



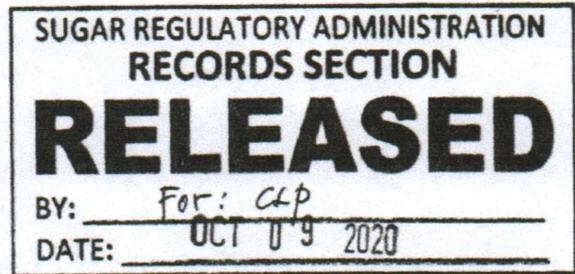
Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336

OFFICE OF THE MANAGER III	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)	
Received by :	<u>Th</u>
Date :	<u>10/9/20</u>
Time :	<u>2:15 pm</u>
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MEMO-PPSPD-2020-SEPT-060

September 30, 2020

MEMORANDUM CIRCULAR NO. 14
Series of 2020



SUBJECT: Implementing Guidelines of the Japan Non-Project Grant Aid to SRA on Economic and Social Development Programme

Section I. Policy Statement

The Sugar Regulatory Administration, pursuant to Executive Order No. 18 (EO 18), Series of 1986, is mandated to promote the growth and development of the sugar industry, while Republic Act No. 10659 otherwise known as the Sugarcane Industry Development Act of 2015 (SIDA) mandates SRA to promote the competitiveness of the sugarcane industry and maximize the utilization of sugarcane resources, and improve the incomes of farmers and farm workers, through improved productivity, product diversification, job generation, and increased efficiency of the sugar mills.

The proposal of SRA to the Japan Government for the Non-Project Grant Aid (NPGA) on Economic and Social Development Programme was endorsed by the Department of Finance (DoF) to the Government of Japan (GOJ) through the Department of Foreign Affairs (DFA). The Exchange of Notes (E/N) of the Japan NPGA to SRA in the amount of eight hundred million Japanese Yen (¥800,000,000) was signed by the Secretary of the Department of Foreign Affairs (DFA) on behalf of the Government of the Philippines (GOP) and by the Ambassador of Japan to the Philippines on behalf of the Government of Japan (GOJ) on June 8, 2020.

Section II. Scope and Coverage

The guidelines cover the general qualifications, requirements, distribution, implementation, monitoring and assessment of the farm machineries and implements from the Japan NPGA for the economic and social development of the sugarcane industry.



Management System
ISO 9001:2015
www.tuv.com
ID: 910807627



Website: <http://www.sra.gov.ph> Email Address: srahead@sra.gov.ph
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"A food-secure Philippines with prosperous farmers and fisherfolk"

Section III. Qualified Beneficiaries

1. Sugarcane planters associations, cooperatives and foundations who are registered with SRA as a Service Provider of Farm Machineries, hereinafter referred to as beneficiary;
2. The beneficiary should include as their members at least 50% small farmers cultivating 10 hectares and less of sugarcane plantation based on the latest planters directory of SRA.

Section IV. Requirements for Submission to SRA

1. Letter of Intent (LOI) signed by the Chairperson or Head of the beneficiary association / cooperative / foundation which should state the contact person, contact number and email address;
2. Project proposal or concept note – please refer to the template in Annex A;
3. Operations manual for the repair, maintenance and deployment of farm machineries – please refer to template in Annex B;
4. Financial statement for the past 3 years of operation duly signed by a Certified Public Accountant and duly stamped received by the Bureau of Internal Revenue (BIR);
5. Photocopy of Registration Certificate issued by SRA as a Service Provider of farm machineries / equipment (refer to SRA Memorandum Circular No. 7, Series of 2018 for the guidelines on the registration with SRA as Service Provider);
6. List of members and hectarage planted with sugarcane.
↳ 10 has below

Section V. Evaluation Process

1. The SRA shall create a Japan NPGA Evaluation Committee to be chaired by the SRA Administrator and composed of the following SRA officers / units with their corresponding functions and responsibilities:

SRA Officers / Units	Functions / Responsibilities
SRA Administrator	<ul style="list-style-type: none"> • Endorse the eligible beneficiaries / recipients of the farm machineries with implements under the Japan NPGA together with the individual MOAs for approval by the Sugar Board
Attorney VI / OIC of Legal Department	<ul style="list-style-type: none"> • Endorse to the Administrator the final MOA for approval by the Sugar Board
Deputy Administrator for R, D & E / Chief Agriculturists	<ul style="list-style-type: none"> • Review / validate the list, ranking and rating of proponents submitted by the Planning, Policy & Special Projects Department (PPSPD) and endorses the final list, rating and ranking of eligible beneficiaries to the Administrator • Review the individual MOAs drafted by PPSPD
Deputy Administrator for Administration & Finance / AFD Managers	<ul style="list-style-type: none"> • Review the financial statements / documents and design a mechanism of rating / ranking their financial capability to operate / maintain the farm machineries under the Japan NPGA to SRA • Review the individual MOAs drafted by PPSPD

SRA Officers / Units	Functions / Responsibilities
Chief, Interim Agricultural & Biosystems Engineering (ABE) Division	<ul style="list-style-type: none"> Evaluate the soundness of the Operations Manual for the maintenance, repair and deployment of farm machineries and implements and design a rating / ranking system for the eligible proponents according to their target service areas or farms and operational capability to deploy the farm machineries with implements
PPSPD Manager III / Chief or OIC - Special Projects, Project Development, Evaluation & Monitoring Division	<ul style="list-style-type: none"> Review the soundness / completeness of the LOI and project proposal and design a rating / ranking system of the proponents according to their organizational capability and sustainability plan to operate the farm machineries Validate the list of members submitted by the proponents against the latest SRA planters directory Consolidate the financial and operational capability ratings and ranking of the proponents by sugarcane milling district and at the national level and submit to the Deputy Administrator for R, D & E Prepare the draft individual MOAs of eligible beneficiaries / recipients of the Japan NPGA
Project Evaluation Officers – Special Projects, Project Development, Evaluation & Monitoring Division	<ul style="list-style-type: none"> Act as Secretariat and prepare the highlights of the minutes of meetings, maintain a database and physical filing of all documents pertaining to the Japan NPGA and coordinate with SRA units and the proponents on the verification of submitted documents and submission of additional / missing requirements

Section VI. Distribution and Implementation

1. Ownership of farm machineries and implements

Ownership and control over the farm machineries and implements shall remain with SRA. The E/N clearly states that the grantee / recipient of the Japan NPGA is the Government of the Republic of the Philippines (GOP). The GOP, through SRA, shall allow the use of the farm machineries and implements by the beneficiary subject to cost recovery through depreciation. To ensure sustainability, SRA shall monitor the operation, management and financial status of the beneficiary with respect to the farm machineries and implements received through the Japan NPGA. The beneficiary shall ensure that all machineries and implements are insured by a government accredited insurance company with SRA as the beneficiary of the insurance policy.

2. Payments of customs duties, taxes and other fiscal levies

The SRA shall pay the customs duties, taxes, and other fiscal levies with respect to the importation of the farm machineries and implements without using the NPGA and its accrued interest. The

logistics / delivery cost from the port of arrival or from the SRA designated motorpool to the final destination or designated location by the beneficiaries of the Japan NPGA shall be shouldered by the SRA.

3. Selection of Beneficiaries / Recipients

Eligible beneficiaries from each milling district shall be ranked according to evaluation ratings by sugar milling district. All eligible beneficiaries who pass the pre-determined ranking cut-off in each sugar milling district will be awarded with one set of farm machinery with implements. The number of sets of farm machineries and implements to be awarded per sugar milling district will be according to the sugarcane area to be served;

4. Management, Operation, Maintenance and Repair of farm machineries and implements

The beneficiary shall be responsible for the overall management, administration, commercial operation, maintenance and repair of the farm machineries and implements. As such, the beneficiary shall maintain separate financial and accounting records of the management, operations, maintenance and repair of the farm machineries and implements which shall be made available for inspection and monitoring of SRA. The income from the farm machineries and implements shall be for the account of the beneficiary for the administration, operation, maintenance and repair of farm machineries and implements.

5. All beneficiaries of the farm machineries with implements shall execute a Memorandum of Agreement (MOA) with SRA.

Section VII. Monitoring and Assessment

1. The SRA shall create a Project Management Team (PMT) which shall design and implement a monitoring and evaluation guidelines;
 2. The PMT shall analyze the data collected through the accomplished monitoring form, assess the performance of the NPGA and coach the beneficiaries on areas for improvement;
 3. The PMT shall submit quarterly reports to the SRA top management, the DA, DFA and DoF;
 4. After 3 years of implementation, the PMT shall conduct an initial impact assessment of the NPGA and submit the report to SRA top management, DA, DFA, DoF and the Japan embassy;
 5. After 5 years of implementation, the PMT shall conduct the final impact assessment of the NPGA and submit a report to DA, DFA, DoF and the Japan embassy;
 6. Together with DA, DFA and DoF, SRA shall participate in the general review of the Philippines-Japan Economic Partnership Agreement (PJEPA) and report the status of the implementation of the Japan NPGA.
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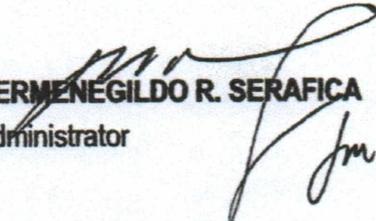
Section VIII. Repealing Clause

Any previous SRA issuances in violation or inconsistent with this Order shall be deemed to have been repealed.

Section IX. Effectivity

This Memorandum Circular shall take effect immediately upon submission to the UP Law Library and shall thereafter be posted on the SRA website.

By Authority of the Sugar Board:


HERMENEGILDO R. SERAFICA
Administrator

Project Concept Note

SECTION	DESCRIPTION																																																																																																																												
Project Title	FARM MECHANIZATION PROJECT FOR THE SUGARCANE FARMERS OF (PLEASE STATE THE NAME OF SUGARCANE MILL DISTRICT)																																																																																																																												
Proponent	<i>The lead operating unit or the organization who will implement the project - (Name of the Association / Cooperative / Foundation)</i>																																																																																																																												
Project Duration	2021-2026																																																																																																																												
Fund Source	Japan Non-Project Grant Aid (NPGA) for the Economic and Social Development Programme of Sugar Regulatory Administration (SRA)																																																																																																																												
Rationale	<p>(Please fill in the blanks and the farm matrix below)</p> <p>The (name of Association / Foundation / Cooperative) has a total number of members of _____ with combined area of _____ hectares for the Crop Year 2019-2020. Total canes produced for the Crop Year is _____ tons and sugar produced is _____ LKG.</p> <p>a. Profile of Members (Crop Year 2019-2020)</p> <table border="1"> <thead> <tr> <th rowspan="2">Farm Area (hectare)</th> <th colspan="2">Total No. of Members</th> <th colspan="2">Total Area (in Hectares)</th> <th colspan="2">Total Canes Produced (in MT)</th> <th colspan="2">Total Sugar Produced (in LKG)</th> </tr> <tr> <th>Men</th> <th>Women</th> <th>Men</th> <th>Women</th> <th>Men</th> <th>Women</th> <th>Men</th> <th>Women</th> </tr> </thead> <tbody> <tr> <td>5.00 & below</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.01 - 10.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10.01 - 25.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>25.01 - 50.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>50.01 - 100</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Above 100.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Historical Production In terms of sugarcane area under ratoon and new plant, the (name of association/ coop/ foundation) has the following 3 year historical data:</p> <table border="1"> <thead> <tr> <th>Crop Class</th> <th>CY 2017-2018</th> <th>CY 2018-2019</th> <th>CY 2019-2020</th> </tr> </thead> <tbody> <tr> <td>Ratoon Area (Has.)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Plant (Has.)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>c. Projected new plantation area for CY 2020-2021 is broken down as follows:</p> <table border="1"> <thead> <tr> <th>Farm Area (Hectares)</th> <th>For Ratoon Plant (Hectares)</th> <th>For New Plant (Hectares)</th> <th>Total Area (Hectares)</th> </tr> </thead> <tbody> <tr> <td>5.00 has. & below</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.01 has.- 10.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10.01 has. - 25.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>50.01 has. - 100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Above 100.00 has.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Farm Area (hectare)	Total No. of Members		Total Area (in Hectares)		Total Canes Produced (in MT)		Total Sugar Produced (in LKG)		Men	Women	Men	Women	Men	Women	Men	Women	5.00 & below									5.01 - 10.00									10.01 - 25.00									25.01 - 50.00									50.01 - 100									Above 100.00									Total									Crop Class	CY 2017-2018	CY 2018-2019	CY 2019-2020	Ratoon Area (Has.)				New Plant (Has.)				Total				Farm Area (Hectares)	For Ratoon Plant (Hectares)	For New Plant (Hectares)	Total Area (Hectares)	5.00 has. & below				5.01 has.- 10.00				10.01 has. - 25.00				50.01 has. - 100				Above 100.00 has.				Total			
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	<p>d. Declaration of Existing Farm Machineries: <i>(Please fill in the blanks)</i></p> <ul style="list-style-type: none"> • Currently, the association owns <u>(number of tractors and (number of implements</u> which provided services to an average of _____ hectares of sugarcane plantations per crop year. Service fee sfor land preparation, mulching and planting are: <i>(please indicate if other implements are also used)</i> <ul style="list-style-type: none"> ✓ Php _____ per hectare for plowing ✓ Php _____ per hectare for harrowing ✓ Php _____ per hectare for mulching ✓ Php _____ per hectare for planting using wholestalk planter • Other members source out tractor services from <u>(cite other sources of tractor services)</u> for a land preparation fee of : <ul style="list-style-type: none"> ✓ Php _____ per hectare for plowing ✓ Php _____ per hectare for harrowing ✓ Php _____ per hectare for mulching ✓ Php _____ per hectare for planting using wholestalk planter <p>e. Additional Tractors Needed to Fully Serve the Association / Coop / Foundation Members or Target:</p> <ul style="list-style-type: none"> • Number of tractors needed - _____ <i>(Please indicate Horsepower)</i> • Number of implements needed - _____ <i>(Please indicate type of implements needed)</i> • Target hectarage to be covered per crop year by additional tractors and implements - _____ hectares • Expected revenue per tractor with implements per crop year - Php _____ <p>Please list down the barangays and municipalities that the project is expected to cover prioritizing small farmers with less than 10 hectares as Annex A.</p>
<p>Project Description</p>	<p><i>(Please fill in the blanks)</i></p> <p>The association / coop / foundation proposed to acquire <u>(number of tractors)</u> complete with the following implements under the Japan NPGA:</p> <p style="padding-left: 40px;">Farm Equipment:</p> <ol style="list-style-type: none"> 1. Tractor - 95 Hp, 4WD 2. Power Harrow 3. Wholestalk Sugarcane Planter 4. Mulcher <p>A Memorandum of Agreement (MOA) between SRA and <u>(name of association/ coop/ foundation)</u> as beneficiary will be executed. The beneficiary shall execute the terms and conditions provided in the MOA, which includes the payment of annual depreciation cost to SRA within the economic life of 15 years for the farm equipment. The manual of operation for the deployment, repair and maintenance of the farm equipment as well as the project proposal or project concept note shall form part of the MOA.</p> <p>The <u>(name of association/ coop/ foundation)</u> shall also provide the required data to SRA and other agencies involved in this project to measure and assess the performance or success of the project. A Project Management Team (PMT) shall be established by <u>(name of association/ coop/ foundation)</u> to manage the project.</p>

