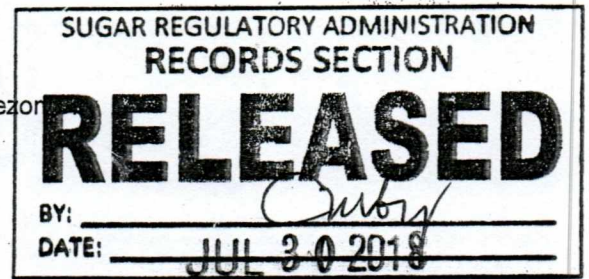




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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MEMO-PPSPD-2018-JULY- 066

July 27, 2018

MEMORANDUM CIRCULAR NO. 7
Series of 2018

**SUBJECT: Guidelines on the Registration with SRA of Service Providers for
The Provision of Agricultural Farm Mechanization**

I. RATIONALE

In order to facilitate and attain an orderly system and an output oriented mechanization program for the sugarcane industry, the involvement and participation of private sector and the stakeholders need be sustained.

Guidelines, however must be formulated and promulgated to coordinate all efforts toward the achievement of the common goals of raising the level of mechanization of farm operations, addressing the shortage of labor in the farm, reducing the labor costs and increasing farm productivity.

The guidelines shall serve as basis of Farm Mechanization-Technical Working Group (FM-TWG) for the issuance of registration certificates of service providers required under the SIDA Law (RA10659).

II. PURPOSE

The registration of service providers is a requirement for their availment of the Socialized Credit Program (SCP) under SIDA and a criterion for qualification, to provide mechanization services to farmers and block farms. It will also serve the purpose of ensuring that quality services are rendered to sugar cane farmers at all times.

III. RESPONSIBILITY

The Farm Mechanization -TWG will be responsible for the registration of service providers and the maintenance of the Registry of Service Providers as delegated for them by the Farm Mechanization Committee.

IV. ELIGIBILITY REQUIREMENTS FOR REGISTRATION

1. Any individual or group of individuals can register with SRA as a service provider, provided he/she/they is/are professionally competent to provide services required for the mechanization of sugarcane farming operations, such as, but not limited to land preparation, planting, fertilization, weeding, cultivation and harvesting.
2. Any juridical entity such as corporation, association, federation, cooperative, and people organization currently engaged in providing Mechanization Services for sugar cane farming.
 - A. An individual applying to register as a service provider shall be taken to be professionally competent if he or she is either -

- a. A holder of at least a degree on any of the following programs:

- i. BS Agriculture
- ii. BS Agricultural Engineering
- iii. Bachelor of Agricultural Technology

Or any other relevant program from an institution recognized by the Commission on Higher Education preferably with relevant license from the Philippine Regulation Commission; or

- b. Has completed any relevant training or certificate course on farm mechanization or related field from reputable institutions as determined by the Farm Mechanization TWG; or
 - c. Has been in the business related to sugarcane farming for a period of at least three continuous years immediately preceding date of registration.
- B. Any juridical entity applying for registration as service provider shall be deemed to be professionally competent if:
- a. It has in its employment no less than two (2) persons having the qualifications listed in paragraph A (a), (b) and (c) above
 - b. It has been in the business related to sugarcane farming for a period of at least three continuous years immediately preceding date of registration

V. APPLICATION FOR REGISTRATION

Receipt of Application

- a. The Office of the Managers of Research Development and Extension for SRA Luzon-Mindanao and SRA Visayas are authorized to accept applications for registration by individual or by organization.
- b. The application for registration will start at the beginning of every calendar year and can be filled anytime of the year. The FM-TWG will convene from time to time to consider all applications received.
- c. The application for registration as a service provider is considered complete when accompanied by:
 1. A clear passport-sized photograph for individual applicant
 2. Current applicable Securities and Exchange Commission/ Cooperative Development Authority registration for juridical entities, Department of Trade and Industry registration for individuals
 3. For individuals as well as those qualified persons employed by the juridical entity, certified true copies of official transcript of scholastic records, certificates and certifications, diploma and licenses issued by the Philippine Regulatory Commission, if any,
 4. Relevant academic and professional testimonies as proof of professional competence.
 5. List and description of farm machinery/equipment in possession.
 6. Application fee
 7. Production data or certificate of membership in planter's association as sugar cane farmers/business.
- d. Firms/Organization applying for registration must submit the PRC registration numbers of their personnel as documentary evidence of professional competence. On their failure to submit no application for registration by the firm organization shall be processed.



VI. PROCESSING OF APPLICATION

Validation of Application

- a. The MDO, or RDE officers shall validate the authenticity of the academic or professional testimonials of the applicant by examining the originals of the documents submitted. With appropriate verification, the officer will stamp "VALIDATED" on each copy of the documents.
- b. The Farm Mechanization-TWG shall certify that the applicant for registration is
 1. Professionally competent, and
 2. Registered with the regulatory body if belonging to a profession governed by PRC.

VII. ENDORSEMENT TO FARM MECHANIZATION COMMITTEE

The FM-TWG, upon completion of validation/authentication of all applications for registration shall endorse the same to the Farm Mechanization Committee for approval.

VIII. ISSUANCE OF CERTIFICATES AND ENTRY TO THE REGISTRY OF SERVICE PROVIDERS

Then the Farmech TWG will enter the name of the applicant on the Register of the Service Providers

- a. Approved registration applicants shall be issued with a registration number and a certificate of registration by FM-TWG on behalf of the Farm Mechanization Committee. The person / juridical entity whose name has been entered in the Register is issued with a registration number and a non-transferable certificate of registration, which shall be conclusive of registration as a service provider under SIDA. The registration number will consist of the acronym SIDA. The names on the certificate of registration for juridical entities cannot be changed without the consent of the Farmech TWG who shall determine the competence of the new employees of the juridical entity.
- b. Those issued with registration certificates shall be automatically entered in the Registry.
- c. A certificate of registration as a service provider shall be effective for a period of two calendar years but can be renewed subject to the terms and conditions of these guidelines, unless delisted for a cause.

IX. MANAGEMENT OF REGISTRY

The Mill District Officer shall maintain a Registry of Service Providers at the district level. A copy of the Registry shall be submitted to FM-TWG Secretariat at the beginning of every calendar year for compilation and establishment of a national database of Registered Service Providers.

X. FLEXIBILITY CLAUSE

The database of Registry shall be subject to regular review by Farm Mechanization-TWG to ensure full compliance the registered Service Providers to these Guidelines.

By Authority of the Sugar Board:


HERMENEGILDO R. SERAFICA
Administrator