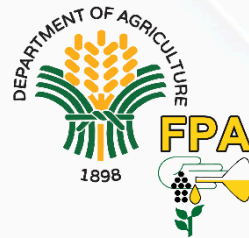




CITIZEN'S CHARTER

Fertilizer and Pesticide Authority

2024
THIRD EDITION



FERTILIZER AND PESTICIDE AUTHORITY

CITIZEN'S CHARTER HANDBOOK
2024 (THIRD EDITION)

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FOREWORD

Pursuant to Section 6 of the Republic Act (RA) 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, it is imperative that covered government instrumentalities shall set up their Citizen's Charter to provide the transacting public an information billboard and handbook of their most current processes and services.

As such, the Fertilizer and Pesticide Authority (FPA), an attached agency of the Department of Agriculture (DA) is tasked to implement RA 11032, hereby presents this Citizen's Charter for FY 2023 as commitment to the government's fight against red tape and push for the ease of doing business.

In adherence with His Excellency President Ferdinand R. Marcos, Jr.'s push for a whole-of-government approach to achieve bureaucratic efficiency, FPA supports the implementation of the guidelines on Citizen's Charter and other provisions of the Ease of Doing Business Law.

Let us continue to work together to provide a transparent, people-centered, and productive Philippine government that fosters a sound regulatory environment and globally competitive services.

A handwritten signature in black ink, reading "J. Lansangan", is positioned above the printed name.

JULIETA B. LANSANGAN, MSA, MSES
Executive Director III

AGENCY PROFILE

I. Vision

Improved quality of life for all Filipinos through increased farm incomes, productivity and food production using safe and appropriate fertilizer and pesticide inputs.

II. Mandate

Assuring the agricultural sector of adequate supplies of fertilizer and pesticide at reasonable prices, rationalizing the manufacture and marketing of fertilizer, protecting the public from the risks inherent in the use of pesticides, and educating the agricultural sector in the use of these inputs.

III. Strategic Thrusts

- Fertilizer and Pesticide Regulation
- Education/Product Stewardship
- Harmonizing with International Standards on Labeling
- Good Governance

IV. General Functions

1. Licensing of Handlers

Licensing is required as a condition precedent to the importation, exportation, manufacture, formulation, repacking, distribution, delivery, sale, transport, storage and use of any fertilizer, pesticide and other agricultural chemicals.

2. Import Control

Import control has been strengthened and institutionalized. From an agreement with the Bureau of Customs (BOC), shipments of pesticides will only be released by the BOC if covered by a corresponding FPA Certificate Authorizing Importation of Pesticide (CAIP). An agreement is likewise established with the Bangko Sentral ng Pilipinas which in turn issued a circular to all commercial depository banks not to issue letters of credit (L/Cs) to any pesticide importer with no appropriate CAIP issued by the FPA.

3. Product Quality and Adherence to Safety

In coordination with government product standards agencies, FPA designs and implements quality control standards for fertilizer and pesticide products. It also monitors safe handling, use, application and compliance with industrial health and safety in manufacturing and formulation plants, impose penalties and sanctions for violation of set rules and standards.

4. Institutionalizing the Product Stewardship Program

The pesticide industry and end-users, manufacturers, sellers, and buyers, are enjoined to adopt and undertake a cradle-to-grave approach to pesticide management, primarily the training of handlers and the public on the safe and judicious use of pesticide and the dissemination of information materials. The program is required for every pesticide product wherein registrants are made primarily responsible for the conduct of stewardship program for their products.

5. Fertilizer Product Registration

All Fertilizer products, organic or inorganic, raw materials and ingredients for fertilizer, which are imported or produced locally, should be registered with FPA. Registration requirements include the submission of production specification supported by chemical analysis, mode of action, product type and the result of efficacy trials conducted by an FPA accredited and independent researcher. The set of data is evaluated by a registration consultant. With the continued production of new grades, brands and type of locally produced and imported fertilizers, to take advantage of the increasing market demand, a wide range of products for selection are provided. Registration of these commercially processed fertilizers is therefore needed to give greater assurance that the quality of each brand is maintained as the specified standards (characteristics and effort) as claimed by the registrants. Fertilizer handlers such as importers, distributors, exporters, manufacturers, bulk blenders and processors should register their products with FPA.

6. Pesticide Product Registration

This is a mechanism to generate relevant information to ensure safety, public health and environmental protection in the use of the pesticides. Data and information generated are required to support the product label statement for effective application and precaution for safe use. This includes specific instructions in case of poisoning. Registration of biorational pesticide that includes biochemical and microbial pest control agents which are naturally occurring or must be structurally identical to naturally occurring chemicals if synthesized. Exposure studies are required for new proprietary products with strong toxicological concern. Fast tracking of registration of less hazardous,

less persistent, environmentally- friendly, target and Integrated Pest Management (IPM) compatible pesticide products. Harmonization of pesticide registration requirements envisioned to share expertise and pooled resources to build the necessary capabilities for such purpose.

7. Public Information

Regular conduct of trainings and accreditation programs for handlers of fertilizer and pesticide products that involve: 1) Fertilizer and pesticide dealers and distributors 2) Mango Contractors 3) Pesticide Applicators (agricultural pest exterminators and fumigators) 4) Fertilizer and pesticide researchers for the conduct of field-testing and experimentation for product registration. In addition, FPA conducts training on the Safe and Judicious Use of Fertilizers and Pesticides nationwide. FPA also monitors fertilizer and pesticide prices and disseminates information on the proper and effective application of fertilizer and pesticide through IEC materials, media, dialogues, symposia, trainings and seminars.

8. Developmental

This includes a) fertilizer and pesticide industry coordination and support, b) promotion of safe and judicious use of fertilizers and pesticides, and c) coordination with other government agencies relative to the further development of the Philippine agriculture sector.

V. General Objectives

- Conduct information campaign regarding the safe and effective use of pesticides and fertilizers.
- Promote and coordinate all fertilizer and pesticide research to ensure scientific pest control, safety in the use and handling of pesticides, higher standards and quality of products and better application methods.
- Promulgate rules and regulations for the licensing of handlers and registration of fertilizer and pesticide products.
- Establish and impose appropriate penalties on handlers of these products for violations of any rules and regulations.
- Make continuous assessment of the fertilizer supply and demand situation, both domestic and worldwide.
- Establish and implement regulations governing the import and export of fertilizer inputs and, when necessary, import and/or export such items.
- Regulate and control quality of the different grades of fertilizer and set new grades when necessary.
- Control and regulate all aspects of fertilizer production.
- To do all such things as necessary to maintain an adequate supply of fertilizer at reasonable prices.
- Restrict or ban the use of formulation of any pesticide.

EXTERNAL SERVICES

FERTILIZER REGULATIONS DIVISION

1. Issuance of Fertilizer Experimental Use Clearance (EUC)

Experimental Use Clearance (EUC) must be filed by applicant and approved by FPA before any bioefficacy field test is conducted to generate the data required for the registration of a non-traditional fertilizer product.