<p>Objectives</p>	<p>Overall Objective:</p> <ol style="list-style-type: none"> To improve the farm productivity of small sugarcane farmers served by the farm equipment by at least ____ tons cane per hectare per crop year; To generate a gross additional revenue for the associations, cooperatives and foundations as service providers of farm equipment for land preparation, mulching and planting at an estimated amount of Php _____ per crop year. <p>Specific Objectives: (Please fill in the blanks)</p> <ol style="list-style-type: none"> To provide the planters associations, cooperatives and foundations the farm equipment to service the mechanization needs of (number of small sugarcane farmers) as target beneficiaries per crop year per set of farm tractor with implements; To provide (number of small sugarcane farmers) priority access to farm equipment through the planters associations, cooperatives and foundations as service providers. 								
<p>Methodology</p>	<p>The project is a Grant-Operate-Transfer scheme:</p> <ol style="list-style-type: none"> SRA shall grant the project to the beneficiary based on the guidelines of awarding the project and through a MOA with the beneficiary; The (name of association/ cooperative/ foundation) shall operate the project and generate the revenue for the operation and maintenance of the tractor, payment of insurance premium for the equipment in the name of SRA, and to cover the annual depreciation cost of the farm equipment for an economic life of 15 years; SRA shall transfer the ownership of the tractor and its implements to (name of association/ cooperative/ foundation) at the end of the economic life of the farm equipment of 15 years pursuant to COA Circular No. 2017-004. The (name of association/ cooperative/ foundation) shall meet the terms and conditions set forth in the MOA with SRA. 								
<p>Implementation Strategy, Timeline/ Schedules and Deliverables</p>		<p>Project Activities</p>	<p>Responsible Entity</p>	<p>2021</p>	<p>2022</p>	<p>2023</p>	<p>2024</p>	<p>2025</p>	<p>2026</p>
	1.	Approval of grant	SRA	X					
	2.	Signing of MOA	SRA & Beneficiary	X					
	3.	Inception meeting	SRA & Beneficiary	X					
	4.	Delivery of tractors and implements	SRA	X					
	5.	Procurement of equipment insurance in the name of SRA	Beneficiary	X					
	6.	Operation and Maintenance of Tractor and Implements	Beneficiary	X	X	X	X	X	X
	7.	Recording of deployment and list of serviced small sugarcane members (by gender)	Beneficiary	X	X	X	X	X	X
	8.	Bookkeeping of revenues and expenses from the project	Beneficiary	X	X	X	X	X	X
	9.	Monitoring the productivity of small sugarcane members (by gender)	Beneficiary	X	X	X	X	X	X

