

LIST OF FRONTLINE SERVICES

Type of Frontline Service	Charges	Forms	Processing Time	Office In-Charge
Issuance of CEA on Regular Swapping/Advance Swapping of Two Different Classes of Sugar <i>Regular Swapping</i> <i>Replenishment/Advance Swapping</i> <i>Advance Refining "A" & "C"</i> <i>Switching Fee</i>	P1.50/LKG P2.50/LKG P3.00/LKG P1.50/LKG	Letter of Application	3-8 days First come first serve basis	Regulation Department STD Luzon - Mindanao
Issuance of Sugar Export Clearance	P30.00/MT	Letter of Application	1-2 days	Regulation Department STD Luzon - Mindanao
Issuance of Clearance to Export Export processing fee Molasses Muscovado	P1.50/pc of Quedan P20.00/MT P480.00/Application	Letter of Application	1-2 days	Regulation Department STD Luzon - Mindanao
Issuance of Certificate of Verified "A" Export Sugar	No fee	"	2-7 days	Regulation Department STD Luzon - Mindanao
Issuance of Clearance for Withdrawal/Inloading/ Outloading of Export Sugar Shipment	No fee	"	3-8 days	Regulation Department STD Luzon - Mindanao
Issuance of Certificate for Quota Eligibility (CQE)	No fee	"	1-2 days	Regulation Department STD Luzon - Mindanao
Issuance of Clearance for the Release of Imported Sugar Imported Refined sugar under CBW Imported Raw sugar Imported Refined sugar Imported Molasses	P15.00/LKG P20.00/LKG P22.00/LKG P400.00/LKG	"	1-2 days	Regulation Department STD Luzon - Mindanao
Issuance of Premix Commodity Release Clearance (PCRC) Analysis fee- Clearance fee- <u>Monitoring fees:</u> <i>more than 65% sucrose-</i> <i>Equal or Less than 65% sucrose-</i> <i>Not detectable-</i>	P975.00/sample P11.90/LKG P37.75/LKG P11.90/LKG P100.00/application	"	5-10 days	Regulation Department STD Luzon - Mindanao

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Issuance of Clearance to Release Sugar Quedan Forms	No fee	Quedan Questionnaires	1 -2 days	Regulation Department STD Luzon - Mindanao LMD Visayas
Issuance of Stop & Lift Order for Lost Sugar Quedan/s	<u>Application fees:</u> P1,000.00+ P0.50/kilo of sugar covered by lost Quedan	Letter request	1-2 days	Regulation Department STD Luzon - Mindanao LMD Visayas
Issuance of Stop & Lift Order for Molasses Certificates	No fee	“	1-2 days	Regulation Department STD Luzon - Mindanao LMD Visayas
Issuance of Replacement Order for Lost Sugar Quedan/s & Molasses Certificate/s	No fee	Letter request for replacement	1-2 days	Regulation Department STD Luzon - Mindanao LMD Visayas
Issuance of License to Sugar Mills/Refineries	P0.05 per short ton	Letter of application	1-2 days	LMD Luzon-Mindanao LMD Visayas
Issuance of Certificate of Registration to: Sugar Traders Molasses Traders Muscovado Traders	P12,000/application P12,000/application P5,000/application	Letter of application	1-2 days (Luzon-Mindanao) 2-3 days (Visayas)	LMD
Issuance of Sugar Production Bulletin Report	P57.00 per issue	Letter request	1-2 days	LMD Luzon-Mindanao
Issuance of Certificate for Sugar Requirement of Processors/Manufacturers of Sugar-Based Products for Export (for New & Renewal)	P2,000.00/application	Letter of application	2-4 days	STD/LMD Luzon-Mindanao
Processing Sugar Withdrawals and Verification of SRO	Liens payment of P1.269/LKg.	STD documents where needed; Liens OR	1-3 hours depending on volume of quedans	SRED Luzon-Mindanao SRED Visayas
Processing of “D” to “E” Sugar Reclassification - If “E” is for Refining - Refined “E” sugar for withdrawal -	P1.20/LKg Monitoring fee: P2.00/LKg Monitoring fee: P15.00/LKg.	Sugar Quedans	1-2 days	LMD Visayas SRED Luzon/Mindanao

