted]	STO-VAR	STO-FXD	[redacted]			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
Publics	#DIV/0!									
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!	
	#DIV/0!		-	#DIV/0!			#DIV/0!		#DIV/0!	

Total 0% 100%

Ok ok

235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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									#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-				
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
						TOTAL	5,501.86

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
[illegible]			
1. [illegible]	[illegible]	[illegible]	[illegible]
2. OR	[illegible]	[illegible]	[illegible]
3. [illegible]	[illegible]	[illegible]	[illegible]
4. [illegible]	[illegible]	[illegible]	[illegible]
			-
			-
		TOTAL	3,400.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	100	
Variable Costs		
Routine Personnel	5,501.86	55.02
Transportation Costs	-	-
Other Supplies/Forms/Materials	3,400.00	34.00
TOTAL	8,901.86	89.02

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	160.00
Building Construction Cost (Php)	2,000,000.00
Office Area Occupied (sq. m)	100.00
Cost of Office Area Occupied (Php)	1,250,000.00
Depreciation Rate (%)	4%
Annual Depreciation Expense (Php)	50,000.00
Annual Maintenance Cost (Php)	10,000.00
Percent of Work for "Subject Service" (%)	2%
Share of Cost attributable to delivering the service (Php)	1,440.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount c computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment an
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
								Sub-Total	
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	50	300	2%	
Tables and Chairs	9	1,000	9,000.00	10%	900	-	900	2%	
								Sub-Total	
								TOTAL	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	[illegible]
Percent of work for the service rendered	2%
Net electricity cost attributed to "Subject Service" service	2,040.00

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	[illegible]
Percent of work for the service rendered	[illegible]
Net cost of water attributed to delivery of "Subject Service".	420.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number telephone lines available in the Office and the monthly subscription rate pe month. The annual cost of telephone services is the number of telephone l multiplied by the monthly subscription rate over a period of twelve months The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Sul

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	Offices involved in the delivery of "Subje Service" Fee
(col 1)	(col 2)
Number of telephone/caliphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	**Total**	**Estimated Routine Fixed Cost Per Application**
(col 1)	**(col 2)**	**(col 3)**
Annual Number of Applications	**100**	
Office Space	1,440.00	14.40
Utilities	2,460.00	24.60
Electricity	2,040.00	20.40
Water	420.00	4.20
Communication	-	-
Equipment and Furniture	12.00	0.12
Other Fixed Cost	-	-
TOTAL	**3,912.00**	**39.12**

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks: Reasonable/Not Reasonable
Total Cost	[redacted]	Total Collection on Fees and/or Charges	[redacted]	(7,813.86)	(0.61)	
Number of Applications Processed	[redacted]	Number of Applications Processed	[redacted]			
Average Fee Rate	[redacted]	Average Fee Rates	[redacted]	(78.14)	(0.61)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 20%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	*12,813.86*	Total Revenue	*5,000.00*	(7,813.86)	-61%
Total Number of Applicants		Number of Applications Processed	**		
Average Fee Rate	*#DIV/0!*	Average Fee Rates	*#DIV/0!*	#DIV/0!	#DIV/0!

[redacted]			10,564.00	Total						
Assessment Level	% of Applicants	Number of Applicants	Cost (with subsidy)	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Simple	#DIV/0!		#DIV/0!			88.62	88.12		#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!			88.62	88.12		#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!						#DIV/0!	

[redacted]										
Classification	Allocation	% of Applicants	Number	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Manufacturers	#DIV/0!								#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!								#DIV/0!	#DIV/0!
Exporters	#DIV/0!								#DIV/0!	#DIV/0!
Retailers	#DIV/0!								#DIV/0!	#DIV/0!
Contractors	#DIV/0!								#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!								#DIV/0!	#DIV/0!
Peddlers	#DIV/0!									
Others	#DIV/0!								#DIV/0!	#DIV/0!
	#DIV/0!				#DIV/0!				#DIV/0!	-

Total	50%
	100%

Ok ok

235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
#REF!								
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
								#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	[illegible]
2	[illegible]
3	[illegible]
4	[illegible]
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	
3	[illegible]	[illegible]	[illegible]	[illegible]
	Approval of Request	Agriculture	[illegible]	[illegible]
4	Release of Permit	Treasurer's office	[illegible]	OR
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: It is highly suggested to identify one (1) special step.

- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]		[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	OR	[illegible]
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-				-
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
			-				-
						TOTAL	35,645.96

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Bond paper, ink, Ballpen	792	0.70	554.40
2. Whiteboard Marker pen,	792	4.00	3,168.00
3. Bond paper, ink, Ballpen	792	0.70	554.40
4. Books	792	2.65	2,706.00
4. Bond paper, ink, Ballpen	792	0.70	554.40
5. ID	792	3.00	2,376.00
		TOTAL	9,913.20

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	792	
Variable Costs		
Routine Personnel	35,645.96	45.01
Transportation Costs	-	-
Other Supplies/Forms/Materials	9,913.20	12.52
TOTAL	45,559.16	57.52

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	2	20,000	40,000.00	10%	4,000	-	4,000	3%	120
Computer	1	20,000	20,000.00	10%	2,000	-	2,000	3%	60
Printer Dispenser	1	10,000	10,000.00	10%	1,000	-	1,000	10%	100
			-		-	-	-		-
								Sub-Total	280
B. Tools & Equipment									
Dehairing table	1	15,000.00	15,000.00	20%	3,000		3,000	30%	900
Stunning machine	1	75,000.00	75,000.00	20%	15,000		15,000	30%	4,500
kawa/boiler	1	10,000.00	10,000.00	20%	2,000		2,000	30%	600
Sand stone	1	500.00	500.00	10%	50		50	30%	15
Butcher knife	3	1,000.00	3,000.00	10%	300		300	30%	90
Forceps Set	1	2,000.00	2,000.00	10%	300		300	30%	90
Platform Weighing scale	1	15,000.00	15,000.00	20%	3,000		3,000	30%	900
Swab suit	2	3,000.00	6,000.00	10%	600		600	30%	180
								Sub-total	7,275
B. Furniture			-		-	-	-	0%	-
Filing Cabinets	3	1,000	3,000.00	20%	600	-	600	5%	30
Tables and Chairs								Sub-Total	30
								TOTAL	7,585.00

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	48,000.00
Percent of work for the service rendered	20%
Net electricity cost attributed to "Subject Service" service	9,600.00

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	4,200.00
Percent of work for the service rendered	20%
Net cost of water attributed to delivery of "Subject Service".	840.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	-
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			
Information Tech Team			-
Security Team	92,400	20%	18,480.00
Janitorial Team	92,400	20%	18,480.00
Reception Services			
		Total	**36,960.00**

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	792	
Office Space	100.00	0.14
Utilities	10,440.00	13.18
Electricity	9,600.00	12.12
Water	840.00	1.06
Communication	-	-
Equipment and Furniture	7,585.00	9.58
Other Fixed Cost	36,960.00	46.67
TOTAL	55,093.00	69.56

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	100,652.16	Total Collection on Fees and/or Charges	66,000.00	(34,652.16)	(0.34)	
Number of Applications Processed	792	Number of Applications Processed	792			
Average Fee Rate	127.09	Average Fee Rates	83.33	(77.09)	(0.61)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 25 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	100,652.16	Total Revenue	66,000.00
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!

(34,652.16) -34%

#DIV/0! #DIV/0!

			10,164.00	Total					
Example 1	% of Applicants	Number of Applicants	Cost (with weight)		STD-MNR	STD-FSD			
Simple	#DIV/0!		#DIV/0!		57.52	66.84	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		57.52	99.96	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!

	Allocation	% of Applicants	Number		STD-MNR	STD-FSD			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!								
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		-	#DIV/0!			#DIV/0!		#DIV/0!
Total	0%								
	100%								

Ok ok

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggestive: Review Citizen's Charter or the duly authorized process flow for [illegible]

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Received booking application
2	Review supporting documents for verification
3	Post mortem inspection
4	schedule for transport
5	Received payment/ charges
6	Release approved transport meat permit
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for [illegible]
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Received booking application	Agriculture	FLORENCE ANTHON JADE CAERIG	Application
2	Review supporting documents for verification	Agriculture	FLORENCE ANTHON JADE CAERIG	
3	Post mortem inspection	Agriculture	FLORENCE ANTHON JADE CAERIG	Inspection form
4	schedule for transport	Agriculture	ANTHONY SUMAOY	TRANSPORT VEHICLE
5	Received payment/ charges	Treasurer	Joseph A. Chato	OR
6	Release approved transport meat permit	Agriculture	Laury P. Lauron	Clearance form
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine (regular procedure and all of it needs a checking)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business or the application)

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Received booking application	Agriculture	FLORENCE ANTHON JADE CAERIG	Application	routine
2	Review supporting documents for verification		FLORENCE ANTHON JADE CAERIG	-	routine
3	Post mortem inspection		FLORENCE ANTHON JADE CAERIG	Inspection form	routine
4	schedule for transport		ANTHONY SUMAOY	TRANSPORT VEHICLE	routine
5	Received payment/ charges	Treasurer	Joseph A. Chato	-	routine
6	Release approved transport meat permit	-	LAURY P. LAURON	-	routine
7					
8					
9	-	-	-	-	
10	-	-	-	-	
11	-	-	-	-	

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	20%	45,612.24
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
LAURY P. LAURON	MA	71,751	861,012	56,867	917,879.00	0%	4,589.40
JOSPRED REYES	LRCO	12,904	154,848	47,000	201,848.00	0%	1,009.24
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-	TOTAL	54,631.81

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection.
Column 3. Verify unit cost of vehicle
Column 4. Determine the total cost by multiplying columns 2 and 3
Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)
Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8. Determine the frequency of use of the vehicle. In the specific case sample, half day use from February to November is 44/52 weeks x .5 days. Note that the LGUs may devise other method to determine the actual frequency of use of vehicle.
Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 thenmultiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
					-			-
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection
Column 3. Verify the average cost of fuel per liter
Column 4. Check the average weekly consumption in liters
Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicles(s) has been used in a year.
Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.
Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case sample, half day use from February to November is 44/52 weeks X .5 days. Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle.
Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
meat van	1	60	25	52	78,000.00	80%	62,400.00
						TOTAL	62,400.00

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the "Subject Service"	Annual Cost of the Service
	Average Monthly	Annual Allowance	(col 4)	
(col 1)	(col 2)	(col 3)		(col 5)
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
			TOTAL	

TOTAL OF VEHICLE AND FUEL	62,400.00

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Application Form,	720	3.00	2,160.00
2. Inspection Form	720	0.10	72.00
3. OR	720	4.00	2,880.00
4. Clearance Certificate	720	2.00	1,440.00
5. Rubber boots	720.00	1	720.00
7. Oil	720.00	2.08	1,497.60
6. Tire (2 pcs)	720	13.80	9,936.00
		TOTAL	18,705.60

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**720**	
Variable Costs		
Routine Personnel	**54,631.81**	**75.88**
Transportation Costs	**62,400.00**	**86.67**
Other Supplies/Forms/Materials	**18,705.60**	**25.98**
TOTAL	135,737.41	188.52

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	160.00
Building Construction Cost (Php)	2,000,000.00
Office Area Occupied (sq. m)	80.00
Cost of Office Area Occupied (Php)	1,000,000.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	30,000.00
Annual Maintenance Cost (Php)	6,000.00
Percent of Work for "Subject Service" (%)	20%
Share of Cost attributable to delivering the service (Php)	7,200.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	-
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**85,811.16**
Percent of work for the service rendered	**30%**
Net electricity cost attributed to "Subject Service" service	25,743.35

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**30%**
Net cost of water attributed to delivery of "Subject Service".	1,260.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowin telephone lines available in the Office and the monthly subsc month. The annual cost of telephone services is the number multiplied by the monthly subscription rate over a period of t The net cost of telephone services attributed to processing ar mayors permit is the annual cost of telephone services multip percent of work performed by the Office in processing and is

Column 2 - Apply the formula described above for the office i delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the deliv Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actu
amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Unit	Acquisition Cost	Total Cost	Depreciation Rat	Annual Depreciation Cost	Maintenance Cost	Total Annual Cos	% Used for delivering the Service	Annual C Equipment
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(c
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	
Meat Van	1	1,725,000	1,725,000.00	10%	172,500	34,500	207,000	90%	
								Sub-Total	
B. Furniture									
Rubber Boots	5	1,000.00	5,000.00	20%	1,000			90%	
Weighing Scale	1	150,000.00	150,000.00	10%	15,000	1,000	12,000	90%	
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	18(

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	**46,000.00**		-
Information Tech Team			-
Security Team	**126,000**	**50%**	**63,000.00**
Janitorial Team	**126,000**	**50%**	**63,000.00**
Reception Services			
		Total	126,000.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	720	
Office Space	7,200.00	10.00
Utilities	27,003.35	37.50
Electricity	25,743.35	35.75
Water	1,260.00	1.75
Communication	-	-
Equipment and Furniture	186,622.50	259.20
Other Fixed Cost	126,000.00	175.00
TOTAL	346,825.85	481.70

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	482,963.23	Total Collection on Fees and/or Charges		(482,963.25)	(1.00)	
Number of Applications Processed	720	Number of Applications Processed				
Average Fee Rate	670.23	Average Fee Rates		(670.23)	(1.00)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table Z3 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXCEL

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost		Total Revenue	(482,963.23)
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate		Average Fee Rates	#DIV/0!

10,594.00

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	Total	STD-VAR	STD-FXD				
Simple	#DIV/0!		#DIV/0!		188.52	481.70		#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		188.52	481.70		#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

Classification	Allocation	% of Applicants	Number		STD-VAR	STD-FXD				
Manufacturers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Banks and other Institutions	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!									
Others	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!

Total: OK

OK OK

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	[illegible] of Person Incharge
2	[illegible]
3	Depository of Animals
4	Payment Receipt
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard ; rocedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	[illegible] of Person Incharge	Agriculture	[illegible] Tiller	
2	[illegible]	Agriculture	[illegible] Tiller	
3	Depository of [illegible]	Agriculture	[illegible] Tiller	Logbook
4	Payment Receipt	Treasurers office	[illegible] Clerk	OR
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the appl cant)

Note: It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	[illegible] of Person Incharge	Agriculture	[illegible] Tiller		Routine
2	[illegible]	Agriculture	[illegible] Tiller		Routine
3	Depository of [illegible]	Agriculture	[illegible] Tiller	Logbook	Routine
4	Payment Receipt	Treasurers office	[illegible] Clerk	OR	Routine
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.1 PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
						TOTAL	7,515.81

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Contract	1,000	0.50	500.00
2. OR	1,000	3.00	3,000.00
		TOTAL	3,500.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	1,000	
Variable Costs		
Routine Personnel	7,815.81	7.82
Transportation Costs	-	-
Other Supplies/Forms/Materials	3,500.00	3.50
TOTAL	11,315.81	11.32

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	[illegible]
Floor area of City Hall (sq m)	[illegible]
Building Construction Cost (Php)	[illegible]
Office Area Occupied (sq. m)	[illegible]
Cost of Office Area Occupied (Php)	[illegible]
Depreciation Rate (%)	[illegible]
Annual Depreciation Expense (Php)	[illegible]
Annual Maintenance Cost (Php)	[illegible]
Percent of Work for "Subject Service" (%)	[illegible]
Share of Cost attributable to delivering the service (Php)	21.60

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	
Maintenance Cost	
Annual cost of rented office space	
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	[illegible]
Percent of work for the service rendered	[illegible]
Net electricity cost attributed to "Subject Service" service	1,714.09

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject,Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	[illegible]
Percent of work for the service rendered	[illegible]
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
			-		-	-	-		-
			-		-	-	-	Sub-Total	-
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	8
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	15
								Sub-Total	23
								TOTAL	22.50

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	1,000	
Office Space	21.60	0.02
Utilities	40,800.00	40.80
Electricity	36,000.00	36.00
Water	4,800.00	4.80
Communication	-	-
Equipment and Furniture	22.50	0.02
Other Fixed Cost	-	-
TOTAL	40,844.10	40.84

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	51,900.00	Total Collection on Fees and/or Charges	5,000.00	(46,900.00)	(0.90)	
Number of Applications Processed	1,000	Number of Applications Processed	1,000			
Average Fee Rate	51.90	Average Fee Rates	5.00	(46.90)	(0.90)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	51,900.00	Total Revenue	5,000.00	(46,900.00)	-90%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

			10,394.00	Total					
Example 1	% of Applicants	Number of Applicants	Cost (with weight)		STD-WEB	STD-FBD			
Simple	#DIV/0!		#DIV/0!		11.92	46.85	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		11.92	46.85	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!

Clientele	Allocation	% of Applicants	Number		STD-WEB	STD-FBD			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!								
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!		#DIV/0!
Total	0%								
	100%								

Ok ok

	235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
	235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
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				#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!
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									#DIV/0!

Blood samples

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive application
2	Schedule for collection of samples
3	perform actual collection
4	Conduct analytical /chemical activity
5	Received payment
6	Release result/findings
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive application	Agriculture	Florence anthon Jade B. Caparis	Bondpaper, Ink
2	Schedule for collection of samples	Agriculture	Florence anthon Jade B. Caparis	
3	perform actual collection	Agriculture	Florence anthon Jade B. Caparis	Glass slides, syringe
4	Conduct analytical /chemical activity	Agriculture	Florence anthon Jade B. Caparis	Reagents,
5	Received payment	Treasurers Office	Jospred M. Reyes	OR
6	Release result/findings	Agriculture	Florence anthon Jade B. Caparis	Bondpaper, Ink
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive application	Agriculture	Florence anthon Jade B. Caparis	Bondpaper, Ink	routine
2	Schedule for collection of samples	Agriculture	Florence anthon Jade B. Caparis		routine
3	perform actual collection	Agriculture	Florence anthon Jade B. Caparis	Glass slides, syringe	routine
4	Conduct analytical /chemical activity	Agriculture	Florence anthon Jade B. Caparis	Reagents,	routine
5	Received payment	Treasurers Office	Jospred M. Reyes	OR	routine
6	Release result/findings	Agriculture	Florence anthon Jade B. Caparis	Bondpaper, Ink	routine
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]							
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	481.07
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	481.07
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4,810.78
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	6,015.34
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	561.84
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	481.07
						TOTAL	12,931.75

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Bond paper , Ink	100	0.45	45.00
2. Glass slide, syringe, Alcohol	100	10.00	1,000.00
3. Reagents	100	10.00	1,000.00
4. OR	100	3.00	300.00
5. Bond paper, Ink	100	0.45	45.00
			-
		TOTAL	2,390.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	100	
Variable Costs		
Routine Personnel	12,851.75	128.52
Transportation Costs	-	-
Other Supplies/Forms/Materials	2,390.00	23.90
TOTAL	15,321.75	153.22

STEP 6.8 UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	151,512.00
Percent of work for the service rendered	5%
Net electricity cost attributed to "Subject Service" service	7,575.60

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	4,200.00
Percent of work for the service rendered	5%
Net cost of water attributed to delivery of "Subject Service".	210.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. tools & Equipment							10,000.00	3%	300
1. Microscope	1	100,000.00	100,000.00	10%	10,000.00			Sub-total	
A. Equipment									
Air Condition	2	20,000	40,000.00	10%	4,000	-	4,000	3%	120
Computary	1	30,000	30,000.00	10%	3,000	-	3,000	3%	90
			-		-	-	-		-
								Sub-Total	180
B. Furniture			-		-	-	-	0%	-
Filing Cabinets			-		-	-	-	5%	30
Tables and Chairs	3	1,000	3,000.00	20%	600	-	600	5%	30
								Sub-Total	60
								TOTAL	510.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	100	
Office Space	10,800.00	108.00
Utilities	7,785.60	77.86
Electricity	7,575.60	75.76
Water	210.00	2.10
Communication	-	-
Equipment and Furniture	510.00	5.10
Other Fixed Cost	-	-
TOTAL	19,095.60	190.96

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	34,417.35	Total Collection on Fees and/or Charges	10,000.00	(24,417.35)	(0.71)	
Number of Applications Processed	100	Number of Applications Processed	100			
Average Fee Rate	344.17	Average Fee Rates	100.00	(244.17)	(0.71)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	34,417.35	Total Revenue	10,000.00	(24,417.35)	-71%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

		10,194.00		Total						
Scenario 1	% of Applicants	Number of Applicants	Cost (with variable)		STD-VAR	STD-FXD				
Simple	#DIV/0!		#DIV/0!		153.22	189.95		#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		198.22	189.95		#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

Classification	Allocation	% of Applicants	Number		STD-VAR	STD-FXD				
Manufacturers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!									
Others	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!

Total	0%
	100%

Ok Ok

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			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
										#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Inquiry
2	Booking/Reservation
3	Verification/Scheduling
4	Conduct AI
5	Follow -up AI
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Inquiry of Availability of Personnel	Agriculture	Florence AnthonJade Caperig	
2	Booking/Reservation	Agriculture	Florence AnthonJade Caperig	logbook
3	Heat Detection/ Ocular Inspection	Agriculture	Irimer P. Orillaneda	logbook
4	Conduct AI	Agriculture	Irimer P. Orillaneda	A.I KIT
5	Payment	Treasurer	Joepred M. Reyes	OR
6	-			
7	-			
8	-			
9	-			
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Inquiry of Availability of Personnel	Agriculture	Florence Anthon Jade Caperig	-	routine
2	Booking/ Scheduling	Agriculture	Florence Anthon Jade Caperig	logbook	routine
3	Heat Detection-Ocular Inspection	Agriculture	Irimer P. Orillaneda	Gloves	routine
4	Conduct AI	Agriculture	Irimer P. Orillaneda	A.I KIT	routine
5	Payment Receipt	Treasurer	Joepred M. Reyes	OR	routine
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		
Florence Anthon Jade Caperig		15,401.00	184,812	43,250	228,062.00	0%	1,140.31
Florence Anthon Jade Caperig		15,401.00	184,812	43,250	228,062.00	0%	1,140.31
Irinor P. Orillaneda		8,800.00	105,600	5,000	110,600.00	0%	553.00
Irinor P. Orillaneda		8,800.00	105,600	5,000	110,600.00	7%	7,742.00
Josgred Reyes		12,904.00	154,848	47,000	201,848.00	0%	1,009.24
						TOTAL	11,584.86

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection.
Column 3. Verify unit cost of vehicle
Column 4. Determine the total cost by multiplying columns 2 and 3
Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)
Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8. Determine the frequency of use of the vehicle. In the specific case sample, half day use from February to November is 44/52 weeks x .5 days. Note that the LGUs may devise other method to determine the actual frequency of use of vehicle.
Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 thenmultiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for Inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
			-		-			-
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection
Column 3. Verify the average cost of fuel per liter
Column 4. Check the average weekly consumption in liters
Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicles(s) has been used in a year.
Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.
Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case sample, half day use from February to November is 44/52 weeks X .5 days. Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle.
Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for Inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Fuel	1	60	2ltr	48	5,760.00	12%	691.20
						TOTAL	691.20

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the "Subject Service"	Annual Cost of the Service
	Average Monthly	Annual Allowance	(col 4)	(col 5)
(col 1)	(col 2)	(col 3)		
		-		-
Alenjandro T. Pollmar	480	5,760	20%	1,152.00
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
			TOTAL	1,152.00

VEHICLE AND	691.20

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Logbook	24	0.50	12.00
2. Logbook	24	0.50	12.00
3. Alcohol	24	5.00	120.00
4. Specimen kit	24	3000.00	72,000.00
5. Gloves	24	3.00	72.00
7. OR	24	3.00	72.00
			-
		TOTAL	72,288.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**24**	
Variable Costs		
Routine Personnel	**11,584.86**	**482.70**
Transportation Costs	**691.20**	**28.80**
Other Supplies/Forms/Materials	**72,288.00**	**3,012.00**
TOTAL	84,564.06	3,523.50

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	48.00
Building Construction Cost (Php)	537,391.46
Office Area Occupied (sq. m)	3.00
Cost of Office Area Occupied (Php)	33,586.97
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	1,007.61
Annual Maintenance Cost (Php)	201.52
Percent of Work for "Subject Service" (%)	5%
Share of Cost attributable to delivering the service (Php)	60.46

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**7,873.92**
Percent of work for the service rendered	**20%**
Net electricity cost attributed to "Subject Service" service	1,574.78

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**20%**
Net cost of water attributed to delivery of "Subject Service".	840.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	-
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team	92,400	10%	9,240.00
Reception Services			
		Total	9,240.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	24	
Office Space	60.46	2.52
Utilities	2,414.78	100.62
Electricity	1,574.78	65.62
Water	840.00	35.00
Communication	-	-
Equipment and Furniture	1,630.00	67.92
Other Fixed Cost	9,240.00	385.00
TOTAL	13,345.24	556.05

