

LIST OF FRONTLINE SERVICES/FEES & CHARGES (Updated)

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Registration/Renewal Fee a) Domestic Sugar Trader b) Molasses Trader c) International Sugar Trader d) Processors of Sugar-based Food products for Export e) Muscovado Converter/Trader	15,000/application 15,000/application 20,000/application 5,000/application 6,000/application	Letter of application	1-2 days (Luzon-Mindanao) 2-3 days (Visayas)	Regulation Dept. (RD) Licensing & Monitoring Div. (LMD)
Clearance Fee a) Export of Sugar b) Export of Molasses c) Imported Refined Sugar d) Imported Raw Sugar e) Imported Molasses f) Export Processing Fee g) Export of Muscovado/application h) Extension/Amendment of Clearance	50.00/MT 30.00/MT 33.00/LKg-bag 30.00/LKg-bag 400.00 ^a /MT 2.50/Quedan 480.00 ^a /application 3.00/application	Letter of Application	1-2 days	Regulation Dept. (RD) Sugar Transaction Div. (STD) Luzon-Mindanao
Swapping/Exchange/Surcharge Fee a) Regular Swapping b) Advance Swapping/Replenishment c) Amendment Fee (Transfer/Change of Ownership) d) Reclassification Fee e) Advance Refining Fee	1.50 ^a /LKg-bag 5.00/LKg-bag 4.50/LKg-bag 3.00/LKg-bag 5.00/LKg-bag	Letter of Application	3-8 days First come, first served basis	Regulation Dept. (RD) Sugar Transaction Div. (STD) Luzon-Mindanao
Monitoring Service Fee a) All sugar covered by Raw sugar Quedan b) CBW/Food Processor/Exporter	2.00 ^b /Lkg-bag 25.00/LKg-bag			Sugar Regulation & Enforcement Division (SRED)
Issuance of Certificate of Origin (raw sugar)	0.50/LKg-bag			
Shipping Permit	1.00 ^c /LKg-bag	Shipping permits	15-20 minutes	Sugar Regulation & Enforcement Div. (SRED) Luzon-Mindanao Licensing & Monitoring Div. (LMD) Visayas
Milling Permit	0.40 ^a /LKg-bag			Sugar Regulation & Enforcement Division (SRED)
Request for Additional Allocation (Food Processors)	3,000/application			

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Issuance of Stop/Lift Order for Lost Quedan (Plus Php0.10/kilo for Sugar Covered by Lost Quedan)	2,000/application	Letter request	1-2 days	Regulation Department STD Luzon - Mindanao LMD Visayas
SRA Production Bulletin	300/complete copy	Letter request	1-2 days	LMD Luzon-Mindanao
Issuance of License to Sugar Mills/Refineries	0.05 per short ton	Letter of application	1-2 days	LMD Luzon-Mindanao LMD Visayas
Issuance of Premix Commodity Release Clearance (PCRC) Lab analysis fee- <u>Clearance fees:</u> more than 65% sucrose- equal or less than 65% sucrose- Sucrose content Not Detectable (ND) or 0	3,000/sample 37.75/LKg-bag 11.90/LKg-bag 100 ^a /application	Letter of application	5-10 days	Regulation Department STD Luzon - Mindanao
Issuance of Certificate for Sugar Requirement of Processors/ Manufacturers of Sugar-Based Products for Export (for New & Renewal)	5,000/application	Letter of application	2-4 days	STD/LMD Luzon-Mindanao
Processing of "D" to "E" Sugar Reclassification - If "E" is for Refining - Refined "E" sugar for withdrawal -	3.00/LKg Monitoring fee: P5.00/LKg Monitoring fee: P25.00/LKg.	Sugar Quedans	1-2 days	LMD Visayas SRED Luzon/Mindanao
Fee for Shut-Out/Cancelled Shipments	100.00	Letter request	5-12 minutes/ transaction	LMD Visayas
Distribution of Statistical Data and Information ◎ Clearances, Licenses, Sugar Orders, Circular Letters & other documents ◎ Research data (Prices, Production, Stocks, etc.)	50/document 50/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.
Issuance of Certificate of Verified "A" Export Sugar	No fee	Letter of Application	2-7 days	Regulation Dept STD Luzon-Mindanao
Issuance of Clearance for Withdrawal/Inloading/Outloading of Export Sugar Shipment	No fee	Letter of Application	3-8 days	Regulation Dept STD Luzon-Mindanao
Issuance of Certificate for Quota Eligibility (CQE)	No fee	Letter of Application	1-2 days	Regulation Dept STD Luzon-Mindanao

