## EVALUATION AND ISSUANCE OF CERTIFICATE OF QUALIFICATION FOR TEST ENGINEERS

The certification of test engineers aims to provide competent test engineers that ensures the quality, safety, and compliance to standards and specifications of machinery and equipment supplied to the market.

Bureau of Agricultural and Fisheries Engineering -Office or Division: Standards Regulation and Enforcement Division (BAFE-SRED) Certification of Test Engineers Function: Classification: Simple Type of Transaction: Government to Citizen (G2C) Licensed Adricultural and Biosystems Engineer Who may annly:

| vvno may apply:  | Licensed Agricultural and Biosystems Engineer                      |  |  |
|--|--|--|--|
| CHECKLIST OF REQUIREMENTS*   | WHERE TO SECURE  |  |  |
| NEW APPLICATION  |  |  |  |
| 1. Duly accomplished Application Form for Test Engineers   | DA-BAFE-SRED (downloadable thru https://bit.ly/CTEApplicationForm) |  |  |
| 2. Duplicate copy of Official Receipt (OR) of payment of app   | plication fee DA-BAFE Cashier                                      |  |  |
| 3. Photocopy of valid Professional Regulation Commission Identification Card as Agricultural and Biosystems Engine | Yrotessional Regulation Commission (PRC)                           |  |  |
| 4. Photocopy of Certificate of Trainings (for the last 5 years)  | Applicant  |  |  |
| 5. Certificate of employment   | Applicant  |  |  |
| RENEWAL APPLICATION  |  |  |  |
| 1. Duly accomplished Application Form for Test Engineers   | DA-BAFE-SRED (downloadable thru https://bit.ly/CTEApplicationForm) |  |  |
| 2. Photocopy of valid Professional Regulation Commission Identification Card as Agricultural and Biosystems Engine | 'Applicant   |  |  |
|  |  |  |  |

Applicant

\*One (1) set of application and documentary requirements shall be submitted by the applicant

3. Acceptable proof of involvement in machinery testing and evaluation

| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING<br>TIME | PERSONS<br>RESPONSIBLE                 |
|---|---|-----------------|--------------------|--|
| 1.Submit application form, and other documentary requirements to BAFE-SRED. | 1.1 Accept and review the completeness, veracity and authenticity of the application and documentary requirements | NONE            |                    | Engineer I<br>BAFE-SRED STAFF          |
| 2. Payment of application fee.  | 2.1 Issue payment slip  |                 | 1 WD               | Engineer I BAFE-SRED STAFF             |
|   | 2.2 Issue order of payment  Ear now applications  | Php 500.00      |                    | Accountant III BAFE-Accounting Section |
|   | For new applications  |                 |                    | Cashier II                             |
|   | 2.3 Issue official receipt upon the payment of application fee  |                 |                    | BAFE-Cash and                          |
|   |   |                 |                    | Disbursement Section                   |
| 3. Submit the original copy of OR to BAFE-SRED                              | 3.1 Inform the applicant, through email, the tentative schedule of the examination (written and practical)        | NONE            |                    | Engineer I BAFE-SRED STAFF             |

| Office or Division:  | Bureau of Agricultural and Fisheries Engineering - Standards Regulation and Enforcement Division (BAFE-SRED) |  |  |
|----------------------|--|--|--|
| Function:            | Certification of Test Engineers  |  |  |
| Classification:      | Highly-technical   |  |  |
| Type of Transaction: | Government to Citizen (G2C)  |  |  |
| Who may apply:       | Licensed Agricultural and Biosystems Engineer  |  |  |

| Who may apply:   |   | Licensed Agricultural and Biosystems Engineer |                    |   |  |
|--|---|---|--------------------|---|--|
| CHI  | ECKLIST OF REQUIREMENTS   | * WHERE TO SECURE                             |                    |   |  |
| Examination Notification Slip  |   | BAFE-SRED                                     |                    |   |  |
| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID                               | PROCESSING<br>TIME | PERSONS<br>RESPONSIBLE                            |  |
|  | 1.1 Administer the examination broken down as follows:  i. Written  ii. Practical (Move System)                   | NONE  | 1 WD               | BAFE-SRED and UPLB-AMTEC                          |  |
| 1. Take the examination/ evaluation  | 1.2 Review, evaluate and recommend the approval/denial of the issuance of Certification to the BAFE Director      | NONE  | 12 WD              | Testing and Evaluation Advisory Committee (TEAAC) |  |
|  | 1.3 Approval/Denial of recommendation of TEAAC resolution.  | NONE  | 1 WD               | BAFE Director                                     |  |
|  | 1.4 Prepare notification letter and/or certificate of qualification   | NONE  | 1 WD               | Engineer II BAFE-SRED-ARS                         |  |
| 2. Receive the notification on the Approval/Denial of application and/or Certificate of Qualification. | 1.5 Review and approval of Notification Letter and/or Certificate of Qualification                                | NONE  | 1 WD               | BAFE-SRED-Division<br>Chief                       |  |
|  | 1.6 Signing of the Notification Letter and/or Certificate of Qualification  | NONE  | 1 WD               | BAFE Director                                     |  |
|  | 2.1 Send Notification Letter and/or Certificate of Qualification thru email indicating the results of evaluation. | NONE  | 1 WD               | Engineer I<br>BAFE-SRED-ARS                       |  |
|  | 2.2 Notify applicant when is the Certificate of Qualification ready for pick-up                                   | NONE  |                    | Engineer I<br>BAFE-SRED-ARS                       |  |
| 3. Client claim Certificate of Qualification   | 3.1 Issue Certificate of Qualification at BAFE Office   | NONE  | 1 WD               | Engineer I<br>BAFF-SRFD-ARS                       |  |

BAFE-SRED-ARS

20 WD

Qualification at BAFE Office

TOTAL PROCESSING TIME FOR APPLICATIONS: