

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
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ADMINISTRATIVE ORDER NO. 01

Series of 2021

**IMPLEMENTATION OF CASHLESS PAYMENT OF PCA FEES AND ANALYSIS AND LABORATORY FEES, THEREBY AMENDING CERTAIN PROVISIONS OF ADMINISTRATIVE ORDER NO. 01, SERIES OF 2011**

**WHEREAS**, the Philippines is currently embarking on the adoption of cashless payment schemes in government transactions, to provide ease of doing business not only during the present health crisis but as an institutional policy change;

**WHEREAS**, taking into account the substantial advancement in technology, there is a need to adopt a cashless and electronic payment scheme in the settlement of fees imposed by the Authority;

**WHEREAS**, the Authority assesses and collects Analysis and Laboratory Fees, PCA Fees, Registration Fees, RA 8048 fees and Oil Palm Nursery Accreditation Fees, among others;

**NOW, THEREFORE**, foregoing premises considered, the Philippine Coconut Authority shall hereby implement a cashless payment scheme in the settlement of Analysis and Laboratory Fees, PCA Fees, Registration Fees, RA 8048 Fees and Oil Palm Nursery Accreditation Fees according to the following guidelines:

**I. ANALYSIS AND LABORATORY FEES**

**Section 1.** The Analysis and Laboratory Fees shall be assessed upon receipt of the commodity and other samples by the Laboratory Services Division (LSD) in the PCA Central Office or the PCA Regional Offices.

**Section 2.** Payment of the Analysis and Laboratory Fees shall be made according to the rates prescribed under PCA AO No. 02, Series of 2012.

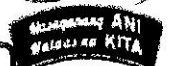
**Section 3.** The amount indicated in the Assessment Order of Payment issued by LSD or the PCA Regional Office shall be paid through bank deposit to the PCA Landbank Corporate account or through the Landbank electronic payment portal (Landbank ePP).

**Section 4.** The deposit slip or any proof of Landbank ePP transaction shall be presented personally or emailed to the PCA Central Office Cashier (cc: PCA Regional

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NCD/AO-PCA Fee cashless payment

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Office, if customer files in the regional office) who shall verify the payment and issue the corresponding Official Receipt.

## **II. PCA FEES**

**Section 5.** The PCA Fees shall be assessed by the Assessment and Monitoring Service (AMS) in the Central Office and the Provincial and Regional Offices pursuant to existing PCA rules and regulations.

**Section 6.** Payment of PCA Fees shall be made in the following manner:

- a) Purchase Reports may be submitted either through personal delivery to the PCA office or online submission of scanned copy of documents;*
- b) The prescribed Order of Payment indicating the PCA Fee amount due pursuant to the rates prescribed under PCA Administrative Order No. 01, Series of 2011 shall be given to the payor either personally or through email;*
- c) PCA fees indicated in the Order of Payment shall be settled either through Landbank Electronic Payment Portal (ePP) or deposit to PCA Landbank corporate account;*
- d) Proof of deposit or online transfer other than Landbank ePP shall be submitted to PCA either personally or through email;*
- e) The corresponding Official Receipt shall be issued by PCA to the payor either personally or through email upon verification of payment."*

## **III. REGISTRATION FEES**

**Section 7.** The PCA Regional Offices shall assess the Registration Fee upon receipt of the application for registration (new registration or annual renewal of registration) and documentary requirements from the applicant according to the rates prescribed under PCA Administrative Order No. 02, Series of 2010.

**Section 8.** Upon verification of the documents and assessment of fees, the Order of Payment shall be issued to the registrant who shall pay the fees through bank deposit to the PCA Landbank Corporate account or through the Landbank electronic payment portal (Landbank ePP).

**Section 9.** The corresponding Official Receipt shall be issued by the PCA Central Office Cashier upon presentation of the proof of bank deposit or Landbank ePP transaction and verification thereof. A copy of the Official Receipt shall be furnished to the CPRO who shall thereafter release the Certificate of Registration to the registrant.

#### **IV. RA 8048 FEES**

**Section 10.** The application for the following permits in relation to RA 8048 shall be received by the PCA field offices or the PCA web portals:

- a) Permit to Cut;
- b) Permit to Transport;
- c) Registration of Chainsaw;
- d) Consolidated Permit to Transport

**Section 11.** Upon verification of the documents and assessment of fees according to the rates prescribed under PCA Administrative Order No. 03 Series of 2018, the Order of Payment shall be issued to the applicant who shall pay the fees through bank deposit to the PCA Landbank account or through the Landbank electronic payment portal (Landbank ePP).

**Section 12.** The proof of bank deposit or Landbank ePP transaction shall be submitted by the applicant, either personally or through email, to the PCA field office who shall request for electronic verification from the PCA Cashier.

Upon receipt of verification, the Official Receipt and the Permit applied for, and the Chainsaw sticker (in applications for registration of Chainsaw), shall be released to the applicant.

#### **V. OIL PALM NURSERY ACCREDITATION FEES**

**Section 13.** The PCA Provincial Office having jurisdiction on the location of nursery shall receive the registration form and the requirements from the applicant.

**Section 14.** After verification, the Division Chief shall prepare the notification letter for Nursery Inspection Agreement and the Order of Payment to be signed by the Regional Manager.

**Section 15.** Upon receipt of the signed Nursery Inspection Agreement and Order of Payment, the applicant shall pay the fees through bank deposit to the PCA Landbank Corporate account or through the Landbank electronic payment portal (Landbank ePP) and submit the proof of bank deposit of Landbank ePP transaction to the PCA Provincial Office.

**Section 16.** Upon verification of payment from the PCA Central Office Cashier, the Official Receipt and the Order of Inspection signed by the Regional Manager shall be issued to the applicant.

**Section 17.** The Certificate of Accreditation signed by the Regional Manager shall be issued to the applicant upon recommendation of the PCA Inspection and Accreditation Team after visit and inspection of the proposed or existing nurseries.

**Section 18.** These rules and regulations shall take effect fifteen (15) days from date of its publication in two (2) newspapers of general circulation and shall remain effective until revoked.

Approved by the PCA Governing Board in its Resolution No. 015-2021 dated 24 February 2021.

  
**BENJAMIN R. MADRIGAL, JR.**  
Administrator *WMP*