

CITIZEN'S CHARTER



Republic of the Philippines
 Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
 REGULATORY DIVISION

ISSUANCE OF PHILFIDA LICENSE

ANY PERSON, NATURAL OR JURIDICAL, ENGAGED IN ANY OF THE FOLLOWING ACTIVITIES IS REQUIRED TO SECURE A LICENSE:

1. Grading and baling Philippine commercial fiber intended for domestic and export market;
2. Buying and selling commercial fibers for domestic market;
3. Buying approved bales for export;
4. Buying fibers for their mother companies;
5. Processing/manufacturing fibers with government prescribed standard;
6. Classifying Philippine commercial fibers.

Applying for New and Renewal License

Step No.	Client Step	Agency Actions	Processing Time	Office/Person Responsible
1	Secure application forms and list of requirements from PhilFIDA Provincial Office (PO) / Regional Office (RO) having jurisdiction of the business location.	Issue the application forms and list of documentary and other requirements to the applicant	5 minutes	Regional Licensing Officer, Regulatory Unit Office
2	Submit the accomplished application forms together with the required documents at PO or RO, for review/ verification of documents	Receive, check, and review the completeness of the submitted documents	10 minutes	Regional Licensing Officer, Regulatory Unit Office
3	Client present the other requirements such as warehouse, facilities and equipment for inspection and evaluation	On the site inspection and evaluation of the warehouse, facilities and equipment. To check for conformity to the prescribed standard Issuance of Bill of Charges	3 days and 6 hours	Regional Licensing Officer, Regulatory Unit Office
4	Pay application and license fee to the Cashier of PO or RO	Receive the payment from the client Issue the Official Receipt	5 minutes	Collecting Officer / Licensing Officer, Regulatory Unit Office
5	Return to the RO or PO to present the Official Receipt (O.R.) of the paid license for the processing and release of license	Processes the License Recommends approval of License Regional Director or authorized alternate signatories approves license	3 minutes 2 minutes	Regional Licensing Officer, Regulatory Unit Office Regional Director or authorized alternate signatories
6	Acknowledge receipt of the License <i>*License will be issued upon compliance with all requirements</i>	Issue or release of the License	5 minutes	Licensing Officer, Regulatory Unit Office

COMPLIANCE REQUIREMENTS:

I. DOCUMENTARY: For New Application:

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a. Corporation or Partnership</p> <ol style="list-style-type: none"> 1. PhilFIDA Application Form (Original copy) 2. SEC Registration Certificate (1 Photocopy) 3. Company Profile with complete list of Officers (1 Photocopy) 4. Mayor's / Business Permit (1 Photocopy) 5. Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) | <p>b. Sole Proprietorship</p> <ol style="list-style-type: none"> 1. PhilFIDA Application Form (Original copy) 2. Certificate of Registration by (1 Photocopy) the DTI-BTRCP (optional for traders trading less than 25,000 kilos a year) 3. Mayor's / Business Permit (1 Photocopy) 4. Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) | <p>c. Cooperative</p> <ol style="list-style-type: none"> 1. PhilFIDA Application Form (Original) 2. Certificate of Registration by the Cooperative Development Authority (1 Photocopy) 3. Mayor's / Business Permit (1 Photocopy) 4. Cooperative profile with complete list of officers (1 Photocopy) 5. Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

For Renewal Application:

1. PhilFIDA Application Form (Original)
 2. Annual Report of Operation (Original)
 3. Mayor's / Business Permit (1 Photocopy)
- For Fiber Classifiers: PhilFIDA Application Form (Original)

II. EQUIPMENT, FACILITIES and OTHER REQUIREMENTS

GRADING BALING ESTABLISHMENT (GBE)

- At least one (1) baling press;
- Minimum floor area of 850sq.m. for classification work and storage;
- One (1) metric weighing device with certificate of periodic calibration;
- Warehouse with segregating partition with other commodities;
- At least one (1) licensed classifier

BUYING STATION

- At least one (1) weighing device with certificate of periodic calibration;
- Certification of ownership by the mother company;
- Warehouse with segregating partition for other commodities;
- A minimum floor area of 250sq.m. for classification and storage

TRADER-EXPORTER

- At least one (1) metric weighing device with certificate of periodic calibration;
- Warehouse with segregating partition from other commodities

LOCAL TRADER

Class A

- At least one (1) metric weighing device with certificate of periodic calibration;
- A minimum floor area of 250sq.m. for classification and storage;
- Warehouse with segregating partition for other commodities;
- At least one (1) baling press or manual pressing device; and
- At least one (1) licensed classifier

