



Integrated Bar of the Philippines

CEBU CHAPTER

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2022 STANDARD MINIMUM ATTORNEY’S FEES SCHEDULE

CONSULTATION AND RETAINERSHIP	
Plain Consultation	₱1,000.00 per hour [Office or Virtual Consultation] ₱2,000.00 per hour [Physical Consultation Outside of the Office]
Consultation with Written Advice or Opinion	₱2,000.00 or ₱1,000.00 per page [whichever is higher]
Research or Preliminary Study	₱1,500.00 per hour
Preparation of Attorney’s Letter	₱1,500.00 or One Percent (1%) of the total price stated in the letter [whichever is higher and when applicable]
Retainership Agreement (Business Capital of ₱5,000,000.00 and below)	₱10,000.00 per month
Retainership Agreement (Business Capital of above ₱5,000,000.00)	₱25,000.00 per month

SIMPLE DOCUMENTS		
SIMPLE DOCUMENTS / NOTARIAL ACT PERFORMED	PREPARATION OF DOCUMENT WITH NOTARIZATION	NOTARIZATION ONLY
Simple Documents (Jurat)	₱1,000.00	₱500.00
Acknowledgement of Power of Attorney or Ordinary Documents	₱2,000.00 minimum or ₱500.00 per page [whichever is higher]	₱1,000.00
Authentication and Certification of Documents or Statements	₱500.00 minimum or ₱100.00 per page, [whichever is higher]	
Performing of Notarial Acts for Qualified Indigent Clients / Under Special Circumstances	₱500.00	₱200.00

CONTRACTS OR AGREEMENTS	
Preparation and Acknowledgment of Contracts or Agreement of Sale involving acts of conveyances of real and/or personal property (e.g. donations <i>inter vivos</i> or <i>mortis causa</i> , lease, assignment, consideration, value of mortgage, and foreclosure, antichresis, usufruct, extrajudicial partition, market value of the property, or settlement of estate, easement and other deeds of conveyances involving real or personal property)	Three Percent (3%) of the actual amount of the contract of agreement, but not less than ₱3,000.00 [whichever is higher]
Preparation and acknowledgment of deeds, contracts or agreements not involving any acts of conveyance of real and/or personal property	₱3,000.00 or ₱500.00 per page [whichever is higher]

ACCEPTANCE FEES		
Court or Judicial Body	Civil Cases	Criminal Cases
Municipal Circuit Trial Court (McTC), Municipal Trial Court (MTC), and Municipal Trial Court in Cities (MTCC)	₱50,000.00	₱50,000.00
Regional Trial Court (RTC)	₱80,000.00	₱70,000.00
Court of Appeals (CA) and Court of Tax Appeals (CTA)	₱100,000.00	₱100,000.00
Supreme Court	₱250,000.00	₱250,000.00

Other Cases and/or Judicial Bodies	
Sandiganbayan	₱200,000.00
Assistance in execution of Barangay proceedings / Compromise Agreement before the McTC, MTC and MTCC	₱10,000.00

Administrative Cases	
Quasi-judicial agencies in the exercise of their original quasi-judicial functions	₱60,000.00
Quasi-judicial agencies in the exercise of their appellate quasi-judicial functions	₱70,000.00

Special Proceedings	
Petitions for Change of Name/Correction of entries; Petition for Recognition of Foreign Judgment	₱50,000.00
Domestic Adoption	₱100,000.00
Adoption Involving Foreigners	₱200,000.00
Foreclosure of Mortgage	₱50,000.00
Settlement of Estate	₱70,000.00
Naturalization Proceeding	₱170,000.00

SPECIFIC PLEADINGS AND LEGAL DOCUMENTS	
Preparation & Notarization of Judicial Affidavits	₱5,000.00 minimum or ₱1,000.00 per page, whichever is higher
Drafting of Position Papers and Memorandums (Labor, Administrative Case)	₱10,000.00 minimum or ₱1,000.00 per page, whichever is higher
Drafting of Position Papers and Memorandum (Original Civil & Criminal Cases)	₱15,000.00 minimum or ₱1,000.00 per page, whichever is higher
Drafting of Position Papers and Memorandum (On Appeal)	₱20,000.00 minimum or ₱1,000.00 per page, whichever is higher
Drafting and Submission of Motions (Litigious)	₱10,000.00
Drafting and Submission of Motions (Non-Litigious)	₱5,000.00
Written Manifestations	₱5,000.00
Motion for Reconsideration/Motion for New Trial	₱10,000.00
NOTE: The foregoing fees in Items of this sub-title refers to the drafting of pleadings only and EXCLUDES the charge/s for the acceptance fees, and other applicable fees.	

APPEARANCE FEES ¹	
Before Courts	
Municipal Circuit Trial Court (McTC), Municipal Trial Court (MTC), and Municipal Trial Court in Cities (MTCC)	₱3,000.00 or ₱1,000.00 per hour
Regional Trial Court (RTC)	₱4,000.00 or ₱1,500.00 per hour
Sandiganbayan	₱15,000.00 or ₱2,000.00 per hour

¹ NOTE: Standard amount is whichever is higher.