One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Trial Protocol and Field Layout (1 original)	FPA-Accredited Researcher (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i>)
Location Map and Coordinates of the trial site (1 original)	FPA-Accredited Researcher

Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)			PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None			30 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form					
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment		Local	Imported	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)	Application Fee	600	1200	15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None			15 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Prepare data package	None			2.5 days	<i>Agriculturist I / Registration Officer I FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.5 Evaluate data package and prepare evaluation report		10 days	<i>External Technical Evaluator c/o FPA-FRD</i>
	3.6 Receive the evaluation report from the Technical Evaluator		2 days	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.7 Review and integrate the evaluation report			
	If compliant: proceed to step 3.8			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review the evaluation report, application form, and supporting documents and process the Experimental Use Clearance (EUC)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.9 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.10 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.11 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved EUC	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		600 for local fertilizer, 1200 for imported fertilizer	20 days	

2.1. Issuance of Sample Endorsement Form for Confirmatory Analysis at Officially-Accredited Laboratories

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for endorsement [FPA-FRD-SEF-0100]	Applicant (through walk-in or email)
Certificate of Analysis [COA] (1 photocopy) – if imported	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy) – if imported	Manufacturer/Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for endorsement (walk-in or through e-mail)	1.1. Check completeness of requirements.	None	20 mins	<i>Chemist II</i> FPA-FRD
	1.2 Review the COA and MSDS of the sample	None	7.5 hours	<i>Chemist II</i> FPA-FRD
	1.3 Encode sample details and chosen FPA-accredited laboratory in the database			
	1.4 Assign FPA code and process the endorsement form			
2. Claim sample endorsement form and coordinate with the FPA-Officially Accredited Laboratory regarding the payment for analysis	2. Issue the sample endorsement form	None	10 mins	<i>Chemist II</i> FPA-FRD
TOTAL		None	1 day	

2.2. Facilitation of Fertilizer Samples to FPA-Officially Accredited Laboratories for Confirmatory Analysis

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form (1 original)	FPA-Fertilizer Regulations Division (FRD), or FPA-Officially Accredited Laboratory
<i>Fertilizer sample:</i> a. <i>Solid inorganic (min. 250 grams)</i> b. <i>Solid organic (min. 500 grams)</i> c. <i>Liquid organic/inorganic (min. 250 mL)</i> Note: samples must be properly sealed	Applicant
Sample Endorsement Form [SEF]	FPA-Fertilizer Regulations Division (FRD)
Signed Proposal/Quotation	FPA-Officially Accredited Laboratory
Proof of Payment to the FPA-Officially Accredited Laboratory	Applicant
Certificate of Analysis [COA] (1 photocopy) – if imported	Manufacturer/Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Material Safety Data Sheet [MSDS] (1 photocopy) – if imported	Manufacturer/Supplier
Analytical testing procedure(s) if no available method in FPA-Officially Accredited Laboratory (1 photocopy)	Applicant
Analytical standard (min.1 gram) including its Certificate of Analysis, if not available in FPA-Officially Accredited Laboratory (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit requirements to FRD upon payment of the laboratory fees at the FPA-Officially Accredited Laboratory	1.1. Check completeness of requirements and condition of the sample	None	1 hour	<i>Chemist II</i> FPA-FRD
	1.2. Receive the requirements from the applicant		30 minutes	
	1.3. Coordinate with the FPA-Officially Accredited Laboratory	(depends on the chosen laboratory)	2 days and 3 hours	
	1.4. Forward the sample to FPA-Officially Accredited Laboratory	None	3 hours and 30 minutes	
TOTAL		(depends on the chosen laboratory)	3 days	

3. Evaluation of Test Reports for Confirmatory Analysis

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis, which shall be indicated in the label of the package.

Validity: 1 year

Office or Division	Fertilizer Regulations Division (FRD)
Classification	Complex
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Test Report (1 original) - <i>valid only within 1 year after date of issue</i> *Authenticated with Apostille/Red Ribbon from the country of origin (if foreign)	FPA-Laboratory Services Division (LSD), Laboratories with Official Accreditation from FPA, or local/foreign Third-Party Laboratories (for parameters or test methods that cannot be conducted by FPA-LSD and Laboratories with Official Accreditation from FPA)
Certificate of Analysis [COA] (1 photocopy)	Manufacturer/Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the FPA-FRD	1.1. Check completeness of requirements.	None	30 minutes	Chemist II FPA-FRD
	1.2. Input the necessary details in the FRD database	None	30 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Evaluate the test report and prepare the evaluation summary	None	3 days and 6 hours	
	1.4. Review and approval/disapproval		1 day	Division Chief FPA-FRD
2. Receive (through email) the evaluation summary	2. Release the e-copy of evaluation summary to applicant	None	1 hour	Chemist II FPA-FRD
TOTAL		None	5 days	

4. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Traditional fertilizer products refers to all inorganic fertilizers in solid or liquid form which are water soluble, and fully registered for at least 10 years with FPA.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 original) - <i>except for raw material</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the Schedule of Fees Below	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Evaluate the application form and supporting documents	None	10 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer IFPA-FRD</i>
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2			
If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Filing Fee + Registration Fee based on the type of product	15 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Filing Fee	600	600
Registration Fee		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

5. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	<p>Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor</p> <p><i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i></p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 original)	Applicant
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
Two (2) bioefficacy trial reports for the same crop (2 original)	FPA-Accredited Researcher
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
Two (2) bioefficacy trial reports for the same crop (2 original)	FPA-Accredited Researcher

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Prepare data package	None	2.5 days	<i>Agriculturist I FPA-FRD</i>
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	<i>Agriculturist I FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Evaluate data package and prepare evaluation report		10 days	<i>External Technical Evaluator</i> c/o FPA-FRD
	3.6 Receive the evaluation report from the Technical Evaluator		2 days	<i>Agriculturist I</i> FPA-FRD
	3.7 Review the evaluation report, application form, and supporting documents			
	If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.8			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.9 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.10 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Filing Fee + Registration Fee based on the type of product	20 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Filing Fee	600	600
Registration Fee		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

6. Upgrading of Certificate of Provisional Product Registration to Full Product Registration (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 original)	Applicant
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
Second bioefficacy trial report for the target crop (1 original)	FPA-Accredited Researcher
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
Second bioefficacy trial report for the target crop (1 original)	FPA-Accredited Researcher

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Prepare data package	None	2.5 days	<i>Agriculturist I FPA-FRD</i>
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	<i>Agriculturist I FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Evaluate data package and prepare evaluation report		10 days	<i>External Technical Evaluator</i> c/o FPA-FRD
	3.6 Receive the evaluation report from the Technical Evaluator		2 days	<i>Agriculturist I</i> FPA-FRD
	3.7 Review the evaluation report, application form, and supporting documents			
	If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.8			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.9 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.10 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Filing Fee + Registration Fee based on the type of product	20 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Filing Fee	600	600
Registration Fee		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

7. Issuance of Certificate of Product Registration (CPR) for New Provisionally- Registered Product (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 1 year

Office or Division	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification	Highly Technical
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 original)	Applicant
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
One (1) bioefficacy trial report for the target crop (1 original)	FPA-Accredited Researcher
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
One (1) bioefficacy trial report for the target crop (1 original)	FPA-Accredited Researcher

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I / Registration Officer I</i> FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I / Registration Officer I</i> FPA-FRD
	3.3 Prepare data package	None	2.5 days	<i>Agriculturist I</i> FPA-FRD
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	<i>Agriculturist I</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Evaluate data package and prepare evaluation report		10 days	<i>External Technical Evaluator</i> c/o FPA-FRD
	3.6 Receive the evaluation report from the Technical Evaluator		2 days	<i>Agriculturist I</i> FPA-FRD
	3.7 Review the evaluation report, application form, and supporting documents			
	If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.8			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.9 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.10 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Filing Fee + Registration Fee based on the type of product	20 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Filing Fee	600	600
Registration Fee		
Inorganic	1200	1800
Fortified organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800

8. Renewal of Certificate of Product Registration (CPR) for Fully- Registered Products (Traditional/Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Production Process Flowchart (1 original) - <i>except for raw material</i>	Applicant
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer I</i> FPA-FRD
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer</i> IFPA-FRD
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Registration Fee		
Inorganic	3000	5400
Fortified Organic	3000	5400
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3000	5400
For Late Renewal		
50% surcharge of fees if renewed within 1-month after expiry date		
100% surcharge of fees if renewed beyond 1-month after expiry date		

9. Renewal of Certificate of Product Registration (CPR) for Provisionally- Registered Products (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants.

Provisional Registration can only be granted up to a maximum of two (2) renewals to give time for the bioefficacy test required for full registration.

Validity: 1 year

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Production Process Flowchart (1 original)	Applicant
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
For Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.4			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Registration Fee		
Inorganic	1200	1800
Fortified Organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800
For Late Renewal		
50% surcharge of fees if renewed within 1-month after expiry date		
100% surcharge of fees if renewed beyond 1-month after expiry date		

10. Issuance of Certificate of Product Registration (CPR) for Label Expansion

Label expansion can be filed by registrants who wish to add other crop groupings to the target crop/s of their fully-registered Non-Traditional product.

Validity: Co-terminus with the fully-registered product

Office or Division	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification	Highly Technical
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local and Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Active Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)
One (1) bioefficacy trial report for the target crop (1 original)	FPA-Accredited Researcher

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Processing Fee - 600	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Prepare data package	None	2.5 days	<i>Agriculturist I FPA-FRD</i>
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	<i>Agriculturist I FPA-FRD</i>
	3.5 Evaluate data package and prepare evaluation report		10 days	<i>External Technical Evaluator c/o FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Receive the evaluation report from the Technical Evaluator	None	2 days	<i>Agriculturist I</i> FPA-FRD
	3.7 Review the evaluation report, application form, and supporting documents			
	If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.8			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.9 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.10 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		600	20 days	

11. Issuance of Certificate of Product Registration (CPR) for Fully-Registered Products under Third-Party Authorization (TPA) (New/Renewal)

The Third-Party Authorization (TPA) is an agreement or contract between two (2) companies, the primary registrant and the company who receives the authorization to register the product as their own.

Validity: *Co-terminus with Primary Registrant*

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
	<i>Note: For Manufacturer-to-Manufacturer TPA Registration, only those who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file the application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Local and Imported Products	
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Active Certificate of Product Registration [CPR] (1 photocopy)	Primary registrant (from the original document issued by FPA-FRD)

Previous Certificate of Product Registration [CPR] under Third-Party Authorization [TPA] (1 photocopy) - <i>for renewal</i>	TPA registrant (from the original document issued by FPA-FRD)
Duly Notarized TPA Letter (1 original)	Primary registrant (template available at FPA Website)
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist II / Administrative Officer III</i> FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist II / Administrative Officer III</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Agriculturist II / Administrative Officer III</i> FPA-FRD
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
		For New Application: Filing Fee + Registration Fee based on the type of product For Renewal: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 days	
	TOTAL			

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local		Imported	
	New	Renewal	New	Renewal
Filing Fee	600	N/A	600	N/A
Registration Fee				
Inorganic	3600	3000	6000	5400
Fortified Organic	3600	3000		
Soil Conditioner	1800	1800	4200	4200
Plant Growth Promoter	1800	1800	4200	4200
Specialty, Controlled Release	1800	1800	4200	4200
Biostimulant, Biofertilizer, Decomposer	3600	3000	6000	5400
For Late Renewal				
50% surcharge of fees if renewed within 1-month after expiry date				
100% surcharge of fees if renewed beyond 1-month after expiry date				

12. Issuance of Certificate of Product Registration (CPR) for Imported Products (Traditional/ Non-Traditional) with Additional Supplier/Trader

Fertilizer handlers may file for additional suppliers or traders for their registered products.

Validity: co-terminus with the original CPR

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Importer, Importer End-User, Institutional User, Indentor, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request indicating the details of the additional supplier or trader (1 original)	Applicant
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Active Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Updated Draft Label (1 original)	Applicant
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	Senior Agriculturist / Agriculturist II / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	Accounting Staff / Cashier Window 1 FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	Accounting Staff / Cashier Window 2 FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	Senior Agriculturist / Agriculturist II / Agriculturist I / Registration Officer I FPA-FRD
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	Senior Agriculturist / Agriculturist II / Agriculturist I / Registration Officer I FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.4					
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.					
	3.4 Review and recommend				1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review				1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED		
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst</i> III/FPA-FRD		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Filing Fee + Registration Fee based on the type of product	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

Filing Fee	600
Registration Fee	
Inorganic	6000
Fortified organic	6000
Soil Conditioner	4200
Raw Material	4200
Plant Growth Promoter	4200
Specialty, Controlled release	4300
Biostimulant, Biofertilizer, Decomposer	6000

13. Transfer of Registration (New)

Any fertilizer registrant may transfer their registration to another entity due to closure of business, merging of companies, or transfer of ownership. The application shall be considered as New registration and shall be assigned with a new registration number.

Validity: 3 years if Full Registration, 1 Year if Provisional Registration

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Importer, Importer End-User, Institutional User, Indentor, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Products with Active CPR	
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Notarized Board Resolution / Affidavit Stating the Transfer (1 original)	Original Registrant
Active Certificate of Product Registration [CPR] (1 original)	Original Registrant (from the document issued by FPA-FRD)
Certificate of Analysis [COA] from the manufacturer (1 photocopy) - <i>for Imported products</i>	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy) - <i>for Imported products</i>	Manufacturer/Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Production Process Flowchart (1 original) - <i>for Local products except for raw material</i>	Applicant
Updated Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
For Products with Expired Registration / due for CPR Renewal	
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Notarized Board Resolution / Affidavit Stating the Transfer (1 original)	Original Registrant
Certificate of Product Registration [CPR] (1 photocopy)	Original Registrant (from the document issued by FPA-FRD)
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD
Certificate of Analysis [COA] from the manufacturer (1 photocopy) - <i>for Imported products</i>	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy) - <i>for Imported products</i>	Manufacturer/Supplier
Production Process Flowchart (1 original) - <i>for Local products except for raw material</i>	Applicant
Updated Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer / IFPA-FRD</i>
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
	If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.4					
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.					
	3.4 Review and recommend				1 day	<i>Supervising Agriculturist & Division Chief FPA-FRD</i>
	3.5 Final Review				1 day	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	3.6 Approval / Disapproval				1 day	<i>Executive Director FPA-OED</i>
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III FPA-FRD</i>		
TOTAL		Filing Fee + Registration Fee based on the type of product	7 days			

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local	Imported
Filing Fee	600	600
Registration Fee - Full		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000
Registration Fee - Provisional		
Inorganic	1200	1800
Fortified organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800

14. Issuance of Certificate of Product Registration (CPR) for Safe Re-use of Wastewater as Fertilizer for Commercial Purposes

The re-use of wastewater as fertilizer for commercial purpose shall require a Certificate of Product Registration (CPR) from the FPA.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administration Division (FAD), External Technical Evaluator c/o FRD, and Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers for safe reuse of wastewater for commercial purpose <i>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Test result evaluation summary with passed remarks (1 original)	FPA-FRD
Production Process Flowchart (1 original) - <i>except for raw material</i>	Applicant
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Endorsement of bioefficacy trial report (1 original)	FPA-Regional Field Unit (RFU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two (2) bioefficacy trial reports for the same crop (2 original)	FPA-Accredited Researcher
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below.	15 mins	Accounting Staff / Cashier Window 1 FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	Accounting Staff / Cashier Window 2 FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Prepare data package	None	2.5 days	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	3.4 Submit data package for review of Technical Evaluator		1 day and 2.5 hours	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	3.5 Evaluate data package and prepare evaluation report		10 days	External Technical Evaluator c/o FPA-FRD
	3.6 Receive the evaluation report from the Technical Evaluator		2 days	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	3.7 Review the evaluation report, application form, and supporting documents			
	If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.8			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.8 Review and recommend		2 days	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.9 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.10 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of application (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Filing Fee + Registration Fee based on the type of product	20 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

	Local
Filing Fee	600
Registration Fee	
Inorganic	4200
Fortified organic	2400
Soil Conditioner	2400
Raw Material	2400

15. Issuance of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose

The re-use of wastewater as fertilizer for non-commercial purposes shall require a certification from the FPA.

