

Cost Component	Relevant Data
Admin Power Cost	
	<ul style="list-style-type: none"> ✓ Annual Cost of Service • Annual salary of all personnel involved in the delivery of service (as provided by DBM or HR of the LGU) • Other benefits of all personnel involved in the delivery of service (include PERA, Year-end Benefits and other Remuneration Benefits received by the Employee) • Percentage of time allocated for the service (may be determined by the head of unit delivering the service or the Individual Performance Commitment and Review (IPCR) of the employee may be used)
Inspection Cost	
a. Personnel for Inspection	<ul style="list-style-type: none"> ✓ Annual Cost of Service for Inspection • Annual Salary • Other Benefits • Percentage of Time Allocated for the Service
b. Reimbursement Transportation Expenses for Transportation of Inspectors	<ul style="list-style-type: none"> ✓ Summation of Cost on Reimbursement of Transportation Expenses • Maximum Amount of Reimbursable • Number of Months Availed
Transportation Cost	
a. Transportation and Travel Cost	<ul style="list-style-type: none"> ✓ Annual Cost of Vehicle for Inspection • List of Vehicles Used • Number of Vehicles Used • Total Cost • Annual Depreciation • Maintenance Cost • Percentage of Use for Inspection per Week
b. Fuel Cost	<ul style="list-style-type: none"> ✓ Annual Cost for Fuel for Inspection • List of Vehicles Used • Number of Vehicles Used • Average Cost per Liter • Average Weekly Consumption (in Liters) • Number of Weeks in a Year • Annual Fuel Cost for the Vehicle • Percentage of Use for inspection per Week
Other Variable Cost	(examples only, you may include other items)
Official Receipts, Stickers, Business Plates, Application Forms	<ul style="list-style-type: none"> ✓ Annual Cost • Annual Number of Applications per Year • Cost per Unit

FIXED COSTS	
Cost Component	Relevant Data
Office Space	<ul style="list-style-type: none"> ✓ Share of Cost for Office involved • Construction Cost (per Square Meter) • Floor Area of City Hall (Square Meter) • Building Construction Cost • Office Area Occupied • Cost of Office Area Occupied • Annual Depreciation Expense • Annual Maintenance Cost • Percent of Work for the Service Rendered
For Additional Office Space	<p>Outside the City Hall for the Delivery of the Service, if any</p> <p>Annual Fixed Cost (Rented Office Space) Attributable to Delivering the Service</p> <ul style="list-style-type: none"> • Rental Rate per Month • Number of Months Used • Annual Cost of Rental

	<ul style="list-style-type: none"> • Maintenance Costs (if any) • Annual Cost of Rented Office Space • Percentage of Time used for the Delivery of Service
Utilities	
a. Electricity Cost	<ul style="list-style-type: none"> ✓ Net Electricity Cost Attributed to Service • Electricity Rate per Kilowatt Hour • Kilowatt Consumption per Hour for the Unit of Delivering the Service • Number of Operating Hours per Day • Number of Days per Year • Electricity Cost for the Year • Percentage of Time used for the Delivery of Service
b. Cost of Water	<ul style="list-style-type: none"> ✓ Net Cost of Water Attributed to Service • Number of People • Water Bill per Person per Month • Estimated Water Bill for the Year • Percentage of Time used for the Delivery of Service
c. Cost of Telephone	<ul style="list-style-type: none"> ✓ Net Cost of Telephone Attributed to Service • Number of Telephone Lines in the Office Delivering the Service • Rate of Subscription per Month • Annual Cost of Telephone Services • Percentage of Time used for the Delivery of Service
Equipment and Furniture	
1. Equipment	<ul style="list-style-type: none"> ✓ Annual Cost Share for Equipment and Furniture • Number of Units • Acquisition Cost • Total Cost • Annual Depreciation Cost • Maintenance Cost • Total Annual Cost • Percentage of Time used for the Delivery of Service
2. Furniture	<ul style="list-style-type: none"> ✓ Annual Cost Share for Equipment and Furniture • Number of Units • Acquisition Cost • Total Cost • Annual Depreciation Cost • Maintenance Cost • Total Annual Cost • Percentage of Time used for the Delivery of Service
Other Fixed Costs	
i. Internet	<ul style="list-style-type: none"> ✓ Annual Cost for Fees • Annual Rate • Percentage of Time used for the Delivery of Service
ii. Regular Office Supplies	<ul style="list-style-type: none"> ✓ Annual Cost for Fees • Annual Rate • Percentage of Time used for the Delivery of Service

Note: The required data listed above may be sourced from the local government's Accounting Unit/Department/Office, or in any other respective office to which the data may be properly acquired.