



# **RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT – Luzon and Mindanao**

## **EXTERNAL SERVICES**



## 2.1.a. Sugar Regulatory Administration-Special Action Group for Environment (SRA-SAGE)- Air & Water Quality Monitoring for Sugar Mills, Refineries, Bioethanol, Distilleries and Bagasse-Based Power Plants

Quarterly air emissions and wastewater sampling conducted in sugar mills and refineries (QC Team—L&M Mills; Visayas Team—Visayas Mills)

<b>Office or Division</b>	Factory Services & Research Division, RDE, SRA			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugar Mills, Refineries, Bioethanol, Distilleries and Bagasse-Based Power Plants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request		Client/Stakeholders/Applicant (Sugar mills, Refineries, Bioethanol, Distilleries and Bagasse-Based Power Plants)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to SRA Administrator	1. Acceptance	None	5 minutes	SRA Administrator, Administrator's Office
2. Coordination w/ FSRD, RDE	2. Scheduling	None	1 hour	SAGE Team Leader, FSRD
3. Coordination w/ FSRD, RDE	3. Pre-arrangement	None	1 day	SAGE Team Leader, FSRD
4. Coordination w/ FSRD, RDE	4. Team preparation	None	1 day	SAGE Team Leader, FSRD
5. Overseeing the SAGE team at the site	5. Actual conduct of environmental air & water quality monitoring	None	1 day/ smokestack excluding travel time	SAGE Team Leader, FSRD
6. Coordination w/ FSRD, RDE	6. Report preparation	None	10 days	SAGE Team Leader, FSRD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Coordination w/ FSRD, RDE	7. Issuance of Billing	For Air Emission: 1. TSP/ Particulate Matter Php8000 - 1 stack Php15000 - 2 stacks Php22000 - 3 stacks  Additional Php6000/ stack in excess of 3 stacks  2. NOx - Php3500/ stack  3. SOx - Php1000/ stack  4. CO - Php250/bag  5. Ambient Air PM10 - Php2500/pt PM2.5 - Php2500/pt	1 day	SAGE Team Leader, FSRD
8. Coordination w/ FSRD, RDE	8. Release of report	None	1 day	FSRD/SRA-Record or Regulation Officer
<b>TOTAL:</b>		<b>See step 7 for fees</b>	<b>15 Days, 1 hour, 5 Minutes</b>	

## 2.1.b Capacity and Efficiency Assessment of Sugar Mills and Refineries

A technical audit that gives a clear scenario of the plant's equipment and efficiency profile, enabling the authorities to draw conclusions as to where improvements and/or rectifications should be applied.

<b>Office or Division</b>	Factory Services & Research Division, RDE, SRA			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugar Mills and Refineries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Target stakeholder for the conduct of energy audit for the year as per approved FSRD COB		Submitted FSRD Audit Plan for the year to QMS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Submission of communication / notification letter to target mill	None	1 hour	Team Leader, CEA Team, FSRD
2. Acceptance of notification by the client in FSRD	2. Scheduling	None	1 hour	Team Leader, CEA Team, FSRD
3. Coordination w/ FSRD, RDE	3. Pre-arrangement	None	1 day	Team Leader, CEA Team, FSRD
4. Coordination w/ FSRD, RDE	4. Team preparation	None	1 day	Team Leader, CEA Team, FSRD
5. Overseeing the team at the site	5. Actual conduct of Capacity & Efficiency Assessment/Audit	None	8 days excluding travel time	Team Leader, CEA Team, FSRD
6. Coordination w/ FSRD, RDE	6. Report preparation	None	90 days	Team Leader, CEA Team, FSRD
<b>TOTAL:</b>		<b>None</b>	<b>100 Days, 2 hours</b>	

## 2.1.c Energy Efficiency & Conservation and Commercial Cogeneration for the Sugar Industry (Energy Audit)

Involves the promotion of energy efficiency and the advancement of cogeneration in the sugar mills through energy assessment/audit.

