

3. PROVISION OF PRE AND POST HARVEST FACILITIES AND EQUIPMENT PROJECT

Pre and Post-Harvest Facility and Equipment Assistance Project makes available to farmers association or cooperative to help them improve the quality of their produce, it will preserve and protect the commodity from inclement weather and pest for a short/long period of time and minimize post-harvest losses. With these, better profit or the true value of commodity is attained. These consist of the components facilities and equipment's under the Rice, Corn and High Value Crops Program.

Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

Office or Division:	REGIONAL AGRICULTURAL ENGINEERING DIVISION			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Farmer organization, association or cooperative duly registered either with the Security and Exchange Commission (SEC), Department of Labor and Employment (DOLE) or Cooperative Development Authority (CDA) and Department of Trade and Industry (DTI) coursed thru their respective Local Government Units (LGU)			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<i>Please refer to list of requirements to be submitted below (page162)</i>		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with attached documentary requirements to the concerned LGUs for endorsement to DA Regional Office thru the Office of the Agricultural Provincial Coordinator (APCO)	Step 1.1: Receive and log request for records management.		5 minutes	Designated Records Officer APCO Office

	<p>Step 1.2: Conduct site validation vis-à-vis checklist of documents and feasibility of the proposed project.</p>		1 day	<p>Agricultural Center Chief II/ Technical Staff</p> <p>APCO Office</p>
	<p>Step 1.3: If feasible, submit the validated request to Regional Office thru the Records Unit for records management</p>		1 day	<p>Agricultural Center Chief II/ Technical Staff</p> <p>APCO Office</p>
	<p>Step 1.4: Receive, log and forward request to the Office of RED for appropriate action</p>		10 minutes	<p>Records Officer</p> <p>Records Unit</p>
	<p>Step 1.5: Act on request and forward request to concerned Program Coordinator for Action</p> <p>Log and forward acted request to concerned Program Coordinator for action.</p>		<p>4 hours</p> <p>10 minutes</p>	<p>Regional Executive Director</p> <p>Secretary</p> <p>Office of the RED</p>
	<p>Step 1.6: Receive and review submitted request. Prepare long list of proposals subject for funding. <i>(This is a first come first serve basis as this program is dependent on the availability of funds for that particular FY).</i></p> <p>If funds available, prepare shortlist of beneficiaries and forward to RAED for procurement.</p>		1-10days (maximum preparation time)	<p>Concerned Program Coordinators (HVCDP, Rice, Corn, Livestock, OA)</p> <p>Field Operations Division</p>

	Step 1.7: Receive and log shortlist of beneficiaries. Forward shortlist to concerned RAED Chief for appropriate action		10 minutes	Designated records custodian. RAED
	Step 1.8: Inform the concerned LGU/recipient thru a formal letter on the status of request.		1 day	RAED Technical Staff
	Step 1.9: Prepare procurement documents and forward to BAC for the procurement process.		3 days	RAED Technical Staff
	Step 1.10: Inform concerned LGU on the availability of equipment and schedule for turnover and prepare necessary turnover documents.		7 days (maximum)	RAED Technical Staff
2. Pick-up/ Turnover of Equipment	Step 2.0: Release equipment. This includes accomplishing all documentary requirements as proof of turnover (e.g. acknowledgement receipt, deed of donation and etc). This is for records management purposes.		1 day	Rice/Corn/ HVCD Programs RAED Personnel Regional Executive Director
TOTAL			24 days, 4 hours and 33 minutes	

Requirements to be submitted

For EQUIPMENTS

MINIMUM REQUIREMENTS

- ❖ Letter of Intent
- ❖ Board Resolution
- ❖ SEC/CDA/DOLE Registration
- ❖ Certificate of Good Standing
- ❖ FA/FO/IA/RBO Farmer Profiles
- ❖ MAO/CAO/PAO Endorsements
- ❖ Machinery and Equipment Utilization Proposal
- ❖ Geo-tagged photos of existing shed or proof of availability of land for shed
- ❖ Geo-tagged location of the service area
- ❖ Signed business plan for processing equipment

ADDITIONAL REQUIREMENTS

- ❖ AFC Endorsement (City/Municipal Level)
- ❖ List of Officers and Members w/ corresponding area

COUNTERPART

- Full grant
- Certificate of Availability of Counterpart (in-kind)
 - Validation of In-kind counterpart (shed)
 - Photo
 - Documents of in-kind counterpart (land)
 - Proof of ownership

MINIMUM LIST OF AGRICULTURAL PRODUCTION, POSTHARVEST AND PROCESSING EQUIPMENT

Rice Program
<ul style="list-style-type: none">• Hand tractor• Transplanter (walk behind & riding type)• Seeder• Floating Tiller• Power Tiller• Multi Tiller• Reaper• Thresher• Rice Cutter• Seed Cleaner• Collapsible Drying Case• Mechanical Dryer• Customized Rice Mill• Multi Pass Rice Mill• Rice Combine Harvester• Farm Tractor (35-45hp)• Multi-purpose Drying Pavement (MPDP)• Flat Bed Dryer
Corn Program
<ul style="list-style-type: none">• Four Wheel Tractor• Village Type Dryer• Cassava Dryer• Hermetic Cocoon• Grain Dryer• Combine Harvester• Picker• Two-Row Planter (Attached To Tractor)• Corn Sheller• Cassava Digger• Cassava Granulator• Cassava Chipper• Cassava Chopper• Cassava Grater• Cassava Pulverizer• Vacuum Sealer• Moisture Meter• Corn Mill• Hammer Mill

High Value Crop Development Program

- Four wheel tractor
- Multi Cultivator
- Shredder
- Power Sprayer
- Multi Crop Thresher
- Banana Chipper
- Depulper
- Coffee Dehuller
- Coffee Roaster
- Drying Bed
- Coffee Grinder
- Vacuum Sealer
- Pulvurizer
- Dehydrator
- Wine Maker
- Fermentation Tank
- Fruit Juicer
- Tablea Maker
- Sheller
- Sheeter
- Bailer
- Small Processing Equipment

For Facilities:

MINIMUM REQUIREMENTS

- ❖ Letter of Intent
- ❖ Board Resolution
- ❖ List of famers-members with signatures and their corresponding agricultural/cultivated area
- ❖ Profile of the association
- ❖ Record or any proof that the recipient is engaged in trading or any other business operation
- ❖ SEC/CDA/DSWD Registration
- ❖ Certificate of Good Standing
- ❖ Proof of ownership/donation/lease of lot or Usufruct Agreement (at least 25 years agreement)
- ❖ MAO/CAO/PAO Endorsement
- ❖ MAO/CAO/PAO Endorsement
- ❖ Facility Utilization Proposal
- ❖ Location Map showing geotagged location of facility and service area

ADDITIONAL REQUIREMENT

- ❖ AFC Endorsement (City/Municipal Level)

COUNTERPART

- ❖ Certificate of Availability of Counterpart (in-kind)
 - Documents of in-kind counterpart (land)
 - Proof of ownership