



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

**Memorandum Circular**

No. **17**

Series of 2023

**SUBJECT : IMPLEMENTING GUIDELINES OF THE FUEL ASSISTANCE TO FARMERS PROJECT FOR FY 2023**

**I. RATIONALE**

The Department of Agriculture is tasked to promote mechanization to modernize and enhance productivity in the agriculture sector. The provision of fuel assistance aims to support farmers who are using farm machinery considering that fuel expense is one of the important operating costs in farming. Such assistance will therefore enhance the resiliency and cushion the impact of the surge of oil price hikes on the farming sector.

Pursuant to the Special Provision No. 19 of the FY 2023 General Appropriation Act (GAA), the amount of Five Hundred Ten Million Four Hundred Forty-Seven Thousand Pesos (Php 510,447,000.00) shall be used to provide fuel assistance to farmers who own or rent agricultural machinery, and are listed in the Registry System for Basic Sector in Agriculture (RSBSA), when the average Dubai Crude Oil Price based on Mean of Platts Singapore for three (3) months reaches or exceeds Eighty Dollars (USD 80) per barrel. Moreover, the DA, through its Bureau of Agricultural and Fisheries Engineering (BAFE) and Regional Field Offices (RFO) is authorized to deduct one and a half percent (1.5%) of the said amount for administrative and other operational expenses. Implementation of the program shall be subject to the guidelines issued by the DA, in coordination with the DBM.

To date, the requisite requirement on the price of crude oil has been complied with through a certification from the Department of Energy, thus the activation of the fuel assistance project. Subsequently, a Memorandum Circular is being issued by the Department of Agriculture, in coordination with the Department of Budget and Management, and in compliance with the said Special Provision of the GAA. The issuance of the guidelines will facilitate the orderly implementation of the Fuel Assistance to Farmers Project and ensure that the funds are properly utilized for the intended purpose.

**II. PROJECT DESCRIPTION**

The Fuel Assistance to Farmers Project aims to provide fuel assistance to eligible beneficiaries who own or rent agricultural machineries used for crop production, such as pumps, engines, tractors, transplanters, harvesters, threshers, shellers, and shredders. Each farmer-recipient shall receive a DA Intervention Monitoring Card with fuel assistance amounting to Three Thousand Pesos (Php 3,000.00) excluding the cost of the



card of Php 150.00. It is estimated that around 159,617 farmers will benefit from the Project.

The Project will be implemented in partnership with the Development Bank of the Philippines and its accredited FinTech partner/s.

### III. SCOPE AND COVERAGE

This Memorandum Circular provides general guidance on the identification and generation of qualified beneficiaries as well as the implementation arrangements of the Fuel Assistance to Farmers Project authorized under the FY 2023 GAA. It also provides the general composition of the Project Coordination Group, which shall oversee, coordinate, and monitor the implementation of the said Project.

The fuel assistance shall be used for all types of farm machinery utilized in agricultural production.

### IV. DEFINITION OF TERMS

**Administrative and other operating expenses** – are overhead costs incurred by the DA in the implementation of the project. It covers general administration and operating expenditures to facilitate activities such as validation, cleansing, coordination, and monitoring and evaluation, which are distinctly undertaken by DA.

**Clustering and consolidation** – grouping of small parcels of lands or farms to create a large and better-shaped farm area where a specific crop is to be planted to facilitate efficient farming operations and use of large-scale machinery as well as develop agribusiness/ entrepreneurship activities.

**Custom Service Provider** – a government or private entity that has an array of agricultural machinery, and offers custom hiring, renting, or leasing services from land preparation to postharvest operations. This may include Agricultural and Fisheries Machinery and Equipment Service Centers (AFMESC), Local Government Units (LGUs), Farmer Cooperative and Associations, or other privately recognized custom service providers.

**Fuel Assistance Card** – is an Intervention Monitoring Card that serves as an identification (ID) and cash card of the farmer since it is customized to contain the farmer's name and photo, EMV chip, and QR Code. The government can download its financial interventions to the farmers' accounts using this card. Under the Fuel Assistance Project, it serves as a mobile electronic wallet that eligible fuel assistance cardholders can use for the purchase of fuel. The cost of the card and its processing shall be shouldered by the Project as part of the fuel assistance. The Validity/ Expiration of the fuel assistance is one (1) year upon the acceptance of the card.





**Custom Service or Rental Agreement** – a written agreement between a custom service provider and a farmer that outlines the terms and conditions of the customer service or rental of agricultural machinery and equipment. Under the Fuel Assistance Project, the rental agreement will include a description of the machine being rented, the location and size of the area to be serviced, the schedule or duration of the custom service, the rental rate, and the estimated fuel rate. The Rental Agreement must contain a provision explicitly stating that the fuel assistance shall exclusively cover the cost of the fuel.