<b>Office or Division</b>	Factory Services & Research Division, RDE, SRA			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugar Mills, Refineries, Bioethanol, Distilleries and Bagasse-Based Power Plants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Target stakeholder for the conduct of energy audit for the year as per approved FSRD COB		Submitted FSRD Audit Plan for the year to QMS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Submission of communication / notification letter to target mill by the Team Leader	None	1 hour	Team Leader, Energy Audit Team, FSRD
2. Acceptance of notification by the client in FSRD	2. Scheduling	None	1 hour	Team Leader, Energy Audit Team, FSRD
3. Coordination w/ FSRD, RDE	3. Pre-arrangement	None	1 day	Team Leader, Energy Audit Team, FSRD
4. Coordination w/ FSRD, RDE	4. Team preparation	None	1 day	Team Leader, Energy Audit Team, FSRD
5. Overseeing the Energy Audit team at the site	5. Actual conduct of energy audit	None	8 days excluding travel time	Team Leader, Energy Audit Team, FSRD
6. Coordination w/ FSRD, RDE	6. Report preparation	None	90 days	Team Leader, Energy Audit Team, FSRD
<b>TOTAL:</b>		<b>None</b>	<b>100 Days, 2 hours</b>	



## 2.2.a. Farmers' Trainings/Seminars

These are provided to stakeholders upon request or as planned. Topic is on sugarcane production technology, farm operations from land preparation to harvesting. It also include information on the milling operation, sugar regulations and farm management. The OPSI Core Group (pool of specialists) conducts these activities.

<b>Office or Division</b>		Office of the Manager III, RD&E		
<b>Classification</b>		Highly Technical Transaction		
<b>Type of Transaction</b>		G2B-Government to Business Entity		
<b>Who may avail:</b>		Farmer Groups/Sugarcane Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request/ concern		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Mill District Office or submit request/ concern.	1.1. Receive and evaluate request/ concern.	None	2 hours	Mill District Officer/ Agriculturist <i>Mill District Office</i>
	1.2. Discuss client's concern and give recommendation/ endorse request/ concern to ESD Head office.	None	2 hours	Mill District Officer <i>Mill District Office</i>
	1.3. Endorse request/ concern to the Office of the Manager III.	None	2 hours	Chief Agriculturist— <i>ESD Head Office</i>
	1.4 Assess and recommend appropriate action.	None	4 hours	Manager III— <i>RD&amp;E Department</i>
	1.5. Endorse request/ concern for approval.	None	4 hours	Deputy Administrator — <i>RD&amp;E Department</i>
	1.6. Approve request/ concern and return the same/ feedback to RD&E Department	None	1 day	Administrator <i>Office of the Administrator</i>
2. Attend preliminary meetings at designated venue	2.1. Conduct meeting for training details and schedule	None	4 hours	Mill District Officer and representative from the OPSI Core group <i>Mill District Office</i>
	2.2. Conduct training need assessment	None	4 hours	Mill District Officer <i>Mill District Office</i>
	2.3. Prepare training module, schedule and materials	None	12 days	Manager III and OPSI Core Group <i>RD&amp;E Department</i>
	2.4. Form Training Team	None	4 hours	Manager III— <i>RD&amp;E Department</i>
	2.5. Prepare travel documents		1 day	Training Aide and Clerk III— <i>RD&amp;E Department</i>
3. Attends training/ seminar at designated venue	3. Conduct training/ seminar	None	3 days	RDE Manager III and OPSI Core Group <i>RD&amp;E Department</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	



## 2.2.b. Technical Assistance (Sharing of Information)

This pertains to the services being rendered to farmers and other stakeholders regarding technical assistance such as the introduction, sharing of information, knowledge and expertise on the new/improved Package of Technology (POT) in sugarcane production and other by and co-products. This also involves transfer of sugarcane-related production data.

