

DA ADMINISTRATIVE ORDER

No. _____

Series of 2016

SUBJECT : NATIONAL GUIDELINES ON THE REGISTRATION OF AGRICULTURAL AND FISHERIES MACHINERY AND EQUIPMENT BY THE LOCAL GOVERNMENT UNITS (LGUs)

Pursuant to Section 19 of R.A. No. 10601, otherwise known as the Agricultural and Fisheries Mechanization Law and its Implementing Rules and Regulations, these guidelines on the registration of agricultural and fishery machinery and equipment, and the collection of registration fees in accordance with the Local Government Code are hereby promulgated and issued for information and guidance of the owners and the Local Government Units:

**ARTICLE I
GENERAL PROVISIONS**

SECTION 1. Objective – The objective of this Order is to provide owners and LGUs with a framework for implementing the registration of agricultural and fishery machinery and equipment to establish and strengthen a national database of agricultural and fishery and equipment and in accordance with R.A. No. 10601 and other current laws.

SECTION 2. Scope- This Order shall cover a one-time registration of all agricultural and fishery machinery and equipment presently used by any individual, registered farmers cooperatives and associations, SEC and DTI registered businesses as well as government entities which are used or to be used for the production, harvesting, processing, storage, manufacture, preserving, transporting and distribution, research, extension, instruction and the like. Provided, that the registration of fishing boats, as part of the agricultural and fishery machinery and equipment is in accordance with EO 305 and its Implementing Rules and Regulations and Fisheries Administrative Order No. ____, Series of 2005.

SECTION 3. Definition of Terms- As used in this Administrative Order, the following terms are defined as follows:

- a. *Agricultural and Fishery Machinery and Equipment* – refers to machinery and equipment for the production, harvesting, processing, storage, manufacture, preserving, transporting and distribution of agricultural and fisheries products. It includes, but not limited to, tractors and their attachments, power tillers, seeders, transplanters, windmills, harvesting machines, crop protection and maintenance

equipment, irrigation equipment and accessories, greenhouses and other thermal conditioning equipment, livestock equipment, fishery equipment, slaughtering equipment, meat/fishery and crop processing equipment, post-harvest machines such as milling machines, dryers, threshers, grain and other strippers, agricultural transport machinery and storage facilities including cold storage, reefer vans, slaughter houses and fishing boats of three (3) gross tons or less. These are either new or currently used agricultural and fishery machinery and equipment.

- b. BAFE- Bureau of Agricultural and Fisheries Engineering of the Department of Agriculture;
- c. DA-RFO RAED – Department of Agriculture – Regional Field Office- Regional Agricultural Engineering Division
- d. *Certificate of Agricultural and Fishery Machinery and Equipment Registration (CAFMER)*- proof that the agricultural and fishery machinery and equipment is listed in the city or municipal registry of agricultural and fishery machinery and equipment;

ARTICLE II

REGISTRATION OF AGRICULTURAL AND FISHERY MACHINERY AND EQUIPMENT

SECTION 4. *Registration of Agricultural and Fishery Machinery and Equipment*- All agricultural and fishery machinery and equipment shall be registered with the City and Municipal Agriculture Offices of the LGUs through their Agricultural Engineering Division/Section.

SECTION 5. *Registry of Agricultural and Fishery Machinery and Equipment*- All City and Municipal Agriculture Offices of the LGUs through their Agricultural Engineering Division/Section shall keep a registry of agricultural and fishery machinery and equipment. The registry shall be for purposes of information generation, monitoring and regulation, planning and programming, loan collateral, establishment of identity and ownership and ensuring safety of operation of agricultural and fishery machinery and equipment.

The City and Municipal Agriculture Offices of the LGUs through the Agricultural Engineering Division/Section shall maintain and update the registry of agricultural and fishery machinery and equipment and submit the updated registries to the Office of the Mayor. They shall regularly submit the list of agricultural and fishery machinery and equipment registered and deleted/cancelled from the registry within the first quarter of the succeeding year to the Agricultural Engineering Division of the Provincial Agriculture Office and to be submitted to the Department of Agriculture - Regional Agricultural Engineering Division. The DA RAED shall consolidate the Provincial Registries and submit same to the

BAFE, copy furnished the city or municipal and provincial assessor's office within thirty (30) days from its issuance.

The Barangay Chairman shall be furnished a copy of the registry for validation of the correctness and completeness of the list, any reported inconsistencies in the registry shall be subjected to existing rules.

SECTION 6. *General Guidelines for the Issuance of Certificate of Agricultural and Fishery Machinery and Equipment Registration (CAFMER)* - The owner/user shall submit to the City or Municipal Agriculture Office of the LGU the following documents:

- a. Duly Accomplished Standard Registration Application Form as per Annex A;
- b. Official receipt or any evidence of acquisition of the agricultural and fishery machinery and equipment.