## **V. GENERAL RESPONSIBILITIES OF DA OFFICES**

- a. **Office of the Assistant Secretary for Operations** – shall provide policy and operational directions for the implementation of the Project.
- b. **DA-BAFE** – shall serve as the lead office that coordinates, consolidates, monitors, evaluates, and provides technical assistance in the implementation of the Project. It shall provide regular reports to the DA Monitoring and Evaluation Division and the Office of the Assistant Secretary for Operations.
- c. **DA-RFO** – shall serve as the Project's implementing office to work with BAFE in the implementation, monitoring, and evaluation of the Project. It shall provide the validated list of beneficiaries, and submit monthly status reports, and other information necessary for the implementation of the Project. It shall likewise liquidate the Fuel Assistance Project Fund through its Accounting Office, in coordination with the Development Bank of the Philippines (DBP).
- d. **DA Information and Communications Technology Service (DA-ICTS)** – assists in the correction, cancellation, and consolidation of the master list of beneficiaries from the DA-RFOs through its Intervention Monitoring Platform and facilitates the submission of the list to the DBP.
- e. **DA Implementing Offices** – refer to DA bureaus and agencies (e.g., Sugar Regulatory Administration (SRA), Philippine Fiber Industry Development Authority (PhilFIDA), Philippine Coconut Authority (PCA), National Tobacco Administration (NTA), Philippine Center for Postharvest Development and Mechanization (PHilMech)) implementing mechanization-related interventions. These offices shall submit the validated master list of eligible beneficiaries to DA-RFOs for review, deduping, and subsequent endorsement to ICTS and DBP.

## **VI. PROJECT COORDINATION GROUP**

A National and Regional Project Coordination Groups under the oversight of the Assistant Secretary for Operations and Regional Executive Director, respectively, are hereby created to oversee, coordinate, and monitor the implementation of the Project with the following composition:

### National

Chairperson: DA-BAFE Director  
Vice-Chairperson: DA-Field Operations Service (FOS) Director  
Members: DA-ICTS Director  
DA-Monitoring and Evaluation Division (MED)  
DA Regional Technical Directors for Operations

### Regional

Chairperson: Regional Technical Directors for Operations  
Vice Chairperson: RFO-Field Operations Division (FOD)  
Members: RFO-Regional Agricultural and Engineering Division (RAED)  
RFO-Planning, Monitoring, and Evaluation Division (PMED)  
RFO-Administrative and Finance Division (AFD)

The DA-BAFE and DA-RFO may invite representatives from DBP and other offices to serve as Resource Person(s) as deemed necessary.

## **VII. ELIGIBILITY OF BENEFICIARIES**

The beneficiaries of the fuel assistance can either be individual farmers or farmer-member of a Farmer Cooperative and Associations (FCA) who have satisfied/met the following conditions:

- a. Farmers must own or rent farm machinery that is functional and with any of the following proof of machinery ownership uploaded in the Agricultural and Biosystems Engineering Management Information System (ABEMIS):
  - i. Certificate of Agricultural and Fishery Machinery and Equipment Registration;
  - ii. Certification from Municipal/City Agricultural and Biosystems Engineering Office (MABEO/CABEO)<sup>1</sup> or Municipal/City Agriculture Office (MAO/CAO) that he/she is the owner of a functional machinery (Annex A);
  - iii. Sales/ Cash invoice/ Delivery receipt/ Official Receipt;
  - iv. Deed of Donation/ Sale; or
  - v. Memorandum of Agreement (MOA) with Transfer of Property Receipt/ Invoice Receipt.

Farmer-members of a FCA that owns farm machinery, are qualified by virtue of their membership, provided a certified list of members of the organization attested by the concerned Local Government Unit (LGU) shall be submitted as part of the documentary requirements.

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<sup>1</sup> Mandatory Position/Office pursuant to CSC MC No. 12, series of 2022, Section 34, RA No. 10915 and DA-DBM-CSC-DILG JMC No. 2, series of 2020





For farmers renting farm machinery, proof of the rental agreement between the farmer-recipient and custom service provider shall also be submitted. The rental agreement shall stipulate the portion of the custom service fee representing the fuel cost of the machine rented out to renter-beneficiaries. (Annex B). Moreover, the service provider shall submit proof of ownership of the machine and a certification from the LGU that he/she/ association is a bona fide custom service provider in the area (Annex C).