<b>Office or Division</b>	RDE - Division concerned			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities/Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request/concern		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to ESD Head office	1.1. Receive and evaluate request/ concern and recommend appropriate action.	None	30 minutes	Chief Agriculturist/ Technical staff- <i>ESD Head Office</i>
	1.2. Receive request/ concern and evaluate recommended appropriate action.	None	30 minutes	Manager III— <i>RD&amp;E Department</i>
	1.3. Dis/Approve the request/ concern and forward to involved unit/s.	None	1 hour	Deputy Administrator— <i>RD&amp;E Department</i>
	1.4. Prepare requested information	None	3 hour	Head of Division concerned
	1.5. Approve requested information	None	2 hours	Administrator/ Deputy Administrator
2. Receive the requested information at RD&E Department	2.1. Discuss the requested data/ information	None	1 hours	Head of Division concerned
	<b>TOTAL</b>	<b>None</b>	<b>1 Day</b>	



## 2.2.c. Technical Assistance (Conduct of Survey)

This pertains to the services being rendered to farmers and other stakeholders regarding technical assistance such as the conduct of survey for data validation. This also involves transfer of sugarcane-related production data.

<b>Office or Division</b>	RDE - Extension Services Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities/Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request/concern		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to ESD Head office	1.1. Receive and evaluate request/ concern and recommend appropriate action.	None	30 minutes	Chief Agriculturist/ Technical staff- <i>ESD Head Office</i>
	1.2. Receive request/ concern and evaluate recommended appropriate action.	None	30 minutes	Manager III— <i>RD&amp;E Department</i>
	1.3. Dis/Approve the request/ concern and feedback to RDE Manager III.	None	1 hour	Deputy Administrator— <i>RD&amp;E Department</i>
	1.4. Schedule field validation.	None	1 hour	RDE Manager III/ Chief Agriculturist <i>RD&amp;E Department</i>
2. Guide technical staff during field validation.	2.1. Conduct field survey and validation	None	1 day	Mill District Officer and ESD Head Office
	2.2 Prepare and submits field validation report to the Chief Agriculturist	None	4 hours	Mill District Officer concerned <i>Mill District Office</i>
	2.3. Assess and recommend appropriate action.	None	3 hour	Chief Agriculturist <i>RD&amp;E Department</i>
	2.4. Endorse reports/ documents to the Deputy Administrator	None	2 hours	RDE Manager III <i>RD&amp;E Department</i>
	2.5. Approve the result of the validation survey and feedback the same to the RDE Manager			Administrator/ Deputy Administrator
3. Receive results from RD&E Department	3. Discuss results of validation survey	None	4 hours	RDE Manager III / Chief Agriculturist <i>RD&amp;E Department</i>
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	





## 2.2.d. Survey of Potential Areas for Sugarcane Production

Physical inspection and evaluation of a certain area which intended for area expansion for sugarcane production. Activities include gathering of technical information such soils and climatic factors, legal documents with concern to LGU development plan and programs and for economic consideration, the feasibility aspect of the project.

<b>Office or Division</b>	Office of the Manager III, RD&E			
<b>Classification</b>	Highly Technical Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Private Groups/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Office of the Administrator	1.1. Receive and evaluate request and forward to Deputy Administrator, RD&E Department	None	2 hours	Administrator <i>Office of the Administrator</i>
	1.2. Receive and evaluate request and forward to the Office of the Manager III	None	2 hours	Deputy Administrator— <i>RD&amp;E Department</i>
	1.3. Discuss with the requesting party regarding Terms of Reference	None	4 hours	Manager III— <i>RD&amp;E Department</i>
	1.4. Form a Survey Team and conduct preliminary meetings	None	1 day	Manager III— <i>RD&amp;E Department</i>
	1.5. Prepare travel documents	None	4 hours	Clerk III— <i>RD&amp;E Department</i>
	1.6. Prepare necessary survey materials	None	4 hours	Survey Team— <i>RD&amp;E Department</i>
2. Guide the Survey Team in the subject area	2.1. Conduct field survey and data gathering	None	10 days	Survey Team— <i>RD&amp;E Department</i>
	2.2. Prepare reports and submit to the Office of the Manager III	None	5 days	Survey Team— <i>RD&amp;E Department</i>
	2.3. Finalize reports and recommendations	None	1 day	Manager III— <i>RD&amp;E Department</i>
	2.4. Present the results to the Administrator and Deputy Administrator	None	4 hours	Manager III— <i>RD&amp;E Department</i>
3. Receive reports from the Office of the Manager III, RD&E Department	3. Present and discuss the findings and recommendations	None	4 hours	Manager III— <i>RD&amp;E Department</i>
	<b>TOTAL:</b>		<b>20 days</b>	