Court of Appeals (CA) and Court of Tax Appeals (CTA)	₱15,000.00 or ₱2,000.00 per hour
Supreme Court	₱25,000.00 or ₱2,500.00 per hour

Before Labor Agencies or Offices	
Labor Arbiter	₱3,000.00 or ₱1,000.00 per hour
DOLE Regional Office, NCMB, BLR, Voluntary Arbitrator, POEA	₱4,000.00 or ₱1,500.00 per hour
National Labor Relations Commission	₱4,000.00 or ₱1,500.00 per hour
DOLE National Office Hearings	₱10,000.00 or ₱2,500.00 per hour

Before the Ombudsman and the DOJ Prosecution Service	
Ombudsman	₱3,000.00 or ₱1,000.00 per hour
Office of the City or Provincial Prosecutor	₱3,000.00 or ₱1,000.00 per hour
Office of the Regional State Prosecutor	₱3,500.00 or ₱1,500.00 per hour

Before other Administrative Agencies	
DAR, BI, CSC, COMELEC, ECC, ERC, HLURB, LTFRB, NTC, PRC, SSS, LRA, CAB, GSIS, OIC, BOI, MARINA, PPA and others	₱4,000.00 or ₱1,500.00 per hour

SEC TRANSACTIONS		
Registration of Articles of Incorporation and By-Laws of a Corporation (Stock or Non-Stock)	Online Registration ₱20,000.00	Online Registration of Financial Institutions ₱35,000.00
Registration of Articles of Partnership	₱15,000.00	
Registration of Amended Articles of Incorporation or By-Laws of a Corporation or Amended Articles of Partnership	₱15,000.00	
Engagement in cases or other matters before the Securities and Exchange Commission	₱40,000.00	
Preparation and notarization of Resolutions of corporations or partnerships, certification, and Minutes of meetings	₱3,000.00 minimum or ₱1,000.00 per page, whichever is higher	

Preparation of General Information Sheet and other SEC compliances	₱5,000.00	
Appointment as Corporate Secretary	Not Listed Corporations ₱20,000.00 per month	Publicly Listed Corporations ₱50,000.00 per month
Appointment as Corporate Representative for Foreign Corporations	₱100,000.00 per month	
Registration of Articles of Incorporation and By-Laws with PEZA Registration	₱150,000.00	
NOTE: The foregoing fees does not include any fees imposed by the appropriate government agencies.		

OTHER ENGAGEMENT FEES ²		
Negotiation and Execution of Collective Bargaining Agreement	₱75,000.00 or ₱2,500.00 per hour	
Petition of Injunction before the NLRC	₱40,000.00	
Petition for Assumption or Certification of Labor Dispute before the DOLE Secretary	₱60,000.00	
Election Protest and other election related proceedings	₱200,000.00	
Testate or Intestate Proceedings	With Opposition ₱200,000.00 or 10% of the fair market value of the property/ies whichever is higher	Without Opposition ₱75,000.00 or 5% of the fair market value of the property/ies whichever is higher
Land Registration	₱150,000.00 or 5% of the fair market value of the property, whichever is higher	
Due Diligence for Land/Real Property related transactions	₱20,000.00 Simple due diligence	₱50,000.00 Complex due diligence
Petition for Reconstitution of Title	₱75,000.00	
Petition for Issuance of New Owner’s Duplicate Certificate of Title	₱50,000.00	
Registration of Patents, Trademarks, Copyrights; other similar engagements with the IPOPHL	₱150,000.00 [Please also refer to the IPOPHL Schedule of Fees]	
Voluntary Arbitration	₱50,000.00	

² **NOTE:** Standard amount is whichever is higher

Investigative Commissions, Bureau and Law Enforcement Agencies	₱50,000.00
Immigration Proceedings	₱70,000.00
Other Engagements	₱50,000.00

NOTE:

1. The foregoing Standard Attorney’s Fees Schedule are the minimum fees and shall not be construed as fixing the standard fee or the reasonable fee to be charged in any given case or situation.
2. An Attorney shall be entitled to have and recover from his client reasonable compensation for his services with a view to the importance of the subject matter or controversy, the extent of the services rendered, and the professional standing of the attorney.
3. A contract for a contingent fee, where sanctioned by law should be reasonable under all the circumstances of the case including the risk and uncertainty of the compensation but should always be subject to the supervision of the Court, as to its reasonableness.
4. The client shall bear all the expenses and cost of litigation. A lawyer may not properly agree with a client that the lawyer shall pay or bear the expenses of litigation; he may in good faith advance expenses as a matter of convenience, but subject to reimbursement.
5. In fixing fees, it should not be forgotten that the legal profession is a branch in the administration of Justice, not a mere money-getting trade.
6. A member who stubbornly refuses to follow the foregoing standard fee schedule shall be reported to the IBP National Office for appropriate disciplinary action and shall be recorded as a member not in good standing for purposes of obtaining their respective IBP Chapter Certifications.
7. *Pro Bono* or legal aid cases may allow the lawyer to receive payment from the client to cover for the office expenses and other actual costs incurred by the lawyer.
8. The foregoing Standard Attorney’s Fees Schedule supersedes all previous Attorney’s Fees Schedule.
9. This Standard Minimum Attorney’s Fees Schedule shall be **effective on the 15th day of January 2023.**

Pursuant to Joint Resolution No. 1, Series of 2022 of the Integrated Bar of the Philippines Cebu Chapter and Cebu City Chapter.