



Department of Agriculture
Elliptical Road, Diliman, Quezon City

Department Administrative Order No. 17
Series of 2022

Subject: **Guidelines for the Establishment, Operation and Maintenance of Fishery Post-Harvest Infrastructure Facility and Machinery**

WHEREAS, Section 59 of Republic Act No. 8550 as amended by R.A. No. 10654 also known as “The Amended Fisheries Code” mandates the Local Government Units (LGUs) to coordinate with the private sector and other concerned agencies and Fisheries and Aquatic Resources Management Councils (FARMCs) in the establishment of post-harvest facilities;

WHEREAS, Section 59 of R.A. No. 10654 further states that post-harvest facilities shall be consistent with the Comprehensive Post-Harvest, Marketing and Ancillary Industry Plan (CPHMAIP);

WHEREAS, Rule 59.1 of the Implementing Rules and Regulations (IRR) of R.A. No. 10654 mandates the Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR) to assist the LGUs in the formulation of a comprehensive development plan that is consistent with the CPHMAIP;

WHEREAS, the Republic Act No. 10601 or “An Act Promoting Agricultural and Fisheries Mechanization Development in the Country” also known as the “Agricultural and Fisheries Mechanization (AFMech) Law”, aims to ensure the quality and safety of machinery and equipment locally manufactured or imported by strengthening regulation through the development and enforcement of machinery and machine performance standards, regular testing and evaluation, registration and the accreditation and classification of suppliers, assemblers, fabricators and manufacturers to ensure compliance to prescribed quality standards;

WHEREAS, Presidential Decree 977 as amended by Executive Order No. 772 Series of 1982, mandates the Philippine Fisheries Development Authority (PFDA) to identify and determine the sites for the establishment of fishing port complexes and prepare, adopt, and implement comprehensive plans for their overall development including the specifications for infrastructure facility such as piers, wharves, quays, landing, anchorages and breakwaters and civil works such as factory buildings, warehouses, cold storage and ice plants, and other infrastructure related to the fishing industry;

WHEREAS, Rule 60.1 of IRR of R.A. No. 10654 mandates the DA-BFAR and PFDA in coordination with the LGUs to establish the minimum standards for post-harvest facilities, using as reference among others, the Hazard Analysis Critical Control Point (HACCP)-based system;

WHEREAS, Section 15(a) of R.A. No. 10611 or the Food Safety Act of 2013 states that the Department of Agriculture including BFAR, PFDA and BAFE shall be responsible for the development and enforcement of Food Safety Standards and regulations for foods in the primary production and post-harvest stages of the food supply chain;

WHEREAS, P.D. No. 856 or the Code on Sanitation of the Philippines states compliance to the prescribed sanitation requirements for food establishments;

WHEREAS, one of the post-harvest strategies under the Comprehensive National Fisheries Industry Development Plan (CNFIDP Medium Term 2016-2020) is to improve fishery post-harvest and cold chain technology and facilities;

WHEREAS, the purpose of the Department Administrative Order is to ensure the efficient use and management of the national government funds in promoting the welfare of the marginalized fisherfolk in the country;

WHEREAS, these guidelines may serve as reference by the LGUs upon the implementation of the Executive Order No. 138 on Mandanas-Garcia Ruling;

WHEREAS, Rule 60.2 of IRR of R.A. No. 10654 states that the DA-BFAR shall coordinate with the LGUs in the implementation of the minimum standards for post-harvest facilities in the licensing and registration.

NOW, THEREFORE, Pursuant to Section 58 (a) of R.A. No. 10654, and considering the foregoing premises, the following guidelines for the design, construction, fabrication, distribution, maintenance and use of fishery post-harvest infrastructure facility and machinery are hereby promulgated for the guidance of implementing agencies.

ARTICLE I. GENERAL PROVISIONS

Section 1. Objectives

This Order aims to:

- a. Provide guidelines for the design, construction, establishment, fabrication, distribution, maintenance, repair, management and use of fishery post-harvest infrastructure facility and machinery; and
- b. Delineate the roles and responsibilities of relevant agencies/ organizations in the design, construction, fabrication, distribution, monitoring, maintenance, management and use of the said infrastructure facility and machinery.

Section 2. Scope

This Order covers the guidelines for the establishment, operation, and maintenance of all BFAR and PFDA fishery post-harvest infrastructure facility and machinery intended for turn-over to, or for joint management with the beneficiary/partner institution.