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	80,926.00	Total Collection on Fees and/or Charges	72,000.00	(8,928.00)	(0.11)	
Number of Applications Processed	24	Number of Applications Processed	24			
Average Fee Rate	3,372.00	Average Fee Rates	3,000.00	(372.00)	(0.11)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services				
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	80,928.00	Total Revenue	72,000.00	(8,928.00)
Total Number of Applicants	24	Number of Applications Processed	24	
Average Fee Rate	3,372.00	Average Fee Rates	3,000.00	(372.00)

			10,594.00	Total						
Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[redacted]	STD-VAR	STD-FXD	[redacted]			
Simple	#DIV/0!		#DIV/0!	[redacted]	3,523.50	506.05	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[redacted]	3,523.50	506.05	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[redacted]										
Classification	Allocation	% of Applicants	Number	[redacted]	STD-VAR	STD-FXD	[redacted]			
Manufacturer	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[redacted]			[redacted]			
Others	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!
Total		0%								

Ok ok

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									#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receiving/Application
2	Verification of Supporting Documents
3	Evaluation
4	Conducting/Making Inventory Activity
5	Payment/Issuance
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receiving/Application	Application	Operation Clerk	Bond paper, A4
2	Verification of Supporting Documents	Application	Operation Clerk	
3	Evaluation	Application	Operation Clerk	Logbook
4	Conducting/Making Inventory Activity	Application	Operation Clerk	Bond paper, A4
5	Payment/Issuance	Treasurer's Office	Treasurer's Clerk	OR
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receiving/Application	Application	Operation Clerk/Cashier/Clerk Cashier	Bond paper, A4	Routine
2	Verification of Supporting Documents	Application	Operation Clerk/Cashier/Clerk Cashier		Routine
3	Evaluation	Application	Operation Clerk/Cashier/Clerk Cashier	Logbook	Routine
4	Conducting/Making Inventory Activity	Application	Operation Clerk/Cashier/Clerk Cashier	Bond paper, A4	Routine
5	Payment/Issuance	Treasurer's Office	Cashier/Clerk	Bond paper, A4	Routine
6	Receiving/Application	Treasurer's Office	Treasurer's Clerk	OR	Routine
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4A: PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
							-
						TOTAL	83,919.27

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Ballpen, blue, ink	100	0.25	25.00
2. Logbook	100	0.50	50.00
3. Ballpen, blue, ink	100	0.50	50.00
4. Ballpen, blue, ink	200	0.25	50.00
5. OR form	100	3.00	300.00
			-
			-
		TOTAL	570.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	100	
Variable Costs		
Routine Personnel	83,919.27	839.19
Transportation Costs	-	-
Other Supplies/Forms/Materials	570.00	5.70
TOTAL	84,489.27	844.89

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	[illegible]
Floor area of City Hall (sq m)	[illegible]
Building Construction Cost (Php)	[illegible]
Office Area Occupied (sq. m)	[illegible]
Cost of Office Area Occupied (Php)	[illegible]
Depreciation Rate (%)	[illegible]
Annual Depreciation Expense (Php)	[illegible]
Annual Maintenance Cost (Php)	[illegible]
Percent of Work for "Subject Service" (%)	[illegible]
Share of Cost attributable to delivering the service (Php)	11,160.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	
Maintenance Cost	
Annual cost of rented office space	
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	[illegible]
Percent of work for the service rendered	[illegible]
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	[illegible]
Percent of work for the service rendered	[illegible]
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
[illegible]	2	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	1	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	1	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	1	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
								Sub-Total	[illegible]
B. Furniture									
Filing Cabinets	1	[illegible]	[illegible]	[illegible]	[illegible]	-	[illegible]	[illegible]	[illegible]
Tables and Chairs	3	[illegible]	[illegible]	[illegible]	[illegible]	-	[illegible]	[illegible]	[illegible]
								Sub-Total	[illegible]
								TOTAL	1,072.50

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			
Information Tech Team			-
Security Team	7,700	10%	770.00
Janitorial Team	7,700	15%	1,155.00
Reception Services			
		Total	1,925.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	100	
Office Space	11,160.00	111.60
Utilities	40,800.00	408.00
Electricity	36,000.00	360.00
Water	4,800.00	48.00
Communication	-	-
Equipment and Furniture	1,072.50	10.73
Other Fixed Cost	1,925.00	19.25
TOTAL	54,957.50	549.58

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	51,900.00	Total Collection on Fees and/or Charges	30,000.00	(21,900.00)	(0.42)	
Number of Applications Processed	100	Number of Applications Processed	100			
Average Fee Rate	519.00	Average Fee Rates	300.00	(219.00)	(0.42)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	51,900.00	Total Revenue	30,000.00	(21,900.00)	-42%
Total Number of Applicants	100	Number of Applications Processed	100		
Average Fee Rate	519.00	Average Fee Rates	300.00	(219.00)	-42%

Scenario 1	% of Applicants	Number of Applicants	10,584.00 Cost (with subsidy)	Total	STD-VAR	STD-FIX			
Simple	#DIV/0!		#DIV/0!		846.80	549.80			
Complex	#DIV/0!		#DIV/0!		846.80	549.80	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!

	Allocation	% of Applicants	Number		STD-VAR	STD-FIX			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!								
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		-	#DIV/0!			#DIV/0!		#DIV/0!

Total	0%
	100%

Ok ok

235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
									#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested: Indicate Citizen's Charter or the duly authorized process flow of the concerned office (for citizen's processes)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Verify Brgy. Certification
3	Review and attached supporting supporting documents
4	Schedule Application for processing
5	Perform actual inspection and verification
6	Review and attached supporting documents
7	Receive payment/charges
8	Release approved clearance
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For Standardization: base the information on the Citizen's Charter or the duly authorized process flow of standardized office
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	Agriculture	Queven Tisbe	Application
2	Verify Brgy. Certification	Agriculture	Queven Tisbe	
3	Review and attached supporting supporting documents	Agriculture	Queven Tisbe	
4	Schedule Application for processing	Agriculture	Queven Tisbe	
5	Perform actual inspection and verification	Agriculture	Queven Tisbe	Inspection form
6	Review and attached supporting documents	Agriculture	Queven Tisbe	
7	Receive payment/charges	Treasurer	Joseph A. Chato	OR
8	Release approved clearance	Agriculture	Queven Tisbe	Clearance form
9				
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine/Common - (e.g. filing and retrieval of documents)
  * Special (usually the critical part of the process and varies according to the type, nature, complexity of the process or of the public)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive Application	Agriculture	florence Anthon Jade Caperig	Application	routine
2	Verify Brgy. Certification		florence Anthon Jade Caperig	-	routine
3	Review and attached supporting supporting documents		florence Anthon Jade Caperig	-	routine
4	Schedule Application for processing		florence Anthon Jade Caperig	-	routine
5	Perform actual inspection and verification		florence Anthon Jade Caperig	Inspection form	routine
6	Review and attached supporting documents		florence Anthon Jade Caperig	-	routine
7	Receive payment/charges	Treasurer	JOEPRED REYES	OR	routine
8	Release approved clearance	Agriculture	LAURY P. LAURON	Clearance form	routine
9	-	-	-	-	
10	-	-	-	-	
11	-	-	-	-	

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	2%	4,561.24
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
LAURY P. LAURON	MA	71,751	861,012	56,867	917,879.00	0%	4,589.40
Joeprad Reyes	LRCO	12,904	154,848	47,000	201,848.00	0%	1,009.24
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	15,861.43

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Application Form,	144	2.00	288.00
2. Inspection Form	144	0.00	-
3. OR	144	6.00	864.00
4. Clearance Certificate	144	4.00	576.00
			-
			-
		TOTAL	1,728.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**144**	
Variable Costs		
Routine Personnel	**15,861.43**	**110.15**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**1,728.00**	**12.00**
TOTAL	17,589.43	122.15

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**85,811.16**
Percent of work for the service rendered	**2%**
Net electricity cost attributed to "Subject Service" service	1,716.22

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**2%**
Net cost of water attributed to delivery of "Subject Service".	84.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowin telephone lines available in the Office and the monthly subsc month. The annual cost of telephone services is the number multiplied by the monthly subscription rate over a period of t The net cost of telephone services attributed to processing ar mayors permit is the annual cost of telephone services multip percent of work performed by the Office in processing and iss

Column 2 - Apply the formula described above for the office i delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the deliv Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, tl computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Eq
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	
			-		-	-	-		
								Sub-Total	
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	144	
Office Space	8,280.00	57.50
Utilities	1,800.22	12.50
Electricity	1,716.22	11.92
Water	84.00	0.58
Communication	-	-
Equipment and Furniture	322.50	2.24
Other Fixed Cost	-	-
TOTAL	10,402.72	72.24

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	[illegible]	Total Collection on Fees and/or Charges	[illegible]	(13,592.15)	(0.49)	
Number of Applications Processed	144	Number of Applications Processed	[illegible]			
Average Fee Rate	190.31	Average Fee Rates	[illegible]	(154.39)	(0.79)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table Z3 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	[illegible]	Average Fee Rates	

(13,592.15)

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10,594.00

Tota

Scenario 1	% of Applicants	Number of Applicants	Cost (with variable)	[illegible]	STD-VAR	STD-FXD	[illegible]
Simple	#DIV/0!		#DIV/0!	[illegible]	122.13	72.24	[illegible]
Complex	#DIV/0!		#DIV/0!	[illegible]	122.15	72.24	[illegible]
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[illegible] Classification	Allocation	% of Applicants	Number	[illegible]	STD-VAR	STD-FXD	[illegible]
Manufacturers	#DIV/0!			[illegible]			[illegible]
Wholesalers	#DIV/0!			[illegible]			[illegible]
Exporters	#DIV/0!			[illegible]			[illegible]
Retailers	#DIV/0!			[illegible]			[illegible]
Contractors	#DIV/0!			[illegible]			[illegible]
Banks and other institutions	#DIV/0!			[illegible]			[illegible]
Peddlers	#DIV/0!			[illegible]			[illegible]
Others	#DIV/0!			[illegible]			[illegible]
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Tota		0%					

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Verify Brgy. Certification
3	Review and attached supporting supporting documents
4	Schedule Application for processing
5	Perform actual inspection and verification
6	Review and attached supporting documents
7	Receive payment/charges
8	Release approved clearance
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	Agriculture	Queven Tisbe	Application
2	Verify Brgy. Certification	Agriculture	Queven Tisbe	
3	Review and attached supporting supporting documents	Agriculture	Queven Tisbe	
4	Schedule Application for processing	Agriculture	Queven Tisbe	
5	Perform actual inspection and verification	Agriculture	Queven Tisbe	Inspection form
6	Review and attached supporting documents	Agriculture	Queven Tisbe	
7	Receive payment/charges	Treasurer	Joseph A. Chato	OR
8	Release approved clearance	Agriculture	Queven Tisbe	Clearance form
9	-			
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:

It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive Application	Agriculture	florence Anthon Jade Caperig	Application	routine
2	Verify Brgy. Certification		florence Anthon Jade Caperig	-	routine
3	Review and attached supporting supporting documents		florence Anthon Jade Caperig	-	routine
4	Schedule Application for processing		florence Anthon Jade Caperig	-	routine
5	Perform actual inspection and verification		florence Anthon Jade Caperig	Inspection form	routine
6	Review and attached supporting documents		florence Anthon Jade Caperig	-	routine
7	Receive payment/charges	Treasurer	JOEPRED REYES	OR	routine
8	Release approved clearance	Agriculture	LAURY P. LAURON	Clearance form	routine
9	-	-	-	-	
10	-	-	-	-	
11	-	-	-	-	

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	2%	4,561.24
FLORENCE ANTHON JADE CAPERIG	LI	15,401	184,812	43,250	228,062.00	0%	1,140.31
LAURY P. LAURON	MA	71,751	861,012	56,867	917,879.00	0%	4,589.39
JOEPRED REYES	LRCO	12,904	154,848	47,000	201,848.00	0%	1,009.24
							-
							-
							-
							-
							-
							-
							-
							-
							-
						TOTAL	15,961.47

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Application Form,	61,200	2.00	122,400.00
2. Inspection Form	61,200	0.00	-
3. OR	61,200	3.00	183,600.00
4. Clearance Certificate	61,200	2.00	122,400.00
			-
			-
		TOTAL	428,400.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**61,200**	
Variable Costs		
Routine Personnel	**15,861.42**	**0.26**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**428,400.00**	**7.00**
TOTAL	444,261.42	7.26

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	240
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	60
			-		-	-	-		-
								Sub-Total	300
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	8
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	15
								Sub-Total	23
								TOTAL	322.50

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**85,811.16**
Percent of work for the service rendered	**1%**
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**1%**
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	-
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	**Total**	**Estimated Routine Fixed Cost Per Application**
(col 1)	**(col 2)**	**(col 3)**
Annual Number of Applications	**61,200**	
Office Space	**8,280.00**	**0.14**
Utilities	**900.11**	**0.01**
Electricity	**858.11**	**0.01**
Water	**42.00**	**0.00**
Communication	**-**	**-**
Equipment and Furniture	**322.50**	**0.01**
Other Fixed Cost	**-**	**-**
TOTAL	9,502.61	0.16

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	122,400.00	Total Collection on Fees and/or Charges	46,750.00	(75,650.00)	(0.60)	
Number of Applications Processed	61,200	Number of Applications Processed	61,200			
Average Fee Rate	2.00	Average Fee Rates	0.50	(1.50)	(0.75)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services				
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	122,400.00	Total Revenue	46,750.00	(75,650.00)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!

10,594.00

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	Total [redacted]	STD-VAR	STD-FXD	[redacted]			
Simple	#DIV/0!		#DIV/0!	[redacted]	7.26	8.16	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[redacted]	7.26	8.16	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		#DIV/0!					#DIV/0!		

[redacted]				[redacted]	STD-VAR	STD-FXD	[redacted]			
Classification	Allocation	% of Applicants	Number							
Manufacturer	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Others	#DIV/0!			[redacted]			[redacted]	#DIV/0!		#DIV/0!
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Total		0%								

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested [illegible] Citizen's Charter or the duly authorized process flow of the concerned office for your [illegible]

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Received booking application
2	Review supporting documents for verification
3	Post mortem inspection
4	schedule for transport
5	Received payment/ charges
6	Release approved transport meat permit
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standard [illegible], base the information on the Citizen's Charter or the duly authorized process flow of the [illegible] Office.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Received booking application	Agriculture	FLORENCE ANTHON JADE CAERIG	Application
2	Review supporting documents for verification	Agriculture	FLORENCE ANTHON JADE CAERIG	
3	Anti- mortem inspection	Agriculture	FLORENCE ANTHON JADE CAERIG	Inspection form
4	schedule for transport	Agriculture	ANTHONY SUMAOY	TRANSPORT VEHICLE
5	Received payment/ charges	Treasurer	Joseph A. Chato	OR
6	Release approved transport meat permit	Agriculture	Laury P. Lauron	Clearance form
7				
8				
9	-			
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine activity - require time and effort for each application
  * Special/Variable - unusual part of the process and varies according to the nature or complexity of each application
  * **It is highly suggested to identify one (1) special step.**
  - **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
  - **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Received booking application	Agriculture	FLORENCE ANTHON JADE CAERIG	Application	routine
2	Review supporting documents for verification		FLORENCE ANTHON JADE CAERIG	-	routine
3	Post mortem inspection		FLORENCE ANTHON JADE CAERIG	Inspection form	routine
4	schedule for transport		ANTHONY SUMAOY	TRANSPORT VEHICLE	routine
5	Received payment/ charges	Treasurer	Joseph A. Chato	-	routine
6	Release approved transport meat permit	-	LAURY P. LAURON	-	routine
7					
8					
9	-	-	-	-	
10	-	-	-	-	
11	-	-	-	-	

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percantage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	20%	45,612.24
FLORENCE ANTHON JADE CAPERIG		15,401	184,812	43,250	228,062.00	0%	1,140.31
LAURY P. LAURON	SA	71,751	861,012	56,867	917,879.00	0%	4,589.40
JOEPRED REYES	LICD	12,904	154,848	47,000	201,848.00	0%	1,009.24

			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	54,631.81

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Application Form,	720	3.00	2,160.00
2. Inspection Form	720	0.10	72.00
3. OR	720	4.00	2,880.00
4. Clearance Certificate	720	2.00	1,440.00
5. Rubber boots	720.00	1	720.00
			-
		TOTAL	7,272.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**720**	
Variable Costs		
Routine Personnel	**54,631.81**	**75.88**
Transportation Costs	**62,400.00**	**86.67**
Other Supplies/Forms/Materials	**7,272.00**	**10.10**
TOTAL	124,303.81	172.64

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment and
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	
Stale truck	1	2,125,000	2,125,000.00	10%	212,500	42,500	255,000	90%	
								Sub-Total	
B. Furniture									
Rubber Boots	5	1,000.00	5,000.00	20%	1,000			90%	
Weighing Scale	1	150,000.00	150,000.00	10%	15,000	1,000	12,000	90%	
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	229,82

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	**46,000.00**		-
Information Tech Team			-
Security Team	**126,000**	**50%**	**63,000.00**
Janitorial Team	**126,000**	**50%**	**63,000.00**
Reception Services			
		Total	126,000.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	720	
Office Space	7,200.00	10.00
Utilities	4,500.56	6.25
Electricity	4,290.56	5.96
Water	210.00	0.29
Communication	-	-
Equipment and Furniture	229,822.50	319.20
Other Fixed Cost	126,000.00	175.00
TOTAL	367,523.06	510.45

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	491,826.86	Total Collection on Fees and/or Charges		(491,826.86)	(1.00)	
Number of Applications Processed	720	Number of Applications Processed	720			
Average Fee Rate	683.09	Average Fee Rates		(683.09)	(1.00)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE

Compare Fee with Cost of Delivering Services				
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost		Total Revenue		(491,826.86)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate		Average Fee Rates		#DIV/0!

10,594.00 Total:

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[redacted]	STD-VAR	STD-FXD	[redacted]			
Simple	#DIV/0!		#DIV/0!	[redacted]	172.64	510.45	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[redacted]	172.64	510.45	[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[redacted] Classification	Allocation	% of Applicants	Number	[redacted]	STD-VAR	STD-FXD	[redacted]			
Manufacturer	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[redacted]			[redacted]			
Others	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!
Total:		0%								

Ok Ok

235801.42	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
235801.42	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
#REF!								
	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
								#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Handling & Depository
3	Pre-Inspection (Anti-Mortem)
4	Issuance of Receipts
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive application	Agriculture	Jethro Guerrero	Logbook
2	Handling & Depository	Agriculture	Jethro Guerrero	Coral pen
3	Pre-Inspection(Anti-mortem)	Agriculture	florence Anthon Jade Caperig	Form
4	Issuance of Receipts	Treasurer	Joepred Reyes	Form
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business or the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Application Received	Agriculture	Queven P. Tisbe	bond paper, ink, ball pen,	routine
2	Handling and depository received by In-Charge	Agriculture	Queven P. Tisbe		routine
3	Pre- inspection of the animals	Agriculture	Queven P. Tisbe		routine
4	Issuance of Receipts	treasurer	Luzviminda A. Datoy	OR	routine
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
JETHRO GUERRERO	CARETAKER	13,500	162,000	5,000	167,000.00	1%	1,670.00
JETHRO GUERRERO	CARETAKER	13,500	162,000	5,000	167,000.00	1%	1,670.00
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	3%	6,841.86
JOEPRED M. REYES	LRCO	12,904	154,848	47,000	205,848.00	1%	2,058.48
						TOTAL	12,240.34

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection.
Column 3. Verify unit cost of vehicle
Column 4. Determine the total cost by multiplying columns 2 and 3
Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)
Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8. Determine the frequency of use of the vehicle. In the specific case sample, half day use from February to November is 44/52 weeks x .5 days. Note that the LGUs may devise other method to determine the actual frequency of use of vehicle.
Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 thenmultiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
			-		-			-
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection
Column 3. Verify the average cost of fuel per litar
Column 4. Check the average weekly consumption in liters
Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicles(s) has been used in a year.
Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.
Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case sample, half day use from February to November is 44/52 weeks X .5 days. Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle.
Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
					-		-
						TOTAL	-

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the "Public Service"	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
		-		-
florence anthon lade	16.67	6,000	6%	360.00
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
			TOTAL	360.00

VEHICLE AND	-

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Ink	400	0.35	140.00
2. Bondpaper	400	0.25	100.00
3. Ballpen	400	0.10	40.00
4. OR	400	3.00	1,200.00
		TOTAL	1,480.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	400	
Variable Costs		
Routine Personnel	12,240.34	30.60
Transportation Costs	-	-
Other Supplies/Forms/Materials	1,480.00	3.70
TOTAL	13,720.34	34.30

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	10,000.00
Floor area of City Hall (sq m)	80.00
Building Construction Cost (Php)	1,333,302.58
Office Area Occupied (sq. m)	3.00
Cost of Office Area Occupied (Php)	30,000.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	900.00
Annual Maintenance Cost (Php)	180.00
Percent of Work for "Subject Service" (%)	6%
Share of Cost attributable to delivering the service (Php)	64.80

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	1%	80
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	1%	20
			-		-	-	-		-
								Sub-Total	100
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	1%	8
Tables & Chairs	1	5,000	5,000.00	5%	250	-	250	1%	8
Tools& Equipment									
1.Weighing Scale	1	8,000	8,000.00	10%	800		800	1%	
									8
								TOTAL	108.00

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**48,000.00**
Percent of work for the service rendered	**6%**
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,800.00**
Percent of work for the service rendered	**6%**
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	400	
Office Space	64.80	0.16
Utilities	3,280.00	8.20
Electricity	2,880.00	7.20
Water	400.00	1.00
Communication	-	-
Equipment and Furniture	108.00	0.27
Other Fixed Cost	-	-
TOTAL	3,452.80	8.63

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	17,173.14	Total Collection on Fees and/or Charges	2,000.00	(15,173.14)	(0.88)	
Number of Applications Processed	400	Number of Applications Processed	400			
Average Fee Rate	42.93	Average Fee Rates	5.00	(37.93)	(0.88)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!

(15,173.14) #DIV/0!

10,594.00 Total

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[illegible]	STD-VAR	STD-FXD	[illegible]			
Simple	#DIV/0!		#DIV/0!	[illegible]	34.39	8.63	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[illegible]	34.39	8.63	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[illegible]				[illegible]	STD-VAR	STD-FXD	[illegible]			
Classification	Allocation	% of Applicants	Number							
Manufacturer	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!									
Others	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		-	#DIV/0!				#DIV/0!		#DIV/0!