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
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 Molasses Certificates	No fee	Quedan Questionnaires	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
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	SRED LMD Luzon-Mindanao LMD Visayas
<p>Note:</p> <p><i>a - Collection of the revised rate of increase is hereby deferred pending approval by the Department of Agriculture. Meantime, the old rate of fees and charges as provided for in General Administrative Order No. 1 and General Administrative Order No. 1-A, both Series of 2001-2002 and General Administrative Order No. 1, Series of 2002-2003 shall be collected.</i></p> <p><i>b - For implementation based on General Administrative Order No. 1, Series of 2002-2003, starting Crop Year (CY) 2011-2012.</i></p>				
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	2,000 (for 5 analytes)	Samples for analysis	3 days (first come-first served basis)	RDE Luzon-Mindanao
Analysis for Premixes, Dry Mixes & Concentrates/Sucrose Analyte (Sucrose (HPIC (standard calibration) CarboPac PA1) w/ Fructose, Glucose, Lactose (for each additional). Additional Php1,000.00 per additional analyte	3,000/analyte	Request for analysis, Sample for analysis	1 day (first come, first served basis)	RDE Luzon-Mindanao

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
<p>Analysis of Raw Sugar (Special Samples and Walk-in)</p> <p>Moisture } Polarization } Ash } Grain Size } pH } <u>Color:</u> 1) Affined raw } 2) Whole raw } 3) ICUMSA GS 1/3-7 } Sucrose } Reducing Sugar } Dextran (Haze Method) }</p>	<p>400/sample</p> <p>400/sample</p> <p>650/sample 600/sample 750/sample</p>	<p>Request for analysis Samples for analysis</p>	<p>7 hrs 2 hrs 8 hrs 4 hrs 45 mins</p> <p>5 hrs 2.5 hrs 2.5 hrs 3 hrs 2.5 hrs 8 hrs</p>	<p>RDE Luzon/Mindanao Chemist IV Sugar Reference Lab RDE Visayas Bacolod</p>
<p>Analysis of White Sugar</p> <p>Moisture } Polarization } Ash } Color } Floc test } Grain size } Reducing sugar } Sulfur dioxide } <u>Microorganisms:</u> Total Mesophilic Bacterial count } Yeast and Moulds } Thermophilic Spore-forming bacteria } <u>Contaminants:</u> Lead } Arsenic } Copper } Quarternary Ammonium Compound } Sediment/Insoluble Matter } Turbidity } Appearance } Taste & Odor } Odor upon Acidification } pH } Residue on Ignition } Chlorides } Sulfates } Calcium } Barium } Dextrin } Acidity & Alkalinity } Grist size } Iron }</p>	<p>400/analyte/sample</p> <p>600/sample 750/sample</p> <p>500/sample</p> <p>3,300/sample 2,900/sample 2,800/sample 1700/sample 600/sample 600/sample</p> <p>400/analyte/sample</p> <p>750/analyte sample</p>	<p>Request for analysis Sample for analysis</p>	<p>7 hrs 2.5 hrs 1 hr 1.75 hrs 10 days 4 hrs 2.5 hrs 2.5 hrs</p> <p>88 hrs 88 hrs 88 hrs</p> <p>38.5 mins 32 mins 35 mins 8 hrs 8 hrs 3 hrs 0.50 mins 0.50 mins 0.50 mins 0.75 mins 6 hrs 1.5 hrs 1.5 hrs 1.5 hrs 1.5 hrs 1.5 hrs 2.5 hrs 30 mins</p>	<p>RDE Luzon/Mindanao</p>