Section 3. Definition of Terms

As used in these guidelines, the following terms are defined:

- a. **Beneficiary/Partner Institutions** are juridical entities, government and non-government organizations who directly derive benefits and are primarily involved in the implementation of fishery programs, projects, and activities of Implementing Agencies.
- b. **Common service facility** is a physical structure equipped with necessary and functional machinery that serve as a common access point for Beneficiary/Partner Institutions for the delivery of post-harvest technology activities and services including but not limited to preservation, processing, storage, and trading of fish and fishery products.
- c. **Fabricator** refers to qualified person or entity that has the technical capability to fabricate and manufacture agricultural and fishery machinery and equipment compliant to acceptable safety standards such as but not limited to prototyping, testing, commissioning, marketing, and selling to after sales service.
- d. **Fish and fishery/aquatic products** include not only finfish but also mollusks, crustaceans, echinoderms, marine mammals, and all other species of aquatic flora and fauna and all other products of aquatic living resources in any form.
- e. **Fish port** includes but not limited to port works such as pier, causeway, wharf, quay, stairlanding, building facility, market hall, and warehouse.
- f. **Fishery post-harvest infrastructure facility** includes the following but not limited to fish ports, landing centers, Ice Plants and Cold Storages (IPCS), factory buildings/ processing plants and warehouses that permit proper landing, handling, storage, processing, trading, transport and distribution of fish and fishery products after harvesting/ catching.
- g. **Funding Agency** refers to any National Government Institution that shall approve and provide funds to the Implementing Agency.
- h. **Industry stakeholders** are entities and/or individual(s), juridical personalities who are part of the local/regional/global food fish value chain and are directly or indirectly affected by the Department or any of its attached agency's implementation of policies, programs, projects, and activities.

- i. **Implementing Agency/ies (IA)** pertains to BFAR and/or PFDA, that are directly managing the project, executing activities, monitoring progress, and carrying out other project management functions in partnership with other agencies/institutions as deemed necessary.
- j. **Fishery Machinery** refers to machines and equipment used for the harvesting, handling, processing, storage, manufacture, preservation, transportation and distribution of fish and fishery products as modified from R.A. No. 10601.
- k. **Manufacturer** refers to any person or entity that produces agricultural and fishery machinery and equipment from conceptualization to prototyping to testing and commissioning and eventually selling. Usually, a manufacturer produces agricultural and fishery machinery and equipment in bulk.
- l. **Registered Fisherfolk** refers to people directly or personally and physically engaged in taking and/or culturing, processing, and selling of fishery and/or aquatic resources registered in the Municipal Fisherfolk Registration System (FishR) or Fishing Vessels e-Licensing System (FeLiS).

ARTICLE II. GENERAL GUIDELINES

Section 4. Project Requirements

A Needs and Design Assessment (NADA) and pre-feasibility study shall be conducted by the IA prior to implementation of fishery post-harvest infrastructure facility (Annex A-1) and machinery projects (Annex A-2).

- a. **Resources** - The following shall be considered in determining the viability of the project with respect to resource requirements:
 - i. Fisheries production data covering specific fishing grounds on Fisheries Management Areas (FMAs) to ensure supply availability and/or production surplus from capture and aquaculture; and
 - ii. Ratio of registered fisherfolk over the total population.
- b. **Project Site** - The following are the requirements with respect to the identified project site:

b.1 For the establishment of Fishery Post-harvest Infrastructure Facility

- i. The project site is a traditional fish landing/ production area;
- ii. The site including access road must be supported by a legal tenurial instrument;
- iii. The site must provide for natural harbour protection;
- iv. The site must possess a well-defined entrance and approach from the open sea with adequate depth at all

tides. It shall possess a good topography that is suitable and capable of being levelled;

- v. The site must not be situated in areas identified as prone to natural calamities, and protected areas such as estuaries, geo-reserves, among others as certified by the DENR;
- vi. The site must be accessible and with available service utilities such as potable water, appropriate electrical connection, transport, and communication facilities;
- vii. The site must have potential area for future development/expansion;
- viii. The site must provide for complementation to other post-harvest facilities, market and other facilities;
- ix. The facility shall comply with seafood safety standards (i, e. GMP and HACCP).

b. 2 For the installation, operation and management of Machinery and/or equipment

