



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM ORDER

No. 34
Series of 2022

SUBJECT : REVISED GENERAL GUIDELINES IN THE INSTITUTIONALIZATION OF THE REGIONAL AGRICULTURAL ENGINEERING DIVISION (RAED) AT THE DA REGIONAL FIELD OFFICES (DA-RFOs)

DA Memorandum Order No. 27, series of 2019 was issued to provide general guidelines on the implementation of Section 24 of Republic Act (RA) No. 10601 (Agricultural and Fisheries Mechanization Law) which mandates the creation of the Regional Agricultural Engineering Division (RAED) of the DA Regional Field Offices (RFOs), and the approval by the Department of Budget and Management (DBM) of the Notice of Organization, Staffing and Compensation Action (NOSCA) elevating the existing Agricultural Engineering Unit of the DA-RFOs into RAED.

The RAEDs play a vital role in the implementation of farm mechanization and infrastructure projects of the DA as well as in the strengthening, establishment, and operation of Agricultural and Biosystems Engineering (ABE) Groups of the Local Government Units (LGU) pursuant to DA-DBM-CSC and DILG Joint Memorandum Circular No. 2, series of 2020 (Implementing Guidelines on the Strengthening and Establishment of the Agricultural and Biosystems Engineering Groups of the Local Government Units). This directly relates to the implementation of Mandanas Ruling and Executive Order 138 (Full Devolution of Certain Functions of the Executive Branch to Local Governments, Creation of a Committee on Devolution, and for Other Purposes) as there are some devolved functions on agri-fisheries mechanization and infrastructure stated under Section 17 of the RA 7160 (Local Government Code of 1991), RA 10601 and other relevant laws.

In view of the above, the following guidelines and measures are hereby issued to strengthen the operation and the delivery of services of the RAEDs:

SECTION 1. RAED Organizational Structure. The RAED is headed by a Division Chief, assisted by the Assistant Division Chief, and has three sections, namely: 1) Engineering Plans, Designs and Specifications Section (EPDSS); 2) Programs and Projects Management Section (PPMS); and 3) Standards Regulation and Enforcement Section (SRES).

SECTION 2. Functions and Responsibilities of RAED Chief and Assistant RAED Chief. The RAED Chief, as head of the Division, shall:



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- a) Oversee the day-to-day operations of the Division;
- b) Provide overall leadership in the planning and implementation of the programs and projects of the Division;
- c) Ensure effective coordination mechanism with the Regional Banner Programs and other offices in the Regional Field Office as well as outside of DA to facilitate efficient planning, programming, implementation, monitoring, and reporting;
- d) Spearhead the review, evaluation, and provide recommendation on agricultural and fisheries engineering proposals, designs, guidelines;
- e) Represent the Division in conferences, meetings, and external functions;
- f) Ensure a conducive environment for effective working relationships among the personnel of the Division;
- g) Provide report on the agricultural and fisheries plans, programs, activities, to the DA RFO Management and BAFE; and
- h) Perform such other functions and other circumstances may warrant.

The Assistant RAED Chief shall:

- a) Assist the RAED Chief in managing the day-to-day affairs of the Division;
- b) Establish the strategic framework of the Division as the basis for setting divisions' operational targets;
- c) Assist in the review, evaluation, and provide recommendation on agricultural and fisheries engineering proposals, designs, guidelines for approval by the RAED Chief;
- d) Consolidate research topics relevant to the agricultural and fisheries engineering, and coordinate its conduct with the Research Division; and
- e) Perform such other functions as the RAED Chief may assign from time to time.

SECTION 3. Functions and Responsibilities of RAEDs. The RAED primarily oversees the planning and implementation of agri-fisheries mechanization and infrastructure programs and projects by the DA-RFOs. Likewise, provide support and assistance to the Bureau of Agricultural and Fisheries Engineering (BAFE), and shall have the following functions and responsibilities:

- 1) Provision of agricultural and biosystems engineering services to carry out the field implementation of the agricultural and fishery engineering, mechanization, and infrastructure programs, and projects. The RAEDs shall:
 - a) Conduct engineering survey, site inspection, and validation, prepare and evaluate plans, designs, technical specifications, feasibility studies, and cost estimates/program of work, and administer, supervise, and coordinate or undertake the construction, operation, maintenance, improvement and management of agri-fisheries mechanization and infrastructure projects;
 - b) Develop and maintain a regional database of the pipeline of implementation ready agri-fisheries mechanization and infrastructure projects with approved feasibility studies, detailed engineering design, and program of works, among

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others for annual funding under the Annual National Expenditure Program (banner programs, etc.), and other potential funding donors;

- c) Conduct damage assessment, prepare recommendations and estimates for funding of repair/rehabilitation of dilapidated and/or calamity-damaged agri-fisheries machinery and equipment, and infrastructure projects;
 - d) Conduct valuation to determine the appropriate and just compensation for the property owners affected by the acquisition of ROW for infrastructure projects;
 - e) Provide technical assistance to the recipient in securing necessary pre-engineering permits, and the preparation of implementation documents (e.g., MOA);
 - f) Facilitate the conduct of social preparation/public consultation for project recipient candidates to assess their readiness to operate and maintain projects;
 - g) Provide technical assistance in the preparation of operational/business plan prior to project completion;
 - h) Provide technical assistance in the pre-procurement and procurement activities of the DA-RFO Implementing Units; and
 - i) Provide technical assistance in the review and evaluation of variation orders and as-built plans.
- 2) Regional planning, coordination, implementation, and monitoring of the National Agricultural and Fishery Mechanization Program (NAFMP), and agri-fisheries infrastructure master plans, programs, and projects. The RAEDs shall:
- a) Prepare and/or update the Regional Agri-Fisheries Mechanization Program (RAFMP) based on the aggregation of Local Agri-Fisheries Mechanization Program, and local master plans on agri-fisheries infrastructure, and coordinate and monitor its implementation with concerned government agencies, LGUs, and other stakeholders; as well as coordinate and oversee the LGUs in the preparation and implementation of their Local AFMech Plans;
 - b) Generate and update the regional information database of agri-fisheries machinery and infrastructure including irrigation, production, and post-harvest facilities, and encoding them in the Agricultural and Biosystems Engineering Management Information System (ABEMIS);
 - c) Integrate all regional agricultural and biosystem engineering activities of DA bureaus, attached agencies, and corporations as well as those related activities undertaken by the LGUs and other National Government Agencies;

- d) Prepare and/or update the Regional Farm-to-Market Road Network Plan, and coordinate and monitor the implementation of the Farm-to-Market Road Development Program (FMRDP) at the regional level;
 - e) Undertake the implementation, coordination, and monitoring of the Renewable Energy Program for the Agri-Fishery Sector (REPAFS);
 - f) Develop, coordinate, and supervise the establishment, operation, and maintenance of Agri-Fishery Machinery and Equipment Service Centers (AFMESC) and land laser leveling projects in strategic locations of the regions, as well as in the DA research stations/centers;
 - g) Monitor and assess the operation of constructed agri-fisheries infrastructure facilities and distributed agri-fishery machinery and equipment, and provide recommendations to enhance its sustainability;
 - h) Facilitate and coordinate the institutional and capacity development activities to support and sustain the operation and management of constructed agri-fisheries infrastructure and distributed agri-fishery machinery and equipment; and
- 3) Assist in the implementation and enforcement of agricultural and fisheries engineering regulations. The RAEDs shall:
- a) Coordinate and monitor the regional enforcement of the Philippine Agricultural and Biosystems Engineering Standards (PABES) and other relevant standards on agricultural and fisheries engineering;
 - b) Coordinate, supervise, and monitor, in coordination with the City and Municipal Building Officials on the enforcement of PAES/PABES and RA 10915 (Philippine Agricultural and Biosystems Engineering Act of 2016) in the evaluation and processing of application permits and certificate of occupancy of agricultural, fisheries and biosystems buildings and structures;
 - c) Monitor at the regional level the compliance on the provision of after-sales service and warranty of concerned agri-fisheries machinery manufacturers, fabricators, assemblers, distributors, dealers, importers, and exporters (MFADDIEs);
 - d) Coordinate, and provide assistance to the LGUs on the registration of agri-fisheries machinery owners; including fish hatcheries, fish breeding facilities, private fishponds, and post-harvest facilities for fishing communities pursuant to Section 28 and 33 of RA 8550 (Philippine Fisheries Code of 1998) in coordination with BFAR, as well as other agricultural and fishery facilities;

