



Republic of the Philippines  
**LAGUNA LAKE DEVELOPMENT AUTHORITY**

Km. 24 Manila East Road  
Taytay, Rizal  
Tel. Nos.: 284-4792, 2089-4793, 284-4795

**MEMORANDUM CIRCULAR NO.**      01  
**Series of 2009**

**SUBJECT :            GUIDELINES ON "ON-LINE COLLECTIONS" OF LLDA  
REGULATORY FEES THROUGH LAND BANK OF  
THE PHILIPPINES**

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Pursuant to Memorandum of Agreement dated January 15, 2009 between Laguna Lake Development Authority (LLDA) and Land Bank of the Philippines (LBP), by virtue of Monetary Board Resolution No. 1762 dated October 21, 1996, payment of LLDA regulatory fees through LBP as its collecting agent shall be in accordance with the following guidelines and/or ON-COLL arrangements:

1. LLDA regulatory fees shall cover but not limited to :
  - a. LLDA Clearance
  - b. Environmental Clearance Certificate (ECC)
  - c. Certificate of Non-Coverage (CNC)
  - d. Discharge Permit
  - e. Administrative Fines
  - f. Barging Clearance
  - g. Water Abstraction
  - h. Laboratory Services
  - i. Fishpen/Fishcage Fees
  - j. Fishpen/Fishcage Survey Fees
  - k. Shoreland Fees
  - l. PCO Training Fee
  - m. Sales of Books, Bid Docs., Etc.
  
2. LBP Branches within the following LLDA area of jurisdiction will be accommodating the Agency's collection :
  - a. Metro Manila Towns and Cities;
  - b. Provinces of Rizal, Laguna, Cavite Batangas to Quezon.
  
3. The LBP shall not accept payments for collection unless such payments is accompanied by the prescribed assessment form and all other documents required by the LLDA to support the payments.

4. Acceptable mode of payments will be :

- a) Cash
- b) Manager's / Cashier's Checks
- c) Commercial Certified Checks ( Company issued checks)

Note : Excluding personal check

5. The LBP, in accepting the payments in behalf of LLDA, does not guarantee that the amount remitted by the payor is the right amount for the stated period covered and it shall not be obligated to check with or verify from the LLDA the correctness of the amount paid. The LBP, however, guarantees that the amount paid tallies with the amount printed on the Payment Return Form.
6. In the event that the payments are made by means of check or other clearing items, and such check/clearing is dishonored by the drawee bank, the LBP will debit the LLDA for the amount of the check dishonored and within three (3) days from date of dishonor, forward a debit memo duly addressed to the Finance Division, LLDA, together with the dishonored check, which shall serve as the written advice of dishonor. The LBP shall indicate in the debit memo and the back of the dishonored check the corresponding transaction number and date of validation. LLDA's receipt of the debit memo is with out prejudice to verbal notification to LLDA, before the close of the business hour on the day following, of any check dishonored.
7. Service charges incident to dishonor of the check or clearing items shall be shouldered by the payor. The LBP may refuse payment other than cash from payors who had records of previously dishonored checks.
8. The LBP shall submit to the Finance Division of LLDA within fifteen (15) days of the succeeding month, a Monthly Bank Statements covering all collections, transfers, and other adjustments made by the Bank's Head Office and branches for immediately preceding month.
9. The LLDA reserves the right and the LBP agrees, to allow the LLDA to examine the accounts of the LBP arising from and by the virtue of this agreement during banking hours of any banking days as the LLDA may deem necessary. It is understood that such examination shall be limited only to the records pertaining to the LLDA and such other miscellaneous payments for the account of LLDA.
10. The LBP shall be directly liable for damages of losses caused to the LLDA and/or its members for any anomaly or irregularity in any or all transactions covered by the agreement caused directly or indirectly by any act or omission by the LBP, its officers or employees.

For LLDA paying clients, On-Line Collection Facility through the LBP will be ready effective February 13, 2009, the following information of which are defined for reference :

Name	:	LLDA
Clearing Acct. No.	:	3112-2220-05
Payor's/Company's Name	:	_____
Assessment Ref#/SOA#	:	_____

This Memorandum and its Flowchart on "ON-LINE COLLECTIONS" thru LBP shall take effect immediately.

Approved on February 12, 2009.



**EDGARDO C. MANDA**  
General Manager