- i. With existing or new building to house the fishery post-harvest machinery for its operation;
- ii. Accessibility, availability and connectivity to service utilities such as potable water, appropriate electrical connection, transport and communication facilities;
- iii. Complementation to other post-harvest facilities, market and other facilities; and
- iv. The machinery and/or equipment shall comply with seafood safety standards (i, e. GMP and HACCP).

c. Beneficiary/Partner Institutions

- i. Registered fisherfolk or accredited fisherfolk organizations/cooperatives that are duly accredited by government institutions; and
- ii. Eligible Local Government Unit and other relevant stakeholders (i.e. marginalized groups) with the commitment and financial capacity to manage and operate.

Section 5. Documentary Requirements

The following documents are required for evaluation by the funding agency prior to approval and implementation of projects:

a. Fishery Post-Harvest Infrastructure Facility

- i. Letter of Intent;
- ii. Needs and Design Assessment (NADA) Report;
- iii. Pre-Feasibility Study is required for proposed projects with a budgetary requirement lower than Php3 million. The following documents shall form part of the pre-FS: (a)Project Summary, (b)Financial Feasibility Analysis, (c)Economic

- Feasibility Analysis, (d) Financial Sensitivity Analysis and (e) Economic Sensitivity Analysis, pursuant to DA Memorandum Order No. 29, series of 2019, entitled, *“Ensuring the Provision and Utilization of Quality Safe and Viable Agricultural and Fisheries Machinery and Facilities”*;
- iv. Full Feasibility Study is required for proposed projects with a budgetary requirement amounting to more than Php 3 million;
 - v. Certification from the City/ Municipal assessor that the area for the proposed project is a public lot;
 - vi. Proof of ownership and/or legal right of the beneficiary/partner institution over the lot, including documents in support of its right of way;
 - vii. Certification from the Municipal Trial Court (MTC)/ Regional Trial Court (RTC) that the lot is not subject for a pending case;
 - viii. Certification from the City/ Municipal Planning and Development Officer that the proposed project site is in accordance with the Medium Term Development Plan and within the zoning plan of the City/ Municipality;
 - ix. City/Municipal Council Resolution authorizing the Local Chief Executive to enter into a Memorandum of Agreement (MOA) with the IA ;
 - x. MOA between the LGU and the Implementing Agencies;
 - xi. Environmental Compliance Certificate or Certificate of Non-Coverage (ECC/CNC) and such other relevant clearances from the Department of Environment and Natural Resources (DENR) and other concerned government agencies depending on the nature of activity; and
 - xii. Endorsement letter from Municipal Fisheries and Aquatic Resources Management Council (MFARMC).

b. Machinery

- i. Letter of Intent;
- ii. Needs and Design Assessment (NADA) report;
- iii. Pre-Feasibility Study;
- iv. Beneficiaries' profile;
- v. City/Municipal Council Resolution authorizing the Local Chief Executive to enter into a MOA with IA;
- vi. MOA between the LGU/ People's Organization (PO) and the IA, if applicable;
- vii. City/Municipal Council Resolutions regarding the proposed project, the reservation of the area for the proposed project, if applicable; and
- viii. Endorsement letter from Municipal Fisheries and Aquatic Resources Management Council (MFARMC).

Section 6. Roles and Responsibilities

- a. The Bureau of Fisheries and Aquatic Resources (BFAR) shall perform the following functions:
- validate beneficiaries and assess the pre-feasibility of sites with respect to the proposal/s submitted;
 - oversee the implementation and management of the fishery post-harvest machinery and infrastructure facility not under the supervision of the PFDA;
 - provide extension and advisory services, monitor, and evaluate the progress and operation of the project;
 - prepare the applicable MOA between and amongst the beneficiary/partner institutions and BFAR;
 - as a regulatory agency, monitor and ensure compliance to relevant provisions or requirement of the Food Safety Act of 2013 or R.A. No. 10611 including the basic requirements such as Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedures (SSOP) are complied with and P.D. No. 856 or the Code on Sanitation of the Philippines;
 - shall coordinate with National Fisheries Research and Development Institute (NFRDI) and other relevant research institutions on the transfer, adoption, commercialization and/or dissemination of appropriate/mature fisheries post-harvest technologies;
 - shall coordinate with PFDA and LGUs in the establishment and monitoring of post-harvest facilities to ensure complementation and effective implementation of Food Safety Act;
 - maintain and update a database containing information of accredited/certified post-harvest facilities including their compliance to GMP, SSOP, and HACCP; and
 - shall ensure the social preparation in collaboration with concerned government agencies mandated to implement community organizing/development programs, projects and activities.
- b. The Philippine Fisheries Development Authority (PFDA) shall perform the following functions:
- identify, validate and assess the viability of proposed, new or existing sites for fishery post-harvest infrastructure facility;
 - provide technical assistance to the beneficiary on the conduct of pre-feasibility study and preparation of Detailed Engineering Design (DED) to ensure compliance to Food Safety Regulations, when necessary;
 - procure, design, establish, construct, operate (Regional Fish Ports) and monitor fishery post-harvest infrastructure facility as mandated;