Total	0%
	1.00%

Ok ok

235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
#REF!									
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
									#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- [illegible] the [illegible] of the duly authorized process flow of the approved office [illegible]

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Inquiry
2	Submission of Supporting documents
3	Verification
4	Encoding/ preparation
5	Approval
6	Releasing
7	Payment receipt
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   [illegible] the information on the Citizen's Charter, the [illegible] of process flow [illegible]
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Inquiry	Agriculture	Vilma O. Abanilla	Logbook
2	Submission of Supporting documents	Agriculture	Vilma O. Abanilla	
3	Verification	Agriculture	Vilma O. Abanilla	
4	Encoding/ preparation	Agriculture	Vilma O. Abanilla	Bondpaper, Ink
5	Approval	Agriculture	Laury P. Lauron	Ballpen
6	Releasing	Agriculture	Vilma O. Abanilla	
7	Payment receipt	Treasurer	Joefred B. Reyes	OR
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   [illegible] (Routine or Special) [illegible]
   [illegible] [illegible] [illegible]
   [illegible]

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Inquiry	Agriculture	Vilma O. Abanilla	Logbook	
2	Submission of Supporting documents	Agriculture	Vilma O. Abanilla	-	
3	Verification	Agriculture	Vilma O. Abanilla	-	
4	Encoding/ preparation	Agriculture	Vilma O. Abanilla	Bondpaper, Ink	
5	Approval	Agriculture	Laury P. Lauron	Ballpen	
6	Releasing	Agriculture	Vilma O. Abanilla	-	
7	Payment receipt	Treasurer	Joefred B. Reyes	OR	
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
1. Vilma O. Abanilla		15,401	184,812	48,245	186,445.60	0%	932.22
2. Vilma O. Abanilla		15,401	184,812	48,245	186,445.60	0%	932.22
3. Vilma O. Abanilla		15,401	184,812	48,245	186,445.60	0%	932.22
4. Vilma O. Abanilla		15,401	184,812	48,245	186,445.60	1%	1,864.45
5. Laury P. Lauron		71,751	861,012	56,867	734,303.07	0%	3,671.51
6.Vilma O. Abanilla		15,401	184,812	48,245	186,445.60	0%	932.22
7.Joepred M. Reyes		12,904	154,848	47,000	161,478.40	0%	807.39
						TOTAL	10,072.22

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Logbook	1,200	0.50	600.00
2. Bond paper, Ink	1,200	0.45	540.00
3. Bond paper	1,200	0.30	360.00
4. Ballpen	1200	0.95	1,140.00
5. OR	1200	6	7,200.00
		TOTAL	9,840.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications		
Variable Costs		
Routine Personnel	**10,072.23**	**-**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**9,840.00**	**-**
TOTAL	19,912.23	-

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	160.00
Building Construction Cost (Php)	2,000,000.00
Office Area Occupied (sq. m)	160.00
Cost of Office Area Occupied (Php)	2,000,000.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	60,000.00
Annual Maintenance Cost (Php)	12,000.00
Percent of Work for "Subject Service" (%)	1%
Share of Cost attributable to delivering the service (Php)	720.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**85,811.16**
Percent of work for the service rendered	**1%**
Net electricity cost attributed to "Subject Service" service	858.11

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**1%**
Net cost of water attributed to delivery of "Subject Service".	42.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowin telephone lines available in the Office and the monthly subsc month. The annual cost of telephone services is the number lines multiplied by the monthly subscription rate over a perio months. The net cost of telephone services attributed to pro issuance of mayors permit is the annual cost of telephone ser by the percent of work performed by the Office in processing

Column 2 - Apply the formula described above for the office i delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the deliv Service" Fee**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
A. Equipment								
Air Condition	2	20,000	40,000.00	20%	8,000	1,600	9,600	39
Computers	1	20,000	20,000.00	10%	2,000	400	2,400	39
Photocopier			-		-	-	-	
								Sub-Tota
B. Furniture								
Filing Cabinets	1	5,000	5,000.00	5%	250	50	300	39
Tables and Chairs	3	1,000	3,000.00	10%	300	60	360	59
								Sub-Tota
								TOTAL

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	50,000.00	0%	250.00
Information Tech Team			-
Security Team			
Janitorial Team	7,700	1%	77.00
Reception Services			
		Total	327.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	1200	
Office Space	720.00	0.60
Utilities	900.11	0.75
Electricity	858.11	0.72
Water	42.00	0.04
Communication	-	-
Equipment and Furniture	387.00	0.32
Other Fixed Cost	327.00	0.27
TOTAL	2,334.11	1.95

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks: Reasonable/Not Reasonable
Total Cost	148,404.00	Total Collection on Fees and/or Charges		(148,404.00)	(1.00)	
Number of Applications Processed	1,200	Number of Applications Processed	1,200			
Average Fee Rate	123.67	Average Fee Rates	100.00	(23.67)	(0.19)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate		Average Fee Rates	

(148,404.00)

#DIV/0!

10,594.00

Total

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[illegible]	STD-VAR	STD-FXD	[illegible]		
Simple	#DIV/0!		#DIV/0!	[illegible]	-	1.95	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[illegible]	-	1.95	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[illegible]				[illegible]	STD-VAR	STD-FXD	[illegible]			
Classification	Allocation	% of Applicants	Number	[illegible]			[illegible]			
Manufacturer	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[illegible]			[illegible]			
Others	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!
Total		0%								

Ok

OK

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Schedule of Slaughter
3	Post mortem Inspection
4	Issuance of Receipt
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow, for
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	Agriculture	Florence Anthon Jade Caperig	Bondpaper, Ink,Ballpen
2	Schedule of Slaughter	Agriculture	Florence Anthon Jade Caperig	
3	Post mortem Inspection	Agriculture	Florence Anthon Jade Caperig	Bondpaper, Ink, Ballpen
	Approval of Request	Agriculture	Laury P. Lauron	Bond paper, Ink
4	Issuance of Receipt	Treasurers office	Joepred M. Reyes	OR
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(same procedure and effort for each applicant)
   of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive Application	Agriculture	Florence Anthon Jade Caperig	Bondpaper, Ink,Ballpen	routine
2	Schedule of Slaughter	Agriculture	Florence Anthon Jade Caperig	-	routine
3	Post mortem Inspection	Agriculture	Florence Anthon Jade Caperig	Bond paper, Ink, Ballpen, Boots	routine
	Approval of Request	Agriculture	Laury P. lauron	Bond paper, Ink, Ballpen	routine
4	Issuance of Receipt	Treasurers office	Joepred M. Reyes	OR	routine
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-				-
FLORENCE ANTHON JADE CPERIG	LI-II	14,904	178,840	43,250	222,090.00	0%	661.61
FLORENCE ANTHON JADE CPERIG	LI-II	14,904	178,840	43,250	222,090.00	0%	661.61
FLORENCE ANTHON JADE CPERIG	LI-II	14,904	178,840	43,250	222,090.00	20 %'	44,418.00
JOEPRED M. REYES	LRCO	12,904	154,848	47,000	201,848.00	0%	1,009.24
			-		-		-
						TOTAL	46,750.46

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**96**	
Variable Costs		
Routine Personnel	**46,750.46**	**486.98**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**3,579.60**	**37.29**
TOTAL	50,330.06	524.27

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Bond paper, Ink, Ballpen	96	0.70	67.20
2. Whiteboard Marker pen,	96	4.00	384.00
3. Bond paper, Ink, Ballpen	96	0.70	67.20
4. Boots	96	2.05	2,706.00
4. Bond paper, Ink, Ballpen	96	0.70	67.20
4. OR	96	3.00	288.00
		TOTAL	3,579.60

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	**48,000.00**
Percent of work for the service rendered	**20%**
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	**4,200.00**
Percent of work for the service rendered	**20%**
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	-
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	2	20,000	40,000.00	10%	4,000	-	4,000	3%	120
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	60
Water Dispenser	1	10,000	10,000.00	10%	1,000		1,000	10%	100
			-		-	-	-		-
								Sub-Total	280
B. Tools & Equipment									
Dehairing table	1	15,000.00	15,000.00	20%	3,000		3,000	30%	900
Stunning machine	1	75,000.00	75,000.00	20%	15,000		15,000	30%	4,500
kawa/boiler	1	10,000.00	10,000.00	20%	2,000		2,000	30%	600
Sand stone	1	500.00	500.00	10%	50		50	30%	15
Butcher knife	3	1,000.00	3,000.00	10%	300		300	30%	90
Forceps Set	1	2,000.00	2,000.00	10%	300		300	30%	90
Platform Weighing scale	1	15,000.00	15,000.00	20%	3,000		3,000	30%	900
Swab suit	2	3,000.00	6,000.00	10%	600		600	30%	180
								Sub-total	7,275
B. Furniture									
Filing Cabinets			-		-	-	-	0%	-
Tables and Chairs	3	1,000	3,000.00	20%	600	-	600	5%	30
								Sub-Total	30
								TOTAL	7,585.00

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			
Information Tech Team			-
Security Team	92,400	20%	18,480.00
Janitorial Team	92,400	20%	18,480.00
Reception Services			
		Total	36,960.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	96	
Office Space	108.00	1.13
Utilities	10,440.00	108.75
Electricity	9,600.00	100.00
Water	840.00	8.75
Communication	-	-
Equipment and Furniture	7,585.00	79.01
Other Fixed Cost	36,960.00	385.00
TOTAL	55,093.00	573.89

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks:Reasonable/Not Reasonable
Total Cost	135,423.06	Total Collection on Fees and/or Charges	4,200.00	(100,623.06)	(0.95)	
Number of Applications Processed	95	Number of Applications Processed	96			
Average Fee Rate	1,098.16	Average Fee Rates	50.00	(1,048.16)	(0.95)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services				
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	[illegible]	Total Revenue	[illegible]	(100,623.06)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate	#DIV/0!	Average Fee Rates	[illegible]	#DIV/0!

10,594.00

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	Total [illegible]	STD-VAR	STD-FXD	[illegible]
Simple	#DIV/0!		#DIV/0!	[illegible]	524.27	575.89	[illegible]
Complex	#DIV/0!		#DIV/0!	[illegible]	524.27	575.89	[illegible]
	#DIV/0!	-	#DIV/0!				

[illegible]				[illegible]	STD-VAR	STD-FXD	[illegible]
Classification	Allocation	% of Applicants	Number				
Manufacturer	#DIV/0!			[illegible]			[illegible]
Wholesalers	#DIV/0!			[illegible]			[illegible]
Exporters	#DIV/0!			[illegible]			[illegible]
Retailers	#DIV/0!			[illegible]			[illegible]
Contractors	#DIV/0!			[illegible]			[illegible]
Banks and other institutions	#DIV/0!			[illegible]			[illegible]
Peddlers	#DIV/0!			[illegible]			[illegible]
Others	#DIV/0!			[illegible]			[illegible]
	#DIV/0!			#DIV/0!			
Total	0%						

Ok

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#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	[redacted]
2	[redacted]
3	[redacted]
4	[redacted]
5	[redacted]
6	[redacted]
7	[redacted]
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	[redacted]	[redacted]	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]
3	[redacted]	[redacted]	[redacted]	[redacted]
4	[redacted]	[redacted]	[redacted]	[redacted]
5	[redacted]	[redacted]	[redacted]	[redacted]
6	[redacted]	[redacted]	[redacted]	[redacted]
7	[redacted]	[redacted]	[redacted]	[redacted]
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
5	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
6	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
7	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]							
[redacted]							
[redacted]							
[redacted]							
[redacted]							
[redacted]							
[redacted]							
						TOTAL	508,969.24

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection.

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5.

Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8. Determine the frequency of use of the vehicle. In the specific case sample, half day use from February to November is 44/52 weeks x .5 days. Note that the LGUs may devise other method to determine the actual frequency of use of vehicle.

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 thenmultiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-
						TOTAL		-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicles(s) has been used in a year.

Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case sample, half day use from February to November is 44/52 weeks X .5 days. Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle.

Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
					TOTAL		6,864.00

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the "Subject Service"	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
		-		-
		-		-
		-		-

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
[illegible]			
[illegible]	[illegible]	[illegible]	[illegible]
2. Inspection Form	[illegible]	[illegible]	-
3. OR	[illegible]	[illegible]	[illegible]
4. [illegible]	[illegible]	[illegible]	[illegible]
			-
			-
		TOTAL	16,800.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	1200	
Variable Costs		
Routine Personnel	[illegible]	[illegible]
Transportation Costs	[illegible]	[illegible]
Other Supplies/Forms/Materials	[illegible]	[illegible]
TOTAL	**532,633.24**	**443.86**

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)	
Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	[illegible]
Floor area of City Hall (sq m)	[illegible]
Building Construction Cost (Php)	[illegible]
Office Area Occupied (sq. m)	[illegible]
Cost of Office Area Occupied (Php)	[illegible]
Depreciation Rate (%)	[illegible]
Annual Depreciation Expense (Php)	[illegible]
Annual Maintenance Cost (Php)	[illegible]
Percent of Work for "Subject Service" (%)	[illegible]
Share of Cost attributable to delivering the service (Php)	129,600.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)	
Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	
Maintenance Cost	
Annual cost of rented office space	
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	100,000.00
Percent of work for the service rendered	20%
Net electricity cost attributed to "Subject Service" service	20,400.00

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	6,250.00
Percent of work for the service rendered	20%
Net cost of water attributed to delivery of "Subject Service".	1,250.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number telephone lines available in the Office and the monthly subscription rate pe month. The annual cost of telephone services is the number of telephone l multiplied by the monthly subscription rate over a period of twelve month The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Sul

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	Offices involved in the delivery of "Subje Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amou computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment an
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
Air Conditioner	3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Computers	1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
GLF	1	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]		
								Sub-Total	
B. Furniture									
Filing Cabinets	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Tables and Chairs	3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
								Sub-Total	
								TOTAL	102,6

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	46,000.00	15%	6,900.00
Information Tech Team			
Security Team			
Janitorial Team			
Reception Services			
		Total	**6,900.00**

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	1200	
Office Space	129,600.00	108.00
Utilities	21,999.00	18.33
Electricity	20,400.00	17.00
Water	1,260.00	1.05
Communication	-	-
Equipment and Furniture	102,600.00	85.50
Other Fixed Cost	6,900.00	5.75
TOTAL	260,799.00	217.33

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks/Reasonable/Not Reasonable
Total Cost	793,432.24	Total Collection on Fees and/or Charges	297,000.00	(496,432.24)	(0.63)	
Number of Applications Processed	1,770	Number of Applications Processed	1,770			
Average Fee Rate	448.26	Average Fee Rates	250.00	(411.19)	(0.63)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 20%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the systems.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	793,432.24	Total Revenue	297,000.00	(496,432.24)	-63%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	10,594.00 Cost (with vehicle)	Total	STD-WAR	STD-FEE			
Simple	#DIV/0!		#DIV/0!		448.26	217.39	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		448.26	217.39	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!

Classification	Allocation	% of Applicants	Number		STD-WAR	STD-FEE			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!								
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!		#DIV/0!

Total 100%

Ok ok

235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
235801.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
#REF!									
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
									#DIV/0!

Summary of Updated Rationalized Local Fees and Charges

1.Price for Organic Fertilizer (Vermi compost)	250.00	661.19	62 %	650.00
2.Slaughter fee for large Cattle	300.00	519.00	42 %	500.00
3. Transport permit fee for Hogs/head	75.00	185.97	60 %	185.00
4.Slaughter permit Inspection fee	50.00	68.19	27 %	70.00
5. Payment for collection of blood samples	100.00	344.17	71 %	300.00
6. Coral Fee for Large Cattle/head	50.00	128.14	61 %	130.00
7. Coral Fee for Hog/ head	5.00	51.90	90 %	50.00
8. Post-mortem fee/head (Hog)	50.00	57.09	61 %	60.00
9.Anti-mortem fee/head	5.00	42.93	88 %	40.00
10.Artificial Insemination fee	3,000.00	3,372.00	11 %	3,500.00
11.Rental of Farmers Training Center/ whole day	600.00	1,839.96	33 %	1800.00
12. Dog Registration Fee	250.00	326.13	23 %	300.00

Prepared by :

VILMA O. ABANILLA
FS

Noted by :

LAURY P. LAURON
Municipal Agriculturist

Received : AILEEN ADIE A. TANTOY
01/28/25

Summary of Updated Rationalized Local Fees and Charges

1.Price for Organic Fertilizer (Vermi compost)	250.00	661.19	62 %	650.00
2.Slaughter fee for large Cattle	300.00	519.00	42 %	500.00
3. Transport permit fee for Hogs/head	75.00	185.97	60 %	185.00
4.Slaughter permit Inspection fee	50.00	68.19	27 %	70.00
5. Payment for collection of blood samples	100.00	344.17	71 %	300.00
6. Coral Fee for Large Cattle/head	50.00	128.14	61 %	130.00
7. Coral Fee for Hog/ head	5.00	51.90	90 %	50.00
8. Post-mortem fee/head (Hog)	50.00	57.09	61 %	60.00
9.Anti-mortem fee/head	5.00	42.93	88 %	40.00
10.Artificial Insemination fee	3,000.00	3,372.00	11 %	3,500.00
11.Rental of Farmers Training Center/ whole day	600.00	1,839.96	33 %	1800.00

Prepared by :

VILMA O. ABANILLA
FS

Noted by :

LAURY P. LAURON
Municipal Agriculturist

01-12-2016

Summary of Updated Rationalized Local Fees and Charges

12. Slaughter fee for hog per kilo	.50 centavos	2.12	75 %	2.00
13. Meat Van transport fee per owner	-	670.23	-	Hinapuyan & Esperanza - 600.00 Cancavan/ Antao, Puyat- 300.00 , St. Cruz, San Vicente, Pob. – 200.00
14. Transport permit for large cattle	-	1453.00	-	1400.00
15.Transport permit fee for Goats, Sheep, Dog & other animal per head	50.00	90.19	45 %	90.00
16.Transport permit fee for Fowls and Chicken (flock) Regardless of number	75.00	194.39	-	190.00
17. Stake truck (Transport)	-	683.00	11%	600.00 Hinapuyan & Esperanza - 600.00 Cancavan/ Antao, Puyat- 300.00 ,St. Cruz, San Vicente, Pob. – 200.00
18. Post mortem for large cattle	50.00	87.61	43 %	90.00
19. Certification Fee	100.00	123.67	19%	120.00

Prepared by :

VILMA O. ABANILLA
FS

Noted by :

LAURY P. LAURON
Municipal Agriculturist

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive application
2	Conduct interview for application process
3	Perform actual inspection of the unit
4	Conduct test run
5	Issuance of Certificate of Registration
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive application	Application	Receiving Officer/Aide/Clerk	
2	Conduct interview for application process	Application	Technical Engineer/Aide/Clerk	Bond paper
3	Perform actual inspection of the unit	Application	Evaluator/Engineer/Clerk	Bond paper, Markers
4	Conduct test run	Application	Evaluator/Clerk	Gas
5	Issuance of Certificate of Registration	Application	Engineer/Section Aide/Clerk	Certificate
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive application	Application	Receiving Officer/Aide/Clerk		routine
2	Conduct interview for application process	Application	Technical Engineer/Aide/Clerk	Bond paper	routine
3	Perform actual inspection of the unit	Application	Evaluator/Engineer/Clerk	Bond paper, Markers	routine
4	Conduct test run	Application	Evaluator/Clerk	Gas	routine
5	Issuance of Certificate of Registration	Application	Engineer/Section Aide/Clerk	Cert. Reg. No.	routine
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]							
[redacted]							
[redacted]							
[redacted]							
[redacted]							
						TOTAL	7,851.10

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Stickers (Anti-rabies)	400	25.00	10,000.00
2. OR	400	6.00	2,400.00
3. Vaccination Card, Dog tag	400	250.00	102,000.00
			-
			-
		TOTAL	114,400.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	400	
Variable Costs		
Routine Personnel	7,851.10	19.63
Transportation Costs	-	-
Other Supplies/Forms/Materials	114,400.00	286.00
TOTAL	122,251.10	305.63

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount c computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment an
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	5%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	5%	
			-		-	-	-		
								Sub-Total	
B. Furniture									
Filing Cabinets									
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	3

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	400	
Office Space	8,280.00	20.70
Utilities	1,812.22	4.53
Electricity	1,716.22	4.29
Water	96.00	0.24
Communication	-	-
Equipment and Furniture	315.00	0.79
Other Fixed Cost	-	-
TOTAL	10,407.22	26.02

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks/Reasonable/Not Reasonable
Total Cost	[redacted]	Total Collection on Fees and/or Charges		(100,668.00)	(1.00)	
Number of Applications Processed	[redacted]	Number of Applications Processed				
Average Fee Rate	[redacted]	Average Fee Rates		(251.67)	(1.00)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	100,668.00	Total Revenue	-	(100,668.00)	-100%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[redacted]	YTD-WRR	YTD-TMD	[redacted]			
Simple	#DIV/0!		#DIV/0!		398.68	26.02		#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		398.68	26.02		#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[redacted]	Allocation	% of Applicants	Number	[redacted]	YTD-WRR	YTD-TMD	[redacted]			
Manufacturer	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!									
Others	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	-		#DIV/0!			#DIV/0!	-	#DIV/0!
Total	100%									

Ok ok

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- [illegible] Citizen's Charter or the duly authorized process flow in the concerned office that process procedure.

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Verify Brgy. Certification
3	Review and attached supporting supporting documents
4	Schedule Application for processing
5	Perform actual inspection and verification
6	Review and attached supporting documents
7	Receive payment/charges
8	Release approved clearance
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standard office, base the information on the Citizen's Charter or the duly authorized process flow or [illegible]
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	Agriculture	Queven Tisbe	Application
2	Verify Brgy. Certification	Agriculture	Queven Tisbe	
3	Review and attached supporting supporting documents	Agriculture	Queven Tisbe	
4	Schedule Application for processing	Agriculture	Queven Tisbe	
5	Perform actual inspection and verification	Agriculture	Queven Tisbe	Inspection form
6	Review and attached supporting documents	Agriculture	Queven Tisbe	
7	Receive payment/charges	Treasurer	Joseph A. Chato	OR
8	Release approved clearance	Agriculture	Queven Tisbe	Clearance form
9	-			
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine/Common - procedure and effort for each applicant
  * Special/Variable - the variation of the process and value is relative to the nature/complexity of the business

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive Application	Agriculture	FLORENCE ANTHON JADE CAPERIG	Application	routine
2	Verify Brgy. Certification		FLORENCE ANTHON JADE CAPERIG	-	routine
3	Review and attached supporting supporting documents		FLORENCE ANTHON JADE CAPERIG	-	routine
4	Schedule Application for processing		FLORENCE ANTHON JADE CAPERIG	-	routine
5	Perform actual inspection and verification		FLORENCE ANTHON JADE CAPERIG	Inspection form	routine
6	Review and attached supporting documents		FLORENCE ANTHON JADE CAPERIG	-	routine
7	Receive payment/charges	Treasurer	JOEPRED B. REYES	OR	routine
8	Release approved clearance	Agriculture	LAURY P. LAURON	Clearance form	routine
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	1%	2,280.62
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	3%	6,841.86
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	43,250	228,062.00	0%	1,140.31
LAURY P. LAURON	MA	71,751	861,012	56,867	917,879.00	0%	4,589.39
JOEPRED B. REYES	LRCO	12,904	154,848	47,000	201,848.00	0%	1,009.24
						TOTAL	19,282.35

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

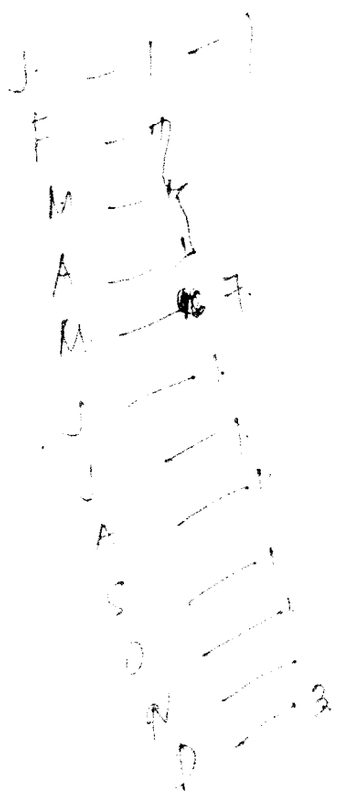
Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

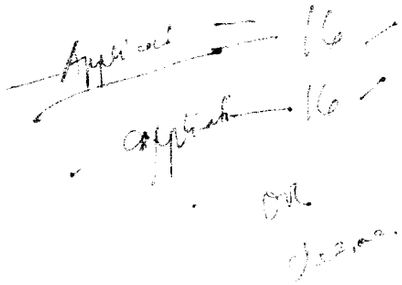
Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1.Application Form,	20	4.00	80.00
2. Inspection Form	20	0.00	-
3. OR	20	6.00	120.00
4. Clearance Certificate	20	4.00	80.00
			-
			-
		TOTAL	280.00





Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	20	
Variable Costs		
Routine Personnel	19,282.35	964.12
Transportation Costs	-	-
Other Supplies/Forms/Materials	280.00	14.00
TOTAL	19,562.35	978.12

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	240
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	60
			-		-	-	-		-
								Sub-Total	300
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250	-	250	3%	8
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	15
								Sub-Total	23
								TOTAL	322.50

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	85,811.16
Percent of work for the service rendered	1%
Net electricity cost attributed to "Subject Service" service	858.11

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year	4,200.00
Percent of work for the service rendered	1%
Net cost of water attributed to delivery of "Subject Service".	42.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowi telephone lines available in the Office and the monthly subs month. The annual cost of telephone services is the numbe multiplied by the monthly subscription rate over a period of The net cost of telephone services attributed to processing a mayors permit is the annual cost of telephone services mult percent of work performed by the Office in processing and i

Column 2 - Apply the formula described above for the office delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the deli Service" Fe**
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	48,000.00		-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	-

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	20	
Office Space	8,280.00	414.00
Utilities	900.11	45.01
Electricity	858.11	42.91
Water	42.00	2.10
Communication	-	-
Equipment and Furniture	322.50	16.13
Other Fixed Cost	-	-
TOTAL	9,502.61	475.13

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remains/Reasonable/Not Reasonable
Total Cost	[redacted]	Total Collection on Fees and/or Charges	[redacted]	(29,864.96)	(1.00)	
Number of Applications Processed	[redacted]	Number of Applications Processed	[redacted]			
Average Fee Rate	1,659.25	Average Fee Rates	[redacted]	(1,658.25)	(1.00)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 20 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services					
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	29,064.96	Total Revenue	-	(29,864.96)	-100%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

			10,584.00	Total					
Scenario 1	% of Applicants	Number of Applicants	Cost (with subsidy)	[redacted]	STD-WAR	STD-FWD	[redacted]		
Simple	#DIV/0!		#DIV/0!	[redacted]	495.12	475.13	[redacted]	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[redacted]	595.12	495.13	[redacted]	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!	