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Processing Sugar Withdrawals and Verification of SRO Issuance of shipping permit	P1.00/Lkg.	STD documents where needed: Shipping permit/verified SRO; notice Authority to withdraw	1-3 hours, depending on the volume of quedans 5 minutes	SRED Luzon-Mindanao LMD Visayas
Issuance of Shipping Permit Fee for shut-out/cancelled shipments	P1.00/Lkg. P100.00	Shipping permits Letter request	15-20 minutes 5-12 minutes/transaction	SRED Luzon-Mindanao LMD Visayas
Attestation of Sugar Quedans & Molasses Storage Certificates	No Fee	Sugar Quedans; molasses storage certificates	2-8 hours, depending on volume of quedans	SRED Luzon-Mindanao SRED Visayas
Calibration of Scales & Other Balances	No Fee	Letter Request	2-3 hours, Depending on condition of scales	LMD Luzon-Mindanao LMD Visayas
Distribution of Statistical Data and Information ⊙ Clearances, Licenses, Sugar Orders, Circular Letters & other documents ⊙ Research data (Prices, Production, Stocks, etc.)	P50.00/document P50.00/document	Letter request addressed to the Administrator's Office	1-3 days depending on the number of data requested	Regulation Dept. / Records Section RDE Dept. Planning & Policy Dept.
Sugar Quality & Safety Assessment (PNS 1097:1993) Analysis of Raw Sugars from Sugar Mills	No fee Bi-weekly samples	Samples for analysis	3 days (first come-first served basis)	RDE Luzon-Mindanao
Sugar Quality & Safety Assessment (PNS 1098:1993) Analysis of White Sugars from Refineries	P2000.00 (for 5 analytes)	Samples for analysis	3 days (first come-first served basis)	RDE Luzon-Mindanao

Type of Frontline Service	Charges	Forms	Processing Time**	Office In-Charge
Analysis of Raw Sugar* (Special Samples and Walk-in)	Moisture P400/sample Polarization P400/sample Ash P400/sample Grain Size P400/sample pH P400/sample <u>Color:</u> 1) Affined raw P400/sample 2) Whole raw P400/sample Sucrose P650/sample Reducing Sugar P600/sample Dextran P1750/sample	Request for analysis Samples for analysis	<u>Duration of analysis (Hrs)</u> 7 2 8 4 0.75 5 2.5 3 2.5 7 days	RDE Luzon-Mindanao
Analysis of White Sugar*	Moisture } Polarization } Ash } P400/analyte/sample Color } Floc test } Grain size } Reducing sugar P600/sample Sulfur dioxide P750/sample <u>Microorganisms:</u> Total Mesophilic Bacterial count P500/sample Yeast and Moulds P500/sample Thermophilic Spore-forming bacteria P500/sample <u>Contaminants:</u> Lead P3,300/sample Arsenic P2,900/sample Copper P2,800/sample Quarternary Ammonium Compound P1700/sample Sediment/Insoluble Matter P600/sample Turbidity P600/sample Appearance } Taste & Odor } Odor upon Acidification } pH } Residue on Ignition } Chlorides } P400/analyte/sample Sulfates } Calcium } Barium } Dextrin } Acidity & Alkalinity }	Request for analysis Sample for analysis	7 2.5 1 1.75 10 days 4 2.5 2.5 88 88 88 38.5 32 35 8 8 3 0.50 0.50 0.50 0.75 6 1.5 1.5 1.5 1.5 1.5	RDE Luzon/Mindanao

*Additional analytical fee of 50% over basic rate for expedite/rush analysis.