- conduct training on local fish port management and operation;
 - provide Manual of operations for Port /Ice Plant and Cold Storage facilities, in coordination with the beneficiary/partner institution;
 - prepare the applicable MOA between the PFDA and beneficiary/partner institution; and
 - monitor and ensure the relevant requirements of the Food Safety Act of 2013 or R.A. No. 10611 including the basic requirements such as Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedures (SSOP) are complied with.
- c. The Bureau of Agricultural and Fisheries Engineering (BAFE) shall perform the following functions:
- provide technical assistance in the preparation or evaluation of specifications and engineering plans and designs, technical specifications, and program of works for fishery infrastructure and machinery not covered by PFDA;
 - assist in the implementation and monitoring of fishery post-harvest infrastructure facility and machinery implemented or managed by LGU, PFDA or BFAR;
 - register and issue Permit to Operate (PTO) to fishery machinery manufacturers, fabricators, assemblers, distributors, dealers, importers and exporters (MFADDIEs);
 - issuance and enforcement of Certificate of Conformity to fishery machinery with Philippine National Standards/Philippine Agricultural and Biosystems Engineering Standards (PNS/PABES) or other relevant standards identified by BAFE;
 - conduct of after-sales service monitoring to all suppliers of fishery machinery;
 - maintain national database and inventory of fishery post-harvest infrastructure facility and machinery through the Agricultural and Biosystems Engineering Management Information System (ABEMIS); and
 - conduct training and capability building for fishery infrastructure and machinery projects.
- d. The Local Government Unit (LGU) being a Beneficiary/Partner Institution shall institutionalize the implementation of fishery projects and enact relevant legislation that shall provide necessary resources as counterpart to ensure sustainable operation, repair and maintenance.
- create, maintain and operate a fisheries management office with qualified support staff;
 - coordinate with the private sectors and other concerned agencies and FARMCs in the establishment of post-harvest

facilities for fish landing sites, fish ports, ice plants, cold storage and other fish processing establishments to serve primarily the needs of municipal fisherfolk;

- comply with the Guidelines on the Implementation of the Fisheries Compliance Audit (FishCA);
 - allocate funds from its Internal Revenue Allotment (IRA) to improve sustainability of the Infrastructure and post-harvest facility on planned and on result.
- e. The Beneficiary/Partner Institution if non-government organization or cooperative with juridical personality shall perform the following functions:
- ensure proper utilization and maintenance of fishery infrastructure facility and machinery turned-over by the IA;
 - submit status reports pertaining to summary of project undertaken activities, project monitoring results, and other relevant data as required by the IA;
 - provide insurance of the fishery post-harvest infrastructure facility and machinery, as applicable; and
 - ensure faithful compliance with the terms of the MOA.

Section 7. Mechanism on the establishment and operation of fishery post-harvest infrastructure facility (Annex B-1) and machinery (Annex B-2).

A. Fishery post-harvest infrastructure facility:

1. Submission of Letter of Intent

A letter of intent shall be submitted to the IA.

2. Assessment /Verification /Validation

The IA shall assess, verify, and validate on-site the need for the proposed project.

3. Pre-Feasibility Study

The IA and/or the Beneficiary/Partner Institution shall conduct the pre-feasibility study.

4. Stakeholders Consultation

The IA and the Beneficiary/Partner Institution shall jointly conduct stakeholders' consultation or focused group discussion regarding the proposed project.

5. Submission of Documentary Requirements

The Beneficiary/Partner Institution shall submit all the required documents as enumerated in Section 5.a to the IA.

