



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II, EDSA Cor., Mapagmahal St.,
Diliman, Quezon City



July 16, 2012

**MEMORANDUM CIRCULAR
NO. 2012-128**

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,
PRESIDING OFFICERS OF SANGUNIANG PANLALAWIGAN/
PANLUNGSOD/ BAYAN, DILG REGIONAL DIRECTORS AND OTHER
CONCERNED

SUBJECT : ADDITIONAL GUIDELINES IN THE INSTITUTIONALIZATION OF
AGRICULTURAL ENGINEERING PROFESSION IN THE LOCAL
GOVERNMENT UNITS, SUPPLEMENTING DILG MEMORANDUM
CIRCULAR NOS. 2008-167 AND 2001-25 AND TO FURTHER ENSURE
COMPLIANCE WITH R.A. NO. 8559 OTHERWISE KNOWN AS THE
"PHILIPPINE AGRICULTURAL ENGINEERING ACT OF 1998".

I. PREFATORY STATEMENT

DILG Memorandum Circular No. 2008-167 was issued in November 11, 2008 to institutionalize the agricultural engineering profession in the Local Government Units (LGUs) supplementing provisions of DILG Memorandum Circular No. 2001-25 and to provide general guidance in the implementation of pertinent provisions of Republic Act No. 8559 otherwise known as the Philippine Agricultural Engineering Law.

Pursuant to R.A. No. 8559, all LGUs shall ensure that the planning, designing, supervision on the implementation, management, construction and the operation and maintenance, testing and evaluation, valuation, research, training and extension and valuation of small water impounding projects, communal irrigation, tractor and agricultural machinery pools, post harvest facilities, agricultural buildings and structures, slaughterhouses, poultry dressing plants, farm-to-market roads and other agricultural engineering facilities and systems are performed by licensed and registered agricultural engineers in their respective areas of jurisdiction.

The Board of Agricultural Engineering of the Professional Regulation Commission (BOAE-PRC) in coordination with DILG conducted monitoring and ocular inspections on LGUs compliance on R.A. No. 8559 in 2009 to 2011 and the following were the findings :

- a) Large magnitude of agricultural engineering programs and projects are being implemented by the LGUs involving the design and construction of irrigation, farm-to-market roads, agricultural structures; distribution, operation and maintenance of agricultural machineries and equipment; issuance of permits for agricultural buildings; soil erosion control and agricultural waste management; on-site research and extension on soil and water conservation, farm mechanization and agro-processing; appraisal and assessment agricultural lands buildings, machineries and

equipment; project planning and development and feasibility study preparation of agricultural engineering projects which are funded by LGUs and national government agencies, and being carried out by the agriculture, engineering, planning and development, environment and natural resources and assessors offices of the LGUs.

- b) There exist an Agricultural Engineering Division or Section in the Office of the Provincial Agriculturist of the Provincial LGUs and in the City Agriculturist Office in some City LGUs which prepare plans, designs, technical specifications and feasibility studies of agricultural machineries and infrastructure projects, and provide agricultural engineering extension services to farmers which need to be strengthened.
- c) There is inadequate number of registered and licensed agricultural engineers presently employed in the LGUs required to perform agricultural engineering works for its agricultural engineering programs and projects implemented. There are few or none in the City and Municipal LGUs, and in the engineering, planning and development, environment and natural resources and assessors offices of LGUs at the provincial, city and municipal levels;
- d) The positions of many registered and licensed agricultural engineers employed in the LGUs are inappropriate, either as Agriculturist or Agricultural Technologist to officially perform agricultural engineering works. The DBM Circular No. 03, series of 2003, "Reallocation of Agriculturist and Other Positions performing Agricultural Engineering Works into Engineer Positions" has not yet been implemented in many LGUs;
- e) The Philippine Agricultural Engineering Law, its Implementing Rules and Regulations, and the Rules and Regulations in the signing and sealing of plans, designs, technical specifications and other documents by registered and licensed agricultural engineers are NOT being complied with in the procurement of farm-to-market roads, agricultural machinery, irrigation and other agricultural engineering projects of many LGUs, and in the issuance of permits for agricultural buildings by many of the City and Municipal LGUs. As such, the plans, designs, technical specifications and cost estimates are NOT being prepared, signed and sealed or evaluated by licensed agricultural engineers which is a violation of R.A. No. 8559.