## 2.2.e. Consultation and Referrals

Clients and especially the walk-in ones in the mill district consult with the Mill District Officers and Agriculturists on a particular problem and get their advice from the experts. Field personnel also entertain issues and concerns being referred to by some stakeholders e.g., sugarcane production related matters, SIDA projects e.g., block farms, farm to mill roads, socialized credit, etc.

<b>Office or Division</b>	Extension Services Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
No requirements (Walk-in)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Mill District Office	1.1. Entertain/ interview clients and determine the issues and concerns	None	1 hour	Mill District Officer— <i>ESD Mill District Office</i>
2. Receive advice and recommendations from the ESD Mill District Office	2.1. Provide advice and recommendations	None	1 hour	Mill District Officer— <i>ESD Mill District Office</i>
	<b>TOTAL</b>	<b>None</b>	<b>2 hours</b>	



## 2.2.f. Consultation and Referrals (For referrals that need ocular inspection and validation survey)

Clients and especially the walk-in ones in the mill district consult with the Mill District Officers and Agriculturists on a particular problem and get their advice from the experts. Field personnel also entertain issues and concerns being referred to by some stakeholders e.g., sugarcane production related matters, SIDA projects e.g., block farms, farm to mill roads, socialized credit, etc.

<b>Office or Division</b>	Extension Services Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
No requirements (Walk-in)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Mill District Office	1.1. Entertain/ interview clients and determine the issues and concerns and set the schedule for field inspection.	None	2 hours	Mill District Officer— <i>ESD Mill District Office</i>
2. Guide the Agriculturist in the subject area	2.1. Conduct field survey	None	4 hours	Mill District Officer— <i>ESD Mill District Office</i>
3. Receive recommendations from the ESD Mill District Office	3. Discuss results of validation survey and provide recommendations	None	2 hour	Mill District Officer— ESD Mill District Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day</b>	



### 2.3.a. Issuance of Certificate for Land Use Reclassification— Application Outside the Mill District Coverage

The issuance of Land Use Conversion/reclassification certification is a requirement to those who would like to have their agricultural lands reclassified, developed into industrial, commercial, or residential use as classified in the Comprehensive Land Use Plan (CLUP).

In compliance with the requirements of the Department of Agriculture (DA) and Department of Agrarian Reform (DAR) in reclassifying private agricultural lands to non-agricultural uses, the Sugar Regulatory Administration (SRA) is required to issue such Certification.

<b>Office or Division</b>	Extension Services Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request stating the purpose of conversion, owner and location of property and the area applied for reclassification.		Applicant		
Proof of ownership – photo copy of Transfer of Certificate of Title (TCT) and Declaration of Real Property (TD)		Property Owner		
Other Instruments – Location Sketch/Special Plans, Joint Venture Agreement, Certification from other agencies (any available)		Property Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiry– proceed to ESD Head Office	1.1 Interview/provision of checklist of requirements	None	30 mins	Chief Agriculturist/ Technical staff- ESD Head Office
2. Proceed to the Office of the Administrator.	2.1. Receive request and check the completeness of the required documents.	None	1 hour	Project Assistant II— Office of the Administrator
	2.2. Prepare Order of Payment	None	1 hour	Project Assistant II— Office of the Administrator
3. Proceed to Treasury Division and pay filing fee	3.1. Receive payments and issues Official Receipt:  For 5 hectares and below- Filing Fee  For 5.01 and above - Filing Fee	Php 1,000.00  Php 2,000.00	30 minutes	Cashier—Budget Division, Administrative and Finance Department