- b. Farmers must be registered in the RSBSA and encoded in the Farmers and Fisherfolk Registry System (FFRS). Farmers not yet registered under RSBSA may still be served, provided they enroll in the RSBSA.
- c. Farmers must be located in mechanized clustered or consolidated areas.
- d. For equitable distribution of government assistance, priority shall be given to farmers:
  - who have not yet availed of fuel assistance; or
  - who are renting or availing of custom servicing from an AFMESC, LGU, or LGU-certified custom service provider; and
  - located in areas close to the fuel station.

The RFOs may establish additional prioritization parameters subject to the issuance of Supplemental Guidelines.

## **VIII. GENERAL GUIDANCE**

- a. *Farm Machinery for Fuel Assistance* – Farm machinery for fuel assistance refers to machines used in agricultural production such as pumps and engines, tractors, transplanters, harvesters, threshers, shellers, and shredders, among others. A copy of any proof of ownership as stated in Section VII of this guidelines must be submitted to the DA-RFOs.

Machineries used in fishery production are excluded under this Memorandum Circular.

- b. *Fuel Assistance Amount* – Each eligible beneficiary shall receive fuel assistance amounting to Three Thousand Pesos (Php 3,000.00). It is one-time assistance regardless of the number of machines or farms. It can be withdrawn within one year upon receipt of the Fuel Assistance Card. Any amount remaining on the card after a year shall be forfeited and returned to the DA or the Bureau of Treasury.

Fuel assistance shall be used only to purchase fuel or to pay the fuel portion of the machine rental tariff rate.

- c. *Fuel Assistance Cards* – The fuel assistance shall be loaded into the DA Intervention Monitoring Card, issued in partnership with the Development Bank of the Philippines (DBP) and its FinTech partner/s, and shall be distributed to eligible beneficiaries by the DA-RFO based on the schedule agreed upon by all the parties





concerned in the implementation of the Project. The cost of the card and its processing amounting to Php 150 pesos shall form part of the additional assistance of the Project.

Fuel assistance card/DA Intervention Monitoring Card shall be valid for a period of ninety-nine (99) years. As such, farmers previously issued with DA Intervention Monitoring Card shall not be issued with another card, and correspondingly be charged with another card cost, but instead should use the existing card for any and all future fuel assistance programs unless replaced at the expense of the farmer.

Farmer-fisherfolk recipients may receive fuel assistance both from DA and BFAR. However, fuel assistance cards will be issued only once.

- d. *Fund Allocation* – The fuel assistance fund shall be allocated to DA-RFO based on their crop production area, fuel requirement/number of machinery, and FY 2022 fuel distribution performance. The DA-RFO may set the target number of beneficiaries per commodity based on its regional allocation.
- e. *Participating Merchants* – may be a fuel station with or without a Point-of-Sales (POS) terminal or custom service provider who can provide agricultural machinery custom services. Merchants who do not have a POS terminal will be accredited by the DBP/FinTech partner/s to use developed Applications to facilitate payment, e.g., USSC Mobile Merchant Application.
- f. *Administrative and Operating Expenses* – One and a half percent (1.5%) of the total fuel assistance shall be allocated to the BAFE and DA-RFO for administrative and other operational expenses.
- g. *Transfer of Funds* – The DA Central Office shall transfer funds to the DA-RFOs inclusive of the administrative and operating costs. The DA-RFOs shall enter into Supplemental Agreement with DBP and transfer the allocated amount (less administrative cost) through the issuance of checks covered by Disbursement Vouchers and other required supporting documents to be credited to a bank account opened for the purpose. The release of funds to the DBP shall be accounted for in the DA-RFO books as due from Government-Owned and Controlled Corporations (GOCC) subject to the submission of a liquidation (reconciliation) report.
- h. *Submission of Disbursement Reports* – The DBP shall submit to the DA-RFO copy furnished BAFE the Liquidation (Reconciliation) Report duly supported by the Statement of Account and Distribution Report disaggregated by region and province duly signed by an authorized official and duly noted by the office concerned in the DA-RFO within fifteen (15) working days after the last day of the payout month.
- i. *Implementation Period* – The duration of the Project shall be within the validity date of the fund, i.e., until December 31, 2024.



## **MASTER LIST OF QUALIFIED BENEFICIARIES**

The RFO-FOD, in coordination with the RFO-RAED, the Municipal or City ABE Offices of the LGUs, or the Office of the City/ Provincial/ Municipal Agriculturist, shall prepare the master list of qualified farmer-beneficiaries listed in the RSBSA/FFRS and based on the eligibility requirements stated under Section VII of this Memorandum Circular and the submission of DA Implementing Offices.

The DA-RFO and the DA Implementing Offices shall ensure that the agricultural machinery and equipment owned or rented by farmers, wherein the fuel assistance will be used, are enrolled in the ABEMIS.