- e) Validate and conduct surveillance, in coordination and collaboration with LGUs on applications relative to the registration and issuance of Permit to Operate agri-fisheries machinery and equipment MFADDIES;
 - f) Assist in the issuance of accreditation of small and medium-sized agri-fisheries machinery and equipment manufacturers, fabricators, assemblers and importers;
 - g) Conduct inspection, performance testing, and evaluation of agricultural, fisheries and biosystems machinery, and equipment in coordination with Agricultural Machinery Testing Center (AMTEC) and BAFE; and
 - h) Conduct inspection for agricultural and biosystem engineering-related infrastructure and the like.
- 4) Coordinate, supervise, monitor, and provide technical assistance to LGUs on the strengthening, establishment, and operation of Agricultural and Biosystems Engineering Groups/Office pursuant to Section 29 of RA 10601 and Joint DA-DBM-CSC and DILG Joint Memorandum Circular No. 2, series of 2020. The RAEDs shall:
- a) Assist the LGUs in the establishment or strengthening of their provincial, city, and municipal agricultural engineering (ABE) groups;
 - b) Monitor, and provide technical assistance to the operations of ABE Groups of provincial, highly urbanized, and independent component cities LGUs;
 - c) Conduct capacity development programs for LGU ABE Groups in collaboration with BAFE, BSWM, ATI, TESDA, and other concerned government agencies and private entities;
 - d) Coordinate with the Agricultural Engineering Division/Section of the 1st to 3rd class LGUs in implementing agricultural and fishery engineering activities including the establishment and maintenance of registry of agri-fisheries machinery owners at the provincial, city, and municipal levels;
 - e) Augment the agricultural and biosystems engineering services of 4th to 6th class LGUs, subject to availability of funds; and
 - f) Coordinate, provide technical assistance, and monitor the implementation of the devolution transition plans of LGUs with respect to devolved functions on agri-fisheries mechanization and infrastructure based on Section 17 of the Local Government Code and other applicable laws and issuances.
- 5) Assist in the implementation, coordination, and monitoring of Human Resource Development and ABE Deployment Program for the agri-fisheries mechanization and infrastructure sector. The RAED shall:



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- a) Coordinate and supervise at the regional level the conduct or provision of training and extension activities to farmers and fisherfolk particularly in the installation, operation, and maintenance of their agri-fisheries machinery and infrastructure projects. In line with this, the RAED shall institute and strengthen collaboration with Local Government Units, State and Local Colleges and Universities, TESDA, and other concerned government agencies for the competency assessment and certification of agricultural and fishery machinery/facility technicians and operators including the establishment and operation of accredited technical-vocational education training (TVET) and assessment centers, learning sites/farm schools, farm tourism sites for agricultural and biosystems engineering within the region;
 - b) Undertake the implementation of the Government Internship Program (GIP) for ABE Youth; and
 - c) Partner with the Philippine Society of Agricultural and Biosystems Engineers (PSABE) for the deployment of ABEs in strategic areas of the region.
- 6) Provide assistance in the organization and operation of the Agricultural and Fishery Mechanization Committee (AFMeC) of the Regional Agricultural and Fishery Council and serve as Vice Chairperson and Secretariat of said Committee, subject to availability of funds.
 - 7) Assist in the integration of agricultural and fisheries engineering activities of DA bureaus, attached agencies and corporations at the regional level.

SECTION 4. Functions and Responsibilities of Engineering Plans, Designs and Specifications Section. The Engineering Plans, Designs and Specifications Section (EPDSS) shall mainly be responsible for the provision of agricultural and biosystems engineering services to carry out the field implementation of the agricultural and fisheries engineering, mechanization, and infrastructure programs and projects. Specifically, it shall:

- a) Conduct engineering survey, site inspection, and validation, prepare and evaluate plans, designs, technical specifications, feasibility studies, and cost estimates/program of work, of agri-fisheries mechanization and infrastructure projects;
- b) Develop and maintain a regional database of the pipeline of implementation ready agri-fisheries mechanization and infrastructure projects with approved feasibility studies, detailed engineering design, and program of works, among others for annual funding under the Annual National Expenditure Program (banner programs, etc.), and other potential funding donors;
- c) Review and provide technical assistance to the ABE Groups in the Local Government Units in the preparation of engineering plans, designs, specifications, and feasibility studies, and tender contract documents for their agri-fisheries mechanization and infrastructure projects;



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- d) Provide technical assistance to the recipient in securing necessary pre-engineering permits, and the preparation of implementation documents (e.g., MOA);
- e) Facilitate the conduct of social preparation/public consultation for project recipient candidates to assess their readiness to operate and maintain projects;
- f) Conduct damage assessment, prepare recommendations and estimates for funding of repair/rehabilitation of dilapidated and/or calamity-damaged agri-fisheries machinery and equipment, and infrastructure projects;
- g) Conduct valuation to determine the appropriate and just compensation for the property owners affected by the acquisition of ROW for infrastructure projects;
- h) Provide technical assistance in the pre-procurement and procurement activities of the DA-RFO implementing units; and
- i) Provide technical assistance in the review and evaluation of variation orders, and as-built plans.