	<table border="1"> <tr> <td>10.</td> <td>Payment of annual depreciation costs</td> <td>Beneficiary</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>10.</td> <td>Quarterly Monitoring of project implementation & Submission of Quarterly Reports</td> <td>SRA & Beneficiary</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>10.</td> <td>Conduct of project impact assessment</td> <td>SRA</td> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> </tr> </table>	10.	Payment of annual depreciation costs	Beneficiary	X	X	X	X	X	X	10.	Quarterly Monitoring of project implementation & Submission of Quarterly Reports	SRA & Beneficiary	X	X	X	X	X	X	10.	Conduct of project impact assessment	SRA				X		X																																																																											
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Outcomes	<p>(Please fill in the blanks)</p> <ol style="list-style-type: none"> Delivered (number of tractors and implements) to the planters associations / cooperatives / foundations; Increased productivity of small sugarcane farmer-members by ___ tons cane per hectare per crop year; Increased gross revenue of planters associations / cooperatives / foundations by Php_____ per crop year 																																																																																																						
Gender	<p>The (name of association/ cooperative/ foundation) ensures that the participation of women in this project will be equally treated in importance as with men. Also, the PMT will ensure that the project is compliant with the law related to the participation of children in farm activities. Collection of data pertaining to the participation of women on this project will be monitored and recorded by the PMT.</p>																																																																																																						
Budgetary Requirements	<p>(Please fill in the table or matrix below) The following is the breakdown of projected cost that will be shouldered by (name association/ cooperative/ foundation):</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Insurance Premium Payment(PhP)</th> <th>Depreciation Cost Payment (PhP)</th> <th>Operation & Maintenance Cost (PhP)</th> <th>Labor & Other Costs (PhP)</th> <th>Total Costs (PhP)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Year	Insurance Premium Payment(PhP)	Depreciation Cost Payment (PhP)	Operation & Maintenance Cost (PhP)	Labor & Other Costs (PhP)	Total Costs (PhP)	1						2						3						4						5						6						7						8						9						10						11						12						13						14						15						Total					
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Sustainability Plan	<p><i>(Please fill in the table or matrix below)</i></p> <p>To make the project sustainable, the <u>(name of association/ cooperative/ foundation)</u> shall ensure that the revenue generated from the project will be utilized for the operation and maintenance of the tractor and implements. The projected revenue and income is given below:</p>				
	Year	Projected Total Costs (PhP)	Projected Revenue (PhP)	Net Income (PhP) Revenue less Total Costs	
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
14					
15					
	Total				
Project Management Team	<p><i>(Please fill in the table or matrix below)</i></p> <p>The <u>(name of association/ cooperative/ foundation)</u> will create a Project Management Team(PMT) who will oversee and manage the project and also maintain the data collected on the project for the purpose of evaluating and assessing the performance of the project by SRA and other government agencies:</p>				
		Position	Name of Responsible Person	Sex (M/F)	Roles & Responsibilities
	1.	PMT Chairperson			
	2.	PMT Vice-Chairperson			
	3.	Treasurer			
	4.	Secretary			
	5.	Bookkeeper			
	6.	Tractor Dispatcher			
	7.	Tractor Driver			
	8.	Tractor Mechanic			
9.	Tractor Assistant Driver				
Contact Information	<p>Name of Association / Foundation/ Cooperative:</p> <p>Office Address:</p> <p>Contact Person:</p> <p>Position/Designation:</p> <p>Contact Nos.:</p> <p>E-mail Address:</p>				

(please attached Letter of Intent for this Proposal)

Prepared by:
(Printed Name and Signature)
 Head of Association / Foundation/ Cooperative

Operations Manual - Maintenance and Deployment of Farm Tractors and Implements Under the Japan Non-Project Grant Aid

I. GENERAL INFORMATION

A. Background

Provide a brief description of the association / cooperative / foundation, its membership, potential clientele, status of farm mechanization, problems encountered related to farm machinery, crop productivity status of the group.

B. Goals and objective

- To sustain the economic well-being and social development of the small sugarcane farmers and members of the association / cooperative / foundation in the mill district through farm mechanization.

C. Vision

- Example - A sustainable farm mechanization services for the small sugarcane farmers and members of the association / cooperative / foundation of the (name of mill district) for the next 5 crop years.

II. FARM MECHANIZATION MANAGEMENT TEAM

- **List down the names, expertise and responsibilities handled by the personnel in the team with respect to the farm mechanization project of the Japan NPGA (Submit an organizational chart/ structure showing the flow of information from frontline operations to managers responsible for making management decisions).**
- **Employ Properly Trained Tractor Operators**
The proponent's authorized operator should present or **willing to undergo** a TESDA Certification for AGRICULTURAL MACHINERY OPERATION NC II in order to operate agricultural large production machinery and equipment. All tractor operators should be qualified and certified by TESDA to ensure and operate the said tractor safely and minimize potentially hazardous situations that can injure or harm others by exercising poor judgment. Continuous learning is also encouraged to update them on the appropriate repair, maintenance and operational issues on farm machinery.
- **Familiarity with Operator's Manual**
The operator must read carefully and follow procedures as outlined in the operator's manual. Having familiarity with the operating features of a tractor, the farm tractor operator will gain confidence when the tractor is driven under adverse conditions. Familiarity with the location and purpose of all of the gauges and controls as well as other indicators is

also important. With this, the operators could calmly respond more quickly in case of an emergency situation.