## **IX. GENERAL PROCEDURES**

### **A. Preliminaries**

1. The BAFE, DA-RFOs, and DA Implementing Offices shall assign focal staff to oversee and coordinate the planning, validation, distribution, and monitoring of the fuel assistance.
2. The DA-RFOs and DA Implementing Offices shall coordinate with the LGU concerned to conduct information dissemination to farmers.
3. The DA-RFOs and DA Implementing Offices shall generate the list of potential beneficiaries based on the ABEMIS, RSBSA, and other applicable information systems. The said masterlist shall be coordinated with the LGUs for the validation of eligible beneficiaries in the RSBSA/FFRS. If eligible farmers are not included in the initial list, they may coordinate with their LGUs for enrollment in the RSBSA and/or inclusion in the masterlist.
4. The DA-RFOs and DA Implementing Offices shall ensure that the information encoded in the RSBSA and ABEMIS is true, valid, correct, and complete. Field revalidation may be conducted if the need arises.
5. The DA Implementing Offices shall endorse its validated list of eligible beneficiaries to the DA-RFOs for review and inclusion in the master list of recipients.
6. The DA-RFOs, through the FOD and RAED, shall perform data review and deduping to identify duplicate and correctness of entries of names and enrollment of machinery and produce a cleaned version of the transaction files. It shall generate the final list of beneficiaries following the prescribed file format (Annex D) of the DA-ICTS as agreed upon with DBP. The generated list shall be processed through the Interventions Monitoring Platform (IMP).

7. The DA-RFO shall send the final list containing the relevant information of eligible beneficiaries from the FFRS and transmit it to the DBP through ICTS via secure file transfer protocol (SFTP) following the prescribed file format agreed by ICTS and DBP. The list shall also be accompanied by an endorsement letter signed by the DA-Regional Executive Director. The DA-ICTS shall also conduct the following:
  - a. Deduping to identify duplicates across regions/commodities;
  - b. Correct data as necessary; and
  - c. Process cancellation of entries and account management reports as necessary.
8. Custom service providers renting machinery to farmers (other than the LGU) must be certified by the LGU MABEO/CABEO or MAO/CAO (Annex C). Only those custom service providers who are certified by the LGU concerned and accredited by the FinTech partner/s may participate as merchants under the Project.
9. The DA-RFOs, DBP, and its FinTech partner/s shall collaborate to increase the number of participating fuel stations and merchants to expand the operation of the Project. The DBP and FinTech partner/s may use Applications to facilitate payment to participating merchants subject to a protocol approved by the DA.

**B. Farmer Onboarding, Verification, and Distribution of Fuel Assistance Card**

1. Upon receiving the list of beneficiaries from DA-ICTS, the DBP shall send the list of beneficiaries to the FinTech partner/s.
2. The FinTech partner/s shall open accounts, generate account numbers for each of the eligible beneficiaries, and submit them to the DBP.
3. The DBP shall send the list of eligible beneficiaries with the account numbers to DA-ICTS and DA-RFO.
4. The DA-RFO shall prepare the list of beneficiaries with accounts created during coordination and distribution, a copy of which shall be furnished to DA-ICTS, FOS, and BAFE.
5. The DA-RFO shall send to DA-ICTS the transaction files containing the list of beneficiaries matched with a corresponding Letter of Instruction (LOI) for subsequent transmittal and processing of payout requests to DBP.
6. The FinTech partner/s, with the DA-RFO in coordination with MABEO/CABEO and MAO/CAO, shall meet with the eligible beneficiaries for an onsite Know-Your-Client (KYC) validation and liveness check before the issuance of fuel assistance cards.





7. The beneficiaries must bring valid government-issued ID during the KYC validation. In case the information of the beneficiary does not match the information in the ID presented, the DA-RFO in coordination with the LGU concerned should verify the correct details of the beneficiary. The detailed procedure of data correction will follow the guidelines of data correction during caravans being used under the Rice Competitive Enhancement Fund-Rice Farmers Financial Assistance Program, for harmonization.
8. Prior to the acceptance of the fuel assistance card, farmer beneficiaries shall sign a Waiver (Annex E or F). The waiver states the terms and conditions of the use of the fuel assistance card.
9. Requests for changes in management accounts such as cancellation/replacement of beneficiaries under the following cases will be forwarded by the DA-RFO to DBP through ICTS following the existing cancellation protocol. Reallocation or replacement to another beneficiary or the nearest relative shall still be subject to the requirements in Section VII.
  - a. Beneficiary has moved to another location, died, or failed to get the fuel assistance card after three (3) attempts; and
  - b. Beneficiary voluntarily opted not to avail or return the fuel assistance card subject to execution of the waiver. (Annex G).
10. The DA-RFOs, DA Implementing Offices, and LGUs shall extend assistance to DBP and its FinTech partner/s in the implementation of the various modes of card distribution.