**Processing Time would depend on number of analytes required by client.

Type of Frontline Service	Charges	Forms	Processing Time**	Office In-Charge
<i>Continuation of Analysis of White sugar.....</i> Iron Grist Size			<u>Duration of Analysis (Hrs)</u> 2.5 0.5	
Analysis for Premixes, Dry Mixes & Food Sucrose Glucose Fructose	P975/analyte Additional analytical fee of 50% over basic rate for expenditure/ rush analysis	Request for analysis Sample for analysis	1 day (First come first served basis) 7 7 7	RDE Luzon/Mindanao
Analysis of Molasses Sucrose Reducing sugar Total solids Unfermentable Reducing sugar Brix Ash Pol Specific gravity Refractive index Suspended solids pH	P650/sample P600/sample P700/sample P900/sample P400/analyte/sample	Request for analysis Samples for analysis	2 days 3 2 30 45 1.5 8 2 0.75 0.5 1.5	RDE Luzon/Mindanao
Analysis Muscovado Brix Pol Sucrose Reducing sugar Moisture	P400/sample P400/sample P650/sample P600/sample P400/sample	Samples for analysis	2 days 1.5 2 3 2 30	RDE Luzon/Mindanao
Analysis of Waste Water and other Pollutants from Sugar Mills & Refineries BOD COD TSS Oil and Grease pH	P500/sample P500/sample P500/sample P1100/sample P100/sample	Samples for analysis	2 days (Luzon/Mindanao) One week–(Bacolod) 5 days 4 25 minutes 8 20 minutes	RDE Luzon/Mindanao & Visayas
Efficacy Testing of Fertilizers, Pesticides and Other Agricultural Chemicals/Materials	Subject to MOA	Request letter	6-8 days (duration of testing depends on type of product & test required)	RDE Luzon-Mindanao

**Processing Time would depend on number of analytes required by client

Type of Frontline Service	Charges	Forms	Processing Time	Office In-Charge
Technical Assistance—On Site Evaluation/Survey of Referred Field Programs	No fee	Letter request	processing time depend on kind & extent of problem	RDE Luzon-Mindanao
Sale of Cane points of High Yielding Varieties (HYV's) of Sugar Cane Mill District Nursery Farms LAREC Nursery (HYV 1990 series & above) (HYV 1989 series & below)	P1500-P2500/ <i>laksa</i> P1500/ <i>laksa</i> P1000/ <i>laksa</i> (excluding cost of cutting, bagging & hauling)	Request slip	1-2 hours documents processing (Duration on cane points preparation depends on the volume purchased)	RDE Luzon-Mindanao
Soil Analysis (Routine) N, P, K, OM, pH, Soil Texture LAREC Mill District	P75.00/soil sample None to Cost sharing	Request slip	8-10 days	RDE Luzon-Mindanao
Farmers Training Seminars and Workshops	No fee	Letter request	2–6 days	RDE Luzon-Mindanao
Technical Information Materials	Depends on the type of materials	Orders/Requests	1 day	RD&E Department Visayas/Luzon-Mindanao
Technical Assistance	No fee	Letter request	1-5 days	RDE Luzon-Mindanao
Feasibility Survey of Potential Sugarcane Area	Subject to MOA	Letter request	15-30 days	RDE Luzon-Mindanao
Land Conversion Filing fees: Inspection fees:	P1,000.00 ≤ 5 ha. P2,000.00 > 5 ha. P10,000.00 ≤ 5 ha. P15,000.00 > 5 ha.	Application form	Filing: 10 minutes Inspection: 2 days	RDE Luzon-Mindanao

Type of Frontline Service	Charges	Forms	Processing Time	Office In-Charge
Capacity, Performance & Pollution Management Appraisal	Subject to MOA	Letter request	2–3 months	RDE Luzon-Mindanao
Energy Audit	Subject to MOA	Letter request	2–3 months	RDE Luzon-Mindanao
Air & Water Quality Monitoring	Subject to MOA	Notice of monitoring	1– 1 1/2 months	RDE Luzon-Mindanao
Project Based Researches	Subject to MOA	Letter request	Depends on the type of Project	RDE Luzon-Mindanao
Verification Process of Area Suitability Certification	Subject to MOA	Letter request	1 week	RDE Luzon-Mindanao
Sale of Cane points (walk-in clients) HYV 1990 series - HYV 1989 series & below -	P1,500.00/ <i>laksa</i> P1,000.00/ <i>laksa</i>	Letter request	1 -2 hours	RDE LAREC/LGAREC
Soil Analysis (walk-in clients) pH Lime Requirement Soil Texture Organic Matter Nitrogen Phosphorus Potassium	P350/analyte/sample	Soil samples	8 days	LGAREC/Soils Lab.–Bacolod
Cane Juice Analysis/Maturity Testing of Canes (walk-in clients)	P50.00/sample	Request slip	2 hours	RDE Luzon-Mindanao
Training Seminar /Workshops	Subject to agreed terms/conditions	Letter request	Depends on the kind and duration of training	RDE Luzon-Mindanao
Technical Information Materials	Depends on the type and number of materials	Request slip	1-5 days	RDE Luzon-Mindanao