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceed to the Office of the Administrator and present OR to the Project Assistant II	4.1. Receive OR and prepare the Certification	None	4 hours	Project Assistant II— Office of the Administrator
	4.2. Review, sign and endorse the Certification to the Office of the Manager III, RD&E.	None	2 hours	Chief Agriculturist— Extension Services Division, RD&E
	4.3. Review, sign and endorse to the Office of the Administrator.	None	2 hours	Manager III—RD&E Department
	4.4. Approve and sign the Certification.	None	4 hours	Administrator - Office of the Administrator
	4.5. Forward the Certification to the Record Section for releasing	None	30 minutes	Project Assistant II— Office of the Administrator
5. Receipt of Certification from Records Section	5.1. Issuance of Certification—Five (5) Original Copies	None	30 minutes	Record Officer— Record Section, Administrative and Finance Department
	<b>TOTAL</b>	<b>See agency actions 3.1 For schedule of fees</b>	<b>2 Days</b>	



### 2.3.b. Issuance of Certificate for Land Use Reclassification— Application within the mill district area

The issuance of Land Use Conversion/reclassification certification is a requirement to those who would like to have their agricultural lands reclassified, developed into industrial, commercial, or residential use as classified in the Comprehensive Land Use Plan (CLUP).

In compliance with the requirements of the Department of Agriculture (DA) and Department of Agrarian Reform (DAR) in reclassifying private agricultural lands to non-agricultural uses, the Sugar Regulatory Administration (SRA) is required to issue such Certification.

<b>Office or Division</b>	Extension Services Division			
<b>Classification</b>	Complex Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request stating the purpose of conversion, owner and location of the property and area applied for reclassification.		Applicant		
Proof of ownership – photo copy of Transfer of Certificate of Title (TCT) and Declaration of Real Property (TD)		Property Owner		
Other Instruments – Location Sketch/Special Plans, Joint Venture Agreement, Certification from other agencies (any available)		Property Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiry– proceed to ESD Head Office	1.1 Interview/provision of checklist of requirements	None	30 minutes	Chief Agriculturist/ Technical staff- ESD Head Office
2. Proceed to the Office of the Administrator.	2.1. Receive request and check the completeness of the required documents.	None	1 hour	Project Assistant II— Office of the Administrator
	2.2. Prepare Order of Payment	None	1 hour	Project Assistant II— Office of the Administrator
3. Proceed to Treasury Division and pay filing and ocular inspection fee	3.1. Receive payments and issues Official Receipt  For areas of 5 hectares and below Filing Fee Ocular Inspection Fee  For areas of 5.01 and above Filing Fee Ocular Inspection Fee	  PhP 1,000.00 PhP 10,000.00  PhP 2,000.00 PhP 15,000.00	30 minutes	Cashier—Budget Division, Administrative and Finance Department
4. Proceed to the Office of the Administrator and present OR to the Project Assistant II	4.1. Receive OR and endorse the application to LUR Focal Person	None	1 day	Project Assistant II— Office of the Administrator