6. Evaluation of the Documents

The IA shall evaluate the completeness and validity of the submitted documents, and shall formally inform the Beneficiary/Partner Institution of the results.

7. Preparation of Detailed Engineering Design

The IA and the Beneficiary/Partner Institution shall jointly prepare the Detailed Engineering Design compliant to Food Safety Standards.

8. Recommendation for Approval of the Proposal

The IA shall recommend the proposal for possible funding.

9. Approval of the Proposal

The Funding Agency shall approve and provide funds. Assistance may be a grant, a joint undertaking, Public-Private Partnership (PPP), and or Public-Private Community Partnership (PPCP).

10. Signing of Memorandum of Agreement (MOA)

MOA between/among the beneficiaries listed in Section 4-c and the Implementing Agencies shall be signed by parties concerned. The IA shall prepare the MOA.

11. Procurement

The procurement for the construction and acquisition shall be undertaken in accordance with the provisions of the R.A No. 9184 or the Government Procurement Reform Act.

12. Establishment

The construction shall proceed and comply with the approved plans, designs, specifications, and timeline.

13. Extension and Advisory Services

The IA shall capacitate the Beneficiary/Partner Institution through trainings, coaching, and mentoring on the operations and management of the facility.

Manual of Operations including the repair and maintenance plan shall be jointly prepared by the IA and Beneficiary/Partner Institution, as applicable.

14. Turn-over

With respect to projects negotiated for turn-over to the beneficiary/partner institution, the same shall be conducted in accordance with the MOA, and existing laws, rules and regulations.

15. Operation and Maintenance

The Beneficiary/Partner Institution shall ensure the sustainable operation of the facility and adherence/compliance to relevant local and

international Food Safety Regulations; and provide funds for its operation, repair and maintenance.

The Beneficiary/Partner Institution shall submit monthly reports on the production, operational status, and compliance report in response to audit findings conducted by competent authority and/or accredited third party auditors to the IA for documentation and reference for appropriate actions, and remit the applicable fees as negotiated between the IA and beneficiary/partner institution.

16. Monitoring and Evaluation

The IA shall establish/implement a monitoring and evaluation system to include feedback mechanism.

Feedback mechanism shall include socio-economic benefits including income generated to the project beneficiaries. This shall also include the project beneficiaries' comment/s to the further development and improvement of the fisheries-related project/s as provided in the feedback mechanism form found in Annex C.

B. Machinery:

1. Submission of Letter of Intent

A letter of intent shall be submitted to the IA.

2. Assessment /Verification/Validation

The IA shall assess, verify, and validate on-site the need and/or conduct pre-feasibility study on the proposed project.

3. Submission of Documentary Requirements

The Beneficiary/Partner Institution shall submit all the required documents as enumerated in Section 5.b to the IA.

4. Evaluation of the Documents

The IA shall evaluate the completeness and validity of the submitted documents, and shall formally inform the Beneficiary/Partner Institution of the results.

5. Recommendation for Approval of the Proposal

The IA shall recommend the proposal for funding.

6. Approval of the Proposal

The Funding Agency shall approve and provide funds. Assistance may be a grant, a joint undertaking, Public-Private Partnership (PPP), and or Public-Private Community Partnership (PPCP).

7. Signing of Memorandum of Agreement (MOA)

MOA between/among the LGU and the Implementing Agencies shall be signed by parties concerned. The IA shall prepare the MOA.

8. Procurement

The procurement shall be undertaken in accordance with the provisions of the R.A. No. 9184.

The provisions stipulated in R.A. No. 10601 and Department of Agriculture Circular No. 05, series of 2017 or the National Guidelines on Testing and Evaluation of Agricultural and Fisheries Machinery shall be observed.

The fabricator/manufacturer shall adhere to the approved specifications and provide Manual of Operations to include repair and maintenance.

9. Distribution

The machinery shall be tested prior to acceptance. The IA shall ensure the distribution and acceptance of machinery to the intended Beneficiary/Partner Institution.

10. Extension and Advisory Services

The IA shall capacitate the Beneficiary/Partner Institution through trainings, coaching, and mentoring on the operations, repair and maintenance of the machinery.

11. Operation and Maintenance

The Beneficiary/Partner Institution shall ensure the sustainable operation of the machinery, and provide funds for its operation, repair and maintenance.

The Beneficiary/Partner Institution shall periodically submit reports on the production and operational status to the IA for documentation and reference for appropriate actions.