Validity: 1 year

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Handlers for safe reuse of wastewater for free distribution or own use
	<i>Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or DENR officially accredited laboratory, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Application Form [FPA-FRD-F15], Application for Reuse of Wastewater as Fertilizer including description of proposed application site, characteristics of wastewater, plan on the re-use of wastewater, and baseline conditions of wastewater (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Baseline Data Form for Environmental Impact Monitoring [FPA-FRD-F18] (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Laboratory Test Result from FPA or DENR-Officially Accredited laboratory (1 original)	FPA-Laboratory Services Division (LSD) or DENR-Officially Accredited laboratory
Treatment Site Inspection Report [FPA-FRD-F22] (1 original)	FPA-Regional Field Unit (RFU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None		30 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>
	1.2 Issue Bill form				
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Filing Fee	600	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)	Application Fee	1,800	15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None		15 mins	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD</i>
	If compliant: process the Certification and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief FPA-FRD</i>
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	3.6 Approval / Disapproval		1 day	<i>Executive Director FPA-OED</i>
4. Claim the approved Certification	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III FPA-FRD</i>
TOTAL		2,400	7 days	

16. Renewal of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose

The re-use of wastewater as fertilizer for commercial purpose shall require a certificate of product registration (CPR) from the FPA.

Validity: 3 years

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Handlers for safe reuse of wastewater for commercial purpose
	<i>Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Test result evaluation summary with passed remarks (1 original)	FPA-FRD
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Production Process Flowchart (1 original) - <i>except for raw material</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Draft Label (1 original) - <i>except for raw material</i>	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Refer to the schedule of fees below	15 mins	Accounting Staff / Cashier Window 1 FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	Accounting Staff / Cashier Window 2 FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer I</i> FPA-FRD
	If compliant: process the Certification and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim the approved Certification	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

Registration Fee	Local
Inorganic	3000
Fortified organic	3000
Soil Conditioner	1800
Raw Material	1800
For Late Renewal	
50% surcharge of fees if renewed within 1-month after expiry date	
100% surcharge of fees if renewed beyond 1-month after expiry date	

17. Renewal of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose

The re-use of wastewater as fertilizer for non-commercial purposes shall require a certification from the FPA.

Validity: 3 years for 1st renewal with good standing, 5 years for 2nd renewal with good standing

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Handlers for safe reuse of wastewater for free distribution or own use
	<i>Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Application Form [FPA-FRD-F15], Application for Reuse of Wastewater as Fertilizer including description of proposed application site, characteristics of wastewater, plan on the re-use of wastewater, and baseline conditions of wastewater (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Laboratory Test Result from FPA or DENR-Recognized laboratory (1 original)	FPA-Laboratory Services Division (LSD) or DENR-Recognized laboratory
Treatment Site Inspection Report [FPA-FRD-F22] (1 original)	FPA-Regional Field Unit (RFU)
Agri/Aqua Self-Monitoring Form [FPA-FRD-F19] (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pest and Disease Monitoring Form [FPA-FRD-F20] (1 original)	FPA-Regional Field Unit (RFU)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None		30 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD
	1.2 Issue Bill form				
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Filing Fee	600	15 mins	Accounting Staff / Cashier Window 1 FPA-FAD
	2.2 Issue Official Receipt (O.R.)	Application Fee	1,800	15 mins	Accounting Staff / Cashier Window 2 FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None		15 mins	Senior Agriculturist / Agriculturist I / Registration Officer I FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist I / Registration Officer I</i> FPA-FRD
	If compliant: process the Certification and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved Certification	4. Notify client on the status of registration (approval/disapproval)	None	15 mins	<i>Administrative Asst III</i> FPA-FRD
TOTAL		2,400	7 days	

18. Inspection of Fertilizer Manufacturing Plant or Repacking Site

Prior to the application of License to Operate as Fertilizer Manufacturer, Processor, Formulator, Bulk Blender, or Repacker, FPA needs to conduct an inspection of the site to check compliance with the standards set by the agency.

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Inspection Request Form [FOCU-IRF-2018-] (1 original), or	FPA-Regional Field Unit (RFU) or FPA Website
Written request addressed to FPA-FRD (1 original)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for inspection of manufacturing plant / repacking site	1.1 Receive request for inspection	None	2 hours	Senior Agriculturist / Agriculturist II / Agriculturist I FPA-FRD
	1.2 Work out the logistics (date and time of inspection, means of transportation) with the client			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Wait for the finalized schedule	2.1 Coordinate the request with the divisions involved (if there are any)	None	5 days	<i>Agriculturist II</i> FPA-FRD
	2.2 Inform client of the finalized schedule			
3. Meet with the inspectors	3. Travel to the site	None	1 hour	<i>Plant Inspection Team</i> FPA-FRD
4. Participate in the inspection and answer questions by the inspectors	4.1 Conduct opening meeting and walk-through of the process	None	3 hours and 45 mins	<i>Plant Inspection Team</i> FPA-FRD
	4.2 Proceed with the inspection and evaluation of the site in accordance with FPA's standards			
	4.3 Conduct closing meeting			
5. Wait for the inspection report	5.1 Travel back to FPA	None	1 hour	<i>Plant Inspection Team</i> FPA-FRD
	5.2 Prepare inspection report		1 day	
6. Claim the inspection report *resolve non-compliance(s), if there are any	6. Notify client of the results of inspection	None	15 mins	<i>Senior Agriculturist / Agriculturist II / Agriculturist I</i> FPA-FRD
TOTAL		None	7 days	

19. Issuance of License to Operate (LTO) as Fertilizer Handler (New)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