[redacted]				[redacted]	STD-WAR	STD-FWD	[redacted]			
Classification	Allocation	% of Applicants	Number							
Manufacturer	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[redacted]			[redacted]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[redacted]			[redacted]			
Others	#DIV/0!							#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		-		#DIV/0!			#DIV/0!	-	#DIV/0!

Total 100%

Ok ok

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				#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
										#DIV/0!

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive Application
2	Verify Area Classification
3	Review and attached supporting supporting documents
4	Schedule application for processing
5	Perform actual inspection and verification
6	Review and attached supporting documents
7	Receive payment Charges
8	Release approval clearance
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive Application	Agriculture	Clerical Title	Application
2	Verify Area Classification	Agriculture	Clerical Title	
3	Review and attached supporting supporting documents	Agriculture	Clerical Title	
4	Schedule application for processing	Agriculture	Clerical Title	
5	Perform actual inspection and verification	Agriculture	Engineer Office	Inspection form
6	Review and attached supporting documents	Agriculture	Engineer Office	
7	Receive payment Charges	Treasurer	Joseph A. Cleto	OR
8	Release approval clearance	Agriculture	Clerical Title	Clearance form
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   * Routine(semi- procedure and effort for each applicant)
   * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant)

Note: It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Receive Application	Agriculture	Clerical Title	Application	routine
2	Verify Area Classification				routine
3	Review and attached supporting supporting documents				routine
4	Schedule application for processing				routine
5	Perform actual inspection and verification		Engineer A. Valera	Inspection form	special
6	Review and attached supporting documents				routine
7	Receive payment Charges	Treasurer	Joseph A. Cleto	OR	routine
8	Release approval clearance	Agriculture	Clerical Title	Clearance form	routine
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
LAURY P. LAURON	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-	TOTAL	277,178.90

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. Application Form	[illegible]	[illegible]	[illegible]
2. Inspection Form	3,960	0.00	-
3. ITR	[illegible]	[illegible]	[illegible]
4. Clearance Certificate	3,960	10.00	39,600.00
			-
			-
		TOTAL	102,960.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	3960	
Variable Costs		
Routine Personnel	277,178.90	69.99
Transportation Costs	-	-
Other Supplies/Forms/Materials	102,960.00	26.00
TOTAL	380,138.90	95.99

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	[illegible]
Building Construction Cost (Php)	2,000,000.00
Office Area Occupied (sq. m)	[illegible]
Cost of Office Area Occupied (Php)	2,000,000.00
Depreciation Rate (%)	4%
Annual Depreciation Expense (Php)	80,000.00
Annual Maintenance Cost (Php)	16,000.00
Percent of Work for "Subject Service" (%)	10%
Share of Cost attributable to delivering the service (Php)	10,800.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	E
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	
A. Equipment									
Air Condition	2	20,000	40,000.00	10%	4,000	-	4,000	3%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	
			-		-	-	-		
								Sub-Total	
B. Furniture									
Filing Cabinets			-		-	-	-	0%	
Tables and Chairs	3	1,000	3,000.00	20%	600	-	600	5%	
								Sub-Total	
								TOTAL	

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	46,000.00	15%	6,900.00
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	6,900.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	3960	
Office Space	10,800.00	2.73
Utilities	15,930.00	4.02
Electricity	15,300.00	3.86
Water	630.00	0.16
Communication	-	-
Equipment and Furniture	210.00	0.05
Other Fixed Cost	6,900.00	1.74
TOTAL	33,840.00	8.55

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remains/Reasonable/Not Reasonable
Total Cost	[redacted]	Total Collection on Fees and/or Charges	[redacted]	(116,978.90)	(0.28)	
Number of Applications Processed	[redacted]	Number of Applications Processed	[redacted]			
Average Fee Rate	194.34	Average Fee Rates	75.00	(29.54)	(0.28)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 28 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	413,978.90	Total Revenue	297,000.00
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!

(116,978.90) -28%

#DIV/0! #DIV/0!

10,984.00

Scenario 2	% of Applicants	Number of Applicants	Cost (with wallet)	Total	STD-NHR	STD-FHR	
Simple	#DIV/0!		#DIV/0!		98.00	0.00	
Complex	#DIV/0!		#DIV/0!		98.00	0.00	
	#DIV/0!		#DIV/0!				

#DIV/0! #DIV/0! #DIV/0!
#DIV/0! #DIV/0! #DIV/0!
#DIV/0! #DIV/0!

Scenario 3	Allocation	% of Applicants	Number		STD-NHR	STD-FHR	
Manufacturer	#DIV/0!						
Wholesalers	#DIV/0!						
Importers	#DIV/0!						
Retailers	#DIV/0!						
Contractors	#DIV/0!						
Banks and other institutions	#DIV/0!						
Facilities	#DIV/0!						
Others	#DIV/0!						
	#DIV/0!			#DIV/0!			
Total	0%						
	100%						

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Summary of Rationalized Local Fees and Charges

Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks/Recommended Rate
Issuance of Temporary Clearance	75.00	100.00	33%	100.00

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Usage of Citizen's Charter or the duly authorized process flow of the concerned office is mandatory.

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	Receive & verify Application & review supporting docs
2	Schedule Application for processing
3	Perform actual inspection and verification of supporting documents
4	Receive payment/charges
5	Release approved clearance
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
   For [illegible] do not ignore even the [illegible] in the [illegible] outside procedure.
   * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Receive & verify Application & review supporting docs	Agriculture	Florence Anthon Jade Caperig	Application
2	Schedule Application for processing	Agriculture	Florence Anthon Jade Caperig	
3	Perform actual inspection and verification of supporting documents	Agriculture	Florence Anthon Jade Caperig	Inspection form
4	Receive payment/charges	Agriculture	Florence Anthon Jade Caperig	OR
5	Release approved clearance	Agriculture	Florence Anthon Jade Caperig	clearance
6				
7	-			
8	-			
9	-			
10	-			
11	-			

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
   Routine - same procedure and effort for each applicant
   Special - usually the vital part of the process and varies according to the type and/or complexity of the business or the client
Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	RECEIVE APPLICATION	Agriculture	Florence Anthon Jade Caperig	Application	routine
2	VERIFY BRGY CERTIFICATION	Agriculture	Florence Anthon Jade Caperig		routine
3	REVIEW ATTACHED SUPPORTING DOCUMENTS	Agriculture	Florence Anthon Jade Caperig		routine
4	SCHEDULE APPLICATION FOR PROCESSING	Treasurer	Florence Anthon Jade Caperig		routine
5	PERFORM ACTUAL INSPECTION AND VERIFICATION	Agriculture	Florence Anthon Jade Caperig	INSPECTION FORM	routine
6	REVIEW ATTACHED SUPPORTING DOCUMENTS	Agriculture	Florence Anthon Jade Caperig		routine
7	RECEIVED PAYMENTS/ CHARGES	Treasurer	JOEFRED M. REYES	OR	routine
8	RELEASE APPROVED CLEARANCE	Agriculture	Florence Anthon Jade Caperig	CLEARANCE FORM	routine
9	-	-	-	-	
10	-	-	-	-	
11	-	-	-	-	

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5 Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	0%	1,260.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	1%	2,520.62
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	0%	1,260.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	0%	1,260.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	0%	1,260.31
FLORENCE ANTHON JADE CAPERIG	LI-II	15,401	184,812	67,750	252,562.00	0%	5,474.39
LAURY P. LAURON	MA	71,751	861,012	233,867	1,094,879.00	0%	1,129.24
JOEFRED M. REYES	LRCO						-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	15,425.00

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
1. INK	960	0.35	336.00
2. BOND PAPER	960	0.50	480.00
3. BALLPEN	960	0.10	96.00
4.OR	960	3.00	2,880.00
5.CLEARANCE CERTIFICATE	960	0.35	336.00
			-
		TOTAL	4,128.00

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	12,500.00
Floor area of City Hall (sq m)	160.00
Building Construction Cost (Php)	2,000,000.00
Office Area Occupied (sq. m)	80.00
Cost of Office Area Occupied (Php)	1,000,000.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	30,000.00
Annual Maintenance Cost (Php)	6,000.00
Percent of Work for "Subject Service" (%)	1%
Share of Cost attributable to delivering the service (Php)	360.00

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	**960**	
Variable Costs		
Routine Personnel	**15,425.00**	**16.07**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**4,128.00**	**4.30**
TOTAL	19,553.00	20.37

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount c computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment and
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
Air Condition	2	20,000	40,000.00	20%	8,000	-	8,000	3%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	3%	
Mobile load	1	1,800	1,800.00		-	-	-		
								Sub-Total	
B. Furniture									
Filing Cabinets	1	5,000	5,000.00	5%	250		250	3%	
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	5(

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies	**46,000.00**	**15%**	**6,900.00**
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	6,900.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	960	
Office Space	360.00	0.38
Utilities	158,112.00	164.70
Electricity	151,512.00	157.83
Water	4,800.00	5.00
Communication	1,800.00	1.88
Equipment and Furniture	502.50	0.52
Other Fixed Cost		-
TOTAL	158,974.50	165.60

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	178,527.50	Total Collection on Fees and/or Charges	72,000.00	(106,527.50)	(0.60)	
Number of Appl cations Processed	960	Number of Applications Processed	960			
Average Fee Rate	185.97	Average Fee Rates	75.00	(110.97)	(0.60)	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

(106,527.50) [illegible]

#DIV/0! [illegible]

10,594.00

Tota[illegible]

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	[illegible]	STD-VAR	STD-FXD	[illegible]			
Simple	#DIV/0!		#DIV/0!	[illegible]	20.37	165.60	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!	[illegible]	20.37	165.60	[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!					#DIV/0!		#DIV/0!

[illegible]				[illegible]	STD-VAR	STD-FXD	[illegible]			
Classification	Allocation	% of Applicants	Number	[illegible]			[illegible]			
Manufacturers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!			[illegible]			[illegible]			
Others	#DIV/0!			[illegible]			[illegible]	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!				#DIV/0!		#DIV/0!
Total		0%								
		1305								

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STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- Suggested Source: Citizen's Charter or the duly authorized process flow of the concerned office (for standard procedure)

Instructions in Filling the Form

1 Discuss and decide on the boundaries of your process.
  * Where or when does the process start? Where or when does it end?
2 Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1 Identify the offices and all key people involved with each activity. Identify official position.
  * For standardization, base the information on the Citizen's Charter or the duly authorized process flow for standard procedure.
  * This includes those who do the work in the process: suppliers, customers and supervisors.
2 List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1 Classify the activities into whether they are:
  * Routine(same procedure and effort for each applicant)
  * Special (usually the vital part of the process and varies according to the type and/or complexity of the business of the applicant

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.**

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
[redacted]							
						TOTAL	12,440.49

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
[redacted]			
1. [redacted] Form,	[redacted]	[redacted]	[redacted]
2. Inspection Form	[redacted]	[redacted]	-
3. OR	[redacted]	[redacted]	1,728.00
4. Clearance Certificate	[redacted]	[redacted]	1,152.00
			-
			-
		TOTAL	4,032.00

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	[illegible]	
Variable Costs		
Routine Personnel	[illegible]	[illegible]
Transportation Costs	-	-
Other Supplies/Forms/Materials	[illegible]	[illegible]
TOTAL	**16,472.49**	**57.20**

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	
Kilowatt consumption/hour for the unit delivering the service	
Number of operating hours per day	
Number of days per year	
Electricity cost per year	[illegible]
Percent of work for the service rendered	1%
Net electricity cost attributed to "Subject Service" service	858.11

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	
Water bill per person per month	
Estimated water bill of the office per year -	[illegible]
Percent of work for the service rendered	[illegible]
Net cost of water attributed to delivery of "Subject Service".	42.00

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the numbe telephone lines available in the Office and the monthly subscription rate p month. The annual cost of telephone services is the number of telephone multiplied by the monthly subscription rate over a period of twelve month The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Su

Column 2 - Apply the formula described above for the office involved in th delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	Offices involved in the delivery of "Subje Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	
Rate of subscription per month	
Annual cost of telephone/mobile services	
Percent of work for the service rendered	
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount c
computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Equipment an
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 1
A. Equipment									
Air Conditioner	2	24,000	48,000.00	20%	9,600	-	9,600	25%	
Computers	1	20,000	20,000.00	10%	2,000	-	2,000	5%	
			-		-	-	-		
								Sub-Total	
B. Furniture									
Filing Cabinets	1	3,000	3,000.00	5%	150	-	250	3%	
Tables and Chairs	3	1,000	3,000.00	10%	300	-	300	5%	
								Sub-Total	
								TOTAL	3.

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	288	
Office Space	8,280.00	28.75
Utilities	980.11	3.40
Electricity	858.11	2.98
Water	42.00	0.15
Communication	-	-
Equipment and Furniture	322.50	1.12
Other Fixed Cost	-	-
TOTAL	9,502.61	33.00

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remarks/Reasonable/Not Reasonable
Total Cost	25,975.10	Total Collection on Fees and/or Charges	14,400.00	(11,575.10)	(0.45)	
Number of Applications Processed	#VALUE!	Number of Applications Processed	#VALUE!			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!	

Instructions for Filling

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedure.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenue (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 28 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Service					
Fee Rate Estimation using Costs of issuing permits plus cost of surveillance		Comparison with Current Fee Rates			
Total Cost	25,975.10	Total Revenue	14,400.00	(11,575.10)	-45%
Total Number of Applicants		Number of Applications Processed			
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!	#DIV/0!	#DIV/0!

			10,584.00	Total					
Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)		STD-MAR	STD-PAD			
Simple	#DIV/0!		#DIV/0!		57.29	39.69	#DIV/0!	#DIV/0!	#DIV/0!
Complex	#DIV/0!		#DIV/0!		57.29	39.69	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	-	#DIV/0!				#DIV/0!		#DIV/0!

Commodities	Allocation	% of Applicants	Number		STD-MAR	STD-PAD			
Manufacturer	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Wholesalers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Exporters	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Retailers	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Contractors	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Banks and other institutions	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
Peddlers	#DIV/0!								
Others	#DIV/0!						#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!		-	#DIV/0!			#DIV/0!	-	#DIV/0!

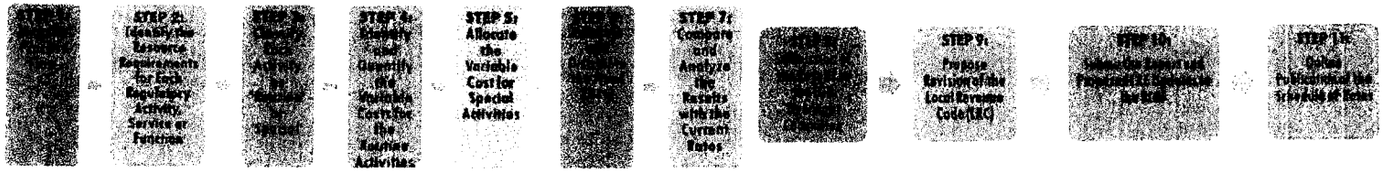
Total 100%

Ok ok

23580.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13580.42	-	-	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
#REF!		-							
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
									#DIV/0!

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes or fields shall not be edited or moved
- Yellow cells shall be the only cells where the user can edit or input the necessary data
- Blue cells signify the steps in the Tool

Certified True Copy of Civil Registry Documents

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	CERTIFIED TRUE COPY
1	RETRIEVAL OF DOCUMENT/PRINT
2	CERTIFIED AS TRUE COPY
3	Payment of fees
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and all key people involved with each activity. Identify office or position.
   * This includes those who do the work in the process, suppliers, customers and supervisors.
2. List down the materials and resources utilized in each stage

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	RETRIEVAL OF DOCUMENT/PRINT	LCRO	Geralyn Arnuza	bond paper, laptop, ink, electricity
2	CERTIFIED AS TRUE COPY	LCRO	Geralyn Arnuza	
3	Payment of fees	MTO	Luzviminda Datoy	
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:
   * Routine (those that occur all of the time or on a specific way)
   * Special (possible that it will not occur all of the time or on a specific way, or it is not possible to be frequent)

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	RETRIEVAL OF DOCUMENT/PRINT	LCRO	Genalyn Arnuza	bond paper; laptop; ink;	Certified True Copy
2	CERTIFIED AS TRUE COPY	LCRO	Genalyn Arnuza	electricity	
3	Payment of fees	MTO	Luzviminda Datoy		
4					
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	2%	5,987.84
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	464.60
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						2.2%	6,549.38

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%

Column 8. Determine the frequency of use of the vehicle. In the specific case sample: Half day use from February to November is 44/52 weeks x 5 days. Note that the LGU may devise other method to determine the actual frequency of use of vehicle.

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle(s) has been used in a year

Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case sample: half day use from February to November is 44/52 weeks x 5 days. Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the [illegible]	Annual Cost of the Service
(col 1)	Average Monthly (col 2)	Annual Allowance (col 3)	(col 4)	(col 5)
			TOTAL	

TOTAL OF VEHICLE AND FUEL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	80			
ink	80	0.35	28.00	(col 3 tagpila per uyad)
bond paper	80	4.40	352.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	380.00	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	80	
Variable Costs		
Routine Personnel	6,549.38	81.87
Transportation Costs	-	-
Other Supplies/Forms/Materials	380.00	4.75
TOTAL	6,929.38	86.62

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies

Column 2. Match the salary grade for each staff

Column 3. Fill out the salary rate/month for each staff.

Column 4. Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6. Sum up columns 4 and 5

Column 7. Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.

Column 8. Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	984.56

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	mber of U	quisition C	Total Cost	preciation Ra	Annual Depreciatio n Cost	laintenance Co	tal Annual Cc	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	######

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12.

Cost of Electricity	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	2.2%
Net electricity cost attributed to "Subject Service" service	6,327.61

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the

Table 13.

Cost of Water	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of people	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	2.2%
Net cost of water attributed to delivery of "Subject Service".	3.09

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number

Column 2 - Apply the formula described above for the office involved in the delivery of the

Table 14

Cost for Communication	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	2.2%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	132.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	984.56	12.31
Utilities	6,462.70	80.78
Electricity	6,327.61	79.10
Water	3.09	0.04
Communication	132.00	1.65
Equipment and Furniture	563.76	7.05
Other Fixed Cost	-	-
TOTAL	8,011.02	100.14

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	13,900.00	Total Collection on Fees and/or Charges	6,959.60	(6,940.40)	(0.46)	
Number of Applications Processed	70	Number of Applications Processed	68			
Average Fee Rate	198.57	Average Fee Rates	102.35	(86.76)	(0.46)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Exercise.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	13,900.00	Total Revenue	6,959.60
Total Number of Applicants	70	Number of Applications Processed	68
Average Fee Rate	198.57	Average Fee Rates	102.35

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCC-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	86.62	100.14	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	86.62	100.14	#DIV/0!
	#DIV/0!		#DIV/0!				

Classification	Allocation	Total Applicants	Number	SPCC-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesaler	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
Total		0%					

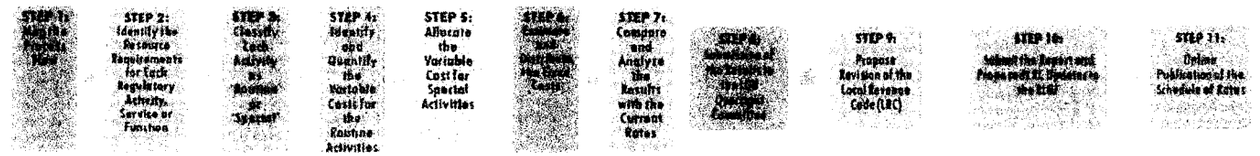
	235801.42		#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	235801.42		#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!								
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
									#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
[illegible]					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

500.00
2.00
500.-
900.-
650 -
3,500-
800
350-
pursuant to RA 9048/Trust Fund
pursuant to RA 9048/Trust Fund
pursuant to RA10172/Trust Fund
pursuant to RA 9048/Trust Fund
pursuant to RA 10172/Trust Fund
150.-
400 -
200 -
100
150
150.
150 -

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



Service Charge for Bregs

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	SERVICE CHARGE FOR SECPA THRU BRODS
1	Interview the clients
2	Entry of details to the system
3	Transact with the PSA-Regional Office
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and all key people involved with each activity. Identify official position.
   * This includes those who do the work in the process, suppliers, customers and supervisors.
2. List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients	LCRO	Registration Officer II	bond paper; laptop; ink; electricity
2	Entry of details to the system	LCRO	Registration Officer II	
3	Transact with the PSA-Regional Office	LCRO	Registration Officer II	
4	Payment of fees	MTO	Luzviminda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients	LCRO	Registration Officer II	bond paper; laptop; ink;	ISSUANCE OF SECPA THAL BREQS
2	Entry of details to the system	LCRO	Registration Officer I	electricity	
3	Transact with the PSA-Regional Office	LCRO	Registration Officer II		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7 Approximate the annual percentage of time each staff performs the task directly related to the act vity. Data shall be provided by the head of units performing the service, e g , if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service

Table 4: Personnel Cost

Name and Position	Compensation					% TIme assigned In the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
REGISTRATION OFFICER II	14-1	26,576	318,912	40,934	287,876.80	0%	604.54
REGISTRATION OFFICER II	14-1	26,576	318,912	40,934	287,876.80	0%	1,180.29
REGISTRATION OFFICER II	14-1	26,576	318,912	40,934	287,876.80	9%	26,196.79
Luzviminda Datoy	7-1	14,524	174,288	40,934	172,177.60	0%	361.57
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						9.9%	28,343.20

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicle used for inspection.

Column 2. Identify the number of vehicles used for inspection.

Column 3. Verify unit cost of vehicle.

Column 4. Determine the total cost by multiplying column 2 and 3.

Column 5. Apply the depreciation rate. Note: Assume life span of a vehicle is 10 years.

Column 6. Compute for the annual depreciation cost by multiplying column 4 and 5.

Column 7. Verify from the City Accounting Office the actual maintenance cost for a vehicle of the type used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8. Determine the frequency of use of the vehicle in the year. For assessment purposes, use from February to November 1 of 2022 (44 weeks or 308 days). Note that this figure may be subject to change depending on the actual frequency of use of the vehicle.

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance Cost	Percentage of Use for Inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection.

Column 2. Identify the number of vehicles used for inspection.

Column 3. Verify the average cost of fuel per liter.

Column 4. Check the average weekly consumption in liters.

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle/s is/are operational in a year.

Column 6. Compute the annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.

Column 7. Determine the percentage of the frequency of use of the vehicle for inspection in the specific case sample (all days use from February to November 1 of 2022 - 44 weeks x 7 days). Note that the LGU may decide on the method to determine the actual percentage for the frequency of use of the vehicle.

Column 8. Compute the cost of fuel for one unit of vehicle by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of Fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/reimbursements		% time assigned in the delivery of the service	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	80			
ink	80	0.35	28.00	(col 3 tagpila per uyad)
bond paper	80	4.40	352.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	380.00	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**350**	
Variable Costs		
Routine Personnel	**28,343.20**	**80.98**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**380.00**	**1.09**
[illegible]	[illegible]	[illegible]

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Amount cost of service for transaction
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						0.00%	

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.

Column 2 - Match the salary grade for each staff

Column 3 - Fill out the salary rate/month for each staff

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6- Sum up columns 4 and 5

Column 7-Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by, the concerned unit head.

Column 8-Get the total cost for the Type of Activity by adding the cost for each staff involved in rendering the service

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other Institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

	BUSINESS CLASSIFICATION		Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other Inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used wherever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	0.70%
Share of Cost attributable to delivering the service (Php)	[illegible]

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and furniture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5.30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 12

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	9.9%
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	9.9%
Net cost of water attributed to delivery of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 14

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	6.3%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	127.63	1.60
Utilities	28,863.16	360.79
Electricity	28,474.26	355.93
Water	13.90	0.17
Communication	375.00	4.69
Equipment and Furniture	563.76	7.05
Other Fixed Cost	-	-

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	[illegible]	Total Collection on Fees and/or Charges	[illegible]	(50,277.74)	(0.86)	
Number of Applications Processed	[illegible]	Number of Applications Processed	[illegible]			
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]	(628.47)	(0.86)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If any such variance (-/+) of more than 10%, the LGU is either subsidizing ( ) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Exercise.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants	[illegible]	Number of Applications Processed	[illegible]
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	#2.47	569.43	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	#2.47	767.43	#DIV/0!
	#DIV/0!		#DIV/0!				