12. Monitoring and Evaluation

The IA shall establish/implement a monitoring and evaluation system to include feedback mechanism.

Section 8. Inventory of Fishery Post-Harvest Infrastructure Facility and Machinery

- a. All infrastructure facility and machinery shall be geo-tagged by the IA.
- b. The IA shall maintain an updated data base of all existing fishery post-harvest infrastructure facility and machinery.
- c. All data and information regarding agricultural and fisheries machinery and infrastructure distributed in the market shall be included in management information system.

ARTICLE III: FUNDING

Section 9. Funding

Funds for the projects shall be sourced from funding agencies in accordance with agreed arrangement such as grant, a joint undertaking, Public-Private Partnership (PPP), and or Public-Private Community Partnership (PPCP) in accordance with agreed terms of reference.

ARTICLE IV: FINAL PROVISIONS

Section 10: Separability Clause

Any provisions in previous orders, rules and regulations inconsistent with the provisions of this Order as they apply to the establishment and operation of fishery post-harvest infrastructure facility and machinery are revoked and superseded accordingly.

Section 11: Effectivity Clause

This Order shall take effect fifteen (15) days after its publication in the Official Gazette and/ or in two (2) newspapers of general circulation and fifteen (15) days after its registration with the Office of the National Administrative Register.

Recommended by:

Digitally signed by
Pangapalan Glen Abanes

ATTY. GLEN APANGAPALAN
General Manager, PFDA

ENGR. ARIODEAR C. RICO
Director, BAFE

Commodore EDUARDO B. GONGONA PCG (Ret.)
National Director, BFAR

CHERYL MARIE NATIVIDAD-CABALLERO
Undersecretary for Agri-Industrialization and for Fisheries
Chairman, National Fisheries & Aquatic Resources Management Council
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Approved by:

WILLIAM D. DAR, PhD
Secretary
Department of Agriculture



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**Annex A-1 (Fishery Post Harvest Infrastructure Facility)
Needs Assessment Form**

Criteria	Maximum Score (Landing site)		Common service facility	Evaluator's Score
A. Resources	35%		35%	
1. Fisheries production data covering specific fishing grounds on Fisheries Management Areas (FMAs) to ensure supply availability and/or production surplus from capture and aquaculture;	25		25	
2. Ratio of registered fisherfolk over the total population 1 - 20% - 2 21 - 40% - 4 41 - 60% - 6 61 - 80% - 8 81 - 100% - 10	10		10	
B. Project Site	50%			
Infrastructure facility	Marine	Inland		
i. Traditional fish landing/production area	10	25	25	
ii. Legal site tenurial instrument	5	5	5	
iii. Natural harbour protection	10			
iv. Well-defined entrance and approach from the open sea with adequate depth at all tides.	5			
v. Safe from natural calamities/disasters such as siltation, soil erosion, flooding, among others	8	8	8	
vi. Accessible and with available service utilities such as: Water Power Transport	4	4	4	
vii. Potential area for future development/expansion	2	2	2	
viii. Complementation to other post-harvest facilities, market and other-facilities	3	3	3	
ix. The facility shall comply with seafood safety standards (i, e. GMP and HACCP).	3	3	3	

C. Project beneficiaries	15%		
i. Registered fisherfolk or accredited fisherfolk organizations/cooperatives that are duly accredited by government institutions	8	8	
ii. Eligible Local Government Unit and other relevant stakeholders (i.e. marginalized groups) with the commitment and financial capacity to manage and operate.	7	7	

**Annex A-2 (Machinery)
Needs Assessment Form**

Criteria	Maximum Score	Evaluator's Score
A. Resources	35%	
1. Fisheries production data covering specific fishing grounds on Fisheries Management Areas (FMAs) to ensure supply availability and/or production surplus from capture and aquaculture;	20	
2. Ratio of registered fisherfolk over the total population;	15	
B. Project Site	50%	
Machinery		
1. With existing or new building to house the fishery post-harvest machinery for its operation	20	
2. Accessibility, availability and connectivity to service utilities such as potable water, appropriate electrical connection, transport and communication facilities	10	
3. Complementation to other post-harvest facilities, market and other facilities.	10	
4. The machinery and/or equipment shall comply with seafood safety standards (i, e. GMP and HACCP).	10	
C. Project beneficiaries	15%	
1. Registered fisherfolk or accredited fisherfolk organizations/cooperatives that are duly accredited by government institutions	8	
2. Eligible Local Government Unit and other relevant stakeholders (i.e. marginalized groups) with the commitment and financial capacity to manage and operate	7	