Validity: 1 year

Office or Division	Fertilizer Regulations Division (FRD), Finance and Administrative Division (FAD), and Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirements:	
Duly accomplished online Application Form	Accomplish the form and upload the supporting documents through the FPA Trade System at https://fpa.intercommerce.com.ph/
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI(1 photocopy)	Securities & Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade & Industry (DTI)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notarized Certificate of Capitalization (1 original) - for DTI and CDA-registered companies only or Audited Financial Statements & Income Tax Return from the previous year (1 photocopy)	Applicant BIR and Independent Auditor
Mayor's / Business Permit (1 photocopy)	Mayor's Office
Company Profile, including officers, office and establishment location map with geotagged photos (1 original)	Applicant
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
Specific Requirements:	
BOC Registration Certificate (1 photocopy) - <i>for Importer, Importer End-User, and Exporter only</i>	Bureau of Customs (BOC)
Distributorship Agreement/Certificate from the Manufacturer/Supplier (1 photocopy) - for Importer, Importer End-User, National/Area Distributor, and Repacker Only	Manufacturer/Supplier
DENR-EMB Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i>	Environmental Management Bureau (EMB)
Mining Permit (if applicable) (1 photocopy) - <i>for Processor only</i>	Mines and Geosciences Bureau (MGB)
Contract / Agreement with the Toll Manufacturer / Processor (1 photocopy) - <i>for Formulator Only</i>	Toll Manufacturer / Processor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Contract with Manufacturer/Supplier (1 photocopy) - <i>for Indentor only</i>	Manufacturer/Supplier
Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>All Handlers except Indentor</i>	FPA-Regional Field Unit (RFU)
Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1 original) - <i>for Manufacturer, Processor, Formulator, and Bulk Blender only</i>	FPA-FRD or FPA-RFU
Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team (1 original) - <i>for Repacker and Bulk Handler only</i>	FPA-FRD or FPA-RFU
Treatment Site Inspection Report [FPA-FRD-F22] (1 original) - <i>for Distributor of Wastewater as Fertilizer for Commercial Purpose</i>	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] (1 original) - <i>except Bulk Handler and Indentor</i>	FPA-RFU
Warehouse Registration Certificate (1 photocopy) - <i>except Bulk Handler and Indentor</i>	FPA-RFU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at https://fpa.intercommerce.com.ph/	1.1 Check the completeness of the submitted documents	None	1 day	<i>Agriculturist II / Senior Agriculturist</i> FPA-FRD
	1.2 Send Amount Due			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to the FPA Central Office and pay corresponding fees at Cashier Window	2.1 Issue Bill Form	Refer to the Schedule of Fees below.	15 mins	<i>Agriculturist II / Senior Agriculturist</i> FPA-FRD
	2.2 Issue Order of Payment		15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.3 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Upload the proof of payment to the FPA Trade System	3.1 Verify the legitimacy of the uploaded receipt 3.2 Encode the O.R. Number to the System	None	15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist II</i> FPA-FRD
	If compliant: process the License to Operate (LTO) Certificate and proceed to step 3.4			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and Recommend Approval		1 day	<i>Chief Agriculturist / Supervising Agriculturist</i> FPA-FRD
	3.5 Approval / Disapproval		1 day	<i>Executive Director III / Deputy Executive Director for Fertilizer</i> FPA-OED
4. Download the approved LTO	4. The FPA Trade System will automatically notify the client upon approval / disapproval by the E.D. / D.E.D.	None	0 mins	<i>FPA Trade System</i>
TOTAL:		Filing Fee + License Fee based on capital	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

Filing Fee per activity	
1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User	3600
2. Importer, Importer End-user, National Distributor, Area Distributor, Exporter, Indentor	1800
License Fee based on Capitalization	
1. Over P5M Capitalization	
1st Activity	8400
Succeeding Activities	4800
2. Over P1M to P5M Capitalization	
1st Activity	5400
Succeeding Activities	3600
3. Over P500T to P1M Capitalization	
1st Activity	3600
Succeeding Activities	1800
4. P500T & below Capitalization	
1st Activity	1800
Succeeding Activities	850

20. Issuance of License to Operate (LTO) as Fertilizer Handler (Renewal)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

Validity: 1 year

Office or Division	Fertilizer Regulations Division (FRD), Finance and Administrative Division (FAD), and Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirements:	
Duly accomplished online Application Form	Accomplish the form and upload the supporting documents through the FPA Trade System at https://fpa.intercommerce.com.ph/
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)	Securities & Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade & Industry (DTI)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Audited Financial Statements & Income Tax Return from the previous year (1 photocopy)	BIR and Independent Auditor
Mayor's / Business Permit (1 photocopy)	Mayor's Office
Company Profile, including officers, office and establishment location map with geotagged photos (1 original)	Applicant
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant
Specific Requirements:	
BOC Registration Certificate (1 photocopy) - <i>for Importer, Importer End-User, and Exporter only</i>	Bureau of Customs (BOC)
Monthly Production & Sales Report [FPA-FRD-F11] from the Previous Year - <i>for Manufacturer, Processor, Formulator, and Bulk Blender only</i>	Applicant [the Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Inventory of Bulk-Handled Fertilizers [FPA-FRD-F22] from the Previous Year - <i>for Bulk Handler only</i>	Applicant [the Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>All Handlers except Indentor</i>	FPA-Regional Field Unit (RFU)
Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1 original) - <i>for Manufacturer, Processor, Formulator, and Bulk Blender only</i>	FPA-FRD or FPA-RFU
Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team (1 original) - <i>for Repacker and Bulk Handler only</i>	FPA-FRD or FPA-RFU
Treatment Site Inspection Report [FPA-FRD-F22] (1 original) - <i>for Distributor of Wastewater as Fertilizer for Commercial Purpose</i>	FPA-RFU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] (1 original) - <i>except Bulk Handler and Indentor</i>	FPA-RFU
Warehouse Registration Certificate (1 photocopy) - <i>except Bulk Handler and Indentor</i>	FPA-RFU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at https://fpa.intercommerce.com.ph/	1.1 Check the completeness of the submitted documents	None	1 day	<i>Agriculturist II / Senior Agriculturist</i> FPA-FRD
	1.2 Send Amount Due			
2. Proceed to the FPA Central Office and pay corresponding fees at Cashier Window	2.1 Issue Bill Form	Refer to the Schedule of Fees below.	15 mins	<i>Agriculturist II / Senior Agriculturist</i> FPA-FRD
	2.2 Issue Order of Payment		15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.3 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Upload the proof of payment to the FPA Trade System	3.1 Verify the legitimacy of the uploaded receipt 3.2 Encode the O.R. Number to the System	None	15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3 days and 6.5 hours	<i>Senior Agriculturist / Agriculturist II</i> FPA-FRD
	If compliant: process the License to Operate (LTO) Certificate and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and Recommend Approval		1 day	<i>Chief Agriculturist / Supervising Agriculturist</i> FPA-FRD
	3.5 Approval / Disapproval		1 day	<i>Executive Director III / Deputy Executive Director for Fertilizer</i> FPA-OED
4. Download the approved LTO	4. The FPA Trade System will automatically notify the client upon approval / disapproval by the E.D. / D.E.D.	None	0 mins	<i>FPA Trade System</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL:		License Fee based on equity / capital deficiency (plus surcharge of fees if renewed beyond expiry date)	7 days	

Schedule of Fees (Administrative Order No. 13, Series of 2000)

License Fee based on Equity or Capital Deficiency	
1. Over P5M Capitalization	
1st Activity	8400
Succeeding Activities	4800
2. Over P1M to P5M Capitalization	
1st Activity	5400
Succeeding Activities	3600
3. Over P500T to P1M Capitalization	
1st Activity	3600
Succeeding Activities	1800
4. P500T & below Capitalization	
1st Activity	1800
Succeeding Activities	850
For Late Renewal	
50% surcharge of fees if renewed within 1-month after expiry date	
100% surcharge of fees if renewed beyond 1-month after expiry date	

21.1. Processing of Application for Value-Added Tax (VAT) Exemption Clearance through the National Single Window (NSW)

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

Office or Division:	Fertilizer Regulations Division (FRD) and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Importers and Importer End-Users