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Review the application and forward to the concerned Mill District Officer for ocular inspection.	None	2 hours	LUR Focal Person—Senior Science Research Specialist/ LAREC, Pampanga
	4.3. Review the application and contact the applicant for the schedule of ocular inspection.	None	4 hours	Mill District Officer—ESD Mill District Office
	4.4. Prepare Travel Order (if necessary).	None	2 hours	Clerk III—Extension Services Division, RD&E
	4.5. Recommend approval of the TO.	None	2 hours	Chief Agriculturist/ RDE Manager III
	4.6. Approve TO	None	2 hours	Administrator/ RDE Deputy Administrator
5. Guide Mill District Officer during ocular inspection of the area	4.1. Conduct ocular inspection	None	1 day	Mill District Officer—ESD Mill District Office
	4.2. Prepare ocular inspection report and forward to LUR Focal Person.	None	4 hours	Mill District Officer—ESD Mill District Office
	4.3 Review OCI report and forward to the Project Assistant II for preparation of the Certification.	None	4 hours	LUR Focal Person—Senior Science Research Specialist/ LAREC, Pampanga
	4.4. Sign and endorse the Certification to the office of the Chief Agriculturist.	None	1 day	LUR Focal Person—Senior Science Research Specialist/ LAREC, Pampanga
	4.5. Review, sign and endorse the Certification to the Office of the Manager III, RD&E.	None	2 hours	Chief Agriculturist—Extension Services Division, RD&E
	4.6. Review, sign and endorse to the Office of the Administrator.	None	2 hours	Manager III—RD&E Department
	4.7. Approve and sign the Certification.	None	4 hours	Administrator—Office of the Administrator
	4.8. Forward the Certification to the Record Section for releasing	None	30 minutes	Project Assistant II— Office of the Administrator
5. Receipt of Certification from Records Section	5.1. Issuance of Certification—Five (5) Original Copies	None	30 minutes	Record Officer—Record Section, Administrative and Finance Department
<b>TOTAL:</b>		<b>See agency actions 3.1 for schedule of fees</b>	<b>7 Days</b>	



### 2.3.c. Issuance of Certificate for Land Use Reclassification— Reissuance of Certification

Reissuance of Certification is required when the processing of the documentary requirements for LUR is not completed within six (6) months.

The issuance of Land Use Conversion (LUR)/reclassification certification is a requirement to those who would like to have their agricultural lands reclassified, developed into industrial, commercial, or residential use as classified in the Comprehensive Land Use Plan (CLUP).

In compliance with the requirements of the Department of Agriculture (DA) and Department of Agrarian Reform (DAR) in reclassifying private agricultural lands to non-agricultural uses, the Sugar Regulatory Administration (SRA) is required to issue such Certification.

<b>Office or Division</b>	Extension Services Division			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Sugarcane Farmers/Entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request for the reissuance of certification		Applicant		
Copy of previously issued certification		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request at the Office of the Administrator	1.1. Receive request/ and check the completeness of requirements.	None	30 minutes	Project Assistant II— Office of the Administrator
	1.2. Prepare the Certification	None	1 hour	Project Assistant II— Office of the Administrator
	1.3. Endorse the Certification to the office of the Chief Agriculturist	None	30 minutes	Project Assistant II— Office of the Administrator
	1.4. Review, sign and endorse the certification to the Office of the Manager III, RD&E	None	1 hours	Chief Agriculturist— Extension Services Division, RD&E
	1.5. Review, sign and endorse the Certification to the Office of the Administrator	None	1 hours	Manager III—RD&E Department
	1.6. Approve and sign the Certification	None	3 hours	SRA Administrator
	1.7. Endorse the Certification to the Record Section for releasing	None	30 minutes	Project Assistant II— Office of the Administrator
2. Receives certification from Records Section	2. Releases certification—Five (5) Original Copies	None	30 minutes	Record Officer—Record Section, Administrative and Finance Department
	<b>TOTAL</b>	<b>None</b>	<b>1 Day</b>	





## 2.4.a. Analysis of Soil Samples

The Division recognizes the importance of proper soil sampling and analysis as basis for fertilizer and other management application, and on how these treatments affect the sugar quality and sugar industry. It has three laboratories situated in Davao, Bukidnon and Pampanga.