ANNEX B-1 ACTIVITIES FOR THE ESTABLISHMENT AND OPERATION A. Fishery Post Harvest Infrastructure Facility		
ACTIVITIES	DOCUMENTARY REQUIREMENTS	RESPONSIBLE UNITS
1. Submission of Letter of Intent	<ul style="list-style-type: none"> • Letter of Intent 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions
2. Conduct of assessment /verification /validation	<ul style="list-style-type: none"> • Needs and Design Assessment (NADA) Report 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions
3. Preparation of required documents under Section 5. a (Documentary Requirements)	<ul style="list-style-type: none"> • Pre-Feasibility Study/Full Feasibility Study 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions
4. Submission of documentary requirements (as applicable)	<ul style="list-style-type: none"> • Pre-Feasibility Study/Full Feasibility Study • City/Municipal Council Resolution for the project • City / Municipal assessor Certification • Proof of ownership • Certification from the MTC/ RTC that the lot has no pending case • Certification from C/MPDO • MOA • (ECC/CNC) • Endorsement letter from MFARMC 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions or IA
5. Evaluation of the documents	<ul style="list-style-type: none"> • Letter with attached Evaluation Report 	<ul style="list-style-type: none"> • Implementing Agency
6. Preparation of Detailed Engineering Design Study	<ul style="list-style-type: none"> • Detailed Engineering Design Study 	<ul style="list-style-type: none"> • Implementing Agency
7. Recommendation for approval of the proposal	<ul style="list-style-type: none"> • Recommendation / endorsement letter 	<ul style="list-style-type: none"> • Implementing Agency
8. Approval of the proposal	<ul style="list-style-type: none"> • Proposal for Funding 	<ul style="list-style-type: none"> • Funding Agency
9. Signing of MOA	<ul style="list-style-type: none"> • MOA 	<ul style="list-style-type: none"> • Implementing

		Agency <ul style="list-style-type: none"> • Partner Institutions
10. Procurement	<ul style="list-style-type: none"> • Procurement Documents • ECC/CNC 	<ul style="list-style-type: none"> • Implementing Agency
11. Establishment	<ul style="list-style-type: none"> • Progress report on construction 	<ul style="list-style-type: none"> • Implementing Agency
12. Extension and Advisory Services	<ul style="list-style-type: none"> • Training report • Manual of Operations (MOP) 	<ul style="list-style-type: none"> • Implementing Agency • Beneficiary/ Partner Institutions
13. Turn-over	<ul style="list-style-type: none"> • Certificate of Acceptance 	<ul style="list-style-type: none"> • Implementing Agency • Beneficiary/ Partner Institutions
14. Operation and Maintenance	<ul style="list-style-type: none"> • Production and Operational Status Report 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions
15. Monitoring and Evaluation	<ul style="list-style-type: none"> • Monitoring Report 	<ul style="list-style-type: none"> • Implementing Agency

ANNEX B-2 ACTIVITIES FOR THE ESTABLISHMENT AND OPERATION		
A. Machinery		
ACTIVITIES	DOCUMENTARY REQUIREMENTS	RESPONSIBLE UNITS
1. Submission of Letter of Intent	<ul style="list-style-type: none"> Letter of Intent 	<ul style="list-style-type: none"> Beneficiary/ Partner Institutions
2. Conduct of assessment /verification /validation	<ul style="list-style-type: none"> Needs and Design Assessment (NADA) Report 	<ul style="list-style-type: none"> Beneficiary/ Partner Institutions
3. Preparation of Pre-Feasibility Study	<ul style="list-style-type: none"> Pre-Feasibility Study 	<ul style="list-style-type: none"> Beneficiary/ Partner Institutions
4. Submission of documentary requirements	<ul style="list-style-type: none"> Beneficiaries' profile City/Municipal Council Resolution for the project authorizing the Local Chief Executive to enter into a MOA with IA MOA between the LGU/ People's Organization and the IA, if applicable City/Municipal Council Resolutions regarding the proposed project, the reservation of the area for the proposed project Endorsement letter from MFARMC 	<ul style="list-style-type: none"> Beneficiary/ Partner Institutions
5. Evaluation of the documents	<ul style="list-style-type: none"> Letter with attached Evaluation Report 	<ul style="list-style-type: none"> Implementing Agency
6. Recommendation for approval of the proposal	<ul style="list-style-type: none"> Recommendation / endorsement letter 	<ul style="list-style-type: none"> Implementing Agency
7. Approval of the proposal	<ul style="list-style-type: none"> Proposal for Funding 	<ul style="list-style-type: none"> Funding Agency
8. Signing of MOA	<ul style="list-style-type: none"> MOA 	<ul style="list-style-type: none"> Implementing Agency Partner Institutions
9. Procurement	<ul style="list-style-type: none"> Procurement Documents 	<ul style="list-style-type: none"> Implementing Agency

