

**4. ASSESSMENT AND COLLECTION OF PCA FEES**

**Schedule of Availability:**

Monday-Friday  
8:00 a.m. - 5:00 p.m. without noon break

**Who May Avail of the Service:**

1. Exporters
2. Oil Millers
3. Desiccators
4. Oil Refiners
5. Oleochemical Producers
6. Virgin Coconut Oil (VCO) Producers
7. Other processors of coconut meat

**What are the requirements:**

**Reports**

1. Company's Weekly Reports
  - 060 - Purchases
  - 062-Domestic Sales
  - 063-Foreign Sales
  - 064-Production
2. Company Check Payment
3. Company's letter or PCA Letter-billing sent to company or CISF Certification

**A. IF REPORTS ARE ACCOMPANIED WITH CHECK OR CASH PAYMENT**

**Duration:** 38 minutes

**How to avail of the service:**

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit accomplished reports and other documents	Receive, stamp on the reports submitted by Company and give the duplicate copy to the client	30 minutes per company	Coconut Production Regulation Officer (CPRO)		Purchase, Sales, Inventory and Production Reports of company
2	Get the duplicate copy of the reports					

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
3		Examine sales report (domestic and/or export) and other documents	5 minues per sales report/transaction/check payment	CPRO	PCA Fee of P0.06 per kilo of copra or its equivalent in other coconut products such as:	Purchase/ Receipt Report
4		Compute amount of PCA fee to be paid based on sales volume		CPRO	Crude Coconut Oil (CNO)- P 0.09677/kg. Cochin Oil - P 0.10187/kg.	CISF Certification
5		Verify the authenticity of the check/ correctness of amount stated on the check		CPRO	Edible Coconut Oil (RBD) - P 0.10241/kg. Desiccated Coconut(DCN)-P 0.09276/kg. Whole Nut/Fresh Coconut-P 0.0141/kg.	PCA-Letter billing
6		Issue Order of Payment		CPRO	Fatty Alcohol -P 0.10452 Coconut Milk -P 0.05806 Coconut Milk Powder -P 0.27756/kg.	Assessment Order of Payment
7	Receive the Assessment Order of Payment					
8	Proceed to the Cashier/submit Order of payment and check payment or cash	Process payment and issue Official Receipt based on the Order of Payment prepared by the CPRO	2 minutes per check payment	Cashier		
9	Go back to CPRO and present O.R.	Record details of payment	1 minute per payment	CPRO		
10		Forward copy of the documents to the CISF Office for review.		CPRO		

**End of Transaction**

**A. IF REPORTS ARE NOT ACCOMPANIED WITH PCA FEE PAYMENT**

**Duration:** 1 day and 2 hours

**How to avail of the service:**

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit accomplished reports	Receive, stamp on gthe reports submitted by Company and give the duplicate copy to the client	30 minutes per company	Coconut Production Regulation Officer (CPRO)		Purchase, Sales, Inventory and Production Reports of company
2	Get the duplicate copy of the reports					
3		Evaluate, verify, assess and compute PCA Fee based on sales volume of copra, husked nuts or their equivalent in other coconut products subject to PCA Fee assessment.	15 minutes per sales report	CPRO	PCA Fee of P0.06 per kilo of copra or its equivalent in other coconut products such as: Crude Coconut Oil (CNO)- P 0.09677/kg. Cochin Oil - P 0.10187/kg. Edible Coconut Oil (RBD) - P 0.10241/kg. Desiccated Coconut(DCN)-P 0.09276/kg. Whole Nut/Fresh Coconut-P 0.0141/kg. Fatty Alcohol -P 0.10452 Fatty Acid Methyl Ester Coconut Milk -P 0.05806 Coconut Milk Powder -P 0.27756/kg.	
4		Prepare billing letter to companies	1 hour per company	CPRO		PCA Letter Statement of Account
5		Approve/Sign the letter and Statement of Account	1 minute	Regional Manager		
6		Send/deliver the letter to the company	1 day	CPRO		
7	Receive original copy of the letter and acknowledge receipt in the duplicate copy.	Get the duplicate copy	1 minute	CPRO		
8		Forward copy of the documents to the CISF Office for review		CPRO		

**End of Transaction**