<b>Office or Division:</b>	Agri-Allied Research Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C,G2B, G2G			
<b>Who may avail:</b>	Sugarcane Farmers/Associations/Cooperatives,Millers, Distillers,Researchers, Walk-in Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client information including PhilID/ PhilSys Number		To be provided by the client		
2. At least one (1) kilo properly labelled soil sample (location, topography, vegetation, area size, date of collection).				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sample/s to Soil Laboratory.  <i>(soils laboratory at LAREC station (Pampanga), Bukidnon and Davao)</i>	1.1. Receives, identifies, evaluates sample/s for analysis	None	25 mins.	Soil Laboratory Staff  <i>(soils laboratory LAREC station (Pampanga), Bukidnon and Davao)</i>
2. Pay the analytical fee  <i>(Collecting/ Disbursement Officer SRA-LAREC Station, No fee in Bukidnon and Davao)</i>	2.1. Issue order of payment  <i>(Collecting/ Disbursement Officer SRA-LAREC Station)</i>	P100/ soil sample	15 mins.	<i>Collecting/ Disbursement Officer SRA-LAREC Station</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Claim analysis report  <i>(At soils laboratory at LAREC station (Pampanga), Bukidnon and Davao)</i>	3. Analysis of samples and preparation of analysis report	None	10 working days for fairly dry soil submitted  14 days for wet sample submitted	Chemist/ Labtech/Science aide, Senior Science Research Specialist, OIC, LAREC  <i>(At Soils Laboratory in LAREC station (Pampanga), Bukidnon, Davao),</i>
<b>TOTAL:</b>	<b>TOTAL:</b>	<b>P100/ soil sample</b>	10 working days for fairly dry soil submitted  14 days for wet sample submitted	

## 2.4.b. Analysis of Juice Samples

The Division conducts laboratory procedures to determine the juice quality of sugarcane.

<b>Office or Division:</b>	Agri-Allied Research Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C,G2B, G2G			
<b>Who may avail:</b>	Sugarcane Farmers/Associations/Cooperatives,Millers, Distillers,Researchers, Walk-in Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client information including PhilID/ PhilSys Number 2. Properly labelled sugarcane stalk samples( No. of samples, variety/ies, date harvested/collected)		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit samples to the Laboratory  <i>(available at SRA-LAREC Station only)</i>	1.1. Receives, identifies, evaluates sample/s for analysis	None	20 mins.	Soil Laboratory Staff  <i>(available at SRA-LAREC Station only)</i>
2. Pay the analytical fee  <i>(Collecting/ Disbursement Officer at SRA-LAREC)</i>	2.1. Issue order of payment  <i>(Collecting/ Disbursement Officer at SRA-LAREC)</i>	P50.00/ sample	15 mins.	Collecting/ Disbursement Officer SRA-LAREC
3. Claim analysis report	3. Analysis of Juice sample, preparation and release of analysis report	None	1 day	Chemist/ Labtech/Science aide, Senior Science Research Specialist, OIC, SRA-LAREC  <i>(At Laboratory in SRA-LAREC)</i>
<b>TOTAL:</b>		<b>P50.00/ sample</b>	<b>1 day</b>  (Max 30 samples/ transaction)	



## 2.4.c. Conduct of Efficacy Trial

This Division is open for collaborative efforts on conducting efficacy trials of different newly-developed products.