10. Distribution	<ul style="list-style-type: none"> • Certificate of Acceptance 	<ul style="list-style-type: none"> • Implementing Agency • Beneficiary/ Partner Institutions
11. Extension and Advisory Services	<ul style="list-style-type: none"> • Training Report 	<ul style="list-style-type: none"> • Implementing Agency
12. Operation and Maintenance	<ul style="list-style-type: none"> • Production and Operational Status Report 	<ul style="list-style-type: none"> • Beneficiary/ Partner Institutions
13. Monitoring and Evaluation	<ul style="list-style-type: none"> • Monitoring Report 	<ul style="list-style-type: none"> • Implementing Agency

Feedback Mechanism

GENERAL INFORMATION

Date: _____

Name of Respondent: _____ Contact details: _____

Designation: _____ Sex: _____ Age: _____

Address _____

Pls. Check if: _____ PWD ☐ Sr. Citizen ☐ IP ☐Affiliation: _____ FFO ☐ LGU ☐

No. of household members: _____ Main source of income: _____

Name of Association/Organization: _____

Project Assistance Received: _____

Facility, Equipment and Machinery (Pls. specify): _____

Status of Implementation Operational ☐For Operation ☐For Condemnation ☐ (Reason for condemnation): _____Procured by: LGU ☐ BFAR ☐ PFDA ☐

EFFECTIVENESS AND EFFICIENCY OF THE PROJECT

1. Satisfaction on the project received

a.) Were you satisfied with the project given? YES ☐ NO ☐

Pls. elaborate: _____

b.) Were you able to use it as soon as given? YES ☐ NO ☐

Pls. elaborate: _____

2. Benefits from the project

a.) Did it increase your daily income? YES ☐ NO ☐

Income before project was given (net) < P300 () P301-800 () > P801 ()

Income after project was given (net) < P300 () P301-800 () > P801 ()

b.) Did it increase your daily catch/production? YES ☐ NO ☐

Catch/yield before project was given < P3kg () 3.1-8kg () > 8.1 kg ()

Catch/yield after project was given < P3kg () 3.1-8kg () > 8.1 kg ()

c.) Any improvement in your family/household? Consumption ☐ Education ☐ Others (specify) ☐

d.) Any improvement in your association

☐ Improve compliance to food safety regulations☐ From association to cooperative☐ Others (pls.specify): _____

e.) Any Improvement in the community (i.e. increase economic activity): _____

3. Quality of facility/equipment and machinery received

a.) Is it new and has no defect? (quality) YES ☐ NO ☐

Pls. elaborate: _____

b.) Is it sufficient/enough? (quantity) YES ☐ NO ☐

Pls. elaborate: _____

4. Were there problems encountered during project implementation?

YES ☐

NO ☐

Pls. elaborate: _____

TIMELINESS ON THE ESTABLISHMENTS OF THE PROJECT

5. Is it in accordance with the needs of the association or cooperative?

YES ☐

NO ☐

Pls. elaborate: _____

SUSTAINABILITY OF THE PROJECT

6. Is the project still ongoing/operational?

YES ☐

NO ☐

Reason for non-operation? _____

7. Availability of market for the produce (fresh or processed)?

Please specify:

Vending ☐

Local Market ☐

Trader/Consignee ☐

Others (specify) ☐ _____

NEEDS ASSESSMENT

8. How else can the government help or assist you?

☐ Credit facilitation

Please elaborate: _____

☐ Trainings

☐ Livelihood assistance

☐ Others

(Evaluator's Note (cite practice, success stories and other observations): _____

Conducted by:

Name

Date and time of interview: _____