Class B,C,D

- At least one (1) metric weighing device with certificate of periodic calibration;
- Warehouse with segregating partition for other commodities

PROCESSOR

- At least one (1) metric weighing device with certificate of periodic calibration
- Warehouse with segregating partition for other commodities;
- At least one (1) licensed classifier (optional for Class C & D);
- Written description on how the fibers are to be utilized

CLASSIFIER

- Certification of good moral character by the Barangay Captain of the Barangay where applicant resides;
- Certification of passing the practical examination on fiber classification and grading conducted by the Authority

KIND OF LICENSE

PARTICULARS

FEES (in Php.)

1. Grading/Baling Establishment (GBE)		
First Class.....	pressing 30,000 bales and above a year.....	P 18,000.00
Second Class.....	pressing 20,000 but not more than 29,999 bales a year.....	12,000.00
Third Class.....	pressing 10,000 but not more than 19,999 bales a year.....	7,200.00
Fourth Class.....	pressing 9,999 bales and below bales a year.....	6,000.00
2. Trader-Exporter		
Class A.....	trading 500 bales and above a year.....	10,800.00
Class B.....	trading 300 but not more than 499 bales a year.....	6,850.00
Class C.....	trading 299 bales and below a year.....	2,640.00
3. Buying Station		
First Class.....	buying 60,000 kilos and above a year.....	4,800.00
Second Class.....	buying 30,000 but not more than 59,999 kilos a year.....	3,600.00
Third Class.....	buying 10,000 but not more than 29,999 kilos a year.....	2,400.00
Fourth Class.....	buying 9,999 kilos and below a year.....	1,200.00
4. Local Trader		
Class A.....	trading 75,000 to 1,000,000 kilos a year.....	4,200.00
Class B.....	trading 50,000 but not more than 74,999 kilos a year.....	2,400.00
Class C.....	trading 25,000 but not more than 49,999 kilos a year.....	1,200.00
Class D.....	trading 24,999 kilos and below a year.....	240.00
5. Processor		
Class A.....	processing 500,000 kilos and above a year.....	10,800.00
Class B.....	Processing 400,000 but not more than 499,999 kilos a year.....	6,850.00
Class C.....	processing 300,000 but not more than 399,999 kilos a year.....	2,640.00
Class D.....	processing 200,000 but not more than 299,999 kilos a year.....	240.00
Class E.....	all processor-exporters except those exporting pulp/paper.....	7,800.00
6. Classifier.....		60.00

License applicant shall pay application fee of P50.00 except classifier who shall pay P10.00

*The existing fees is in compliance with Executive Order No.197, dated January 13, 2000, to increase rates on fees & charges by not less than 20%

**SCHEDULE OF AVAILABILITY OF SERVICE:
 MON-FRI 8AM-5PM**

CITIZEN'S CHARTER



Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY REGULATORY DIVISION

PENALTIES

(Surcharges for Delayed Renewal of License)

	No. of days / months of delay		
	1 day to one month	more than 1 month to 6 months	more than 6 months
	20%	50%	100%
1. Grading Baling Establishments			
1.1 First Class	P 3,600.00	P 9,000.00	P 18,000.00
1.2 Second Class	2,400.00	6,000.00	12,000.00
1.3 Third Class	1,440.00	3,600.00	7,200.00
1.4 Fourth Class	1,200.00	3,000.00	6,000.00
2. Buying Stations			
2.1 First Class	P 960.00	P 2,400.00	P 4,800.00
2.2 Second Class	720.00	1,800.00	3,600.00
2.3 Third Class	480.00	1,200.00	2,400.00
2.4 Fourth Class	240.00	600.00	1,200.00
3. Trader - Exporters			
3.1 Class A	P 1,080.00	P 2,700.00	P 5,400.00
3.2 Class B	840.00	2,100.00	4,200.00
3.3 Class C	600.00	1,500.00	3,000.00
4. Local Trader			
4.1 Class A	P 840.00	P 2,100.00	P 4,200.00
4.2 Class B	480.00	1,200.00	2,400.00
4.3 Class C	240.00	600.00	1,200.00
4.4 Class D	48.00	120.00	240.00
5. Processors			
5.1 Class A	P 2,160.00	P 5,400.00	P10,800.00
5.2 Class B	1,370.00	3,425.00	6,850.00
5.3 Class C	528.00	1,320.00	2,640.00
5.4 Class D	48.00	120.00	240.00
5.5 Class E	1,560.00	3,900.00	7,800.00
6. Classifiers	P 12.00	P 30.00	P 30.00