SECTION 5. Functions and Responsibilities of the Programs and Projects Management Section (PPMS). The Programs and Projects Management Section shall oversee the formulation of regional plans, and implementation of agri-fisheries infrastructure, irrigation, mechanization, postharvest facilities, and other related programs and projects. Specifically, it shall:

- a) Formulate the regional agricultural infrastructure, irrigation, mechanization, postharvest facilities, and agro-processing development/master plans in coordination with LGUs, NGAs, and other groups at the regional level;
- b) Supervise and monitor the construction of agricultural infrastructure, irrigation, mechanization, postharvest facilities, and other related projects of DA;
- c) Facilitate the conduct of social preparation/public consultation for project recipient candidates to assess their readiness to operate and maintain projects;
- d) Provide technical assistance in the preparation of operation and maintenance/business plan and corollary legal instruments (e.g., MOA, Ordinance, Resolution) prior to project completion;
- e) Provide technical assistance to LGU, qualified farmer associations, cooperatives, or entrepreneurs interested in establishing and operating agri-fishery machinery and equipment service centers;



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- f) Monitor and assess the operation of constructed infrastructure facilities and distributed machinery and equipment, and provide recommendations to enhance its sustainability;
- g) Facilitate and coordinate the institutional and capacity development activities to support and sustain the operation and management of constructed infrastructure and distributed machinery and facilities;
- h) Oversee and coordinate the creation of agricultural and biosystems engineering positions and offices at the LGU levels and its capacity development; and
- i) Maintain a regional database of the status of ongoing and inventory of all completed agri-fisheries machinery and equipment, irrigation, farm-to-market roads, and other related infrastructure.

SECTION 6. *Functions and Responsibilities of the Standards Regulation and Enforcement Section (SRES).* The Standards Regulation and Enforcement Section (SRES) shall oversee the compliance of agricultural infrastructure, irrigation, mechanization, and post-harvest facilities to existing national standards. Specifically, it shall:

- a) Conduct compliance inspection, testing, and evaluation of production, postharvest and processing, and warehouse/storage machinery and equipment;
- b) Supervise at the regional level the enforcement of the Philippine Agricultural and Biosystems Engineering Standards (PABES) and other relevant standards on agricultural infrastructure, machinery, and post-harvest facilities;
- c) Provide technical/supervision assistance to LGUs, NGA and other DA attached agencies in the conduct of testing and evaluation of agri-fisheries machinery, post-harvest facilities, and agro-processing projects as well as the conduct of training and extension activities;
- d) Maintain and regularly update the registry of agri-fisheries machinery owners at the regional level, which can be accessed through the internet;
- e) Facilitate the registration and licensing of all agricultural machinery, equipment, and facilities and other mandated regulatory activities;
- f) Conduct surveillance activity relative to the issuance of Permit to Operate and compliance with the after-sales service of agri-fisheries machinery and equipment manufacturers, fabricators, assemblers, distributors, dealers, importers, and exporters (MFADDIEs) in coordination with BAFE;
- g) Coordinate and assist the LGUs in establishing a registry of agri-fisheries machinery owners at the municipality and provincial levels;



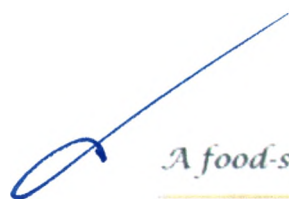
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- h) Assist in the issuance of accreditation of small and medium-sized agricultural and fishery machinery and equipment manufacturers, fabricators, assemblers, and importers;
- i) Assist DA in the development of new standards, especially in equipment peculiar to the region;
- j) Coordinate and assist the local building officials in the evaluation and processing of permits application and certificate of occupancy of agricultural buildings and structures; and
- k) Assist in the conduct of Constructors' Performance Evaluation System (CPES) in DA infrastructure projects.