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Analysis of White Sugar (Special Samples and Walk-in) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Moisture } Polarization } Sulfated Ash } Color } Reducing sugar } Conductimetric Ash } </div> <div style="width: 30%;"> 400/sample 600/sample 400/sample </div> </div>		Request for analysis Sample for analysis	7 hrs 2.5 hrs 8 hrs 1.75 hrs 2.5 hrs 1 hr	Chemist IV Sugar Reference Lab RDE Visayas Bacolod
Analysis of Muscovado (Special Samples and Walk-in) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Brix Pol Sucrose Reducing sugar Moisture Ash Color </div> <div style="width: 30%;"> 400/sample 400/sample 650/sample 600/sample 400/sample </div> </div>		Request for analysis Sample for analysis	1.5 hrs 2 hrs 3 hrs 2 hrs 7 hrs 8 hrs 2.5 hrs	RDE Luzon/Mindanao Chemist IV Sugar Reference Lab RDE Visayas Bacolod
Analysis of Waste Water and other Pollutants from Sugar Mills & Refineries <u>Sample Analyte</u> <u>WATER</u> <u>Physical Examination</u> pH Total Solids <u>Chemical Examination</u> Acidity } Total Alkalinity } Calcium Hardness } Total Hardness } Chloride } <u>WASTE WATER:</u> Oil and grease BOD 5 COD TSS TDS <u>AIR EMISSION:</u> Sulfur Dioxide SO ₂ Nitrous Oxide NO ₂	200/sample 500/sample 300/sample 800/sample 1,000/sample 500/sample 700/sample 500/sample 700/sample 600/sample	Samples for analysis	2 days - L/M 1 week - Bacolod 20 mins 5 hrs 1.5 hrs 1.5 hrs 1 hr 1 hr 1.3 hrs 8 hrs 5 days 4 hrs 25 mins 4 hrs 1 hr 1.6 hrs	RDE Luzon/Mindanao & Visayas DENR-EMB recognized Environmental Laboratory

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Analysis of Molasses (Special Samples and Walk-in) <ul style="list-style-type: none"> Sucrose Reducing sugar Total Solids Unfermentable Reducing Sugar Brix Ash Pol Specific gravity Refractive index Suspended solids pH 	<ul style="list-style-type: none"> 650/sample 600/sample 700/sample 900/sample 400/analyte/sample 	Request for analysis Sample for analysis	<ul style="list-style-type: none"> 3 hrs 2 hrs 2 hrs 30 mins 1 hr 8 hrs 2 hrs 4 hrs 2.5 hrs 0.5 hrs 1.5 hrs 	RDE Luzon/Mindanao Chemist IV Sugar Reference Lab RDE Visayas Bacolod
Cane Juice Analysis/Maturity Test of Canes (Walk-in clients)	<ul style="list-style-type: none"> Brix Pol 50/analyte/sample 50/analyte/sample 	Request for analysis Sample for analysis	<ul style="list-style-type: none"> 1 hr 2 hrs 	RDE Luzon/Mindanao Chemist IV Sugar Reference Lab Bacolod Soils Lab - LGAREC
Complete Soil Analysis	100/sample	Walk-in	7-14 days	Chemist IV Agro-based Lab RDE Visayas Bacolod Chemist IV Soils Lab - La Granja LGAREC
Fertilizer and Agricultural Liming Materials Analysis	<ul style="list-style-type: none"> 350/element 50 100 350/element 	Walk-in	7 days	Chemist IV Agro-based Lab RDE Visayas Bacolod

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Plant Tissue Analysis Nitrogen Phosphorous Potassium Calcium Magnesium Trace Elements (Zn, Cu, Mn, Fe) Moisture	350/element 100	Letter request	14 days	Chemist IV Agro-based Lab RDE Visayas Bacolod
Farmer's Training, Seminars, Workshop and Techno-Demo (Mill District and EWA)	No fee	Letter request	2–5 days	RDE Luzon/Mindanao Manager III RDE Visayas
Technical Assistance/Referred Problems - On-Site Evaluation/Survey of Referred Field Programs	No fee	Letter request	1-3 days	RDE Luzon/Mindanao Manager III RDE Visayas
Survey of Potential Areas for Sugarcane Production	Subject to MOA	Letter request	15-30 days	RDE Luzon/Mindanao Manager III RDE Visayas
Issuance of Certification for Land Conversion of Sugarcane Areas	Filing fee: < 5 ha - 1,000 > 5 ha - 2,000 Inspection fee: < 5 ha - 10,000 > 5 ha - 15,000	Application form/Letter request	1-5 days	RDE Luzon/Mindanao Chief Agriculturist RDE Visayas
Technical Information Materials	Depends on the type and number of materials OPSI Manual - 350.00 Technical Brochure - Free LGAREC Updates - Free Sugar Link - Free	Request slip Over the counter	1-5 days 5-10 mins	RDE Luzon/Mindanao Information Officer RDE Visayas
Certification of Existing Sugarcane Farms as Feedstock Areas for Bioethanol Production	Filing fee: 1,000 ha - 15,000 + 500 ha or less - 2,000 Subsequent Certification: < 500 ha - 5,000 +100 ha or less - 500	Letter Request/ Form B-1	15-30 days	PPD/RDE Luzon/Mindanao Chief Agriculturist RDE Visayas