The City and Municipal Agriculture Office through its Agricultural Engineering Division/Section shall verify and evaluate the submitted documents and upon finding that the registrant has complied with all the documentary requirements and has paid the registration fee, the City and Municipal Agriculture Office shall process and facilitate the issuance of CAFMER (Annex "B") for approval of the City/Municipal Agriculturist or his duly authorized representative.

SECTION 7. *Issuance of New CAFMER*- The LGU shall issue a new CAFMER in case of change of ownership of the agricultural and fishery machinery and equipment. The LGU, upon receiving a notification from the owner of the agricultural machinery and equipment of this circumstance, shall issue a Certificate of Clearance and shall delete the registration of such agricultural and fishery machinery and equipment.

The LGU concerned shall issue a new CAFMER upon filing of an application for issuance of new CAFMER supported by:

- a. The Original Copy of CAFMER
- b. Duly notarized Deed of Absolute Sale/Donation
- c. No clearance Certificate if such agricultural and fishery machinery and equipment is involved in criminal offense or a civil case regarding questions of ownership.

No clearance Certificate shall be issued if such agricultural and fishery machinery and equipment is involved in criminal offense or a civil case regarding questions of ownership.

SECTION 8. *Registration Schedules-* The registration of agricultural and fishery machinery and equipment by the LGUs shall be done in two phases as follows:

Phase 1 – within six (6) after the approval of Administrative Order (AO)

- a. Agricultural machineries such as farm tractors, power tillers, transplanters and harvesting machines
- b. Stationary processing plant such as drying and other postharvest facilities equipment (itemize items, including equipment within the plant excluding warehouse)

Phase 2 (starting 2018) - other agricultural and fishery machinery and equipment.

SECTION 9. *Database at the Provincial, Regional and National Levels-* The Agricultural Engineering Division of the Provincial Agriculture Office of LGUs shall maintain a provincial registry of agricultural and fishery machinery and equipment based on the consolidated submission of the city and municipal LGUs, and likewise the DA RAED for a regional data base and the BAFE for a national data base. Each office shall ensure that these registry and databases are available through the internet.

SECTION 10. *Registration of Agricultural and Fishery Machinery and Equipment by Other Concerned National Government Agencies-* The registration of agricultural and fishery machinery and equipment presently undertaken by concerned government agencies, (i.e. the Bureau of Fisheries and Aquatic Resources (BFAR) on fishing boats, National Food Authority on rice mills and postharvest facilities, Philippine Coconut Authority on oil mills) shall form part in the registry list of agricultural and fishery machinery and equipment of the city and municipal LGUs.

The BAFE shall coordinate and collaborate with concerned DA bureaus and attached agencies/corporations for the harmonization of registration procedures and documents to avoid double registration at the city and municipal LGUs.

ARTICLE III REGISTRATION FEES

SECTION 11. *Registration Fees-* The level of fees to be charged and fee structure in the registration of agricultural and fishery machinery and equipment shall be determined at the discretion of the LGUs in accordance with existing policies and in consultation with the local Agricultural and Fishery Councils. Generally, it shall be guided by:

- a. the capacity to pay by the farmers and fisherfolk
- b. the cost of administration; and

- c. other fees and charges and transaction costs (e.g. those associated with securing and processing of required clearances, transportation costs, time costs) incurred by the farmers and fisherfolk in compliance with the registration requirements.

ARTICLE IV

INSTITUTIONAL ROLES AND RESPONSIBILITIES

SECTION 12. *Roles of the National and Regional Government Offices-* The roles and responsibilities of specific government offices in the implementation of agricultural and fishery machinery and equipment registration shall be as follows:

- a. **Bureau of Agricultural and Fisheries Engineering (BAFE)-** The BAFE as the national repository of the registry of agricultural and fishery machinery and equipment, shall be responsible for the collection, storage and retrieval of agricultural and fisheries machinery and equipment data at the provincial, regional and national levels in coordination with DA-RAEDs, other concerned national government agencies and LGUs. It shall maintain the computerized system of agricultural and fishery machinery and equipment registration and shall be linked to DA-RAEDs, LGUs and PhilMech's Agri-Fisheries Mechanization and Engineering Resource Network;
- b. **Philippine Council for Agriculture and Fisheries (PCAF)-** The PCAF-Agriculture and Fishery Mechanization Committee (AFMeC) and the Local Agriculture and Fishery Council shall assist in the consultation process in the determination of registration fees, prioritization of agricultural and fishery machinery and equipment to be registered.
- c. **DA-Regional Agricultural Engineering Division -** DA-Regional Agricultural Engineering Division shall provide assistance and augment the services of 4th Class to 6th Class City and Municipal LGUs in the registration of agricultural and fishery machinery and equipment; **(For clarification with the AFMeC mother committee).** (Focus on the 1-4 municipalities)
- d. **League of Municipalities of the Philippines/League of Cities of the Philippines-** These leagues, in coordination with the DILG shall be conduits of BAFE in the dissemination and information campaigns for the registration.