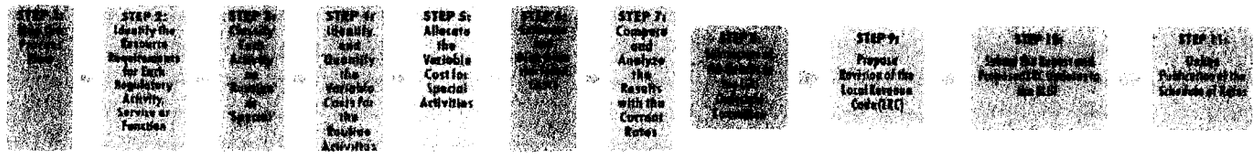
Classification	Allocation	Total Applicants	Number	SPCL PERSONNEL	STD VAR	STD FXD	Cost per Application
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!		0%	#DIV/0!			

[illegible]

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by.Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9. Various Filing for Unregistered Birth or Delayed Registration of the Different Civil					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



Service Charge for Preparation of COLB/COM/COD

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the beginning of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	PREPARATION OF COLB/COM/COD (as new)
1	Interview the clients
2	Preparation of COLB/COM/COD
3	Payment of fees
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and employees involved with each activity. Identify official designations.
   * This indicates who will do the work in the process (supplier, customer's and boundaries).
2. Assess the materials and resources that will be used in each step.

Table 2

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients	LCRO	Registration Officer II	laptop, ink, electricity
2	Preparation of COLB/COM/COD	LCRO	Registration Officer II	Municipal Form
3	Payment of fees	MTO	Luzviminda Datoy	
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:
   * Routine activities (activities that are done regularly in the process)
   * Special activities (activities that are done irregularly in the process)

Note: **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component

Table 3

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients	LCRO	Registration Officer 4	laptop ink electricity	Preparation of COLB/COM/COD (on-time)
2	Preperation of COLB/COM/COD	LCRO	Registration Officer 1	Municipal Form	
3	Payment of fees	MTO	Luzviminda Datoy		
4					
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7 Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	0%	1,209.08
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	0%	604.54
		0	-	0	-	0%	-
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	407.15
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						0.9%	2,220.77

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicle use for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify monthly Civil Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%

Column 8. Determine the percentage of use of the vehicle for inspection. Take note that the LGU may base on the frequency of inspection per week, other methods to determine the actual frequency of use of vehicle

Column 9. Compute the cost of transportation for inspection by adding columns 6 and 7 then multiply by the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance Cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average unit cost per liter

Column 4. Check the average weekly consumption of liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle(s) has been used in a year

Column 6. Compute for annual cost of fuel for a year, i.e. multiply columns 2, 3, 4 and 5

Column 7. Determine the percentage of the frequency of use of the vehicle for inspection. In the given example, the vehicle is used exclusively for inspection 44/52 weeks. A. Please note that the LGU may base on other method to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the annual cost for inspection by multiplying column 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average cost per liter	Ave. weekly consumption in liters	Number of weeks in a year	Annual Cost of Fuel for the vehicle	Percentage of use for inspection per week	Annual cost of fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the service	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	45			
ink	45	0.35	15.75	(col 3 tagpila per uyad)
bondpaper		0.00	-	(cost of ink per tube divide by # c
Municipal Form	180	1.50	270.00	
			-	
			-	
			-	
		TOTAL	285.75	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	45	
Variable Costs		
Routine Personnel	2,220.77	49.35
Transportation Costs	-	-
Other Supplies/Forms/Materials	285.75	6.35
TOTAL	2,506.52	55.70

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for respective Unit
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	

Instructions in Filling the Form

Column 1- list the staff assigned to the "Special" Activity/ies.

Column 2 - Match the salary grade for each staff

Column 3 - Fill out the salary rate/month for each staff

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6. Sum up columns 4 and 5

Column 7. Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head

Column 8 Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	0.90%
Share of Cost attributable to delivering the service (Php)	364.09

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service ".

Table 12:

Cost of Electricity	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**0.9%**
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service ".

Table 13:

Cost of Water	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	**3**
Water bill per person per month	**4**
Estimated water bill of the office per year	**140.40**
Percent of work for the service rendered	**0.9%**
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**6.3%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	45	
Office Space	164.09	3.65
Utilities	2,964.83	65.89
Electricity	2,588.57	57.52
Water	1.26	0.03
Communication	375.00	8.33
Equipment and Furniture	563.76	12.53
Other Fixed Cost	-	-
TOTAL	3,092.68	82.45

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost		Total Collection on Fees and/or Charges		(6,199.21)	(1.00)	
Number of Applications Processed		Number of Applications Processed				
Average Fee Rate		Average Fee Rates		(137.76)	(1.00)	

Up the Form

(1) For every fee or charge, compute Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 2 for ease in reference in Deliberation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost		Total Revenue	
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate		Average Fee Rates	

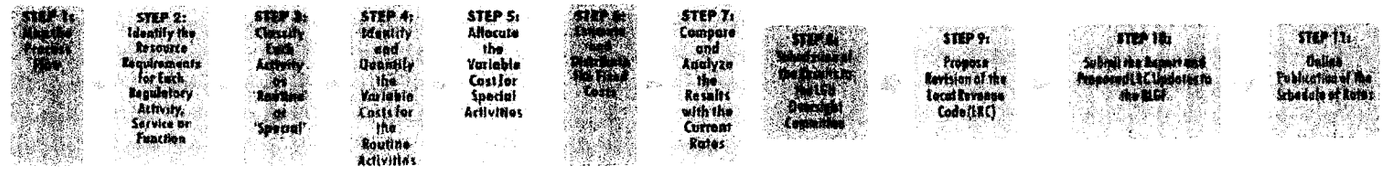
Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	55.00	82.00	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	55.00	82.00	#DIV/0!
	#DIV/0!		#DIV/0!				

Classification	Allocation	Total Applicants	Fractions	SPCL-PERSONNEL	STD VAR	STD FXD	Cost per Application
Agriculture	#DIV/0!			#DIV/0!			#DIV/0!
Architecture	#DIV/0!			#DIV/0!			#DIV/0!
Executives	#DIV/0!			#DIV/0!			#DIV/0!
Public Works	#DIV/0!			#DIV/0!			#DIV/0!
Engineering	#DIV/0!			#DIV/0!			#DIV/0!
Environment	#DIV/0!			#DIV/0!			#DIV/0!
Barangay Officials	#DIV/0!			#DIV/0!			#DIV/0!
Fertilizers	#DIV/0!			#DIV/0!			#DIV/0!
Others	#DIV/0!			#DIV/0!			#DIV/0!
Total	#DIV/0!		0%	#DIV/0!			#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Fees/Charges for Administrative Filing of Petitions in addition/cases of the following (a to e):					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions

- White boxes cells must not be edited or moved.
- Yellow cells shall be the only cells where the user can edit or input the necessary data
- Blue cells signify the steps in the Toolkit

Registration of Birth pursuant to RA 9255

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
  Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence

Table 1:

	LIST OF ACTIVITIES
	REGISTRATION PURSUANT TO RA 9255
1	Interview the clients and check the requirements
2	Preparation of Affidavits
3	Preparation of COLB
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the office and/or key people involved in each activity. Identify the resources

   * This includes those who do the work in the process, suppliers, customers and supervisors
2. List down the materials and resources utilized in each stage

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients and check the requirements	LCRO	Geralyn Arruza	bond paper, laptop, ink, electricity
2	Preparation of Affidavits	LCRO	Geralyn Arruza	
3	Preparation of COLB	LCRO	Kyla A. Sumodiong	
4	Payment of fees	MTO	Luzviminda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

   It is highly suggested to identify one (1) special step.
   - **However, it can be two (2) or more, in that case, it will have an impact on the weight of the Special Variable Component.**
   - **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

Is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients and check the requirements	LCRO	Genalyn Arnuza	bond paper; laptop; ink; electricity; CIVIL REGISTRY FORM	REGISTRATION PURSUANT TO RA 9255
2	Preparation of Affidavits	LCRO	Genalyn Arnuza		
3	Preparation of COLB	LCRO	Sylvi A. Sumod-ong		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	2%	4,778.75
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	-
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amount spent from maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%

Column 8. Determine the frequency of use of the vehicle in the specific case (i.e. 1 week in a month, half day use from the total number of 40 hours a week). Note that the LGU may review other records to determine the actual frequency of use of vehicle

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. Assuming 52 weeks in a year, identify the number of weeks the vehicle/s has been used in a year

Column 6. Compute the annual cost of fuel per year by multiplying columns 3, 4 and 5

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. In the specific case (i.e. 1 week in a month, half day use from the total number of 40 hours a week). Note that the LGU may review other records to determine the actual frequency of use of vehicle. (Example: If the vehicle is used for inspection for 1 week in a month, the percentage for the frequency of use of the vehicle is 25%)

Column 8. Compute the cost of fuel for inspection per year by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost Based on Allowance/Reimbursements		% Time assigned in the delivery of the "[illegible]"	Annual Cost of the Service
	Average Monthly Allowance	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

[illegible]	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	80			
ink	80	0.35	28.00	(col 3 tagpila per uyad)
bond paper	80	4.40	352.00	(cost of ink per tube divide by # c
COLB FORM	80	1.95	156.00	
			-	
			-	
			-	
		TOTAL	536.00	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**80**	
Variable Costs		
Routine Personnel	**4,875.69**	**60.95**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**536.00**	**6.70**
TOTAL	5,411.69	67.65

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
							-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies

Column 2. Match the salary grade for each staff

Column 3. Fill out the salary rate/month for each staff.

Column 4. Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations.

Column 6. Sum up columns 4 and 5

Column 7. Estimate the annual % of time each staff performs directly, to the issuance of the subject service. The rate shall be provided by the concerned unit head.

Column 8 Get the total cost for the Special Activity by, adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	804.58

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.75

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the 'Subject Service'.

Table 13:

Cost of Electricity	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**1.7%**
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	**3**
Water bill per person per month	**4**
Estimated water bill of the office per year	**140.40**
Percent of work for the service rendered	**1.7%**
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**1.7%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	984.56	12.31
Utilities	4,993.91	62.42
Electricity	4,889.52	61.12
Water	2.39	0.03
Communication	102.00	1.28
Equipment and Furniture	563.76	7.05
Other Fixed Cost	-	-
TOTAL	6,542.22	81.78

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	11,553.34	Total Collection on Fees and/or Charges	7,600.00	(3,953.92)	(0.33)	
Number of Applications Processed	80	Number of Applications Processed	80			
Average Fee Rate	149.42	Average Fee Rates	100.00	(49.42)	(0.33)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (/+) of more than 10%, the LGU is either subsidizing ( ) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the ToolKit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	11,553.34	Total Revenue	7,600.00	(3,953.92)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate	149.42	Average Fee Rates	100.00	#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD-VAR	STD-EXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	67.65	81.78	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	67.65	81.78	#DIV/0!
	#DIV/0!		#DIV/0!				

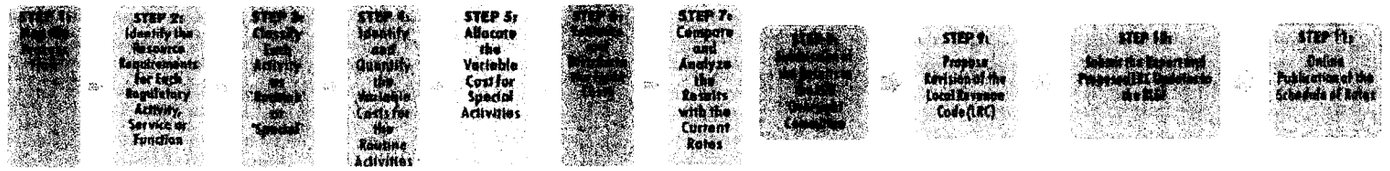
Classification	Allocation	% of Applicants	Number	SPCL-PERSONNEL	STD-VAR	STD-EXD	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesalers	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Other	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
TOTAL		0%					

2358.01.42
2358.01.42
#REF!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, as set					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or moved.
- Yellow cells shall be the only cells where the user can edit or input the necessary data.
- Blue cells signify the steps in the Tool kit

Registration and Annotation of Civil Registry Documents by Court Decree

STEP 1: MAP YOUR PROCESS FLOW

Note:

A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- [illegible]

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	REGISTRATION AND ANNOTATION PURSUANT TO COURT DECREE
1	CHECKING OF DOCUMENTS
2	Annotation of the Affected Civil Registry Document
3	Indorsement to the PSA Central Office-Manila
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and all key people involved with each activity. Identify [illegible]
   - This includes those who do the work in the process, suppliers, customers and supervisors.
2. List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	CHECKING OF DOCUMENTS	LCRO	Sylvi A. Sumod-ong	bond paper; laptop; ink; electricity
2	Annotation of the Affected Civil Registry Document	LCRO	Sylvi A. Sumod-ong	
3	Indorsement to the PSA Central Office-Manila	LCRO	Sylvi A. Sumod-ong	
4	Payment of fees	MTO	Luzviminda Datcy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:
   - [illegible]

It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the **Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	CHECKING OF DOCUMENTS	LCRO	Sylvi A. Sumod-ong	bond paper, laptop, ink, electricity	REGISTRATION OF COURT DECREE
2	Annotation of the Affected Civil Registry Document	LCRO	Sylvi A. Sumod-ong		
3	Indorsement to the PSA Central Office-Manila	LCRO	Sylvi A. Sumod-ong		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
11					
12					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	3%	8,981.76
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	-
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						3.2%	[illegible]

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Data from useful life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the LGU accounting office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.

Column 8. Determine the frequency of use of the vehicle in the specific case sample. Half day use from February to November = 44/52 weeks + 5 days. Note that the LGU may decide otherwise. Use the formula to determine the actual frequency of use of vehicle

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
						TOTAL		

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle(s) has been used in a year

Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5.

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection in the specific case sample. Half day use from February to November = 44/52 weeks + 5 days. Note that the LGU may decide otherwise. Use the formula to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection of vehicles by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicles	No. now of Vehicles	Average cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned to the delivery of the	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	3			
ink	3	0.35	1.05	(col 3 tagpila per uyad)
bond paper	3	4.40	13.20	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	14.25	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**3**	
Variable Costs		
Routine Personnel	**9,078.70**	**3,026.23**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**14.25**	**4.75**
TOTAL	9,092.95	3,030.98

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for the special activity
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.
Column 2 - Match the salary grade for each staff.
Column 3 - Fill out the salary rate/month for each staff.
Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months.
Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations.
Column 6 - Sum up columns 4 and 5.
Column 7- Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.
Column 8-Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	984.56

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	3.2%
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	3.2%
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	3.2%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	3	
Office Space	984.56	328.19
Utilities	9,400.29	3,133.43
Electricity	9,203.80	3,067.93
Water	4.49	1.50
Communication	192.00	64.00
Equipment and Furniture	563.76	187.92
Other Fixed Cost	-	-
TOTAL	10,948.61	3,649.54

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	10,041.50	Total Collection on Fees and/or Charges	3,000.00	(11,041.56)	(0.55)	
Number of Applications Processed	3	Number of Applications Processed	3			
Average Fee Rate	1,680.52	Average Fee Rates	1,660.00	(3,680.52)	(0.55)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table 23 for ease of reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

IMPORTED

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

(11,041.56)

#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with wt. adj)	SPCL PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	3,030.98	3,649.54	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	3,030.98	3,649.54	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2							
Classification	Allocation	% of Applicants	Number	SPCL PERSONNEL	STD VAR	STD FXD	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesalers	#DIV/0!			#DIV/0!			#DIV/0!
Importers	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Exhibitors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Resellers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!	Total	0%	#DIV/0!			#DIV/0!

OK OK

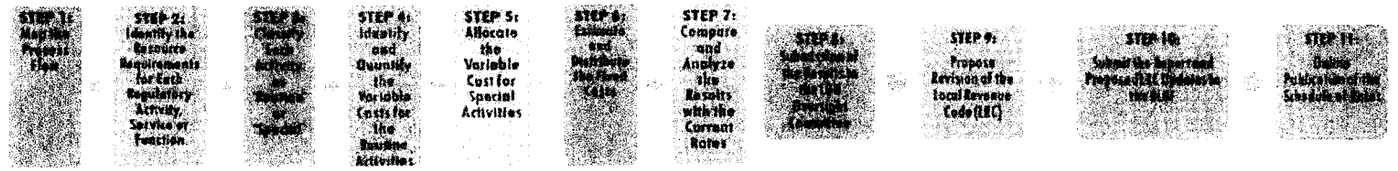
215801.52
215801.52
#REF!

#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
[illegible]gistration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Regular Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
[illegible]ee Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or revised
- Yellow cells shall be the only cells where the user can edit or input the necessary data
- Blue cells signify the steps in the flow of

Pre - Marriage Counseling and Issuance of PMC Certificate (Special Schedule)

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	PRE-MARRIAGE COUNSELING AND ISSUANCE OF PMC CERTIFICATE (SPECIAL SCHEDULE)
1	LCRO Inquiry for PMC Schedule
2	Pre-Marriage Counseling Proper
3	Preparation of PMC Certificate
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. List by the offices and all key people involved with each activity. Identify office in-charge.
   * Also, indicate those who do the work in the process: suppliers, customers and supervisors.
2. List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	LCRO Inquiry for PMC Schedule	LCRO	Registration Officer II	bond paper, laptop, ink, electricity
2	Pre-Marriage Counseling Proper	PopCom/MSWD/MHO	Gloria de La Pena/Desaca/Tolbanes	
3	Preparation of PMC Certificate	LCRO	Registration Officer II	
4	Payment of fees	MTO	Luzviminda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	LCRO Inquiry for PMC Schedule	LCRO	Registration Officer II	bond paper; laptop; ink; electricity	PRE-MARRIAGE COUNSELING AND ISSUANCE OF PMC CERTIFICATE (SPECIAL SCHEDULE)
2	Pre-Marriage Counseling Proper	PopCom/MSWD/MHO	Gloria de La Pena/Desaca/Trinanes		
3	Preparation of PMC Certificate	LCRO	Registration Officer II		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Regiatration Officer II	14-1	26,576	318,912	40,934	287,876.80	0%	604.54
Gloria de la Pena	10/8	19,383	232,596	72,950	244,436.80	2%	4,888.74
Chris Ann Desaca	15/1	28,810	345,720	119,808	372,422.40	2%	7,448.45
Emelia Triflanes	13/23	33,499	401,988	175,446	461,947.20	2%	9,238.94
Regiatration Officer II	14-1	26,576	318,912	40,934	287,876.80	1%	1,756.05
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	407.15
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						6.8%	24,343.87

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate. Note: For private vehicles 10 years old

Column 6. Calculate for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection or in the absence of actual data, the amount can be computed by multiplying column 6 by 20%

Column 8. Determine the frequency of use of the vehicle in the specific case sample, e.g. July use from February to November (44/52 weeks x 5 days. Note that the LGU may use other method to determine the actual frequency of use of vehicle

Column 9. Calculate the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the available weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle/s is/are used in a year

Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection in the week (case sample, e.g. July use from February to November 44/52 weeks x 5 days. Note that the LGU may use other method to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7.

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost Based on Allowance/Reimbursements		% Time assigned to the delivery of the " "	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	45			
ink	45	0.35	15.75	(col 3 tagpila per uyad)
bond paper	45	4.40	198.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	213.75	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**45**	
Variable Costs		
Routine Personnel	**24,343.87**	**540.97**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**213.75**	**4.75**

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.
Column 2 - Match the salary grade for each staff
Column 3 - Fill out the salary rate/month for each staff
Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months
Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations
Column 6- Sum up columns 4 and 5
Column 7-Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.
Column 8-Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	6.80%
Share of Cost attributable to delivering the service (Php)	1,239.83

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								[illegible]	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**6.8%**
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	**5**
Water bill per person per month	**4**
Estimated water bill of the office per year	**234.00**
Percent of work for the service rendered	**6.8%**
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14

Cost for Communication	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**6.8%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	45	
Office Space	1,239.81	27.55
Utilities	19,981.99	444.04
Electricity	19,558.08	434.62
Water	15.91	0.35
Communication	408.00	9.07
Equipment and Furniture	563.76	12.53
Other Fixed Cost	-	-
TOTAL	21,785.56	484.12

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	46,443.18	Total Collection on Fees and/or Charges	8,200.00	(38,243.18)	(0.83)	
Number of Applications Processed	45	Number of Applications Processed	46			
Average Fee Rate	1,029.85	Average Fee Rates	180.00	(849.85)	(0.83)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing [-] or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 33 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit along with the report on the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	46,443.18	Total Revenue	8,200.00
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!

(38,243.18)

#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	545.72	464.12	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	545.72	464.12	#DIV/0!
	#DIV/0!		#DIV/0!				

Classification	Allocation	% of Applicants	Number	SPCL-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesalers	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractor	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
	Total	0%					

215831.42
215831.42
#REF!

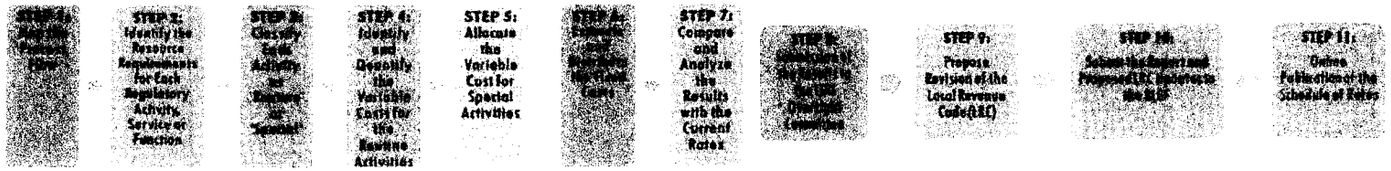
#DIV/0!
#DIV/0!

#DIV/0!
#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in relation to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or moved
- Yellow cells shall be the only cells where the user can edit or input the necessary data
- Blue cells signify the steps in the Toolkit

- Marriage Counseling and Issuance of PMC Certificate (Regular Schedule)

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.
- [illegible]

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	PRE-MARRIAGE COUNSELING AND ISSUANCE OF PMC CERTIFICATE (REGULAR SCHEDULE)
1	LCRO Inquiry for PMC Schedule
2	Pre-Marriage Counseling Proper
3	Preparation of PMC Certificate
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. [illegible]
   - [illegible]
2. List down the materials and equipment utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	LCRO Inquiry for PMC Schedule	LCRO	Registration Officer II	bond paper, laptop, ink,
2	Pre-Marriage Counseling Proper	PopCom/MSWD/MHO	Gloria de la Pena/MSWD/MHO	electricity
3	Preparation of PMC Certificate	LCRO	Registration Officer II	
4	Payment of fees	MTO	Luvaminda Daisy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:
   - [illegible]
   - [illegible]
   - [illegible]

- **It is highly suggested to identify one (1) special step.**
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	LCRO Inquiry for PMC Schedule	LCRO	Registration Officer II	bond paper; laptop; ink;	pre-marriage counseling and issuance
2	Pre-Marriage Counseling Proper	PopCom/MSWD/MHO	Gloria de la Pena/Sharon Tisang/E	electricity	of pre-marriage counseling certificate
3	Preparation of PMC Certificate	LCRO	Registration Officer II		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Regiatration Officer II	14-1	26,576	318,912	40,934	287,876.80	0%	604.54
Gloria de la Pena	10/8	19,383	232,596	72,950	244,436.80	2%	4,888.74
Chris Ann Desaca	15/1	28,810	345,720	119,808	372,422.40	2%	7,448.45
Emelia Trillanes	13/23	33,499	401,988	175,446	461,947.20	2%	9,238.94
Regiatration Officer II	14-1	26,576	318,912	40,934	287,876.80	1%	1,756.05
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL							

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicle used for inspection

Column 2. Identify the number of vehicle assigned for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate/value based on the life of a vehicle is 10 years

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amounts spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 75%

Column 8. Determine the frequency of use of the vehicle in one specific case sample, half day use from February - November (40/52 weeks - 1 day. Note that the LGU may devise other method to determine the actual frequency of use of vehicle

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in a year. Identify the number of weeks the vehicle is used in one year

Column 6. Compute for the annual cost of fuel by multiplying columns 3, 4 and 5

Column 7. Determine the percentage of use of the vehicle for inspection. If the vehicle is used for inspection one day a week, the percentage is 20%. If used for inspection two days a week, the percentage is 40%, and so on. Note that the assumption is 5 days per week. However, you may use another method to determine the actual percentage or frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average cost per Liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		*Time assigned in the delivery of the Service	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	90			
ink	90	0.35	31.50	(col 3 tagpila per uyad)
bond paper	90	4.40	396.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	427.50	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**90**	
Variable Costs		
Routine Personnel	**24,033.66**	**267.04**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**427.50**	**4.75**
[illegible]	[illegible]	[illegible]

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
					TOTAL		-

Instructions in Filling the Form

Column 1- List the staff assigned to the 'Special' Activity/ies.
Column 2 - Match the salary grade for each staff
Column 3 - Fill out the salary rate/month for each staff.
Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months
Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations
Column 6. Sum up columns 4 and 5
Column 7.Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.
Column 8.Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4 % since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	6.80%
Share of Cost attributable to delivering the service (Php)	

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20 % of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
			-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									563.70

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 12:

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	6.8%
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	5
Water bill per person per month	4
Estimated water bill of the office per year	234.00
Percent of work for the service rendered	6.8%
Net cost of water attributed to delivery of "Subject Service"	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	5
Rate of subscription per month	500
Annual cost of telephone/mobile services	30,000.00
Percent of work for the service rendered	6.8%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	90	
Office Space	1,239.81	13.78
Utilities	21,613.99	240.16
Electricity	19,558.08	217.31
Water	15.91	0.18
Communication	2,040.00	22.67
Equipment and Furniture	563.76	6.26
Other Fixed Cost	-	-
TOTA	23,417.56	260.20

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	47,578.72	Total Collection on Fees and/or Charges	16,200.00	(31,678.72)	(0.66)	
Number of Applications Processed	90	Number of Applications Processed	90			
Average Fee Rate	528.65	Average Fee Rates	180.00	(351.99)	(0.66)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 25 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	47,578.72	Total Revenue	16,200.00	(31,678.72)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate	#DIV/0!	Average Fee Rates		#DIV/0!