- **Orient the Operator on the Intended Purposes or Use of the Tractor and Implements**

The agricultural farm tractor has many uses around the farm, however, inappropriate use can result to rapid machine wear out and even tragic accident.

- **The Operator Should Check Tractor Before Operating**

- A pre-operational check of the tractor will assure you that it is in safe operating condition. Check the tires for proper inflation and defects, windows for visibility, seat position, seat belts, brakes for adjustment, steering response, rear view mirrors, slow-moving vehicle emblem, reflectors, and running lights for day or night time operation.
- **Safety Check:** Walk around the tractor and any attached implement checking the area for obstacles that may be under or near the tractor. This includes stones, boards, children's toys etc. Make sure there are no bystanders; remember this is a work area. Check that the wheels are free, not frozen or stuck in the ground. If the rear wheels are frozen to the ground, then the tractor may flip backwards around the axle when power is applied. Check for any loose parts or objects on the tractor such as tools on the platforms or around brakes and other controls.
- **Check the oil:** Remove the dipstick, wipe it clean and check the oil level. If oil is required, remember to wipe off the filler cap before you remove it to avoid dirt falling into the engine. Use a **clean funnel** and clean the top of the oil can to prevent rust or other foreign objects going in with the oil.
- **Check the radiator:** Slowly remove the red cap and check the liquid level.
- **Check the air pre-cleaner and air cleaner.** Remove and shake out any dirt.
- **Check the fuel level.** Fill if necessary, but it should have been filled at the end of the last day the tractor was used.
- **Check the fire extinguisher.** Your tractor should have a fire extinguisher in case of fire during operation or refueling. Make sure it is charged and easily accessible.

III. SCHEDULING AND DEPLOYMENT PLAN

- Prioritization – small farmers having 10 hectares or less who are association / coop / foundation members shall be served first, 2nd priority are small farmers in the mill district who are not members, 3rd priority are farmers with more than 10 hectares within the mill district and last priority are small farmers outside the mill district.
- State the scheduling, tracking and monitoring plan for the farm machinery and equipment. If the members and clientele are geographically dispersed, logistical time and the difference in farm operations timing must be considered. Criteria for the prioritization must be incorporated in the scheduling scheme that will fit in the location, specific task, field condition and timing of operation.
- For the geographically dispersed farms, members/clientele located close to each other will be prioritized to minimize transportation cost and significantly improves the farm operations. Timing of operations in terms of field condition will also allow the machine to work efficiently and effectively.

- State any cost saving strategies and other cost structure for the efficient deployment and maximization of the services of the farm machineries and implements.

IV. PROCEDURE FOR APPLYING TRACTOR SERVICES

SAMPLE ONLY

- Fill up application form available at the MPC office.
- Services are on a first come first serve basis.
- Ocular inspection of area will be conducted prior to approval of application tractor services.
- Farm manager shall determine the deployment of tractor.
- Issuance of confirmation receipt by the operator to be acknowledged by the client.

V. SCHEDULE OF PAYMENT / COLLECTION SCHEME

- Validation of _____ hectares of serviced area certified by _____ and attested by farm owner
- Computation of payment based on serviced area-GPS surveyed
 - ✓ List down the planned charges or cost of services for the tractors and implements of the various priority groups (Please state any discounts or subsidy):
 - Tractor with power harrow – Php _____ / hectare
 - Tractor with sugarcane wholestalk planter – Php _____ / hectare
 - Tractor with mulcher – Php _____ / hectare
- Payment / Collection scheme - SAMPLE ONLY
 - *Downpayment of 50% upon application*
 - *Option 1: Full payment after operation.*
 - *Option 2: Full payment after 6 months, at 1% interest per month.*
 - *Option 3: Deed of quedan assignment between MPC and client.*

(Submit a simple process flow from application, scheduling to up payment).