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application Form generated through the National Single Window (NSW) (1 original)	http://nsw.gov.ph/
Bill of Lading (1 photocopy)	Manufacturer/Supplier
Commercial Invoice (1 photocopy)	Manufacturer/Supplier
Packing List (1 photocopy)	Manufacturer/Supplier
Active Certificate of Product Registration (CPR) (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Laboratory Analysis from a Third-Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)	Manufacturer/Supplier
PNP Permit [for Nitrates only] (1 photocopy)	Philippine National Police - Firearms and Explosives Office (PNP-FEO)
Disposition report of previous importation [for nitrates only] (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Accomplish the application form through the NSW Portal 1.2 Submit the generated application form with the complete requirements to FRD through email	1. Check the completeness of the submitted documents	None	1 hour	<i>Agriculturist II</i> FPA-FRD
2. Monitor the status of the application through the NSW Portal	2.1 Evaluate the application based on the submitted requirements:	None	1.75 days	<i>Agriculturist II</i> FPA-FRD
	If compliant: receive the application and proceed to step 2.2			
	If non-compliant: inform the client of the deficiencies for their appropriate action		1 hour	<i>Agriculturist II</i> FPA-FRD
	2.2 Process the application and update the status in the NSW Portal			
2.3 Review and authorize the application in the NSW Portal	1 day	<i>Senior Agriculturist / Supervising Agriculturist</i> FPA-FRD		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
3.1 Monitor the NSW notification for payment 3.2 Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal (for the automatic release of the VEC through the NSW System)	3. Approve and authorize the VAT Exemption Certificate in the NSW Portal	None	1 day	<i>Executive Director</i> FPA-OED
TOTAL		None	4 days	

21.2. Payment and Issuance of the Value-Added Tax (VAT) Exemption Clearance through the National Single Window (NSW)

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

Office or Division:	Fertilizer Regulations Division (FRD) and Finance and Administrative Division (FAD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Importers and Importer End-Users

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authorized Application Form generated through the National Single Window (NSW) (1 original)	http://nsw.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the authorized application to FRD	1. Issue Bill Form	None	15 mins	<i>Agriculturist II / Administrative Asst II / Administrative Aide VI FPA-FRD</i>
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	600	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)			

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Update the payment details in the the NSW Portal			
3. View/download/print the approved VEC Certificate through the NSW Portal	3. BOC will automatically release the VEC through the NSW	None	15 mins	NSW Portal
TOTAL		600	1 hour	

22.1. Processing of Application for Export Clearance through the National Single Window Program (NSW)

No person shall be allowed to engage in the business of exporting fertilizers except under a license issued by FPA. Likewise, no fertilizer may be exported unless registered with FPA. Export Certificate has to be secured before any shipment is made.

Office or Division:	Fertilizer Regulations Division (FRD) and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Exporter

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application Form generated through the National Single Window (NSW) (1 original)	http://nsw.gov.ph/
Active Certificate of Product Registration (CPR) (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Pro-forma Invoice (1 photocopy)	Applicant
Sales Contract or Purchase Order (1 photocopy)	Buyer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Accomplish the application form through the NSW Portal 1.2 Submit the generated application form with the complete requirements to FRD through email	1. Check the completeness of the submitted documents	None	1 hour	<i>Agriculturist II</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Monitor the status of the application through the NSW Portal	2.1 Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.2 If non-compliant: inform the client of the deficiencies for their appropriate action	None	1.75 days	<i>Agriculturist II</i> FPA-FRD
	2.2 Process the application and update the status in the NSW Portal		1 hour	<i>Agriculturist II</i> FPA-FRD
	2.3 Review and authorize the application in the NSW Portal		1 day	<i>Senior Agriculturist / Supervising Agriculturist</i> FPA-FRD
3.1 Monitor the NSW notification for payment 3.2 Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal (for the automatic release of the Export Certificate through the NSW System)	3. Approve and authorize the Export Certificate in the NSW Portal	None	1 day	<i>Executive Director</i> FPA-OED
TOTAL		None	4 days	

22.2. Payment and Issuance of Export Clearance through the National Single Window (NSW)

No person shall be allowed to engage in the business of exporting fertilizers except under a license issued by FPA. Likewise, no fertilizer may be exported unless registered with FPA. Export Certificate has to be secured before any shipment is made.

Office or Division:	Fertilizer Regulations Division (FRD) and Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Exporter

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authorized Application Form generated through the National Single Window (NSW) (1 original)	http://nsw.gov.ph/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the authorized application to FRD	1. Issue Bill Form	None	15 mins	<i>Agriculturist II / Administrative Asst II / Administrative Aide VI FPA-FRD</i>
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	600	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Issue Official Receipt (O.R.)			
	2.3 Update the payment details in the the NSW Portal			
3. View/download/print the approved Export Certificate through the NSW Portal	3. BOC will automatically release the Export Certificate through the NSW	None	15 mins	NSW Portal
TOTAL		600	1 hour	

23.1. Processing of Applications for Other Certificate

Other certificates issued by FPA may include but are not limited to the following: (1) FPA Certification to import samples for confirmatory analysis, (2) FPA Certification to import samples for bioefficacy trial purposes, (3) FPA certification that a product is registered with FPA, and (4) FPA certification that a company is licensed with FPA.

Office or Division:	Fertilizer Regulations Division (FRD) and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request indicating the purpose (1 original)	Applicant
Pro-forma Invoice [if applicable] (1 photocopy)	Manufacturer/Supplier
Certificate of Analysis [if applicable] (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [if applicable] (1 photocopy)	Manufacturer/Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to FRD through email	1. Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist II</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Wait for the approval/ disapproval	2.1 Evaluate and process the application	None	2 days	<i>Agriculturist II</i> FPA-FRD
	2.2 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	2.3 Final Review		3 hours	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	2.4 Approval / Disapproval		3 hours	<i>Executive Director</i> FPA-OED
3. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal	3. Notify client on the status of the certification (approval/disapproval)	None	30 mins	<i>Agriculturist II</i> FPA-FRD
TOTAL		None	4 days	

23.2. Payment and Issuance of Other Certificate

Other certificates issued by FPA may include but are not limited to the following: (1) FPA Certification to import samples for confirmatory analysis, (2) FPA Certification to import samples for bioefficacy trial purposes, (3) FPA certification that a product is registered with FPA, and (4) FPA certification that a company is licensed with FPA.

Office or Division:	Fertilizer Regulations Division (FRD) and Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email Notification on the Approval of the Requested Certification (1 original)	FPA-Fertilizer Regulations Division (FRD)
Bill Form (1 original)	FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the copy of the Bill Form to FRD	1. Review and sign the Bill Form	None	15 mins	<i>Agriculturist II / Administrative Asst II / Administrative Aide VI FPA-FRD</i>
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	350	15 mins	<i>Accounting Staff / Cashier FPA-FAD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Issue Official Receipt (O.R.)			
3. Present the O.R. Number to FRD	3. Record O.R. Number	None	15 mins	<i>Agriculturist II / Administrative Asst II / Administrative Aide VI FPA-FRD</i>
4. Claim the copy of the certification	4. Release the approved Certification	None	15 mins	<i>Agriculturist II / Administrative Asst II / Administrative Aide VI FPA-FRD</i>
TOTAL		350	1 hour	

24. Issuance of Clearance to Sell Unsound Fertilizer

Authority to Sell Unsound Fertilizer is an authorization granted by the FPA to licensed fertilizer handlers who will sell unsound fertilizer. It is emphasized that any unsound fertilizers, once purchased, are not subject to resale.