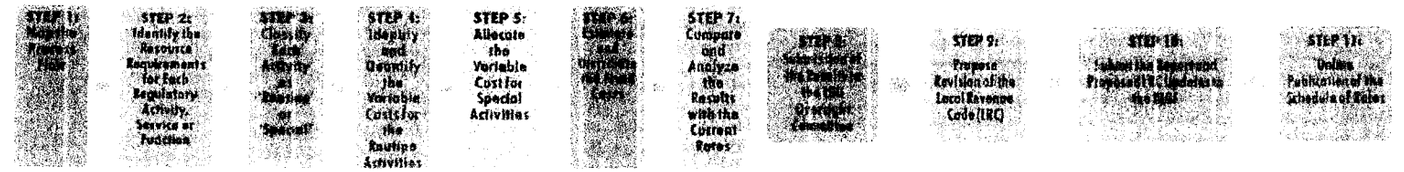
Scenario 1	Total Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	271.72	767.20	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	271.72	767.20	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2				SPCL-PERSONNEL	STD VAR	STD FXD	
Classification	Allocation	Total Applicants	Number				Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesaler	#DIV/0!			#DIV/0!			#DIV/0!
Importer	#DIV/0!			#DIV/0!			#DIV/0!
Retailer	#DIV/0!			#DIV/0!			#DIV/0!
Contractor	#DIV/0!			#DIV/0!			#DIV/0!
Planter and other cultivators	#DIV/0!			#DIV/0!			#DIV/0!
Farmer	#DIV/0!						
Other	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
		0%					

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
[illegible]gistration of Birth pursuant to RA 9255	100.00	149.42	33%		
[illegible]					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
[illegible]ee Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



Marriage Solemnization fee

STEP 1: MAP YOUR PROCESS FLOW

Instructions in Filling the Form

1. Discuss and delineate the boundaries of your process.
   * Where or when does the process start? When is it considered complete?
2. Arrange and document the activities in proper sequence.

Table 1

	LIST OF ACTIVITIES
	MARRIAGE SOLEMNIZATION FEE
1	Solemnization of Marriage
2	Payment of fees
3	
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

Table 2

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Marriage Solemnization Fee	MO	Gerald R. Arruza	electricity
2	Payment of fees	MTO	Lucelminda Datoy	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Identify the activities whether they are

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.

is applicable and the computation will not involve a Special Variable Component.

Table 7

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Marriage Solemnization Fee		Jane V. Plaza	n	MARRIAGE SOLEMNIZATION
2	Payment of fees	MTO	Luzviminda Datoy		
3					
4					
5					
6					
7					
8					
1					
4					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1 - Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months.

Column 5 - Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6 - Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other methods to determine the annual % of time assigned in the delivery of subject service, inclusive of lag time.

Column 7 - Approximate the actual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the Head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8 - Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
JANE V. PLAZA		106,049	1,272,588	398,792	1,337,104.00	1%	13,371.04
						0%	-
		0	-	0	-	0%	-
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						1 100	13,467.98

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1 -

Column 2 -

Column 3 -

Column 4 -

Column 5 -

Column 6 -

Column 7 -

Column 8 -

Column 9 -

Table 5:

Variable Cost - Vehicle

Actual Vehicle/s	Number of Vehicles	Capacity	Distance	Depreciation Rate/Year	Annual Insurance Cost	Maintenance cost	Percentage of use/s single Trip per week	Annual cost per vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)

Instructions in Filling the Form

Column 1 -

Column 2 -

Column 3 -

Column 4 -

Column 5 -

Column 6 -

Column 7 -

Column 8 -

Table 6:

Variable Cost - Fuel

Actual Vehicle/s	Number of Vehicles	Average Fuel Consumption	Distance	Number of Trips per day	Average Cost of Fuel per Liter	Percentage of use/s single Trip per week	Annual cost per vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7

Variable Cost - Allowance/Reimbursement for Fuel

Actual Vehicle/s	Transportation Cost based on Allowance/Reimbursement		Annual Cost of the Service
	Average Monthly	Annual Allowance	
(col 1)	(col 2)	(col 3)	(col 4)

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc , and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)
(col 1)	(col 2)	(col 3)	(col 4)
ELECTRICITY	80		
	-	0.35	-
	-	4.40	-
	-	0.00	-
			-
			-
			-
		TOTAL	-

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	80	
Variable Costs		
Routine Personnel	13,467.98	168.35
Transportation Costs	-	-
Other Supplies/Forms/Materials	-	-
[illegible]	[illegible]	[illegible]

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the activities	Amount allocated for the activities
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	

Instructions in Filling the Form

Column 1 - list the staff assigned to the Special Activity unit

Column 2 - Match the salary grade for each staff

Column 3 - Fill out the salary rate/month for each staff

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5 - Identify all other remunerations regularly received by the staff. These benefits include RATA, COLA, year-end bonus and other remunerations

Column 6 - Sum up column 4 and 5

Column 7 - Estimate the number % of time each staff performs duties in the issuance of the ruling (Services Rendered). Be guided by the documents on hand

Column 8 - Get the total cost for the year 2021 by multiplying the cost for each staff as entered in column 6 to the % in column 7

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P23,000/sq.m.) and the floor area of the City Hall. The building construction cost is the product of the two values. Showing the floor area occupied by the different offices delivering the "Subject Service" its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is based on normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of offices occupied by depreciation rate and approximately 20% of maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. For share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office assigned for delivering the "Subject Service"

Column 2 - Apply the formula described above for the offices involved in the delivery of the "Subject Service".

Table 15

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" fee (col 2)
Construction Cost (per sq m)	14,088.33
Floor area of City Hall (sq. m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	6.40%
Share of Cost attributable to delivering the service (Php)	

Instructions for Filling Up the Form

Column 1 - Enter the monthly rental rate and multiply by the number of months the office space was rented for a year. The annual cost for rental. Add actual cost for maintaining the Office space if the rental contract is available. If not the annual cost of rental includes other maintenance cost for the rented office space. The annual fixed cost for rented office space attributable to rendering a service is the annual cost of rented offices space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the offices involved in the delivery of the "Subject Service".

Table 16

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices involved in the delivery of "Subject Service" fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office)

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service

Column 2. Count the number of each type of equipment or facility.

Column 3. Verify acquisition cost from the Accounting Unit.

Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3

Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.

Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5

Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.

Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility

Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service

Column 10. Compute for the annual cost share for equipment and furniture by multiplying columns 8 & 9

Table 15

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									[illegible]

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the offices delivering the service is the product of the [illegible]

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 2.2

Cost of Electricity

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Electricity rate per Kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	6.3%
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent [illegible]

Column 2 - Apply the formula described above for the of ice involved in the delivery of the "Subject Service"

Table 2.3

Cost of Water

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Number of People	2
Water bill per person per month	4
Estimated water bill of the office per year	93.60
Percent of work for the service rendered	6.3%
Net cost of water attributed to delivery of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a [illegible]

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 2.4

Cost for Communication

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Number of telephone/ cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephony/ mobile services	6,000.00
Percent of work for the service rendered	6.3%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	**1,166.88**	**14.59**
Utilities	**18,357.02**	**229.46**
Electricity	**17,976.17**	**224.70**
Water	**5.85**	**0.07**
Communication	**375.00**	**4.69**
Equipment and Furniture	**563.76**	**7.05**
Other Fixed Cost	-	-
[illegible]	[illegible]	[illegible]

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (/ -)	Remarks:Reasonable/Not Reasonable
Total Cost	[illegible]	Total Collection on Fees and/or Charges	[illegible]	(9,565.65)	(0.28)	
Number of Applications Processed	[illegible]	Number of Applications Processed	[illegible]			
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]	(119.45)	(0.28)	

Up the Form

[illegible]

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applications	[illegible]	Number of Applications Processed	[illegible]
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

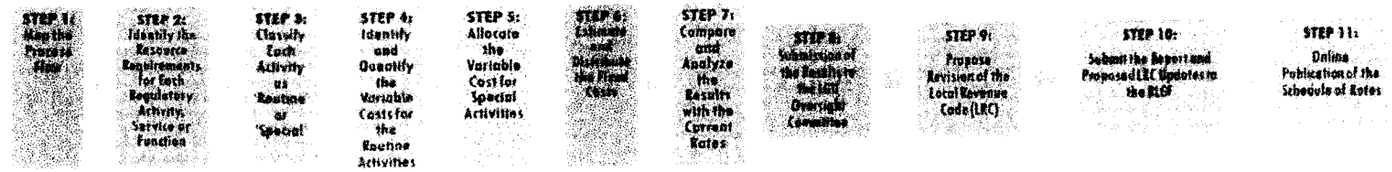
Scenario 1	[illegible]	Number of Applications	[illegible]	SPCL-PERSONNEL	[illegible]	[illegible]	Cost per Application
Simple	[illegible]	[illegible]	[illegible]	#DIV/0!	[illegible]	[illegible]	#DIV/0!
Complex	[illegible]	[illegible]	[illegible]	#DIV/0!	[illegible]	[illegible]	#DIV/0!

Scenario 2	[illegible]	[illegible]	[illegible]	SPCL-PERSONNEL	[illegible]	[illegible]	Cost per Application
[illegible]	[illegible]	[illegible]	[illegible]	#DIV/0!	[illegible]	[illegible]	#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
[illegible]mation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
[illegible]rvice Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability





Legitimation Pursuant to RA 9858

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order
- Particularly helpful in analyzing and identifying areas for improvement by showing activities within the system
- Also, it is useful in costing analysis
- For this template, it is not necessary to use the various diagrams as it is only normally used in process flowcharts

Instructions in Filling the Form

1. Discuss and decide on the beginning of your process
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence

Table 1

	LIST OF ACTIVITIES
	LEGITIMATION PURSUANT TO RA 9858
1	CHECK THE REQUIREMENTS
2	Registration of Aff. Of legitimation and Annotation in the C
3	Payment of fees
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. [illegible]
   - [illegible]
2. [illegible]

Table 2

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	CHECK THE REQUIREMENTS	LCRO	Geralyn Arnuza	bond paper, laptop, ink
2	Registration of Aff. Of legitimation and Annotation in the C	LCRO	Geralyn Arnuza	electricity
3	Payment of fees	MTO	Luzviminda Datoy	
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether it is a [illegible]

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	CHECK THE REQUIREMENTS	LCRO	Genalyn Arnuza	bond paper, laptop, ink, electricity	LEGITIMATION PURSUANT TO RA 9858
2	Registration of Aff. Of legitimation and Annotation in the C	LCRO	Genalyn Arnuza		
3	Payment of fees	MTO	Luzviminda Datoy		
4					
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g.. if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	2%	5,987.84
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	464.60
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL							

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1, Identify the unit of vehicle for inspection.

Column 2, Identify the number of vehicles used for inspection.

Column 3, Identify unit cost of vehicle.

Column 4, Determine the total cost by multiplying columns 2 and 3.

Column 5, Apply the recommended depreciation (economic life of vehicle not 10 years)

Column 6, Computed the annual depreciation cost by multiplying columns 4 and 5.

Column 7, Identify the actual annual cost for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 20%.

Column 8, Determine the frequency of use of the vehicle in the period of one week. Example: Daily use in February 5 (Number of days 5/28 weeks = 5 days). Note that the LGUs may devise other method to determine the actual frequency of use of vehicle.

Column 9, Computed the cost of vehicle for inspection by multiplying columns 4 and 8 then divided by the number of weeks in column 8.

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1, Insert the vehicle used for inspection

Column 2, Identify the number of vehicle used for inspection

Column 3, Identify the average unit cost per liter

Column 4, Get the average weekly consumption of liters

Column 5, The typical 12 weeks in a year (Identify the number of weeks in the year that the vehicle is used for inspection)

Column 6, Computed the annual cost of fuel by multiplying column 3, 4 and 5

Column 7, Determine the percentage of use of the vehicle for inspection per week. Example: Daily use in February 5 (Number of days 5/28 weeks = 5 days). Note that the LGUs may devise other method to determine the actual percentage of use of vehicle for inspection.

Column 8, Computed the cost of fuel for inspection by multiplying column 6 and 7

Table 6:

Variable Cost - Fuel

List of Vehicles	Number of Vehicles	Average cost per liter	Ave. weekly consumption liters	Number of weeks in one year	Annual cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7

Variable Cost - Allowance/Reimbursement for Fuel

Name of Vehicle	Transportation Cost Based on Allowance/Reimbursements		Time assigned in the delivery of the Service	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	15			
ink	15	0.35	5.25	(col 3 tagpila per uyad)
bond paper	15	4.40	66.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	71.25	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	15	
Variable Costs		
Routine Personnel	6,549.38	436.63
Transportation Costs	-	-
Other Supplies/Forms/Materials	71.25	4.75
TOTAL	6,620.63	441.38

P 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVI

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
					TOTAL		-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.
Column 2 - Match the salary grade for each staff
Column 3 - Fill out the salary rate/month for each staff.
Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months
Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits
Column 6. Sum up columns 4 and 5
Column 7. Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be
Column 8 Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

te: Other basis may be used (e. g. the DTI classification as to Cottage, Small,

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	956.56

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	mber of U	quisition C	Total Cost	reciation F	Annual Depreciation Cost	ntenance	al Annual C	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the electricity rate per kwh, the kilowatt consumption per hour of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**2.2%**
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent of

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of People	**3**
Water bill per person per month	**4**
Estimated water bill of the office per year	**140.40**
Percent of work for the service rendered	**2.2%**
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	**Offices Involved in the delivery of "Subject Service" Fee**
(col 1)	**(col 2)**
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**2.2%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs		
Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	15	
Office Space	984.56	65.64
Utilities	6,462.70	430.85
Electricity	6,327.61	421.84
Water	3.09	0.21
Communication	132.00	8.80
Equipment and Furniture	563.76	37.58
Other Fixed Cost	-	-
TOTAL	8,011.02	534.07

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	23,681.65	Total Collection on Fees and/or Charges	9,500.00	(7,131.65)	(0.49)	
Number of Applications Processed	15	Number of Applications Processed	15			
Average Fee Rate	525.41	Average Fee Rates	633.33	(475.44)	(0.49)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of fees and charges using the options.

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost		Total Revenue	(7,131.65)
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate		Average Fee Rates	#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	441.38	534.07	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	441.38	534.07	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2				SPCL-PERSONNEL	STD VAR	STD FXD	
Classification	Allocation	% of Applicants	Number				Cost per Application
[illegible]	[illegible]			#DIV/0!			#DIV/0!
[illegible]	[illegible]			#DIV/0!			#DIV/0!
Encoders	#DIV/0!			#DIV/0!			#DIV/0!
Cashiers	#DIV/0!			#DIV/0!			#DIV/0!
Collectors	#DIV/0!			#DIV/0!			#DIV/0!
Bonding & Licensing Officers	#DIV/0!			#DIV/0!			#DIV/0!
Revenue	#DIV/0!						
Other	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
Total		0%					

OR

OR

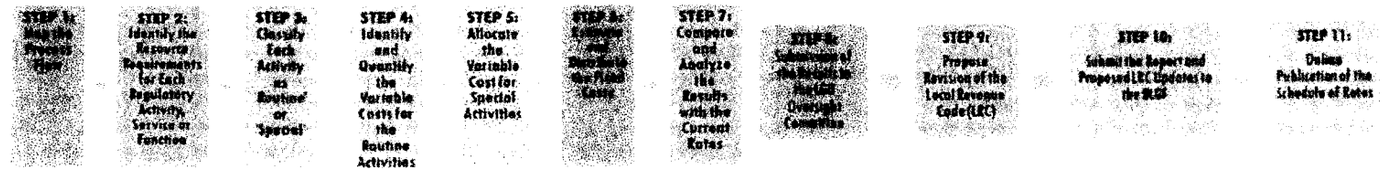
23580.42
23580.42
FALSE

#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
7) Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions **in addition to any of the following, to wit**:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
14) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



Issuance of form 1A/2A/3A

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps in a process in order
- Particularly helpful in analyzing and identifying areas of inefficiency, waste, bottlenecks in the system
- Also it is useful in costing analysis
- For this template, it is not necessary to use the various diagrams and symbols usually found in business flowcharts

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence

Table 1:

	LIST OF ACTIVITIES
	ISSUANCE OF FORM 1A/2A/3A
1	Interview the clients for details
2	Retrieval of the Civil Registry Documents (Birth/Marriage/D
3	Preparation of Form (1A/2A/3A)
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and personnel involved in each activity identified in Step 1.
   - The [illegible] identified in the Activity Description [illegible]
2. List down the materials and supplies used in each activity.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients for details	LCRO	Registration Officer II	bond paper, laptop, ink
2	Retrieval of the Civil Registry Documents (Birth/Marriage/D	LCRO	Registration Officer II	electricity
3	Preparation of Form (1A/2A/3A) and Signature	LCRO	Registration Officer II	
4	Payment of fees	MTO	Luzviminda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients for details	LCRO	Registration Officer II	Bond paper, laptop, ink, electricity	ISSUANCE OF FORM 1A, FORM2A, & FORM 3A
2	Retrieval of the Civil Registry Documents (Birth/Marriage/D	LCRO	Registration Officer II		
3	Preparation of Form (1A/2A/3A) and Signature	LCRO	Registration Officer II		
4	Payment of fees	MTO	Luvilinda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	0%	604.54
						0%	
Sylvi A. Sumod-ong	14-1	72,923	875,076	40,934	732,808.00	1%	4,396.85
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL							

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicle used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the Unit Cost

Column 4. Determine the total cost by multiplying column 2 and 3

Column 5. Apply the depreciation rate from the useful life of the vehicle which is 10 years

Column 6. Compute the annual depreciation cost by multiplying column 4 and 5

Column 7. Verify from the GL the actual amount of the maintenance for the vehicle used for inspection. In the absence of actual data the amount can be computed by multiplying column 6 by 20%

Column 8. Determine the frequency of use of the vehicle in terms of percentage by which shall be based on the number of days in a year (i.e. January 1 to December 31 = 52 weeks x 5 days). Note that the LGU may decide what criteria to determine the actual frequency of use of vehicle

Column 9. Compute the annual vehicle cost for inspection by multiplying column 7 and 8 then multiply the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle is operational in a year

Column 6. Compute the annual cost of fuel for the year by multiplying column 2, 3, 4 and 5

Column 7. Determine the percentage of the actual use of the vehicle for inspection in the week (i.e. the data use from January 1 to December 31 = 52 weeks x 5 days). Note that the LGU may decide what criteria to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the annual vehicle cost for inspection by multiplying column 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the Service	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	45			
ink	45	0.35	15.75	(col 3 tagpila per uyad)
bond paper	45	4.40	198.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	213.75	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**45**	
Variable Costs		
Routine Personnel	**5,098.33**	**113.30**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**213.75**	**4.75**
TOTAL	5,312.08	118.05

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% time allocated for the service	Annual cost of service for respective
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.

Column 2- Match the salary grade for each staff

Column 3- Fill out the salary rate/month for each staff.

Column 4- Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6- Sum up columns 4 and 5

Column 7- Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.

Column 8- Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	1.30%
Share of Cost attributable to delivering the service (Php)	237.02

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									-
Filing Cabinets			-		-	-	-		
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5.30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	1.3%
Net electricity cost attributed to "Subject Service" service	

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent of

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	1.3%
Net cost of water attributed to delivery of "Subject Service".	

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	6.3%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	45	
Office Space	237.02	5.27
Utilities	4,115.87	91.46
Electricity	3,739.04	83.09
Water	1.83	0.04
Communication	375.00	8.33
Equipment and Furniture	563.76	12.53
Other Fixed Cost	-	-
TOTAL	4,916.65	109.26

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	10,220.73	Total Collection on Fees and/or Charges	4,500.00	(5,728.73)	(0.56)	
Number of Applications Processed	45	Number of Applications Processed	45			
Average Fee Rate	227.13	Average Fee Rates	100.00	(127.31)	(0.56)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing [ ] or generating revenues (+) in relation to the subject service.

(3) Input the results in a summary form using Table 2 for ease in reference and appreciation during the review and deliberation of the results of the fee/s.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost	10,220.73	Total Revenue	4,500.00	(5,728.73)
Total Number of Applicants	45	Number of Applications Processed	45	
Average Fee Rate	227.13	Average Fee Rates	100.00	#DIV/0!

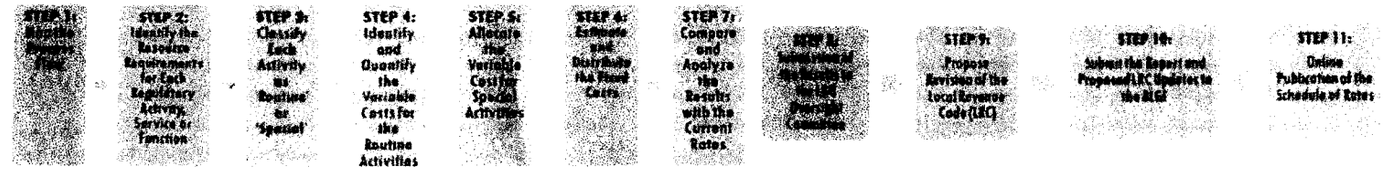
Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD VAR	STD EXP	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	118.05	109.26	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	118.05	109.26	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2							
Classification	Allocation	% of Applicants	Number	SPCL-PERSONNEL	STD VAR	STD EXP	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesalers	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
Total		0%					

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Correction, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
14) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions

- White (blank) cells shall not be edited or moved
- Yellow cells shall be the only cells where the user can edit or input the necessary data.
- Blue cells signify the steps in the Toolkit.

Delayed Registration of Birth/Marriage/Death (penalty only per year)

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a pictures of the separate steps involved in a given process, presented in sequential order
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system
- Also, it clarifies roles and responsibilities

For this template, it is not necessary to use the various diagrams and shapes normally used in process flowcharts

Instructions in Filling the Form

1. Discuss and declare the boundaries of your process
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence

Table 1:

	LIST OF ACTIVITIES
	PACKAGE RATE FOR DELAYED REGISTRATION OF BIRTH/MARRIAGE/DEATH
1	Interview the clients and check the requirements
2	Preapration of Civil Registry Document
3	Preparation of Affidavit of Delayed Registration of Birth
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices / personnel involved with each activity identified in step one

   - Take note that the work in the process (suppliers, customers, supervisors)
2. List down the materials and resources utilized in each stage

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients and check the requirements	LCRO	Registration Officer II	board paper, laptop, ink, electricity, Municipal Form
2	Preapration of Civil Registry Document	LCRO	Registration Officer II	
3	Preparation of Affidavit of Delayed Registration of Birth	LCRO	Sylvi A. Sumod-ong	
4	Payment of fees	MTC	Lurdhrinda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

   It is highly suggested to identify one (1) special step.