#### **C. Use of Administrative and Other Operating Expenses**

1. The Administrative and Other Operating Expense Fund shall be used for expenses directly related to the implementation of the Fuel Assistance to Farmers Project. The authorized expenses shall be limited to:
  - a. Administrative overhead
    - hiring of individuals engaged as job orders or contract of service or such other engagement of personnel without any-employer-employee relationship;
    - transportation expenses including per diem, gasoline, vehicle rental, and contracted vehicle;
    - communication allowance;
    - common office supplies and materials; and
    - meetings/workshops related to project activities.
  - b. Validation
  - c. Monitoring and Evaluation

#### **D. Monitoring and Evaluation**

1. DA-BAFE, in coordination with the DA-MED, shall craft a monitoring form to gather information on fuel utilization and its impact on the farmers. This monitoring form shall be distributed to regional offices for their regional monitoring.



2. DA-BAFE and DA-MED together with RFO-PMED, and RFO-RAED, shall conduct regular monitoring and evaluation of the implementation of the Project.
3. Based on DBP's distribution report, DA-BAFE, and DA-MED shall randomly select samples for the Project evaluation. All grievances and issues shall be validated during monitoring and evaluation.
4. DA-BAFE and DA-MED shall prepare a Project Evaluation Report to include all observations, findings, and impact of the Project, and be submitted to the Project Coordination Group Chairperson, Office of the Assistant Secretary for Operations, and the Office of the Secretary.
5. DBP shall submit to DA-BAFE, copy furnished DA-FOS and DA-RFO the Distribution Report and Utilization Report disaggregated by region and province duly signed by an authorized official of DBP within fifteen (15) working days after the last day of the payout month.

#### **X. AMENDMENT/ SUPPLEMENT CLAUSE**

The provisions and annexes of this Memorandum Circular may be amended or supplemented as deemed necessary to address peculiarities in the region/ Project or clarify further those indicated in the Memorandum Circular. The supplemental guidelines shall be agreed upon by concerned offices and shall be approved and issued by the DA Secretary/Senior Undersecretary.

#### **XI. REPEALING CLAUSE**

All existing and/or previously issued orders, circulars, issuances, rules, and regulations or parts thereof that are in conflict with, or inconsistent with any provisions of this Memorandum Circular are hereby repealed or modified accordingly.

#### **XII. SEPARABILITY CLAUSE**

If any provision of this Memorandum Circular shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision in this Memorandum Circular is invalid or enforceable, by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.





## **XII. EFFECTIVITY CLAUSE**

This Memorandum Circular shall take effect fifteen (15) days following completion of its publication in a newspaper of general circulation or the Official Gazette, a copy filed with the U.P. Law Center, and its posting on the Department of Agriculture website. It shall be valid until December 31, 2024, unless revoked and superseded by other issuances.

Done this 18th day of May 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary *ae*



DA-CO-OSEC-MC20230419-00012



**ANNEX A. City/Municipal Agriculture Officer Certification of Machinery Ownership Template**

**CERTIFICATION**

This is to certify that \_\_\_\_\_  
name of owner  
with the address of \_\_\_\_\_ owns the following machinery:  
complete address

Machinery Type:	
Make:	
Serial Number (if available):	
Status:	

Issued by the Municipality/City of \_\_\_\_\_, Province of \_\_\_\_\_  
on \_\_ day of the \_\_\_\_, 2023.

This Certification has been issued upon request of the owner for whatever purposes it serves.

\_\_\_\_\_  
*Signature Over Printed Name*  
Municipal/ City Agriculturist's Office





## ANNEX B. Machinery Rental Rate Agreement Template

### RENTAL (LEASE) AGREEMENT

**THIS AGREEMENT**, made on \_\_\_\_\_, by and between \_\_\_\_\_, hereafter called the **LESSOR**, and \_\_\_\_\_, hereafter called the **LESSEE**.

**LESSOR** and **LESSEE** are legally competent to enter into this Rental (Lease) Agreement as evidenced by their attached proof of identities.

**LESSOR** hereby leases to the **LESSEE** all Agricultural Farm Machinery and/or Equipment named and identified in the following "List of Agricultural Farm Machinery and/or Equipment", for use at such location and such rental cost for such time as therein stated.

**LESSOR** shall furnish such Agricultural Farm Machinery and/or Equipment in operative condition.

#### LIST OF AGRICULTURAL FARM MACHINERY AND/OR EQUIPMENT LEASED

Description of Agricultural Machinery (Machinery Type/ Brand/ Model/ other relevant specifications, accessories, and attachments)	Location and Area of Agricultural Farm	Duration of Agricultural Machinery Use (mm/dd/yyyy)	Rental Rate (Monthly/ Daily) (Php)	Estimated Fuel Rate (Php)
		Start: ____ End: ____		
		Start: ____ End: ____		
		Start: ____ End: ____		

**LESSOR AND LESSEE**, for themselves, attest to the correctness and veracity of the information provided in this Rental (Lease) Agreement as a requirement to avail for the Department of Agriculture's (DA) Fuel Assistance Project for FY 2023.

IN WITNESS WHEREOF, the **LESSOR** and **LESSEE** executed this Agreement on the date first above written.

\_\_\_\_\_  
**LESSOR**

\_\_\_\_\_  
**LESSEE**



ANNEX C. **Municipal/City Agricultural and Biosystems Engineer's Office or Agriculturist's Office Certification of a Bona fide Custom Service Provider**

Date: \_\_\_\_\_  
Reference Number: \_\_\_\_\_  
(yyymmdd-xx)

**CERTIFICATION**

This is to certify that \_\_\_\_\_,  
name of the service provider  
located at \_\_\_\_\_, has been providing  
complete address  
agricultural machinery services in our municipality for \_\_\_\_\_.  
period

<i>Service Provider (as a business entity)<sup>1</sup></i>			
Company Name:			
Business Registration Number:		Validity Date:	

<sup>1</sup> Indicated N/A if not applicable

<i>Owner/ Business Representative's Information</i>			
Given Name:		Middle Initial:	
Surname:		Name Extension:	
Contact Information:		Email Address:	
Complete Address:			

The list of agricultural machineries is used to provide custom services to farmers-beneficiaries.

Agricultural Machinery <sup>2</sup>	Brand	Model	Serial Number	Capacity	Unit	Rental Rate	Description/ Specification/ Distinct Features

<sup>2</sup>the list of agricultural machinery can be referred to using this link: [bit.ly/ListofAgriculturalMachineries2023](https://bit.ly/ListofAgriculturalMachineries2023)

Issued as per request upon for whatever purpose this might serve.

Date:

\_\_\_\_\_  
*Signature Over Printed Name*  
Owner/ Business Representative  
Designation

\_\_\_\_\_  
*Signature Over Printed Name*  
Municipal/ City Agriculturist's Office  
Designation

\_\_\_\_\_  
(mmddyy)





**ANNEX C. Additional Sheet for the Municipal/City Agricultural and Biosystems Engineer's Office or Agriculturist's Office Certification of a Bona fide Custom Service Provider**

Agricultural Machinery <sup>2</sup>	Brand	Model	Serial Number	Capacity	Unit	Rental Rate	Description/ Specification/ Distinct Features

<sup>2</sup>the list of agricultural machinery can be referred to using this link:  
[bit.ly/ListofAgriculturalMachineries2023](https://bit.ly/ListofAgriculturalMachineries2023)



**ANNEX D. Prescribed Know-Your-Client (KYC) Template**

<b>FIELD Name</b>	<b>Values (sample)</b>	<b>Remarks</b>
RSBSASYSTEMGENERATEDNUMBER	01-33-14-012-111111	Mandatory
FIRSTNAME	JUAN	Mandatory
MIDDLENAME	DELA	Mandatory
LASTNAME	CRUZ	Mandatory
EXTENSIONNAME	JR.	Mandatory
GOVTIDTYPE	FARMERS ID	Mandatory
IDNUMBER	FRM19-01709	Mandatory
STREETNO_PUROKNO	PUROK 1	Mandatory
BARANGAY	BIDAY	Mandatory
CITYMUNICIPALITY	CITY OF SAN FERNANDO	Mandatory
DISTRICT	DISTRICT I	Mandatory
PROVINCE	LA UNION	Mandatory
REGION	REGION I ILOCOS REGION	Mandatory
BIRTHMONTH	03	Mandatory
BIRTHDATE	05	Mandatory
BIRTHYEAR	1965	Mandatory
PLACEOFBIRTH	LA UNION	Mandatory
MOBILE NO	09999999999	Mandatory
SEX	MALE	Mandatory
MOTHERMAIDENNAME	JUANA DELA CRUZ	Mandatory
MACHINENUMBER	2015-R2-CAG-MAC-PR-HaT-01240	Mandatory





## ANNEX E. Waiver Template

### FUEL ASSISTANCE TO FARMERS PROJECT 2023 WAIVER FOR ELIGIBLE FARMERS

SO THE PUBLIC MAY KNOW:

That I, \_\_\_\_\_, Filipino, of legal age, single/married, a resident of \_\_\_\_\_, do hereby agree to strictly observe the rules on the usage of the Fuel Assistance Card throughout the duration of the Project.