<b>Office or Division:</b>	Agri-Allied Research Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C,G2B, G2G			
<b>Who may avail:</b>	Fertilizer/Pesticide Manufacturers, Importers, Distributors, State Universities and Colleges and other Industry Clientele			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCE-SSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit signed request letter with PhilID/PhilSys Number to SRA-QC	1.1. Receives, and forwards to LAREC for Review and Evaluation	None		RDE Personnel/ Administrator/ Deputy Administrator, RDE/ Manager III,RDE
2. Meet with accredited researchers at SRA-LAREC station for the details of the study and possible terms and conditions	2.1 Meets the client regarding the details of the study and possible terms and conditions	None	4 hours	Manager III,RDE/ Chief Science Research Specialist/FPA Accredited researchers (Agri-Allied Research Division)
	3. Prepares Memorandum of Agreement of the trial (includes reviews from the Legal Department)	None	7 days	Chief Science Research Specialist/FPA Accredited researchers, Legal Department
	5. Endorses final MOA for Board Approval	None	1 day	Deputy Administrator, RDE
	6. Reviews, Evaluates/ Approves MOA	None	22 days*	Sugar Board (SRA-QC)
	7. Prepares Board Resolution/ Secretary's Certificate/ Forward to LAREC	None	1 day	Board Secretary (SRA-QC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE-SSING TIME	PERSON RESPONSIBLE
	8. Prepares final MOA for signing		1 day	Chief Science Research Specialist/ FPA Accredited researchers (Agri-Allied Research Division)
9. Signs MOA	9.1 Signs MOA	None	40 mins.	Client, Administrator (Office of the Administrator)
10. Payment of the budgetary requirement for the conduct of the Efficacy trial	10.1 Accepts payment and issues OR	*to be agreed upon by researcher and client	20 minutes	SRA-QC cashier/ Collecting Officer (Administrative and Finance Department)
	11. Requests Cash advance, Release/ encashment of check	None	10 days	SRA-LAREC Collecting/Disbursing Officer,  Administrative and
12. Secure Experimental Use Permit (EUP) with the Fertilizer and Pesticide Authority	13. Provides the client with test protocol	None	1 day	Client,  FPA Accredited researcher (Agri-Allied Research Division)
14. Coordinate and Monitor lay-out for progress of Efficacy trial	15. Conducts necessary farm operations for the lay-out, care/ maintenance, data gathering, harvesting, report writing and submission of final report	None		Client,  FPA Accredited researcher (Agri-Allied Research Division)
	<b>TOTAL:</b>		<b>45 days, 5 hours**</b>	

*\*Duration of evaluation and approval of Efficacy Trial and Sugar Board meetings (a 22-day –grace period for the Board meetings was included in the processing time) and Issuance of Secretary’s Certificate or Board Resolution is not within the control of Agri-Allied Research Division (SRA-LAREC)*

*\*\*processing time only, exclusive of the actual duration of the trial and report submission as stated in No. 15)*

**Assumptions**

*The trial proposal has complete details and documentary requirements.*



## 2.4.d. Sales of Sugarcane High Yielding Variety (HYV) Planting Material

One of the vital component of high crop productivity is the use of certified high yielding sugarcane varieties. The division maintains a nursery area that serves as a source of certified sugarcane planting materials to the various Mill Districts of Luzon from Cagayan to Bicol region.

<b>Office or Division:</b>		Agricultural Support Services Division		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C,G2B, G2G		
<b>Who may avail:</b>		Sugarcane Farmers/Associations/Cooperatives,Millers, Distillers,Researchers, Walk-in Clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to SRA LAREC or SRA QC	1.1. Receives, identifies, evaluate the request	None	5 mins.	LAREC clerk, SRA QC clerk
	1.2. Meets the client regarding the details of the request and possible varieties to be acquired	None	30 mins.	Chief Science Research Specialist of SRA LAREC, SRS of SRA LAREC, Farm supervisor of SRA LAREC
	1.3. Confirmation on the date of pick up, preparation of HYVs	None	6 days	Farm Supervisor of SRA LAREC
	1.4. Issue order of payment	None	10mins.	Farm Supervisor of SRA LAREC
2. Pay the cost of canepoints to SRA LAREC or SRA QC	2.1. Accepts payment and issue OR	P2,000/lacsa	10 mins.	Collecting Officer of SRA LAREC or SRA QC
3. Present Official receipt (OR) to SRA LAREC	3.1 Validate the receipt and release the acquired planting materials	None	10mins.	Farm Supervisor of SRA LAREC
<b>TOTAL:</b>		<b>P2,000/lacsa</b>	<b>6 days, 1 hr and 5mins</b>	