



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

DEPARTMENT CIRCULAR NO. 06
Series of 2019

SUBJECT : SCHEDULE OF FEES AND CHARGES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) REGULATORY SERVICES

I. Rationale

The Department of Agriculture – Bureau of Agricultural and Fisheries Engineering (DA – BAFE) is mandated to provide regulatory services pursuant to Republic Act 10601 or the “Agricultural and Fisheries Mechanization (AFMech) Law”. These services will incur costs to implement, which will be assured by the government. Hence, BAFE has formulated the schedule of fees and charges based on the guidelines provided by Administrative Order No. 31 (s. 2012) and its Implementing Rules and Regulations or DOF-DBM-NEDA Joint Circular No. 1 (s. 2013) which directs and authorizes the heads of departments, bureaus, commissions, agencies, offices, and instrumentalities of the national government to rationalize, increase, and impose new fees and charges. AO 31 and its IRR states the determination of the rates to be imposed should be guided by the following principles: (1) recovering the costs of services rendered and (2) socio-economic impact of the imposition of fees. Moreover, imposition of fees and charges for services is allowed under Sections 54 and 55, Chapter 12, Book IV of Executive Order 292: Instituting the Administrative Code of 1987.

II. Objective

The main objective of imposing the fees and charges is to sustain the services offered by BAFE. It will also provide the budgetary requirement for the improvement of these services.

III. Scope

This circular shall cover the following BAFE Regulatory functions and services:

- a. Certification of Test Engineers;
- b. Issuance of Certificate of Conformity for Agricultural and Fisheries Machinery;
- c. Registration and Issuance of Permit to Operate (PTO) for Agricultural and Fisheries Machinery Manufacturers, Fabricators, Assemblers, Distributors, Dealers, Importers, and Exporters (MFADDIEs);
- d. Request for Change of Circumstance; and
- e. Request for Certified True Copy.

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**LOURDES B. PLECHAS
OIC, RECORDS DIVISION**

IV. Fees And Charges

A. FEES

FEES	AMOUNT (PhP)
I. Certification of Test Engineers	
Application Fee	500.00
Renewal Fee	250.00
II. Issuance of Certificate of Conformity (CC)	
Issuance Fee	3,500.00
III. Issuance of Permit to Operate (PTO) (waived for the 1st year of implementation)	
Application /Renewal Fee (5 years validity)	17,300.00
Discount rate for the Application/Renewal Fee (for MFADDIE adopting DA technology)	10%
Issuance Fee	220.00
IV. Request for Change of Circumstance	
Request Fee	150.00
V. Request for Certified True Copy	
Request Fee	150.00

B. CHARGES

CHARGES	AMOUNT (PhP)
I. Late Renewal of PTO	
1 day to 1 month after expiration of PTO validity	25% of the application fee
1 month & 1 day to 6 months after expiration of PTO validity	50% of the application fee
II. Late Renewal of CC	
Penalty per month of delayed renewal after expiration of CC	10% of the application fee

SECTION VI. Effectivity

This Circular shall take effect upon approval of the DA Secretary and fifteen (15) days after publication in a newspaper of general circulation and shall commence once BAFE issued a Memorandum Circular on its full institutionalization. Three (3) copies of this circular shall be sent to the University of the Philippines Law Center.

Done this 28th day of October 2019.

William D. Dar
WILLIAM D. DAR, Ph.D.
 Acting Secretary

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DEPARTMENT OF AGRICULTURE
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