Foregoing considered I confirm that I have read and understood, thus, undertake to abide by the following:

1. Use the Fuel Assistance Card issued by the Department of Agriculture in partnership with the Development Bank of the Philippines (DBP) and its FinTech partner/s in accordance with the following terms and conditions of the Fuel Assistance to Farmers Project:
  - a. The Fuel Assistance Card shall only be used exclusively for the purpose of fuel purchases/payments with the Petroleum Retail Outlets throughout the Project Duration;
  - b. The Eligible Card Holder, as the authorized bearer of the Fuel Assistance Card, shall be responsible for the usage of the Card and the utilization or consumption of the amount loaded in the card;
  - c. The amount loaded in the Fuel Assistance Card shall be deemed non-transferable, and shall not be sold to others nor converted into cash. The Fuel Assistance Card shall not be used for other purposes than what is intended under the Project;
  - d. The Eligible Card Holder shall present the Fuel Assistance Card to the pump attendant to check its fund balance prior to gassing up. The beneficiary may be asked to key in their PIN to POS Terminal to the pump attendant or cashier to facilitate the transactions;
  - e. The pump attendant shall only dispense the fuel to the fuel tank provided the amount of purchase is within the fund balance;
  - f. The Eligible Card Holder understands that in the event he/she violates the terms and conditions on the use of the Fuel Assistance Card, the card may be blocked and the account may be closed.;
  - g. Petroleum Retail Outlets are enjoined to verify the details appearing on the Fuel Assistance Card, as well as to inquire and check on the balance. Petroleum Retail Outlets reserve the right to refuse the use of the Card for fuel purchases whose details do not match the details indicated on the Card and in case of insufficient balance/credits; and
  - h. In case of the death of the eligible holder, existing rules and procedures from the DA shall prevail and be followed in the Project.
2. Failure to comply with this undertaking, especially on the use of the card, may warrant disqualification in future fuel assistance/subsidy projects from the Department of Agriculture; and
3. The Eligible Card Holder shall reimburse the Government for the total amount used for other purposes (e.g. purchases other than the fuel) within thirty (30) working days upon notice.

Signed this \_\_\_ of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Signature over the printed name of the Eligible Card Holder**

**Noted By:**

\_\_\_\_\_  
**Signature over the printed name of DA Focal**

*Note: Three (3) copies to be accomplished: Eligible Card Holder's Copy, DA-RFO's Copy, DBP's Copy*





## ANNEX F. Waiver (Filipino)

### FUEL ASSISTANCE TO FARMERS PROJECT 2023 Waiver ng Kwalipikadong Magsasaka

Para sa kaalaman ng lahat:

Ako si, \_\_\_\_\_, Filipino, nasa wastong edad, walang asawa/ may asawa, residente ng \_\_\_\_\_, sa pamamagitan nito ay sumasang-ayon na sundin ang mga patakaran sa paggamit ng *Fuel Assistance Card* para sa krudo sa kabuuan ng Proyekto.

Dagdag dito, kinukumpirma ko na nabasa at naunawaan ko ang mga nakasaad sa dokumentong ito. Ako ay nangangako na gagampanan ang mga sumusunod:

1. Ang *Fuel Assistance Card* na ibinigay ng *Department of Agriculture*, sa pakikipagtulungan kasama ang *Development Bank of the Philippines (DBP)* at ang *FinTech partner* nito, ay gagamitin alinsunod sa mga tuntunin at kundisyon ng *Fuel Assistance to Farmers Project*:
  - a. Ang *Fuel Assistance Card* ay dapat lamang gamitin para sa pagbili o pagbayad ng krudo sa mga kasali na *Petroleum Retail Outlet* sa kabuuan ng Proyekto;
  - b. Ang kwalipikadong at awtorisadong may-ari ng *Fuel Assistance Card*, ay mananagot para sa paggamit at pagkonsumo ng laman ng *Fuel Assistance Card*;
  - c. Ang laman ng *Fuel Assistance Card* ay hindi maililipat, at hindi maibebenta sa iba o maipagpapalit sa pera. Ito ay hindi maaaring gamitin sa iba pang mga paraan maliban sa intensyon ng Proyekto;
  - d. Dapat ipakita ng kwalipikadong may-ari ang *Fuel Assistance Card* sa *pump attendant* upang suriin ang balanse ng pondo nito bago mag-karga ng krudo. Maaaring hilingin sa kwalipikadong may-ari na ilagay ang kanyang *Personal Identification Number (PIN)* gamit ang *POS Terminal* ng *pump attendant* o *cashier* upang mapadali ang mga transaksyon;
  - e. Ibibigay lamang ng *pump attendant* ang krudo na naaayon sa balanse ng pondo ng *Fuel Assistance Card*;
  - f. Nauunawaan ng kwalipikadong may-ari ng *Fuel Assistance Card* na kung sakaling lumabag siya sa alinmang alituntunin at kundisyon ng paggamit nito ay maaaring ma-block ang card at isara ang account;
  - g. Ang mga kalahok na *Petroleum Retail Outlet* ay inaatasan na siyasatin ang mga detalyeng makikita sa *Fuel Assistance Card*. Maaari rin nilang tanungin at suriin ang balanse. Ang mga *Petroleum Retail Outlet* ay may karapatang tanggihan ang paggamit ng Card para sa pagbili ng krudo sa pagkakataong hindi tumutugma sa mga detalyeng nakasaad sa Card at sa detalyeng inilalahad ng gumagamit nito, at sa pagkakataong hindi na sapat ang balanse ng Card; at
  - h. Sa pagkakataong ang may ari ay namatay, ang mga umiiral na alituntunin at pamamaraan ng Projecta mula sa *Department of Agriculture* ang susundin.
2. Ang mga paglabag sa mga nabanggit na gawain, lalo na sa maling paggamit ng *Fuel Assistance Card* ay maaaring maging batayan sa diskwalipikasyon ng may-ari ng card sa mga maaari pang fuel subsidy/Assistance project mula sa *Department of Agriculture*; at
3. Kung ang *Fuel Assistance Card* ay nagamit para sa iba pang mga layunin (halimbawa ay sa pangbili maliban sa krudo), dapat ibalik ng kwalipikadong may-ari ng card ang halangang nagamit sa *Department of Agriculture* sa loob ng tatlung (30) araw pagkatapos ng paalala.