   - However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
   - It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients and check the requirements	LCRO	Registration Officer II	bond paper, laptop, ink, electricity, Municipal Form	Delayed Registration
2	Preapration of Civil Registry Document	LCRO	Registration Officer II		
3	Preparation of Affidavit of Delayed Registration of Birth	LCRO	Sylvi A. Sumod ong		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	1%	1,727.26
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	9,292.10
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	1%	387.76
					-	0%	-
					-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL							

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate/year from the table below

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual annual cost of fuel for the immediate preceding year used for inspection in the absence of actual data the amount can be computed by estimating the monthly fuel cost by 20%

Column 8. Determine the frequency of use of the vehicle in the period (case sample: last year use from February to November, 42/52 weeks x 5 days factor that the vehicle may be used for inspection in a week)

Actual frequency of use of vehicle

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the result by the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s (col 1)	Number of Vehicles (col 2)	Unit Cost (col 3)	Total Cost (col 4)	Depreciation Rate/Year (col 5)	Annual Depreciation Cost (col 6)	Maintenance cost (col 7)	Percentage of use for inspection per week (col 8)	Annual cost of vehicle for inspection (col 9)
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle/s has been used in a year

Column 6. Compute for annual cost of fuel for 1 year by multiply the column 2, 3, 4 and 5

Column 7. Determine the percentage of use/frequency of use of the vehicle for inspection in the week. (example: half day use from February to November is 42/52 weeks x 5 days factor that the vehicle may be used for inspection in a week) Determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the cost of the vehicle for inspection per week by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s (col 1)	Number of Vehicles (col 2)	Average Cost per liter (col 3)	Ave. weekly consumption in liters (col 4)	Number of weeks in one year (col 5)	Annual Cost of fuel for the vehicle (col 6)	Percentage of use for inspection per week (col 7)	Annual cost for fuel for inspection (col 8)
							-
						TOTAL	-

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position (col 1)	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the Service (col 4)	Annual Cost of the Service (col 5)
	Average Monthly (col 2)	Annual Allowance (col 3)		
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			TOTAL	-

	-

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	55			
ink	55	0.35	19.25	(col 3 tagpila per uyad)
bond paper	55	4.40	242.00	(cost of ink per tube divide by # c
Municipal Form	220	1.50	330.00	
			-	
			-	
			-	
		TOTAL	591.25	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**55**	
Variable Costs		
Routine Personnel	**11,407.12**	**207.40**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**591.25**	**10.75**
TOTAL	11,998.37	218.15

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Annual cost of service for respective staff
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.

Column 2 - Match the salary grade for each staff.

Column 3 - Fill out the salary rate/month for each staff.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months.

Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations.

Column 6- Sum up columns 4 and 5.

Column 7-Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.

Column 8-Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	2.80%
Share of Cost attributable to delivering the service (Php)	510.51

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									227
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	207
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	97
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	531
								Sub-Total	
B. Furniture			-		-	-	-		-
Filing Cabinets									32
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12.

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	2.8%
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service " can be computed by the estimated water bill of the office per year multiplied by the percent of

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13.

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	2.8%
Net cost of water attributed to delivery of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14.

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/ceilphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	2.8%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	55	
Office Space	510.51	9.28
Utilities	8,225.26	149.55
Electricity	8,053.33	146.42
Water	3.93	0.07
Communication	168.00	3.05
Equipment and Furniture	563.76	10.25
Other Fixed Cost	-	-
TOTAL	9,249.33	169.08

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	21,292.89	Total Collection on Fees and/or Charges	550.00	(20,747.89)	(0.97)	
Number of Applications Processed	55	Number of Applications Processed	55			
Average Fee Rate	387.21	Average Fee Rates	10.00	(377.23)	(0.97)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance [/+] of more than 10%, the LGU is either subsidizing [-] or generating revenues [+] in relation to the subject Service.

(3) Input the results in a summary form using Table 21 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost		Total Revenue		(20,747.89)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate		Average Fee Rates		#DIV/0!

Scenario 1	Total Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	218.15	169.08	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	218.15	169.08	#DIV/0!
	#DIV/0!		#DIV/0!				

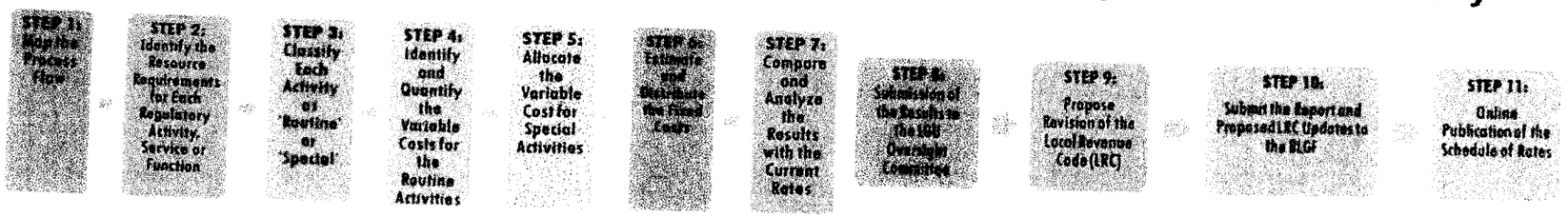
Scenario 2				SPCL-PERSONNEL	STD-VAR	STD-FXD	
Classification	Allocation	Total Applicants	Number				Cost per Application
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!						
	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!	0%		#DIV/0!			#DIV/0!

				#DIV/0!		#DIV/0!	#DIV/0!
				#DIV/0!		#DIV/0!	#DIV/0!
				#DIV/0!		#DIV/0!	#DIV/0!
				#DIV/0!		#DIV/0!	#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
[illegible]gitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) [illegible]ervice Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or moved
- Yellow cells shall be the only cells where the user can edit or input the necessary data.
- Blue cells signify the steps in the Toolkit.

Application for Issuance of Marriage License

STEP 1: MAP YOUR PROCESS FLOW

Note:
- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
- Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
- Also, it is useful in costing analysis.
- For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	Application for Marriage License
1	Interview the clients and check the requirements
2	Preparation of Application for Marriage License
3	Preparation of Notice for Posting
4	Payment of fees
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and all key people involved with each activity. Identify official position.
   - This includes those who do the work in the process, suppliers, customers and supervisors.
2. List down the materials and resources utilized in each stage.

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients and check the requirements	LCRO	Genalyn Arnuza	bond paper; laptop; ink; electricity
2	Preparation of Application for Marriage License	LCRO	Genalyn Arnuza	
3	Preparation of Notice for Posting	LCRO	Sylvi A. Sumodiong	
4	Payment of fees	MTO	Luzviminda Datoy	
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

It is highly suggested to identify one (1) special step.
- **However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.**
- **It may also yield that there is no special step in the whole process. In that case, the normal costing procedure**

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients and check the requirements	LCRO	Genalyn Arnuza	bond paper laptop ink	ISSUANCE OF FORM 1A, FORM2A, &
2	Preparation of Application for Marriage License	LCRO	Genalyn Arnuza	electricity	FORM 1A
3	Preparation of Notice for Posting	LCRO	Sylvi A. Sumod-ong		
4	Payment of fees	MTO	Luzviminda Datoy		
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	6%	17,992.30
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	464.60
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL							

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicle type for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (refer to economic life of a vehicle is 10 years)

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection in the absence of actual data, the amount can be computed by multiplying column 5 by 20%

Column 8. Determine the frequency of use of the vehicle in the specific area sample: half day use (once a week); 1 day (once a week); 3 days (1 x a week); or other methods may be used to determine the actual frequency of use of vehicle

Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicle type for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Get the average cost of fuel per liter

Column 4. Determine the average weekly consumption in liters

Column 5. Using a calendar year, identify the number of weeks the vehicle is used in a year

Column 6. Compute the annual cost of fuel for 1 year by multiplying columns 3, 4 and 5

Column 7. Determine the percentage of the frequency of use of the vehicle for inspection in the specific area sample: half day use (once a week); 1 day use (once a week); 3 days use (1 x a week); or other methods may be used to determine the percentage of the frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost Based on Allowance/Reimbursements		% Time assigned in the delivery of the	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	65			
ink	65	0.35	22.75	(col 3 tagpila per uyad)
bond paper	65	4.40	286.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	308.75	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**65**	
Variable Costs		
Routine Personnel	**18,553.84**	**285.44**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**308.75**	**4.75**
TOTAL	18,862.59	290.19

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies.
Column 2. Match the salary grade for each staff
Column 3. Fill out the salary rate/month for each staff
Column 4. Compute for the annual salary of the staff by multiplying column 3 by 12 months
Column 5. Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations
Column 6. Sum up columns 4 and 5
Column 7.Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.
Column 8.Get the total cost for the Special Activity, by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	984.56

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
									563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the electricity rate per kwh, the kilowatt consumption per hour of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12

Cost of Electricity

Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**6.3%**
Net electricity cost attributed to "Subject Service" service	17,979.17

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent of "Subject Service" work performed by the office in relation to the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13

Cost of Water

Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	**3**
Water bill per person per month	**4**
Estimated water bill of the office per year	**140.40**
Percent of work for the service rendered	**6.3%**
Net cost of water attributed to delivery of 'Subject Service'.	8.78

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of 'Subject Service" in as a percentage of the total responsibilities of the Office

Column 2 - Apply the formula described above for the office involved in the delivery of the 'Subject Service'.

Table 14

Cost for Communication

Particulars	Offices involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**6.3%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	375.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	65	
Office Space	984.56	15.15
Utilities	18,359.95	282.46
Electricity	17,976.17	276.56
Water	8.78	0.14
Communication	375.00	5.77
Equipment and Furniture	563.76	8.67
Other Fixed Cost	-	-
TOTAL	19,908.27	306.28

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	38,770.86	Total Collection on Fees and/or Charges	19,500.00	(19,270.86)	(0.50)	
Number of Applications Processed	65	Number of Applications Processed	65			
Average Fee Rate	596.47	Average Fee Rates	300.00	(296.47)	(0.50)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing [-] or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

(19,270.86)

#DIV/0!

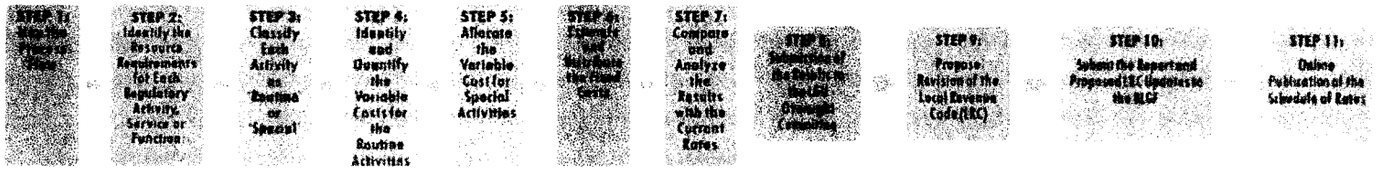
Scenario 1	% of Applicants	Number of Applicants	Cost (w th weight)	SPCL-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	290.19	306.28	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	290.19	306.28	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2							
Classification	Allocation	% of Applicants	Number	SPCL-PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Importers	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
Total		0%					

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes (or cells) must be keyed in manually
- Yellow cells indicate the only cells where the user should enter input (the necessary data)
- Blue cells signify the steps in the Toolkit

Certification (of any kind)

STEP 1: MAP YOUR PROCESS FLOW

Note:

A flowchart is a picture of the separate steps in a process sequentially arranged in a sequential order.
Particularly helpful in identifying and documenting current processes as a way to begin improvement and in the system.
Also, it is useful in testing and work.
For this template, it is not necessary to use the various diagrams and symbols in a standard flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	CERTIFICATION (OF ANY KIND)
1	Interview the clients
2	Preparation of Certification
3	Payment of fees
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the personnel and supplies/materials needed in each activity listed in Table 1.
   * The employees those who do the work in the process (position only, not the name of employee).
2. List down the materials and resources utilized in each activity.

Table 2

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients	LCRO	Sylvi A. Sumodiong	bond paper, laptop, ink, electricity
2	Preparation of Certification	LCRO	Sylvi A. Sumodiong	
3	Payment of fees	MTO	Luzviminda Datoy	
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients	LCRO	Sylvi A. Sumodiong	bond paper, laptop, ink	CERTIFICATION
2	Preparation of Certification	LCRO	Sylvi A. Sumodiong	electricity	
3	Payment of fees	MTO	Luzviminda Datoy		
4					
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	24-3	26,576	318,912	286,436	484,278.40	0%	1,016.98
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	3,902.68
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						0.7%	5,016.60

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate which is 10 percent of a vehicle's value in 10 years

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify how the City Accounting Office computes the actual amount spent for maintenance of the vehicles used for inspection. In the absence of such actual data, the amount can be computed by multiplying column 4 by 2.5%

Column 8. Determine the frequency of use of the vehicle in the specific case example: if the day use for inspection is limited to 8 hours a day, 5 days a week, or a total of 40 hours per week, a computation is made to determine the actual frequency of use of vehicle

Column 9. Compute the cost of vehicle use with respect to the preceding columns 6 and 7 through multiplying the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance Cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
							TOTAL	

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Verify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. To arrive at 52 weeks in one year, identify the number of weeks the vehicles have been used in a year

Column 6. Compute for the annual cost of fuel for each vehicle by multiplying columns 4 and 5

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection in the same manner as the day use for inspection is limited to 8 hours a day, 5 days a week, or a total of 40 hours per week. A computation is made to determine the actual frequency of use of the vehicle

Column 8. Compute the cost of the fuel for inspection activities by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
						TOTAL	

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the [illegible]	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
			TOTAL	

[illegible]	
[illegible]	
TOTAL	

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	55			
ink	55	0.35	19.25	(col 3 tagpila per uyad)
bond paper	55	4.40	242.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	261.25	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	**Estimated Routine Variable Cost Per Application**
Annual Number of Applications	**55**	
Variable Costs		
Routine Personnel	**5,016.60**	**91.21**
Transportation Costs	**-**	**-**
Other Supplies/Forms/Materials	**261.25**	**4.75**
TOTAL	5,277.85	95.96

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Amount cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
					TOTAL		-

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies

Column 2 - Match the salary grade for each staff

Column 3 - Fill out the salary rate/month for each staff

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6 Sum up columns 4 and 5

Column 7-Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head

Column 8-Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction In Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service"

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 10:

Fixed Cost - Office Space (Owned by the LGU)	
Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	0.70%
Share of Cost attributable to delivering the service (Php)	127.53

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service"

Table 11:

Fixed Cost - Office Space (Rented by the LGU)	
Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	**16.61**
Kilowatt consumption/hour for the unit delivering the service	**43.29**
Number of operating hours per day	**8.00**
Number of days per year	**50.00**
Electricity cost per year	**287,618.76**
Percent of work for the service rendered	**0.7%**
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent of

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	**3**
Water bill per person per month	**4**
Estimated water bill of the office per year	**140.40**
Percent of work for the service rendered	**0.7%**
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication

Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	**1**
Rate of subscription per month	**500**
Annual cost of telephone/mobile services	**6,000.00**
Percent of work for the service rendered	**6.3%**
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	55	
Office Space	127.63	2.32
Utilities	2,389.31	43.44
Electricity	2,013.33	36.61
Water	0.98	0.02
Communication	375.00	6.82
Equipment and Furniture	563.76	10.25
Other Fixed Cost	-	-
TOTAL	3,080.70	56.03

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	8,358.56	Total Collection on Fees and/or Charges	5,500.00	(2,858.56)	(0.34)	
Number of Applications Processed	55	Number of Applications Processed	55			
Average Fee Rate	151.97	Average Fee Rates	100.00	(51.97)	(0.34)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 2.3 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

Compare Fee with Cost of Delivering Services

Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates		
Total Cost		Total Revenue		(2,858.56)
Total Number of Applicants		Number of Applications Processed		
Average Fee Rate		Average Fee Rates		#DIV/0!

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD VAR	STD FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	95.0%	56.01	#DIV/0!
Complex	#DIV/0!		#DIV/0!		95.0%	56.01	#DIV/0!
	#DIV/0!		#DIV/0!				

Scenario 2				SPCL-PERSONNEL	STD VAR	STD FXD	
Classification	Allocation	Cost Applicants	Number				Cost per Application
Manufacturer	20%			#DIV/0!			#DIV/0!
Wholesaler	#DIV/0!			#DIV/0!			#DIV/0!
Exporter	#DIV/0!			#DIV/0!			#DIV/0!
Retailer	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks & Other Financial Institutions	#DIV/0!			#DIV/0!			#DIV/0!
Hotels	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
	0%						

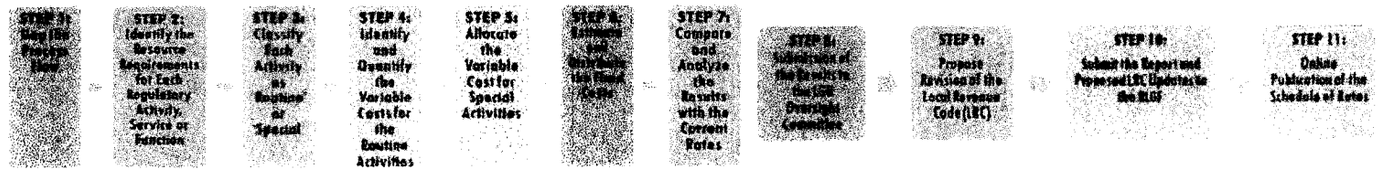
Or

	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions **in addition to any of the following, to wit**:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
14) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or moved
- Yellow cells shall be the only cells where the user can edit or input the necessary data
- Blue cells signify the steps in the Tools

Tree Planting Certificate

STEP 1: MAP YOUR PROCESS FLOW

Note:

- A flowchart is a picture of the separate steps involved in a given process, presented in sequential order
- Particularly helpful in analyzing and identifying areas for improvement by showing all the events in the system.
- Also, it is useful in setting analyses.
- For this template, it is not necessary to use the various diagrams and shapes normally used in process flowcharts

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process
   - Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence

Table 1:

	LIST OF ACTIVITIES
	CERTIFIED TRUE COPY
1	RETRIEVAL OF DOCUMENT/PRINT
2	CERTIFIED AS TRUE COPY
3	Payment of fees
4	
5	
6	
7	
8	
9	
10	
11	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the staff, and all key people involved in the activity. Identify staff per step
   - Take note of all the work in the process: supplies, equipment, documents
2. List down the materials and resources utilized in each stage

Table 2:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	RETRIEVAL OF DOCUMENT/PRINT	LCRO	Genalyn Arnuza	bond paper, laptop, ink, electricity
2	CERTIFIED AS TRUE COPY	LCRO	Genalyn Arnuza	
3	Payment of fees	MTO	Luzviminda Datoy	
4				
5				
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:
   - Routine activities that are done all the time
   - Special activities that are done only sometimes, or that are done differently from the routine activities
   - Other activities

- It is highly suggested to identify one (1) special step.
- However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
- It may also yield that there is no special step in the whole process. In that case, the normal costing procedure

is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	RETRIEVAL OF DOCUMENT/PRINT	LCRO	Genalyn Arnuza	bond paper; laptop; ink; electricity	Certified True Copy
2	CERTIFIED AS TRUE COPY	LCRO	Genalyn Arnuza		
3	Payment of fees	MTO	Luzviminda Datoy		
4					
5					
6					
7					
8					
1					
2					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8. Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	2%	5,987.84
						0%	-
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	0%	464.60
Luzviminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	96.94
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						2.2%	5,549.38

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Identify unit cost of vehicle

Column 4. Determine the total cost by multiplying columns 2 and 3

Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years

Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5

Column 7. Verify from the City Accounting Office the actual amount spent for the maintenance of the vehicle used for inspection in the absence of such data, the amount can be computed by multiplying column 6 by 75%

Column 8. Determine the frequency of use of the vehicle in the year (i.e. can be in terms of days, weeks or months. For example: 40 days in a year, 10 days in a month, 2 days in a week, etc. In the absence of data to determine the actual frequency of use of vehicle

Column 9. Compute the cost of use of vehicle by adding columns 6 and 7 and then multiply the result to the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
					-			-
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection

Column 2. Identify the number of vehicles used for inspection

Column 3. Identify the average cost of fuel per liter

Column 4. Check the average weekly consumption in liters

Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle/s has been used in a year

Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5

Column 7. Determine the percentage for the frequency of use of the vehicle for inspection. (e.g. 1 week for case sample = 1 week day use from February to November which is 44 weeks / 52 weeks = 85 days. Note that the LGU may devise other methods to determine the actual percentage for the frequency of use of the vehicle

Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of Vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
					-		-
							-
						TOTAL	-

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

Name and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the -	Annual Cost of the Service
	Average Monthly	Annual Allowance		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)
				-
		-		-
		-		-
		-

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	80			
ink	80	0.35	28.00	(col 3 tagpila per uyad)
bond paper	80	4.40	352.00	(cost of ink per tube divide by # c
	-	0.00	-	
			-	
			-	
			-	
		TOTAL	380.00	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.

Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	80	
Variable Costs		
Routine Personnel	6,549.38	81.87
Transportation Costs	-	-
Other Supplies/Forms/Materials	380.00	4.75
TOTAL	6,929.38	86.62

STEP 5. ALLOCATE THE VARIABLE COST FOR SPECIAL ACTIVITIES

Name and position	SG/Step	Monthly Salary	Annual Salary	Other compensation	Total Annual Compensation	% Time allocated for the service	Annual cost of service for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
						TOTAL	

Instructions in Filling the Form

Column 1- List the staff assigned to the "Special" Activity/ies

Column 2 - Match the salary grade for each staff

Column 3 - Fill out the salary rate/month for each staff

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5- Identify all other remunerations regularly received by the staff. Other benefits include RATA, PERA, year end benefits and other remunerations

Column 6 - Sum up columns 4 and 5

Column 7- Estimate the annual % of time each staff performs directly to the issuance of the subject service. The rate shall be provided by the concerned unit head.

Column 8-Get the total cost for the Special Activity by adding the cost for each staff involved in delivering the service.

Basis (2) Simple and Complex

CATEGORIES	No. of Personnel	Weight	Allocation
Simple		#DIV/0!	#DIV/0!
Complex		#DIV/0!	#DIV/0!
		#DIV/0!	#DIV/0!

Basis (1) Per Business Classification

CLASSIFICATION	Weight	Allocation
Manufacturer		#DIV/0!
Wholesalers		#DIV/0!
Exporters		#DIV/0!
Retailers		#DIV/0!
Contractors		#DIV/0!
Banks and other institutions		#DIV/0!
Peddlers		#DIV/0!
Others		#DIV/0!
	0	#DIV/0!

Weight Allocation According to Complexity and Business Classification

BUSINESS CLASSIFICATION			Simple Weight	Complex Weight	Total	Simple	Complex
With Complex	Manufacturer	#DIV/0!				#DIV/0!	#DIV/0!
	Wholesalers	#DIV/0!				#DIV/0!	
	Exporters	#DIV/0!				#DIV/0!	
	Retailers	#DIV/0!				#DIV/0!	
With Complex	Contractors	#DIV/0!				#DIV/0!	#DIV/0!
	Banks and other inst	#DIV/0!				#DIV/0!	
	Peddlers	#DIV/0!				#DIV/0!	
	Others	#DIV/0!				#DIV/0!	
						#DIV/0!	#DIV/0!

Note: Other basis may be used (e. g. the DTI classification as to Cottage, Small, etc)

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq m) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	5.40%
Share of Cost attributable to delivering the service (Php)	984.56

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service.

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its total responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
Information Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	nber of U	quisition C	Total Cost	preciation Ra	Annual Depreciation Cost	Maintenance Cost	tal Annual Co	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	[illegible]

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12

Cost of Electricity	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
Percent of work for the service rendered	2.2%
Net electricity cost attributed to "Subject Service" service	[illegible]

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the

Table 13

Cost of Water	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	2.2%
Net cost of water attributed to delivery of "Subject Service".	[illegible]

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number

Column 2 - Apply the formula described above for the office involved in the delivery of the

Table 14

Cost for Communication	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	2.2%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	[illegible]

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.

Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".

Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	984.56	12.31
Utilities	6,462.70	80.78
Electricity	6,327.61	79.10
Water	3.09	0.04
Communication	132.00	1.65
Equipment and Furniture	563.76	7.05
Other Fixed Cost	-	-
TOTAL	8,011.02	100.14

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	14,940.40	Total Collection on Fees and/or Charges	8,000.00	(6,940.40)	(0.46)	
Number of Applications Processed	80	Number of Applications Processed	80			
Average Fee Rate	186.75	Average Fee Rates	100.00	(86.76)	(0.46)	

Up the Form

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or generating revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease of reference and appreciation during the review and deliberation of the results of the Toolkit
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	[illegible]	Total Revenue	[illegible]
Total Number of Applicants	[illegible]	Number of Applications Processed	[illegible]
Average Fee Rate	[illegible]	Average Fee Rates	[illegible]

(6,940.40)

(77.12)

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL-PERSONNEL	STD-VAR	STD-EXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	86.62	100.14	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	86.62	100.14	#DIV/0!
	#DIV/0!		#DIV/0!				