**SCHEDULE OF AVAILABILITY OF SERVICE:
MON-FRI 8AM-5PM**

CITIZEN'S CHARTER



Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY REGULATORY DIVISION

ISSUANCE OF PHILFIDA PERMIT TO TRANSPORT FIBER (PTF)

No person shall ship or transport fiber, whether baled or loose, from one province to another within the Philippine unless a Permit to Transport (PTF) covering such fibers is issued by the Regional Director or his authorized representative having jurisdiction of the place of origin of the fiber to be shipped. The duration of the permit is for 5 days non-renewable.

Applying for PTF

Step No.	Client Step	Agency Actions	Processing Time	Office/Person Responsible
1	Request for PTF issuance from PhilFIDA Regional / Provincial Office	Issue the PTF Form to applicant	2 minutes	Fiber Inspector, Provincial Fiber Officer /Authorized Personnel
2	Submit complete set of information / data to the PhilFIDA Provincial or Regional Office	Check the entries for completeness of data	5 minutes	Fiber Inspector, Provincial Fiber Officer /Authorized Personnel
3	Present the fibers to be transported for inspection and evaluation	Conduct of ocular Inspection and evaluation of the fibers to be transported Approval of the PTF	3 days and 6 hours	Fiber Inspector, Provincial Fiber Officer /Authorized Personnel
4	Acknowledge receipt of the PTF	Issue/release of Permit to Transport Fiber (PTF)	3 minutes	Fiber Inspector, Provincial Fiber Officer /Authorized Personnel

This service is free of charge.

COMPLIANCE REQUIREMENTS:

1. Complete set of information / data of Fiber to be transported
2. Permit to Transport Fiber

**SCHEDULE OF AVAILABILITY OF SERVICE:
MON-FRI 8AM-5PM**

CITIZEN'S CHARTER



Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY REGULATORY DIVISION

ISSUANCE OF CERTIFICATE OF FIBER INSPECTION (CFI)

Grading baling establishments and other authorized entities shall secure the CFI from the presently assigned inspector prior to exportation of raw fiber. In case of his absence the Regional Director or his authorized representative shall cause the approval and issuance of the certificate.

Applying for CFI

Step No.	Client Step	Agency Actions	Processing Time	Office/Person Responsible
1	Request for CFI issuance from PhilFIDA Regional / Provincial Office	Issue the CFI Form to applicant	2 minutes	Fiber Inspector, Regional Office / Provincial Office
2	Submit complete set of information / data to the PhilFIDA Provincial or Regional Office	Check the entries for completeness of data	5 minutes	Fiber Inspector, Regional Office / Provincial Office
3	Present the fibers to be transported for inspection and evaluation	Conduct of ocular Inspection and evaluation of the fibers to be transported Approval of the CFI	3 days and 6 hours	Fiber Inspector, Regional Office / Provincial Office
4	Acknowledge receipt of the CFI	Issue / release of Certificate of Fiber Inspection (CFI)	3 minutes	Fiber Inspector, Regional Office / Provincial Office

This service is free of charge.

COMPLIANCE REQUIREMENTS:

1. Certificate of Fiber Inspection (CFI) Form
2. Information regarding particulars of fiber to be transport

**SCHEDULE OF AVAILABILITY OF SERVICE:
MON-FRI 8AM-5PM**

CITIZEN'S CHARTER

CLIENTS:

- Industry Clients (Foreign and Local Private Sector)
- Farmer Cooperatives / Associations / Foundations
- PhilFIDA Regional Offices
- Local Government Units (LGUs) and Other Government Offices
- Researchers / Students

I. PROCEDURE FOR FIBER, PULP AND PAPER TESTING

1. Submit an official written request to the Division Chief or fill -out request form for Laboratory Services in triplicate indicating all the required information.
2. Prepare required quantity of sample and take note of corresponding fees as specified below.
3. The clientele will be informed of date of completion of laboratory test.
4. The completed report of laboratory analysis will be made available to clientele upon completion.