II. GUIDELINES TO INSTITUTIONALIZE AGRICULTURAL ENGINEERING PROFESSION IN THE LGUs

In view of the above findings and to ensure compliance by the LGUs of the pertinent provisions of R.A. No. 8559, the following additional guidelines are hereby issued to institutionalize the agricultural engineering profession in the LGUs:

1. **Reallocation of Positions-** All LGUs concerned shall reallocate the Agriculturist, Agricultural Technologist and Other Positions of their agricultural engineers into appropriate level of Engineer (Agricultural) positions pursuant to DBM Budget Circular No. 2003-03, so that their agricultural engineers can officially perform agricultural engineering works. This reallocation is part of the implementation of Salary Standardization Law, hence covered by the waiver on personal services cap.

The amount necessary for reallocation of positions shall be provided for in an appropriation ordinance to be enacted by the Sanggunian concerned;

2. **Creation of Agricultural Engineer Positions-** All LGUs concerned shall create adequate number of appropriate level of Agricultural Engineer Positions in its existing Agricultural Engineering Division or Section of the Provincial and City Agriculture Offices of the LGUs, and at least one agricultural engineer position in Office of the Provincial Engineer and in the City and Municipal LGUs. The agricultural engineer position in the City or Municipal LGU shall be lodged either in the Agriculture or Engineering Office. The amount necessary for the creation of agricultural engineer positions shall be provided for in an appropriation ordinance to be enacted by the Sanggunian concerned. The qualification standards of the Agricultural Engineer positions of the Department of Agriculture approved through Civil Service Resolution No. 100759 dated April 20,2010 shall also be adopted in the hiring and recruitment process of LGU agricultural engineer positions.

Furthermore, all LGUs shall have at least one agricultural engineer with appropriate position in the Office of the Provincial/City/Municipal Planning and Development Coordinator to be responsible in the preparation and evaluation of programs, project proposals and feasibility studies, and monitoring of agricultural engineering and other related programs and projects, and in providing technical assistance in the evaluation, review, inspection and monitoring land use activities to ensure compliance to Zoning Ordinance of the LGUs; Office of the Provincial/City/Municipal Assessor for the appraisal and assessment of agricultural lands, buildings and machineries for taxation; and at the Office of the Provincial/City Environment and Natural Resources for soil erosion control, agricultural waste management and watershed management programs and project.

3. **Strengthening the Agricultural Engineering Groups-** Pursuant to Section 46 of R.A. No. 8435 (Agriculture and Fisheries Modernization Act) and Joint DA-DILG Memorandum Circular No. 11, series of 2004 (Enhancing the Functional Complementation of DA and LGUs in the implementation of irrigation, post harvest facilities, agri-fishery mechanization and infrastructure and agricultural engineering projects of AFMA), all concerned LGUs shall strengthen their existing Agricultural Engineering Division/Section in the Office of the Provincial and City Agriculture in terms of manpower complement of agricultural engineers and logistical support. These Agricultural Engineering Divisions/Sections shall have the following functions:
 - a) prepare plans and programs and provide agricultural engineering services which include engineering survey, preparation and evaluation of plans, designs, technical specifications, feasibility studies and cost estimates/program of work of irrigation, small water impounding, soil conservation and management, farm machinery, slaughterhouses, farm-to-market roads, agricultural structures and other agricultural and fisheries infrastructure projects of the LGUs;
 - b) in coordination with the LGU engineering office, supervise and coordinate the construction, operation, maintenance, improvement and management of irrigation, small water impounding, soil and water conservation structures and facilities, farm machinery, post harvest facilities, auction markets, farm-to-

market roads and other agricultural and fisheries infrastructure projects of the LGUs;