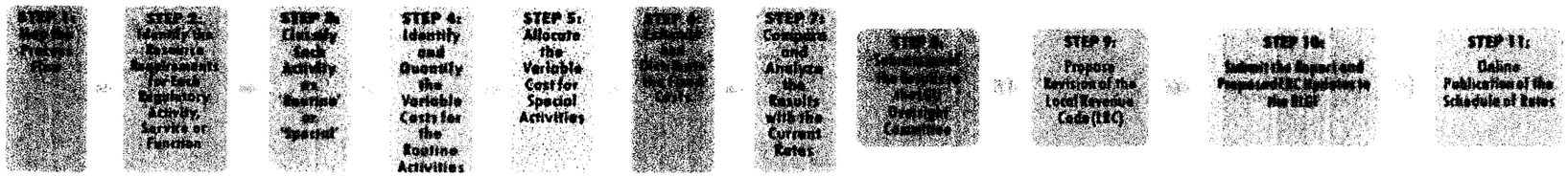
Scenario 2							
Classification	Allocation	% of Applicants	Number	SPCL-PERSONNEL	STD VAR	STD EXD	Cost per Application
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
[illegible]	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
Total		0%					

[illegible]

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
I. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
8) Registration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
14) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
18) Tree Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					

STANDARD COSTING FRAMEWORK

SUBSEQUENT STEPS – Reporting and Accountability



General Instructions:

- White boxes cells shall not be edited or moved.
- Yellow cells shall be the only cells where the user can edit or input the necessary data.
- Blue cells signify the steps in the Toolkit

Out-of-Town Reporting of Birth / Marriage / Death

STEP 1: MAP YOUR PROCESS FLOW

Note:
A flowchart is a picture of the separate steps involved in a given process, presented in sequential order.
Particularly helpful in analyzing and identifying areas for improvement by showing inefficiencies in the system.
Also it is useful in costing analysis.
For this template, it is not necessary to use the various diagrams and boxes normally used in process flowcharts.

Instructions in Filling the Form

1. Discuss and decide on the boundaries of your process.
   * Where or when does the process start? Where or when does it end?
2. Arrange and document the activities in proper sequence.

Table 1:

	LIST OF ACTIVITIES
	SERVICE CHARGE FOR OUT-OF-TOWN REPORTING OF BIRTH
1	Interview the clients and check the requirements
2	Preparation of Civil Registry Document
3	Preparation of Affidavit of Delayed Registration of Birth
4	Affidavit of Out-of-Town Delayed Registration of Birth
5	Payment of fees
6	
7	
8	
9	
10	

STEP 2: IDENTIFY THE RESOURCES FOR EACH ACTIVITY

Instructions in Filling the Form

1. Identify the offices and key people involved with each activity. Identify official position.
   * This will help in the work in the process supervisors and supervisees.
2. List down the materials and resources utilized in each stage.

Table 2

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL
1	Interview the clients and check the requirements	LCRO	Registration Officer II	bond paper; laptop; ink; electricity; Municipal Form
2	Preparation of Civil Registry Document	LCRO	Registration Officer II	
3	Preparation of Affidavit of Delayed Registration of Birth	LCRO	Sylvi A. Sumod-ong	
4	Affidavit of Out-of-Town Delayed Registration of Birth	LCRO	Sylvi A. Sumod-ong	
5	Payment of Fees	MTO	Luzviminda Datoy	
6				
7				
8				
9				
10				
11				
12				

STEP 3: CLASSIFY ACTIVITIES INTO "ROUTINE" AND "SPECIAL"

Instructions in Filling the Form

1. Classify the activities into whether they are:

   It is highly suggested to identify one (1) special step.
   However, it can be two (2) or more. In that case, it will have an impact on the weight of the Special Variable Component.
   It may also yield that there is no special step in the whole process. In that case, the normal costing procedure is applicable and the computation will not involve a Special Variable Component.

Table 3:

	ACTIVITY	OFFICE INVOLVED	PERSONNEL	SUPPLY/MATERIAL	TYPE OF ACTIVITY
1	Interview the clients and check the requirements	LCRO	Registration Officer II	bond paper; laptop; ink; electricity; Municipal Form	OUT-OF-TOWN REPORTING OF BIRTH/MARRIAGE/DEATH
2	Preparation of Civil Registry Document	LCRO	Registration Officer II		
3	Preparation of Affidavit of Delayed Registration of Birth	LCRO	Sylvi A. Sumod-ong		
4	Affidavit of Out-of-Town Delayed Registration of Birth	LCRO	Sylvi A. Sumod-ong		
5	Payment of Fees	MTO	Luzviminda Datoy		
6					
7					
8					
9					
10					
11					
12					

STEP 4. QUANTIFY THE VARIABLE COST FOR ROUTINE ACTIVITIES

STEP 4.A PERSONNEL COSTS

Instructions in Filling Up the Form

Column 1- Base it on the staff identified as directly involved in the Routine Activities of the subject service. The actual number may be obtained from the Citizen's Charter or authorized office process flow, including the list of contractual positions for the particular service/s being rendered.

Column 2 - Match the salary grade for each staff. The salary grade data will be available at the Citizen's Charter, HR, Accounting, or Budget Office of the City.

Column 3 - Fill out the salary rate per month for each staff. The salary rates per month may be obtained from HR, Accounting, or Budget offices of the LGU.

Column 4 - Compute for the annual salary of the staff by multiplying column 3 by 12 months

Column 5. Identify all other remunerations regularly received by the staff. Data will be available at the City Budget or Accounting Department. In case data will not be readily available, other benefits can be represented by computing 20% of the annual salary.

Column 6. Sum up columns 4 and 5, and multiply it by 80%. The 20% covers lag time usually allotted to attendance in seminars/trainings, leaves, and other admin activities not related to the service. LGUs may also devise other method to determine the annual % of time assigned in the delivery of subject service, exclusive of lag time.

Column 7. Approximate the annual percentage of time each staff performs the task directly related to the activity. Data shall be provided by the head of units performing the service, e.g., if exclusively doing such task, then put 100%.

Column 8.Get the total personnel cost attributable to Routine Activities by adding the cost for each staff involved in delivering the service.

Table 4: Personnel Cost

Name and Position	Compensation					% Time assigned in the delivery of the Subject Service	Annual Cost of the Service
	SG-Step	Monthly Salary	Annual Salary	Other Benefits	Annual Compensation		
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	1%	1,727.26
Registration Officer II	14-1	26,576	318,912	40,934	287,876.80	1%	2,993.92
Sylvi A. Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	1%	9,292.10
[illegible] Sumod-ong	24-3	72,923	875,076	286,436	929,209.60	1%	9,292.10
Luzminda Datoy	7-1	14,524	144,300	98,050	193,880.00	0%	387.76
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
TOTAL						3.8%	23,693.15

STEP 4.B COST OF TRANSPORTATION

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection
Column 3. Verify unit cost of vehicle
Column 4. Determine the total cost by multiplying columns 2 and 3
Column 5. Apply the depreciation rate (Note: Economic life of a vehicle is 10 years)
Column 6. Compute for the annual depreciation cost by multiplying columns 4 and 5
Column 7. Verify from the City Accounting Office the actual amount spent for maintenance of the vehicle used for inspection. In the absence of actual data, the amount can be computed by multiplying column 5 by 10%

Column 8. Determine the frequency of use of the vehicle in the specific case sample, i.e. 1 day use from February to November is 44/52 weeks x 1 day. Note that the LGUs may use other method to determine the actual frequency of use of vehicle.
Column 9. Compute the cost of vehicle for inspection by adding columns 6 and 7 then multiply by the frequency of use in column 8

Table 5:

Variable Cost - Vehicle

List of Vehicle/s	Number of Vehicles	Unit Cost	Total Cost	Depreciation Rate/Year	Annual Depreciation Cost	Maintenance cost	Percentage of use for inspection per week	Annual cost of vehicle for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)
			-		-			-
							TOTAL	-

Instructions in Filling the Form

Column 1. Identify the vehicles used for inspection
Column 2. Identify the number of vehicles used for inspection
Column 3. Verify the average cost of fuel per liter
Column 4. Check the average weekly consumption in liters
Column 5. There are 52 weeks in one year. Identify the number of weeks the vehicle has been used in a year
Column 6. Compute for annual cost of fuel for 1 year by multiplying columns 2, 3, 4 and 5
Column 7. Determine the percentage for the frequency of use of the vehicle for inspection, i.e. the specific case sample, 1 day use from February to November is 44/52 weeks x 1 day.
Note that the LGUs may devise other method to determine the actual percentage for the frequency of use of the vehicle
Column 8. Compute the cost of fuel for inspection activities by multiplying columns 6 and 7

Table 6:

Variable Cost - Fuel

List of vehicle/s	Number of Vehicles	Average Cost per liter	Ave. weekly consumption in liters	Number of weeks in one year	Annual Cost of fuel for the vehicle	Percentage of use for inspection per week	Annual cost for Fuel for inspection
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
					-		-
						TOTAL	-

If the LGU does not provide vehicles for inspection, but only allows the reimbursement of actual transportation expenses, the annual cost should be computed by determining the monthly reimbursements multiplied by 12

Table 7:

Variable Cost - Allowance/Reimbursement for Fuel

ne and Position	Transportation Cost based on Allowance/Reimbursements		% Time assigned in the delivery of the "[illegible]"	Annual Cost of the Service
	Average Monthly	Annual Allowance	(col 4)	
(col 1)	(col 2)	(col 3)		(col 5)
		-		-
		-		-
		-		-

STEP 4.C OTHER VARIABLE COSTS

Instructions in Filling the Form

Column 1. List down the supplies, materials and other resources which are issued to each applicant or varies directly with the number of applicants.

Column 2. Count all filled application forms, schedule slips, results forms, etc., and those issued with official receipts. Consider if applicants were successfully processed and approved, and provided with new business plate, stickers and/or certificates.

Column 3. Secure the unit cost for each and every item identified as other variable cost from the City Accounting Office.

Column 4. Compute for the annual other variable cost by multiplying column 2 and column 3

Table 8:

Variable Cost - Other variable cost

Particulars	Annual Number of Applications	Cost/Measuring unit (Php)	Annual cost (Php)	
(col 1)	(col 2)	(col 3)	(col 4)	
	80			
ink	80	0.35	28.00	(col 3 tagpila per uyad)
bond paper	80	4.40	352.00	(cost of ink per tube divide by # of pages printed) ex. 1000 pages
Municipal Form	320	1.50	480.00	
			-	
			-	
			-	
		TOTAL	860.00	

Instructions for Filling Up the Form

Column 1 - List all identified variable costs.
Column 2 - Fill up the variable costs for the "Subject Service" and reflect the sum of all entries of each cell to total
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Variable Cost Per Application.

Table 9:

Summary Table- Variable Costs		
	Total	Estimated Routine Variable Cost Per Application
Annual Number of Applications	80	
Variable Costs		
Routine Personnel	23,693.13	296.16
Transportation Costs	-	-
Other Supplies/Forms/Materials	860.00	10.75
TOTAL	24,553.13	306.91

STEP 6. ESTIMATE AND DISTRIBUTE THE FIXED COSTS

STEP 6.A COST OF OFFICE SPACE

Instruction in Filling Up the Form

Column 1 - Describes the cost formula for determining share of office cost for delivering "Subject Service". Determine the cost of construction per square meter (approximately P20,000/sq.m.) and the floor area of the entire City Hall. The building construction cost is the product of the two values. Knowing the floor area occupied by the different offices delivering the "Subject Service", its proportionate share in the total floor area of the city hall multiplied by cost of constructing the building will be the cost of office space occupied. The annual depreciation rate is 4% since the normal economic life of reinforced concrete structures is 25 years. We can compute for the annual depreciation expense by multiplying the cost of office space occupied by depreciation rate and approximately the annual maintenance cost by apportioning 20% of the annual depreciation expenses. The 20% is used whenever actual data from the Accounting Office is unavailable. The share of cost for delivering "Subject Service" can be computed by adding annual depreciation expense and annual maintenance cost multiplied by the percent of work by the Office utilized for delivering the "Subject Service".

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 10:

Fixed Cost - Office Space (Owned by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Construction Cost (per sq m)	14,068.33
Floor area of City Hall (sq m)	1,080.00
Building Construction Cost (Php)	15,193,800.00
Office Area Occupied (sq. m)	36.00
Cost of Office Area Occupied (Php)	506,460.00
Depreciation Rate (%)	3%
Annual Depreciation Expense (Php)	15,193.80
Annual Maintenance Cost (Php)	3,038.76
Percent of Work for "Subject Service" (%)	3.80%
Share of Cost attributable to delivering the service (Php)	692.84

Instructions for Filling Up the Form

Column 1 - Determine the monthly rental rate and multiply by the number of months the office space was rented to know the annual cost for rental. Add actual cost for maintaining the Office space. If the actual data is not available add 20% of the annual cost of rental to determine the annual cost for rented office space. The annual fixed cost for rented office space attributable to rendering the service is the annual cost of rented office space multiplied by the proportion of time used for "Subject Service" services in relation to the total responsibility of the Office delivering the service

Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 11:

Fixed Cost - Office Space (Rented by the LGU)

Particulars (col 1)	Offices Involved in the delivery of "Subject Service" Fee (col 2)
Rental rate per month	
Number of months use	
Annual cost of rental	-
Maintenance Cost	-
Annual cost of rented office space	-
Percentage of time used for the delivery of the service in relation to the responsibility of the Office	
Annual fixed cost (rented office space) attributable to delivering the service	-

STEP 6.D OTHER FIXED COST

Instructions in Filling the Form

Column 1. Identify Offices delivering the "Subject Service" fee and the type of other fixed costs significant for their operation. In the particular example, these are cost for internet subscription and regular office supplies for the offices involved in delivering the "Subject Service".

Column 2. Verify actual office expenses from the LGU Accounting Office. If data are hard to get, reflect the budget allocation of each office (c/o LGU Budget Office).

Column 3. Determine the percentage of time used by the Office in delivering the specific service in relation to its ·l responsibilities.

Column 4. Compute for the other variable cost by multiplying column 2 and column 3.

NOTE: Note: The LGU may have other major fixed costs not mentioned in this illustration. When costs are significant, those fixed cost must be identified and added in the template. Conversely, costs that are negligible may be dropped from the calculations.

Table 16:

Other Fixed Cost

Particulars	Annual Rate	Percent of Use for "Subject Service" Fees	Annual Cost
(col 1)	(col 2)	(col 3)	(col 4)
Internet Services			
Regular Office Supplies			-
·rmation Tech Team			-
Security Team			
Janitorial Team			
Reception Services			
		Total	-

STEP 6.C COST OF EQUIPMENT AND FURNITURE

Instructions in Filling the Form

Column 1. Identify all the equipment, and other facilities used for the delivery of the subject service.
Column 2. Count the number of each type of equipment or facility.
Column 3. Verify acquisition cost from the Accounting Unit.
Column 4. Compute for the total cost of acquisition by multiplying columns 2 and 3.
Column 5. Compute for the annual depreciation rate by dividing 100% with the estimated economic life in years.
Column 6. Compute the annual depreciation cost by multiplying columns 4 and 5.
Column 7. Secure from the City Accounting Office the actual amount spent for maintenance of equipment/furniture used delivery of the subject service. In the absence of actual data, the amount can be computed by multiplying column 6 by 20%.
Column 8. Add Columns 6 and 7 to determine the annual cost of equipment/facility.
Column 9. Determine the % of time used for delivering the specific service in relation to responsibilities of the office involved in delivering the subject service.
Column 10. Compute for the annual cost share for equipment and funiture by multiplying columns 8 & 9.

Table 15:

Fixed Cost - Equipment and Furniture

Particulars	Number of Units	Acquisition Cost	Total Cost	Depreciation Rate	Annual Depreciation Cost	Maintenance Cost	Total Annual Cost	% Used for delivering the Service	Annual Cost Share for Equipment and Furniture
(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	(col 9)	(col 10)
A. Equipment									
Air Condition	1	35,000	35,000.00	10%	3,500	700	4,200	5.40%	227
Computers	1	32,000	32,000.00	10%	3,200	640	3,840	5.40%	207
Photocopier	1	15,000	15,000.00	10%	1,500	300	1,800	5.40%	97
								Sub-Total	531
B. Furniture									
Filing Cabinets			-		-	-	-		-
Tables and Chairs	1	5,000	5,000.00	10%	500	100	600	5.4%	32
								Sub-Total	32
								TOTAL	563.76

STEP 6.B UTILITIES

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of electricity cost of the offices delivering the service (e.g. "Subject Service"). Initially, know the cost of electricity rate per kilowatt hour and the kilowatt consumption/hour of the Office delivering the service. The regular operations of a City Office is 7:30am-5:30pm or 10 hrs and there are approximately 260 days per year. The annual cost of electricity for the ofices delivering the service is the product of the electricity rate per kwh, the
Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 12:

Cost of Electricity	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Electricity rate per kilowatt hour (Php)	16.61
Kilowatt consumption/hour for the unit delivering the service	43.29
Number of operating hours per day	8.00
Number of days per year	50.00
Electricity cost per year	287,618.76
nt of work for the service rendered	2.8%
Net electricity cost attributed to "Subject Service" service	8,053.33

Instructions for Filling Up the Form

Column 1. Describes the formula for computing the proportion of water cost of the offices delivering the service (e.g "Subject Service"). Initially, know the number of people directly related to the processing and issuance of "Subject Service". The estimated water bill per person per month is P100. The net cost of water attributed to the delivery of "Subject Service" can be computed by the estimated water bill of the office per year multiplied by the percent of "Subject Service" work performed by the
Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 13:

Cost of Water	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of People	3
Water bill per person per month	4
Estimated water bill of the office per year	140.40
Percent of work for the service rendered	3.8%
Net cost of water attributed to delivery of "Subject Service".	5.33

Instructions for Filling Up the Form

Column 1. The cost of telephone can be computed by knowing the number of telephone lines available in the Office and the monthly subscription rate per month. The annual cost of telephone services is the number of telephone lines multiplied by the monthly subscription rate over a period of twelve months. The net cost of telephone services attributed to processing and issuance of mayors permit is the annual cost of telephone services multiplied by the percent of work performed by the Office in processing and issuance of "Subject Service" in as a percentage of the total responsibilities of the Office.
Column 2 - Apply the formula described above for the office involved in the delivery of the "Subject Service".

Table 14:

Cost for Communication	
Particulars	Offices Involved in the delivery of "Subject Service" Fee
(col 1)	(col 2)
Number of telephone/cellphone lines in the Office delivering the service	1
Rate of subscription per month	500
Annual cost of telephone/mobile services	6,000.00
Percent of work for the service rendered	3.8%
Net cost of telephone/mobile services attributed to processing and issuance of "Subject Service"	228.00

Instructions for Filling Up the Form

Column 1 - List all identified fixed costs.
Column 2 - Fill up the fixed costs for the "Subject Service" and reflect the sum of all entries of each cell under "Total".
Column 3 - Divide the amount in column 2 with the number of applications (annual) to get the Estimated Routine Fixed Cost Per Application.

Table 17:

Summary Table - Fixed Costs

Fixed Cost	Total	Estimated Routine Fixed Cost Per Application
(col 1)	(col 2)	(col 3)
Annual Number of Applications	80	
Office Space	**692.84**	**8.66**
Utilities	**8,286.66**	**103.58**
Electricity	**8,053.33**	**100.67**
Water	**5.34**	**0.07**
Communication	**228.00**	**2.85**
Equipment and Furniture	**563.76**	**7.05**
Other Fixed Cost	-	-
[illegible]	9,543.26	119.29

STEP 7. COMPARE FEE WITH COST OF DELIVERING SERVICES

Name of Fee/Charge:

Fee Rate Estimation Using Costs of Issuing Permits Plus Cost of Surveillance		Comparison with Current Fee Rates		Difference	% Variance (-/+)	Remaks:Reasonable/Not Reasonable
Total Cost	34,096.39	Total Collection on Fees and/or Charges	8,000.00	(26,096.39)	(0.77)	
Number of Applications Processed	80	Number of Applications Processed	80			
Average Fee Rate	426.20	Average Fee Rates	100.00	(326.20)	(0.77)	

Instructions for Filling Up

(1) For every fee or charge, compare Total Revenue with Total Cost of delivering the subject service based on the results of the foregoing procedures.
(2) Compute the difference and determine the corresponding variance. If it yields a variance (-/+) of more than 10%, the LGU is either subsidizing (-) or gaining revenues (+) in relation to the subject Service.

(3) Input the results in a summary form using Table 23 for ease in reference and appreciation during the review and deliberation of the results of the Toolkit.
(4) If so, then the LGU must submit, along with the report of the results, a proposed Rationalization of Fees and Charges using the options.

EXAMPLE:

Compare Fee with Cost of Delivering Services			
Fee Rate Estimation using Costs of Issuing permits plus cost of surveillance		Comparison with Current Fee Rates	
Total Cost	34,096.39	Total Revenue	8,000.00
Total Number of Applicants		Number of Applications Processed	
Average Fee Rate	#DIV/0!	Average Fee Rates	#DIV/0!

(26,096.39)

#DIV/0!

10,994.00

Total

Scenario 1	% of Applicants	Number of Applicants	Cost (with weight)	SPCL PERSONNEL	STD-VAR	STD-FXD	Cost per Application
Simple	#DIV/0!		#DIV/0!	#DIV/0!	306.91	119.29	#DIV/0!
Complex	#DIV/0!		#DIV/0!	#DIV/0!	306.91	119.29	#DIV/0!
	#DIV/0!	-	#DIV/0!				

Scenario 2				SPCL PERSONNEL	STD-VAR	STD-FXD	
Occupation	Allocation	% of Applicants	Number				Cost per Application
Manufacturer	#DIV/0!			#DIV/0!			#DIV/0!
Wholesalers	#DIV/0!			#DIV/0!			#DIV/0!
Exporters	#DIV/0!			#DIV/0!			#DIV/0!
Retailers	#DIV/0!			#DIV/0!			#DIV/0!
Contractors	#DIV/0!			#DIV/0!			#DIV/0!
Banks and other Institutions	#DIV/0!			#DIV/0!			#DIV/0!
Peddlers	#DIV/0!						
Others	#DIV/0!			#DIV/0!			#DIV/0!
	#DIV/0!			#DIV/0!			
Total		0%					

Ok

Ok

235801.42 - - #DIV/0!
235801.42 - - #DIV/0!
#REF!

#DIV/0!
#DIV/0!

Summary of Rationalized Local Fees and Charges					
Local Fee/Charge	Current Rate	Rationalized Rate	% Variance	Remarks	Recommended Rate
1. Application for Issuance of Marriage License	300.00	596.47	50%		500.00
2. Marriage License	2.00	0.00		Fixed by law	2.00
3.Pre-Marriage Counseling and Issuance of PMC Certificate (REGULAR SCHEDULE)	180.00	531.99	66%		
4) Pre-Marriage Counseling and Issuance of PMC Certificate (SPECIAL SCHEDULE)	180.00	1,029.85	83%		
5. Marriage Solemnization Fee	300.00	419.45	28%		
6) Registration and Annotation of Civil Registry Documents by Court Decree	3,000.00	6,680.52	55%		
(Legitimation, Annulment, Divorce, Adoption, Legal separation, Naturalization, Change of Family Name, etc.)					
7) Legitimation Pursuant to RA 9858	500.00	975.44	49%		
[illegible]gistration of Birth pursuant to RA 9255	100.00	149.42	33%		
9) Service Charge for Administrative Filing of Petitions in addition to any of the following, to wit:					
9.1. Filing of Petitions for Change of First Name	3,000.00			pursuant to RA 9048/Trust Fund	
9.2. Filing of Petitions for Correction of Clerical Error	1,000.00			pursuant to RA 9048/Trust Fund	
9.3. Filing of Petitions for Correction of Sex/Date of Birth	3,000.00			pursuant to RA 10172/Trust Fund	
9.4. Filing Fee/Service Charge for Incoming Migrant Petition	1,000.00			pursuant to RA 9048/Trust Fund	
9.5. Filing Fee/Service Charge for Outgoing Migrant Petition	500.00			pursuant to RA 10172/Trust Fund	
11) Certified True Copy of Civil Registry Document	100.00	186.76	46%		
12) Delayed Registration of Birth/Marriage/Death (penalty only per year)	10.00	387.23	97%		
13) Out-of-Town Reporting of Birth/Marriage/Death	100.00	426.20	77%		
15) Service Charge for Preparation of COLB/COM/COD	none	137.76	100%		
16) Service Charge for BREQS	100.00	728.47	86%		
17) Certification (of any kind)	100.00	151.97	34%		
[illegible]ee Planting Certificate	100.00	186.72	46%		
19) Issuance of Form 1A/2A/3A	100.00	227.31	56%		
NOTHING FOLLOWS					