Services/ Sample Requirement	Fees (In Pesos)		Processing Time	Person-In-Charge/ Designation	Section
	Regular Rate	Student Rate			
A. PHYSICAL ANALYSIS 300 grams (45 trials/sample) <ul style="list-style-type: none"> • Tensile Strength • Elongation 	300.00	180.00	Seven (7) days	Mark Kevin C. Sapida Chemist III Ermario P. Acosta FDO II Jayson M. Pagtalunan FDO I	QUALITY INVESTIGATION SECTION (QIS)
B. CHEMICAL ANALYSIS 100 grams (4 trials sample) <ul style="list-style-type: none"> • Ash • Moisture • pH • Solubility in acetone • Solubility in hot water • Solubility in 1% NaOH • Lignin • Holo cellulose • Alpha cellulose • Hemi cellulose 	180.00 180.00 180.00 300.00 480.00 360.00 720.00 360.00 132.00 180.00	108.00 108.00 108.00 180.00 288.00 216.00 432.00 216.00 84.00 108.00	Thirty (30) days	Mark Kevin C. Sapida Chemist III Jubille Mae I. Cipriano FDO II Jayson M. Pagtalunan FDO I	QUALITY INVESTIGATION SECTION (QIS)



CITIZEN'S CHARTER

Services/ Sample Requirement	Fees (In Pesos)		Processing Time	Person-In-Charge	Section
	Regular Rate	Student Rate			
C. MORPHOLOGICAL ANALYSIS 100 grams (75 trials/sample) <ul style="list-style-type: none"> Cell length Cell diameter Cell lumen Cell wall thickness 	180.00	108.00	Seven (7) days	Mark Kevin C. Sapida Chemist III Ermario P. Acosta FDO II Jayson M. Pagtalunan FDO I	QUALITY INVESTIGATION SECTION (QIS)
Fiber Identification (Minimum 20 grams/sample)	180.00	108.00			
Fiber Diameter	120.00	72.00			
D. PULP AND PAPER TESTING Ten (10) handsheets/sample <ul style="list-style-type: none"> Freeness Air permeability Burst Factor Tensile Strength Folding Endurance Tear Strength 	270.00 240.00 240.00 192.00 192.00 180.00	162.00 144.00 144.00 120.00 120.00 108.00	Five (5) to Ten (10) days	Elvince T. Bernardo Chemist III Engr. Cristina A. Panganiban Senior FDO	PRODUCT DEVELOPMENT SECTION (PDS)

II. PROCEDURE FOR EVALUATION OF MACHINE/EXTRACTION OF FIBER

1. Submit an official written request to the Division Chief or fill -out request form for Laboratory Service in triplicate indicating all the required information.
2. Coordinate with the ITESS staff regarding test materials, date of testing and take note of corresponding fees as specified below.
3. Samples of fibers extracted by the machine can be subjected to Fiber Analysis (optional).
4. The clientele will be informed to date completion of report for the machine test.



BAGONG PILIPINAS



CITIZEN'S CHARTER

Services	Fees (In Pesos)		Processing Time	Person-In-Charge	Section
	Regular Rate	Student Rate			
A. Evaluation of Machine/ Extraction of Fiber			Seven (7) days	Engr. Pepito Soriano III Engineer III Engr. Clark B. Barquilla FDO II	INNOVATION, TECHNOLOGY AND ENGINEERING SUPPORT SECTION (ITESS)
• Evaluation of Machine	2,400.00	1440.00	Thirty (30) days		
• Extraction of Fiber	240.00/hr	144.00/hr	As scheduled		

III. PROCEDURE FOR TRANSFER OF DEVELOPED TECHNOLOGIES ON FIBER PROCESSING AND UTILIZATION THROUGH TRAININGS

1. Submit an official written request to the Division Chief or fill -out request form for
2. Training indicating all the required information.
3. Discuss with the concerned person-in charge and take note of corresponding fees as specified below.

Services	Fees (In Pesos)		Processing Time	Person-In-Charge
	Regular Rate	Student Rate		
Technology Transfer				Concepcion D. Jocson OIC, FUTD
• Handmade Paper and Abaca Scrunch Making	900.00	900.00	Seven (7) days	
• Macrame Bag Making Using Abaca Twine	540.00	540.00	Three (3) days	
• Bleaching and Dyeing of Fibers	360.00	360.00	Two (2) days	

Prepared by:

Reviewed by:

Approved by:

CONCEPCION D, JOCSON
Officer-In-Charge, FUTD

ENGR. RAMIL B. BARCELONA, MPA
OIC, Deputy Executive Director

EVELYN B. CAGASAN, MM
OIC, Executive Director