Type of Frontline Service	Charges	Forms	Processing Time	Office In-Charge
Rental of LAREC Facilities Conference Room Training Room	P2000 + VAT/day P4000 + VAT/day	Letter request	depends on approved training duration	RDE Luzon-Mindanao
Rental of LGAREC Facilities Balay OPSI Conference Hall OPSI Dorm Training Room	P5000 + VAT/day P1500 +VAT/day	Letter request	depends on approved training duration	RDE Visayas
Rental Social Hall/Training Room (QC) Outside clients SRA Tenants	P6000+ VAT/day P4000+ VAT/day	Letter request for reservation	30–40 minutes	Administrative Dept. HRD, Quezon City
Sale of High Yielding Varieties (HYV's) of Sugarcane (Micro-Propagated Plantlets) 1993-1999 Series - Plantlets -	P1,000/ <i>laksa</i> + P479 - labor/pickup P9.00/pc	Letter request	6–7 months	RDE LGAREC
Sale of High Yielding Varieties (HYV's) of Sugarcane (Hardened Plantlets for Cooperative Nurseries)	P9.00/piece	Letter request	6–7 months	RDE LGAREC
Requested <i>Trichogramma</i> Strips	P10.00/strip (LAREC) P6.00/strip (LGAREC)	Letter request for reservation	3–4 hours	RDE Luzon/Mindanao & Visayas
Plant Tissue, Lime & Fertilizer Analysis Nitrogen Phosphorous Organic Material Calcium Magnesium Organic Matter Moisture Dry Mixes/Concentrate Sucrose pH	P500.00/sample P400.00/sample P125.00/sample P1000/sample P1000/sample P350.00/sample P250.00/sample P975.00/sample P50.00/sample	Letter request	4 days–Lime & Fertilizer 8-14 days for Plant Tissue	RDE LGAREC
Farmers Training, Seminars & Workshop (Mill District & EWA)	No fee	Letter request	2–4 days	RDE Visayas

Type of Frontline Service	Charges	Forms	Processing Time	Office In-Charge
Special Action Group for the Environment (SAGE)	Subject to MOA P800/smokestack	Letter request for technical assistance	1 -2 months	RDE Luzon/Mindanao RDE Visayas
Certification of Existing Sugarcane Areas for Bioethanol Production Filing fee Inspection fee 1st Application <u>Subsequent applications:</u> Filing fee Inspection fee	P1,000 P15,000 -1st 1000 has. P2,000—additional 500 has. or less P1,000 P5,000—1st 500 has. or less P500— additional 100 has. or less	Form B-1	Evaluation of documents—2 hrs Inspection—5 days Board approval— 1 hour	PPD/ RDE Luzon-Mindanao & Visayas
Registration of Bioethanol Producers Registration fee	P2,000	Form B-3	Evaluation of documents-1 hour Board approval—30 minutes	PPD/ RDE Luzon-Mindanao & Visayas

Legend:

RD—Regulation Department

STD— Sugar Transactions Division

LMD— Licensing and Monitoring Division

SRED—Sugar Regulation and Enforcement Division

RDE— Research, Development & Extension Department

LAREC—Luzon Agricultural Research & Experiment Center

LGAREC—La Granja Agricultural Research & Experiment Center

HRD—Human Resources Division

CRO—Central Regulation Office