- c) provide assistance to the Board of Agricultural Engineering and the Department of Agriculture in the enforcement of the Philippine Agricultural Engineering Standards;
 - d) provide training and extension activities to farmers and fisherfolks particularly in the installation, operation and maintenance of their irrigation, post harvest facilities, agricultural and fishery machinery projects, including the pilot testing and commercialization of matured agricultural and fisheries engineering technologies in coordination with the agriculture and fisheries extension workers, State Colleges and Universities, Department of Agriculture and other government and private agencies;
 - e) provide assistance and collaborate with the Philippine Society of Agricultural Engineers for the mobilization and continuing education programs of agricultural engineers at the provincial, city or municipal levels;
4. **Augmentation of Agricultural Engineering Services-** pursuant to Section 17f, Chapter 2, Book 1 of the Local Government Code, all concerned Provincial LGUs shall augment the agricultural engineering services of low income Municipal LGUs and component cities by deploying their agricultural engineers and provide funding assistance to agricultural engineering programs and projects; and
 5. **Preparation, Signing and Sealing of Plans, Designs, Technical Specifications and Cost Estimates by Registered and Licensed Agricultural Engineers required under Section 3 and 21 of R.A. No. 8559**
 - a. **Procurement of Agricultural Infrastructure and Other Agricultural Engineering Projects-** All LGUs shall require, as part of the procurement of farm-to-market roads, small water impounding projects, irrigation, agricultural machineries, post harvest facilities and other agricultural engineering projects, its plans, designs, technical specifications and cost estimates/program of works be signed and sealed by licensed agricultural engineer/s. Further to this, the LGUs shall include their agricultural engineer/s as part of the membership of the Bids and Awards Committee or its Technical Working Group. The LGUs Bids and Awards Committee shall also require the bidders to comply with the Philippine Agricultural Engineering Law, and that they must have licensed agricultural engineer/s as part of their Sustaining Technical Employees to prepare and certify agricultural engineering documents.
 - b. **Issuance of Building Permits-** All LGUs through their Building Official shall require that the plans, designs, technical specifications and cost estimates be signed and sealed by registered and licensed agricultural engineers as part in the issuance of building permits for agricultural buildings and structures. For this purpose, and pursuant to Memorandum Circulars No. 2008-18 and 2009-17 of the Board of Agricultural Engineering, all Building Officials are hereby advised to adopt the "Agricultural Engineering Permit Form", attached as Annex A" which form part in the issuance of building permits for agricultural buildings and structures as

ancillary permit. The Agricultural Engineering Permit shall be evaluated and endorsed by the LGU Agricultural Engineering Division/Section or Agricultural Engineer to the Enforcement Section of the Office of the Building Official.


The agricultural engineering permit shall likewise be required as part in the licensing, registration and issuance of business permits of firms and establishments engaged in agricultural and fishery machinery manufacturing, distribution and operation, agro-processing and other agricultural engineering activities.

6. **Continuing Professional Education-** All LGUs shall encourage the participation of their agricultural engineers to the Continuing Professional Education Program of the PRC-BOAE and the Philippine Society of Agricultural Engineers;
7. **Ensuring Valid Certificate of Registration and Professional License to all LGU Agricultural Engineers-** Pursuant to Section 20 of R.A. No. 8559, all registered agricultural engineers employed or being engaged by the LGUs in its various programs and projects must have a valid certificate of registration and renewed professional license issued by the Professional Regulation Commission.

All Local Chief Executives and Presiding Officers of concerned Sanggunians and others concerned are hereby enjoined to support the implementation of R.A. 8559, its Implementing Rules and Regulations and pertinent national policies related thereto.

All DILG Regional Directors are likewise directed to cause the widest dissemination of this Memorandum Circular to all LGUs within their jurisdiction and likewise to assist the Professional Regulation Commission (PRC) and the Board of Agricultural Engineering (BOAE) in monitoring the compliance of LGUs.

For the information and guidance of all concerned.


JESSE M. ROBREDO
Secretary



ANNEX "A"

Republic of the Philippines
 City/Municipality of _____
 Province of _____
OFFICE OF THE BUILDING OFFICIAL

AGRICULTURAL ENGINEERING PERMIT FORM

APPLICATION NO. NO.	AEP NO.	BUILDING PERMIT																														
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BOX 1. (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	MI	TIN
FOR CONSTRUCTION OWNED BY ENTERPRISE		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY
ADDRESS NO.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE
LOCATION OF CONSTRUCTION				TELEPHONE NO.
LOT NO. _____		BLK. NO. _____		TCT. NO. _____
STREET _____		BARANGAY _____		CITY/MUNICIPALITY OF _____
SCOPE OF WORK				
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> IMPROVEMENT		<input type="checkbox"/> OTHERS (SPECIFY)
<input type="checkbox"/> REPAIR		<input type="checkbox"/> RENOVATION		_____

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

AGRICULTURAL BUILDINGS, STRUCTURES AND FACILITIES TO BE CONSTRUCTED/ REPAIRED/ DEMOLISHED		
<input type="checkbox"/> LIVESTOCK AND POULTRY HOUSE	<input type="checkbox"/> AGRICULTURAL/FISHERY STORAGE BUILDING/ FACILITIES	<input type="checkbox"/> AGRO/FISHERY/ FORESTRY PROCESSING HOUSE/WASTE MANAGEMENT FACILITIES
<input type="checkbox"/> AGRI/FISHERY MARKETING FACILITIES	<input type="checkbox"/> AGRI/FISHERY RESEARCH CENTER	<input type="checkbox"/> GREEN/SCREEN HOUSE
<input type="checkbox"/> AGRI/FISHERY TRAINING / DEMO CENTER	<input type="checkbox"/> FARM HOUSE	<input type="checkbox"/> OTHERS (Specify) _____

BOX 3

DESIGN PROFESSIONAL PLANS AND SPECIFICATIONS	
AGRICULTURAL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address _____	
PRC No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 4

SUPERVISOR/IN-CHARGE OF AGRICULTURAL ENGINEERING WORKS	
AGRICULTURAL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address _____	
PRC No.	Validity
PTR No.	Date Issued
Issued At	TIN

BOX 5

BUILDING OWNER		
_____ (Signature Over Printed Name) Date _____		
Address : _____		
CTC No.	Date Issued	Place Issued

BOX 6

WITH MY CONSENT : LOT OWNER		
_____ (Signature Over Printed Name) Date _____		
Address : _____		
CTC No.	Date Issued	Place Issued

**TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION
BOX 7**

RECEIVED BY :

FIVE (5) SETS OF AGRICULTURAL ENGINEERING DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/> LOCATION AND DEVELOPMENT PLAN | <input type="checkbox"/> OPERATIONAL PLAN/PROCESS FLOW |
| <input type="checkbox"/> AGRICULTURAL BUILDING PLAN | <input type="checkbox"/> TECHNICAL SPECIFICATIONS |
- _____ 1. Floor Plan
- a) Space Requirements/Specifications
 - b) Drainage Plan, Water Requirements and Facilities/Specifications
 - c) Lighting and Illumination Requirements
 - d) Agricultural Machinery Equipment Lay-out/ Specifications
- _____ 2. Elevation
- a) Elevation Requirements/Specifications
 - b) Foundations and Footings
 - c) Ventilation Requirements/Specifications

BOX 8

PROGRESS FLOW

	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
RECEIVING AND RECORDING					
AGRICULTURAL ENGINEERING PLANS AND DESIGNS					
OTHERS (SPECIFY)					

BOX 9

ACTION TAKEN :

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING :

1. That the proposed agricultural engineering works shall be in accordance with the agricultural engineering plans filed with this Office and in conformity with the provisions of the Philippine Agricultural Engineering Act of 1998, its Implementing Rules and Regulations and the Philippine Agricultural Engineering Standards.
2. That prior to any commencement of agricultural engineering works, a duly accomplished prescribed "Notice of Construction" shall be submitted to the Office of the Building Official.
3. That upon completion of the agricultural engineering works, the agricultural engineer in-charge in the supervision of the construction of agricultural building shall submit the entry to the logbook duly signed and sealed by the building official and shall also accomplish the Certificate of Completion stating that the agricultural engineering works of the agricultural building conforms to the provisions of the Philippine Agricultural Engineering Act of 1999, its Implementing Rules and Regulations and the Philippine Agricultural Engineering Standards.
4. That this permit is null and void unless accompanied by the building permit.

PERMIT ISSUED BY :

BUILDING OFFICIAL
 (Signature Over Printed Name)
 Date _____