



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

**DEPARTMENT CIRCULAR**

NO. 08

Series of 2022

**SUBJECT : REVISED 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 and will be funded by the government, hence, BAFE formulated fees and charges based on the guidelines provided by Administrative Order No. 31 (s. 2012) or AO 31 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 state that in determining 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.

**I. 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 needed for the improvement of these services.

**II. Scope**

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

- a. Certification of Test Engineers;
- b. Issuance of Certificate of Conformity (CC) 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. Issuance of Certificate of Accreditation (CoA) for Agricultural and Fisheries Machinery Testing Center
- e. Request for Change of Circumstance; and
- f. Request for Certified True Copy.



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### III. Fees and Charges

#### A. FEES

FEES	AMOUNT (PhP)
<b>I. Certification of Test Engineers</b>	
Application Fee	500.00
Renewal Fee	250.00
<b>II. Issuance of Certificate of Conformity (CC)</b>	
Issuance Fee	3,500.00
<b>III. Issuance of Permit to Operate (PTO)</b>	
Application /Renewal Fee (5 years validity)	6,000.00
<b>IV. Issuance of Certificate of Accreditation for Testing Centers</b>	
Application and Assessment Fee	12,300.00
Application for Additional Scope Fee (Payable after on-site assessment and approval of a grant of CoA)	1,600.00
<b>V. Request for Change of Circumstance</b>	
Request Fee	120.00
<b>VI. Request for Certified True Copy</b>	
Request Fee	100.00

#### B. CHARGES

CHARGES	AMOUNT (PhP)
<b>Late Renewal of PTO</b>	
1 day to 1 month after expiration of PTO validity	25% of the application fee
1 month & 1 day to 1 year after expiration of PTO validity	50% of the application fee
1 year & 1 day and beyond after expiration of PTO validity	100% of application fee for every year delayed renewal

### SECTION VI. Effectivity

This Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation. Three (3) copies of this circular shall be sent to the University of the Philippines Law Center.

Approved and promulgated this 12<sup>th</sup> day of December 2022.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-OSEC-DC20221209-00008