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administrative Division (FAD), and Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Licensed Fertilizer Handlers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Authority to Purchase Unsound Fertilizer Request Form [FPA-FRD-F14] (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Inventory Report (1 original) with the following information: a. Total number of bags containing the damaged fertilizer stocks, fertilizer grade, volume, the reason and extent of damage; b. Location/Storage area of the unsound fertilizer c. Photo documentation	Seller
Letter of Intent to purchase the reported bad orders/unsound fertilizers (1 original)	Purchaser / President or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly notarized affidavit (1 original) 1. Name and address of farmer-members; 2. Location of the farms; 3. Allocation of the requested damaged fertilizers 4. Crops to be planted for one crop season; and 5. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer	Purchaser / President or Authorized Representative
Attestation/declaration of the legitimacy of the purchaser from the Regional/Provincial Officer who has jurisdiction over the farm/warehouse owned by the purchaser (1 photocopy)	FPA-Regional Field Unit (RFU)
Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory (1 original)	Seller
Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving purchaser-end-user farm (1 photocopy) - <i>if the movement of goods is from one region to another</i>	FPA-RFU - <i>if the quantity is below 100 bags</i> FPA-FRD - <i>if the quantity is 100 bags or more</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the FPA-FRD-F14 w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Agriculturist I</i> FPA-FRD
	1.2 Issue Bill form			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Authority to Dispose Unsound Fertilizer - 600	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)	Transshipment Permit - 600	15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Agriculturist I FPA-FRD</i>
	3.3 Evaluate the report and the supporting documents	None	1 day and 6.5 hours	<i>Agriculturist I FPA-FRD</i>
	If compliant: process the Issuance of the Authorization and proceed to step 4.2			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Division Chief FPA-FRD</i>
3.5 Final Review	1 day		<i>Deputy Executive Director for Fertilizer FPA-OED</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved Authorization	4. Notify the client on the status of the authorization (approval/disapproval)	None	15 mins	<i>Administrative Assistant III / Agriculturist I</i> FPA-FRD
TOTAL		Authority to Dispose Unsound Fertilizer - 600 Transshipment Permit - 600	5 days	

25. Issuance of Clearance to Donate Unsound Fertilizer

Authority to Donate Unsound Fertilizer is an authorization granted by the FPA to licensed fertilizer handlers who will donate unsound fertilizer to an identified beneficiary. It is emphasized that any unsound fertilizers once donated are not subject to resale.

Office or Division:	Fertilizer Regulations Division (FRD), Finance and Administrative Division (FAD), and Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Licensed Fertilizer Handlers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter for Donation (1 original)	Benefactor
Inventory Report (1 original) with the following information: a. Total number of bags containing the damaged fertilizer stocks, fertilizer grade, volume, the reason and extent of damage; b. Location/Storage area of the unsound fertilizer c. Photo documentation	Benefactor
Duly notarized affidavit (1 original) 1. Name and address of farmer-members; 2. Location of the farms; 3. Allocation of the requested damaged fertilizers 4. Crops to be planted for one crop season; and 5. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer	President or Authorized Representative of the Identified Beneficiary
Attestation/declaration of the legitimacy of the identified beneficiary from the Regional/Provincial Officer who has jurisdiction over the farm/warehouse owned by the beneficiary (1 photocopy)	FPA-Regional Field Unit (RFU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory (1 original)	Benefactor / Beneficiary
Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving end-user farm (1 photocopy) - <i>if the movement of goods is from one region to another</i>	FPA-RFU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Request authorization to donate unsound fertilizer w/ complete required documents to Fertilizer Regulations Division (FRD) walk-in or through e-mail	1.1 Receive the request	None	15 mins	<i>Agriculturist I</i> FPA-FRD
	1.2 Evaluate the report and the supporting documents	None	2 days and 7 hours	<i>Agriculturist I</i> FPA-FRD
	1.3 Review and recommend			<i>Division Chief</i> FPA-FRD
	1.4 Final Review			<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	1.5 Approval / Disapproval			<i>Executive Director</i> FPA-OED
2. Claim the approved Authorization	2. Notify the client on the status of the authorization (approval/disapproval)	None	15 mins	<i>Administrative Assistant III /</i> <i>Agriculturist I</i> FPA-FRD
TOTAL		None	3 days	

26. Amendment of the Issued License, Registration, or Clearance on Fertilizer

This includes amendment of License, Clearance and Product Registration Certificates with changes on brand name, business name, address, etc.

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Complex
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request indicating the amendment (1 original)	Applicant
Duly accomplished and notarized Application Form with documentary stamp (1 original)	Applicant [the Application Form is available at FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website]
Previously issued License/Permit/Certificate (1 original)	Applicant
SEC amendment form or board resolution with sworn affidavit or any legal document - <i>in case of change of business name or address</i> (1 photocopy)	Securities and Exchange Commission (SEC) or other office concerned
Updated Draft Label (1 original) - <i>for Product Registration only</i>	Applicant
Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - <i>for LTO as Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i>	DENR-EMB

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>for LTO as Handler except Indentor</i>	FPA-Regional Field Unit (RFU)
Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1 original) - <i>LTO as for Manufacturer, Processor, Formulator, and Bulk Blender only</i>	FPA-FRD or FPA-RFU
Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team (1 original) - <i>for LTO as Repacker and Bulk Handler only</i>	FPA-FRD or FPA-RFU
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	30 mins	<i>Concerned FRD Staff</i> FPA-FRD
	1.2 Issue Bill form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Processing Fee - 600	15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Concerned FRD Staff</i> FPA-FRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Evaluate the application form and supporting documents	None	3.5 days	<i>Concerned FRD Staff FPA-FRD</i>
	If compliant: process the application and proceed to step 3.4			
	If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief FPA-FRD</i>
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	3.6 Approval / Disapproval		1 day	<i>Executive Director FPA-OED</i>
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
TOTAL		Filing Fee - 600	7 days	

27. Issuance of Certified True Copy (CTC) of Issued License, Registration, or Clearance on Fertilizer

Certification on the authenticity of the photocopied CPR, LTO, or Permit.

Office or Division	Fertilizer Regulations Division (FRD)
Classification	Simple
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, National Distributor, Dealer, Dealer-Repacker, and Mango Contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request(1 original)	Applicant
Certificate of Product Registration (CPR), License to Operate (LTO), Warehouse Registration Certificate, or Other Permits/Certification (1 photocopy)	Applicant (from the original document issued by FPA-FRD)
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request and photocopy of the certificate to FRD	1.1 Receive the request	None	1 hour	<i>Concerned FRD Staff FPA-FRD</i>
	1.2 Review / Evaluate the copy of the Certificate against the file/records of FRD	None		
	1.3 If verified to be authentic, issue Bill Form			
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Processing Fee - 350	15 mins	<i>Accounting Staff / Cashier Window 1 FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2 FPA-FAD</i>
3. Present O.R. to FRD Staff	3. Record O.R. number	None	15 mins	<i>Concerned FRD Staff FPA-FRD</i>
4. Claim the Certified True Copy (CTC) of the Certificate	4. Certify the authenticity of the copy of the certificate	None	15 mins	<i>Concerned FRD Staff FPA-FRD</i>
TOTAL		350	2 hours	

28. Replacement of Lost or Damaged License, Product Registration, or Clearance on Fertilizer

Re-issuance of lost but active CPR, LTO, or Permit.

Office or Division:	Fertilizer Regulations Division (FRD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government or G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, National Distributor, Dealer, Dealer-Repacker, and Mango Contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request (1 original)	Applicant
Duly notarized affidavit of loss/damage (1 original)	Applicant
Copy of the lost/damaged LTO, CPR, or Clearance (1 photocopy) - <i>if available</i>	Applicant
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD)	1.1 Receive the request 1.2 Review / Evaluate the copy of the Certificate against the file/records of FRD	None	1 hour	Concerned FRD Staff FPA-FRD
	1.3 Issue Bill form		15 mins	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay corresponding fees at Cashier Window	2.1 Issue Order of Payment	Filing Fee - 600	15 mins	<i>Accounting Staff / Cashier Window 1</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)		15 mins	<i>Accounting Staff / Cashier Window 2</i> FPA-FAD
3. Present O.R. to FRD Staff	3.1 Record O.R. number 3.2 Receive the application	None	15 mins	<i>Concerned FRD Staff</i> FPA-FRD
	3.3 Prepare the replacement Certificate	None	5 hours and 45 mins	<i>Concerned FRD Staff</i> FPA-FRD
	3.4 Review and recommend		1 day	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	3.5 Final Review		1 day	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	3.6 Approval / Disapproval		1 day	<i>Executive Director</i> FPA-OED
4. Claim the approved CPR	4. Notify client on the status of registration (approval/disapproval)		None	15 mins
TOTAL		Filing Fee - 600	4 days	

PESTICIDE REGULATIONS DIVISION

1. Pesticide Data Evaluation

In accordance with the Pesticide Regulatory Policies and Implementing Guidelines of FPA, pesticide and other agricultural chemicals must meet the prescribed standards of the Authority before they can be imported, manufactured, formulated, distributed and sold in the Philippines. To ensure that pesticides and other agricultural chemicals adhere to the standards set by FPA, the Authority has a stringent process of evaluation with the end point that benefits outweigh the risks in the use of the product.

