



DEPARTMENT OF AGRICULTURE

REGIONAL FIELD OFFICE NO. 5

San Agustin, Pili, Camarines Sur

Name of Assn./ Name of Individual Farmer: _____

Address: _____

CP #: _____

Requested Equipment/ Facility: _____

CHECKLIST OF REQUIRMENTS

These are the following requirements to be submitted by the Farmer/ Association prior to validation:

Requirements		Where to Secure
1	Letter of intent Address to Region Executive Director stating the need of Farm Machinery in the requested Site	Association
2	Board Resolution stating the need for the project and the capacity of the applicant to maintain and operate the machinery/equipment/facility signed by majority members of the Board of Directors with signature of board and with attached: a) Minutes of General Assembly and b) Attendance Sheet with Signature.	Association
3	MAO/ CAO/ PAO Endorsement	LGU-MAO/ CAO/ PAO
4	MAFC/ CAFC/ PAFC Endorsement	MAFC/ CAFC/ PAFC
5	Photocopy of Preferably DOLE/SEC/ CDA Registration	Association
6	Articles of Incorporation and Constitution & By-Laws	Association
7	Project Utilization Proposal (<i>Download: Annex A.1 for Machinery and Equipment Request and Annex A.2 for Facility Request</i>)	Association
8	Latest Audited Financial Statement of the Association	Association
9	Separate list of Male and Female members with Signature, Birthdate and corresponding Service Area (ha.) of the Farmers' group. (Annex B)	Association
10	General Information Sheet (SEC Registered) or Certificate (CDA Registered)	Association
11	Photo of Machinery Shed/ Availability of Lot	Association
12	Utilization Report of all the projects acquired from DA (<i>Download: Annex C.1 for MPDP, Annex C.2 for Flatbed Dryer, Annex C.3 for Handtractor, and Annex C.4 for Thresher</i>)	Association
13	Profile of Farmers Organization (Annex D)	Association
14	NIA/ CDA / DOLE Certificate of Good Standing	NIA/ CDA / DOLE
15	Table of Content (<i>Download Table of Content</i>)	Association
16	Others:	

Checked by:

Name: _____

Designation: _____

Date: _____