VI. ANNUAL IMPLEMENTATION AND MANAGEMENT PLAN FOR FARM MECHANIZATION

- State your general plan on how to enhance crop productivity in relation to farm mechanization.
- Include if there are plans or target for area expansion (area and location). What will be the minimum area that will be served as per target (per operation, per crop year) by the farm machinery and equipment.
- Kindly make a target Gantt chart.
- A brief discussion on management and coordination aspects.

Table 1. GANTT CHART – Implementation and Management Plan of the Farm Tractors and Implements

Farm Operation	Equipment	Area Served											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Land preparation	Tractor with power harrow												
Planting	Tractor with sugarcane planter												
Ratoon Management	Tractor with mulcher												
Cultivation	Tractor with implement												
Fertilization	Tractor with implement												

VII. REPAIRS AND PREVENTIVE MAINTENANCE PLAN

- Prepare a guide or checklist on the schedules of regular check up of the farm tractor and implements for preventive maintenance purposes and the responsible personnel in-charge of undertaking the preventive maintenance and the personnel monitoring the execution of the maintenance.
- State the repair and maintenance plan in case of farm machinery and equipment breakdown while in the field to ensure that the repair is in a timely manner, and misuse or mishandling by the tractor operator including sanctions.
- Include the responsibilities of all parties concerned (operator, client, overall manager, etc. during tractor and equipment breakdowns caused by operator error such as overload, lack of maintenance or poor driving have more potential for conflict. Most machinery cooperatives have policies which specify that a member must assume the cost of repairs if found that they were at fault. These policies and the procedures for determining the cause of breakdown should be clearly specified in the operating policies.
- Keep a record of the preventive maintenance undertaken and the repair services done including the service provider or the mechanic doing the repair and costs involved.

VIII. FARM MACHINERY USE CHECKLIST (Kindly submit a proposed form, see the sample details below)

- Recommended Tractor Use Checklist (With Every Use!)

BEFORE USE & AFTER USE:

- ✓ Record hours – Logbook on the “IN” and “OUT” with odometer reading duly signed by the custodian or designated checker
- ✓ Perform Equipment Check:
 - Tire pressure, wear or damage
 - Oil or water leakage from tractor or implement
 - Engine and transmission oil, radiator and recovery tank, coolant and fuel level
 - Damage to tractor body, tightness of all bolts, nuts and pins
 - Implement and accessory blades and belts for wear and damage
 - Parking brake, speed control lever, all safety switches and easy checker functions
 - Abnormal noise or vibrations

AFTER USE:

- Record hours
- Clean Off any dirt, seed or debris using air blower
- Grease fittings

- **Storage**

Establishment of the tractor shed or indoor storage is essential that will significantly extends the life of machines, lowers the maintenance costs and increases its useful value. Choosing an optimally located storage location is also an important especially if the machine will be deployed far away from the motorpool or the main tractor shed. The maintenance program may influence the storage location. Ideal storage location is centrally located within the service area, has a building or cover to keep tools out of the weather, and is on-site or convenient to the person who will be performing maintenance and repairs.

- **Transport (Optional)**

Provision of a transport trailer is advised to cater a wider area coverage for the equipment and reduce the wear and tear of the machine due to long distance travel. Arrange for the transport may lodge to the responsibilities of the end-user or can also be add on the the service fee. The group should also orient members to good transportation practices, including properly hitching trailers and displaying a “slow moving” sign on the back of equipment.

Submitted by:

Head of Beneficiary Association / Coop / Foundation

Endorsed by:

Head of SRA-ABE Division

Approved:

SRA Administrator