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Efficacy Testing of Fertilizers, Pesticides and Other Agricultural Chemicals/Materials	Subject to MOA	Request letter	6-8 days <i>(duration of testing depends on type of product & test required)</i>	RDE Luzon-Mindanao
Special Action Group for the Environment (SAGE) (Air and Water Quality Monitoring)	For TSP: 8,000 - 1 stack 15,000 - 2 stacks 22,000 - 3 stacks Additional 6,000/stack in excess of 3 stacks	Letter request	4-5 weeks	DENR-EMB Accredited 3 rd party Testing Firm from RDE Luzon-Mindanao RDE Visayas
Special Action Group for the Environment (SAGE)	Subject to MOA with Sugar Mills	Notice of Monitoring	1-2 months	Engineer III Technical Services RDE Visayas
Test Weights Rental	1,000/week + 500/day in excess	Letter request	1 day	
Calibration/Validation of Weighing Scales of Sugar Mills	No fee	Letter request	Depends on number of scales	
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)	1,500-2,500/ <i>laksa</i> 1,500/ <i>laksa</i> 1,000/ <i>laksa</i> (excluding cost of cutting, bagging & hauling)	Request slip	1-2 hours documents processing <i>(Duration on cane points preparation depends on the volume purchased)</i>	RDE Luzon-Mindanao
Soil Analysis (Routine) N, P, K, OM, pH, Soil Texture LAREC Mill District	75/soil sample None to cost sharing	Request slip	8-10 days	RDE Luzon-Mindanao
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
Project Based Researches	Subject to MOA	Letter request	Depends on the type of Project	RDE Luzon-Mindanao

Nature of Frontline Service	Fees/Charges (in Php)	Forms	Processing Time	Office In-Charge
Verification Process of Area Suitability Certification	Subject to MOA	Letter request	1 week	RDE Luzon-Mindanao
Training Seminar /Workshops	Subject to agreed terms/conditions	Letter request	Depends on the kind and duration of training.	RDE Luzon-Mindanao
Outreach Program for the Sugarcane Industry (OPSI) Farm Management Training (La Granja)	3,000/pax	Reservations/ Walk-in	3 days	Training Specialist III LGAREC
Rental of LAREC Facilities	Conference Room Training Room	Letter request	Depends on approved training duration	RDE Luzon/Mindanao
Rental of LGAREC Facilities	Balay OPSI Conference Hall (Function A) (Function B) OPSI Dorm Group Room OPSI Dorm Private Room	Reservations/ Walk-in		Training Specialist III LGAREC
Rental Social Hall/Training Room (QC)	Outside clients SRA Tenants	Letter request for reservation	30–40 minutes	Administrative Dept. HRD, Quezon City
Sale of Cane Points of High Yielding Varieties (HYV's) of Sugarcane	1,000/laksa (excluding cost of cutting, bagging and hauling)	Letter request	6–7 months	RDE LGAREC
Sale of High Yielding Varieties (HYV's) of Sugarcane (Hardened Plantlets for Cooperative Nurseries)	2.50/piece	Letter request	6–7 months	RDE LGAREC
Requested <i>Trichogramma</i> Strips	6/strip (LGAREC)	Letter request for reservation	3–4 hours	RDE Visayas
Registration of Bioethanol Producers	Registration fee	Form B-3	Evaluation of documents-1 hour Board approval–30 minutes	PPD/ RDE Luzon-Mindanao & Visayas
Bioethanol Research, Development & Extension, L	0.10			
Bioethanol Monitoring Fee, L	0.05			

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

PPD - Planning & Policy Department