Nilagdaan nitong ika \_\_\_\_ ng \_\_\_\_\_, 2023.

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**Lagda sa ibabaw ng pangalan ng Kwalipikadong May-Ari ng Card**

**Pinatutunghayan ng:**

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**Lagda sa ibabaw ng pangalan ng DA-RFO Focal**

Tandaan:

Tatlong (3) kopya ang kailangang makumpleto: Kopya ng Kwalipikadong Card Holder, Kopya ng DA-RFO, Kopya ng DBP





**ANNEX G. Release, Waiver, and Quitclaim**

**RELEASE, WAIVER, AND QUITCLAIM**

Ako si, \_\_\_\_\_, nasa wastong gulang, Pilipino, nakatira sa \_\_\_\_\_ (address), matapos makapanumpa ng naaayon sa batas ay nagsasaad ng mga sumusunod:

Na aking ipinapahayag na ako ay isang farmer-beneficiary ng Fuel Assistance to Farmers Project mula sa Department of Agriculture (DA);

Na sa pamamagitan nito, ako ay may karapatan na makatanggap ng voucher mula sa DA na may kabuuang halaga na tatlong libo piso (Php 3,000.00);

Na sa pamamagitan nito ay isinusuko ko ang lahat ng karapatan at interes na kunin ang nasabing Fuel Assistance;

Na aking isinasagawa ang waiver na ito, nang malaya at kusang-loob upang patunayan ang mga naunang pahayag para sa anumang legal na layunin na maaaring ihatid nito;

Na aking ipinapahayag na wala na akong anumang habol laban sa DA o sa kahit sinumang tao na konektado sa pangangasiwa at operasyon ng implementasyon ng proyekto at magpakailanman na palayain ang DA mula sa anuman at lahat ng pananagutan.

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**Lagda sa ibabaw ng pangalan ng o Fingerprint ng Farmer)**



ANNEX H. **Letter of Instruction**

\_\_\_\_\_ Date \_\_\_\_\_

**SAVP JEANETTE S. QUILIT**

Development Bank of the Philippines  
Commonwealth Branch  
Diliman, Quezon City

Dear **Ms. Quilit**:

This will serve as your authority to debit from the Department of Agriculture (DA) Fuel Assistance to Farmers Project Fund, under the Development Bank of the Philippines (DBP) Current Account Number: \_\_\_\_\_ for the funding and payment of DA Fuel Assistance to Farmers Project Fund covering the following disbursement files containing a total of \_\_\_\_\_ transactions/e-wallet accounts to be credited amounting to \_\_\_\_\_ pesos (Php \_\_\_\_\_ only) to the FinTech partner, \_\_\_\_\_ with Account Number: \_\_\_\_\_ to wit:

Disbursement File/ Reference No	Region	Date of File	No. of Beneficiaries	Amount (in Php)
Total				

We hereby issue an instruction to credit the account to the assigned FinTech Partner, \_\_\_\_\_, and the total amount due for payout, Thank you for your usual support and continued patronage of the projects of the Department.

Very truly yours,

\_\_\_\_\_  
Signature over the Printed Name  
Regional Executive Director