SECTION 13. Roles of Local Government Offices- The roles and responsibilities of local government offices in the implementation of agricultural and fishery machinery and equipment registration shall be as follows:

- a. **Local Sanggunian-** The Local Sanggunian, as the legislative body of the LGUs, shall enact the appropriate ordinance to institute agricultural and fishery machinery and equipment registration in accordance with the guidelines provided in this order - Model City/Municipal Ordinance (Annex C).
- b. **Office of the Mayor-** The Mayor is enjoined to strengthen or create the Agricultural Engineering Division/Section of the LGU to effectively perform its task under R.A. No. 10601, among others the registration of agricultural and fishery machinery and equipment. He shall act upon the recommendation of this division/section and shall affix his signature in the approved registration;
- c. **City and Municipal Agriculture Office-** Through its Agricultural Engineering Division/Section, this office shall be directly responsible in the implementation of agricultural and fishery machinery and equipment registration. It shall provide the application forms, accept applications, evaluate and verify the same, make recommendations to the Mayor to issue the CAFMER.
- d. **City and Municipal Assessor's Office** - The municipal assessor's office shall also be responsible for the assessment of the registration fees to be paid by the applicant. It shall also maintain a systematic filing of registration forms, maintain and update the registry and submit these to Provincial Agricultural Engineering Division, DA-RAED and BAFE. It shall also provide copies to the Barangay Council.
- e. **Municipal and City Treasurer's Office-** being the keeper of funds, shall be responsible for collecting payments for LGU imposed taxes, fees and charges;
- f. **Barangay LGU** - validate the correctness and completeness of the Registry of Agricultural and Fishery Machinery and Equipment

ARTICLE V

FINAL PROVISIONS

SECTION 14. Repealing Clause- All existing administrative orders, rules and regulations, or parts thereof, in conflict with, or inconsistent with any provisions of this order are hereby repealed or modified accordingly.

SECTION 15. Effectivity- This Administrative Order shall take effect fifteen (15) days after its publication in the Official Gazette and/or in two (2) newspapers of general circulation.

PROCESO J. ALCALA

Secretary

ANNEX A. STANDARD AGRI-FISHERY MACHINERY REGISTRATION APPLICATION FORM

PCAF-AFMeC | SECTION 8. Registration Schedules- The registration of agricultural and fishery machinery and equipment by the LGUs shall be done in two phases as follows:

Republic of the Philippines Province of _____ City/Municipality of _____						
CITY/MUNICIPAL AGRICULTURAL AND FISHERY MACHINERY & EQUIPMENT REGISTRATION APPLICATION FORM					APPLICATION NO.	DATE OF APPLICATION
TYPE OF REGISTRATION <input type="checkbox"/> Initial Registration <input type="checkbox"/> Issuance of New Certificate of Registration (CAFMER)						
NAME OF OWNER (Surname, First Name, M.I.)				ADDRESS (No. of Street, Barangay, Municipality/City, Province)		
				CONTACT NO.		
LIST OF AGRICULTURAL AND FISHERY MACHINERY AND EQUIPMENT OWNED FOR REGISTRATION						
Category	Year Acquired	Brand/Model	Serial Number		kW(hp)	Capacity
			Equipment	Engine		
FOR CHANGE OF OWNERSHIP						
NAME OF PREVIOUS OWNER (Surname, First Name, MI)				ADDRESS OF PREVIOUS OWNER (No. of Street, Barangay, Municipality/City, Province)		
FOR DELETION/CANCELLATION OF AGRICULTURAL AND FISHERY MACHINERY & EQUIPMENT REGISTRATION						
REASONS FOR DELETION/CANCELLATION <input type="checkbox"/> Loss of Agricultural and Fishery Machinery and Equipment <input type="checkbox"/> Transfer of Municipal/City Area of Operations <input type="checkbox"/> Others : _____						
I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT				PRINTED NAME AND SIGNATURE OF OWNER		
REMARKS, FINDINGS AND RECOMMENDATIONS						
EVALUATED/RECOMMENDED BY:			NOTED BY:			
_____ Chief, Agricultural Engineering Division/Section			_____ City/Municipal Agriculturist			

Republic of the Philippines Province of _____ City/Municipality of _____						
CERTIFICATE OF AGRICULTURAL AND FISHERY MACHINERY & EQUIPMENT REGISTRATION (CAFMER)					CERTIFICATE NO. _____	
THIS IS TO CERTIFY THAT Mr./Mrs. Ms _____ of Barangay _____, Municipality/City of _____ in the Province of _____ is the OWNER of the herein named and described agricultural and fishery machinery and equipment.						
Category	Year Acquired	Brand/Model	Serial Number		kW(hp)	Capacity
			Equipment	Engine		
Issued in Compliance with R.A. No. 10601 otherwise known as the Agricultural and Fisheries Mechanization Law and Municipal/City Ordinance No. _____ at _____ on _____						
_____			Municipal/City Mayor			
Paid under O.R. No. _____ Date _____						