SECTION 7. General Policies and Guidelines for the Recruitment, Selection, and Placement.
Hiring and promotion in the RAEDs will be guided by the following:

- a) All engineering positions with agricultural and biosystems engineering duties and responsibilities as listed under RA 10915 shall be occupied only by Agricultural and Biosystems Engineers, who are a holder of a valid certificate of registration and professional identification card from the Board of Agricultural and Biosystems Engineering. Other engineering professions cannot be considered for these positions;
- b) In the event that other Engineering Professions are crucial to the performance of the functions of the RFOs (e.g., conduct of material testing structural analysis, geotechnical analysis, among others) the RFOs shall hire them as Contract of Service/Job Order to provide complimentary support;
- c) Given the distinct function of the three (3) sections of the RAEDs, technical competencies of various engineering positions shall vary depending on the assignment of the position and as the need arises, shall conform to changes and new developments brought about by the latest trends in Agricultural and Biosystems Engineering;
- d) All engineer positions in the RAEDs, from Engineer I to Engineer V whose duties, functions, and responsibilities constitute the practice of Agricultural and Biosystems Engineering shall have the parenthetical description of "Agricultural Engineering/Agricultural and Biosystems Engineering" and eligibility requirement of RA 1080 (Agricultural and Biosystems Engineer);
- e) Engineer V position shall be exempted from Master's Degree requirement since it involves the practice of profession;



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- f) Valid license issued by the Professional Regulation Commission (PRC) shall be required for all engineering positions; and
- g) Qualification standards of Engineer I to V positions shall be referred to CSC Resolution No. 1901365.

SECTION 8. *Reassignment/Detail of RAED Personnel.* There shall be no reassignment of RAED personnel either organic or contract of service to other divisions/units of the DA-RFOs unless authorized by the Secretary of Agriculture. In case of reassignment, Rule IV, Section 13 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORAOHRA) shall be followed.

SECTION 9. *Role of BAFE.* Pursuant to Section 24 (d) of RA No. 10601, the BAFE shall primarily oversee and provide technical assistance to the operations of the RAEDs. Specifically, the BAFE shall:

- 1) Provide guidance and assistance in the preparation and implementation of RAEDs plans, programs, and projects on agri-fisheries mechanization and infrastructures;
- 2) Review and evaluate plans, designs, and technical specifications of agri-fisheries mechanization and infrastructure projects prepared by RAEDs based on the local and international standards, referral codes, and other pertinent issuances;
- 3) Monitor and evaluate periodically the plans, programs, and projects of RAEDs including its enforcement of standards and other pertinent regulations;
- 4) Coordinate and integrate the agricultural and fisheries engineering activities of concerned DA bureaus and attached agencies and corporations, as well as other national government agencies to support the programs and activities of RAEDs; and
- 5) Conduct national workshops and meetings with the RAEDs for programs and projects planning, implementation, monitoring, and capacity development.

SECTION 10. *Funding for the RAEDs.* The funding sources for the operation of RAEDs are those line budget items allocated under the General Appropriations Act (GAA) for the current year such as 1) Agricultural and Fishery Engineering Activities (AFESA); 2) Farm-to-Market Road Network Planning and Monitoring Services; 3) Engineering Administrative Overhead Expenses, 4) Registration and Licensing; and 5) Quality Control Services. The Banner Programs may augment the budget of the RAED to facilitate the implementation and reporting of accomplishments of the Program.

The DA-RFO Budget Officer, Planning Officer, and RAEDs, with the assistance of BAFE, shall prepare the annual regional plan and budget proposal for approval of the Regional Executive Director (RED). The duly approved proposal shall then be endorsed to the DA Central Office

for its inclusion in the National Expenditure Program (NEP). It shall be ensured that the approved budget for these line budget items are utilized according to the object of expenditure (traveling expenses, hiring of a contract of service, procurement of vehicle, technical and scientific equipment, etc.), to support the operation of RAED. The fund utilization of these line budget items shall be monitored by BAFE.

SECTION 11. Separability Clause. The provisions of this Memorandum Order are hereby declared separable and if any section, provision, sentence, or clause hereof should be declared invalid, such invalidity shall not affect the other provisions of this Memorandum Order.

SECTION 12. Repealing Clause. All earlier issuances from this Office which are inconsistent with this Memorandum Order are hereby modified or repealed accordingly.

SECTION 13. Effectivity. This issuance shall take effect immediately upon its approval.

APPROVED this 12th day of May 2022.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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