The requirements for data evaluation are specified based on whether the product is a formulation or a technical material, and according to its nature, as described in Annex 1, 2, 3 and 4. However, special circumstances often arise from the nature of the pesticides or its uses or the results of testing which dictate more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

- Annex 1 - Data Requirements for Chemical Pesticides and Other Agricultural Chemicals
- Annex 2 - Data Requirements for Biochemical Control Agents
- Annex 3 - Data requirements for Microbial Control Agents
- Annex 4 - Data requirements for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology

Pesticide data evaluation is a prerequisite process for product registration, label expansion, issuance of Experimental Use Permit, and product registration amendments, etc. At the end of this process, the applicants shall be issued evaluation reports. Evaluation reports with recommending approval will be later required for submission to FPA.

Office or Division:	FPA Central Office – Pesticide Regulation Division (PRD), Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Local *companies or local subsidiaries of any foreign-based pesticide company that intends to apply for either of the following: 1. Experimental Use Permit (EUP II, EUP III & EUP Amendment)

	<ol style="list-style-type: none"> 2. Product Registration (New Generic or New Proprietary) 3. Label Expansion 4. Amendment of Product Registration 5. Registration of Additional Source/s 6. Shelf-life Extension of Aged Products <p><i>Notes:</i></p> <ol style="list-style-type: none"> i. *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines ii. Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under <i>Presidential Decree no. 218</i> are not allowed to apply for this service.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pesticide data evaluation of dossiers for EUP II	
<i>Duly-accomplished application form</i> (1 original & soft copy)	Download at fpa.da.gov.ph
<i>Letter of authorization</i> (1 original & soft copy) from the product's manufacturer/formulator/owner, etc. allowing the applicant to use the proprietary data for EUP application & registration purposes	Product's manufacturer/formulator/owner
<i>Trial Protocol/s</i> (1 original & soft copy) (for bioefficacy evaluation and conduct of local Supervised Pesticide Residue Trial)	FPA-accredited researcher/s
<i>Data Summary</i> (1 original & soft copy) <i>& Supporting Documents</i> (soft copy only) Refer to Annex 1 - for Chemical Pesticides (Section 1 to 8) for Other Agricultural Chemicals (Section 1, 2, 3, 4 and 8 only) Refer to Annex 2 - for Biochemical Control Agents (Section 1 to 7)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Refer to Annex 3 - for Microbial Control Agents (Section 1 to 7)</p> <p>Refer to Annex 4 - for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology</p> <p>Refer to Annex 5 - for the required format in submitting dossiers</p> <p>Important Notes:</p> <ul style="list-style-type: none"> i. <i>Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> ii. <i>When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> iii. <i>Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	
Pesticide data evaluation of dossiers for EUP III	
<i>Duly-accomplished application form (1 original & soft copy)</i>	Download at fpa.da.gov.ph
<i>Letter of authorization (1 original & soft copy) from the product’s manufacturer/formulator/owner, etc. allowing the applicant to use the proprietary data for EUP application & registration purposes</i>	Product’s manufacturer/formulator/owner
<i>Trial Protocol/s (1 original & soft copy) (for bioefficacy evaluation and conduct of local SPRT)</i>	Applicant and/or FPA-accredited researcher/s
<i>Data Summary (1 original & soft copy) & Supporting Documents (soft copy only)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Refer to Annex 1 - for Chemical Pesticides (Section 3 & 7 only) for Other Agricultural Chemicals (Section 3 only)</p> <p>Refer to Annex 2 - for Biochemical Control Agents (Section 3 & 5 only)</p> <p>Refer to Annex 3 - for Microbial Control Agents (Section 3 & 5 only)</p> <p>Refer to Annex 4 - for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology</p> <p>Refer to Annex 5 - for the required format in submitting dossiers</p> <p>Important Notes:</p> <ol style="list-style-type: none"> i. <i>Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> ii. <i>When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> iii. <i>Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	
Pesticide data evaluation of dossiers for EUP amendment	
<i>Duly-accomplished application form (1 original & soft copy)</i>	Download at fpa.da.gov.ph
<i>Data Summary (1 original & soft copy) & Supporting Documents (soft copy only)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>specific to the concerned section only</p> <p>Important Notes:</p> <ol style="list-style-type: none"> i. <i>Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> ii. <i>When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> iii. <i>Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	
Pesticide data evaluation of dossiers for product registration (new proprietary pesticides)	
<p><i>Duly-accomplished application form (1 original & soft copy)</i></p>	<p>Download at fpa.da.gov.ph</p>
<p><i>Letter of authorization (1 original & soft copy)</i> from the product’s manufacturer/formulator/owner, etc. allowing the applicant to use the proprietary data for EUP application & registration purposes</p>	<p>Product’s manufacturer/formulator/owner</p>
<p><i>Data Summary (1 original & soft copy)</i> <i>& Supporting Documents (soft copy only)</i></p> <p>Refer to Annex 1 - for Chemical Pesticides (Section 1 to 9) for Other Agricultural Chemicals (Section 1, 2, 3, 4 and 9 only)</p> <p>Refer to Annex 2 - for Biochemical Control Agents (Section 1 to 8)</p> <p>Refer to Annex 3 - for Microbial Control Agents (Section 1 to 8)</p>	<p>Applicant</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Refer to Annex 4 - for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology</p> <p>Refer to Annex 5 - for the required format in submitting dossiers</p> <p>Important Notes:</p> <ul style="list-style-type: none"> i. <i>Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> ii. <i>When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> iii. <i>Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	
Pesticide data evaluation of dossiers for product registration (new generic pesticides)	
<i>Duly-accomplished application form (1 original & soft copy)</i>	Download at fpa.da.gov.ph
<i>Letter of authorization (1 original & soft copy) from the product’s manufacturer/formulator/owner, etc. allowing the applicant to use the proprietary data for EUP application & registration purposes</i>	Product’s manufacturer/formulator/owner
<p><i>Data Summary (1 original & soft copy) & Supporting Documents (soft copy only)</i></p> <p>Refer to Annex 1 - for Chemical Pesticides (Section 1, 2 & 9 only)</p>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>for Other Agricultural Chemicals (Section 1, 2 & 9 only)</p> <p>Refer to Annex 2 - for Biochemical Control Agents (Section 1, 2 & 8 only)</p> <p>Refer to Annex 3 - for Microbial Control Agents (Section 1, 2 & 8 only)</p> <p>Refer to Annex 4 - for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology</p> <p>Refer to Annex 5 - for the required format in submitting dossiers</p> <p>Important Notes:</p> <ol style="list-style-type: none"> i. <i>Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> ii. <i>When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> iii. <i>Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	
Pesticide data evaluation of dossiers for label expansion	
<i>Duly-accomplished application form (1 original & soft copy)</i>	Download at fpa.da.gov.ph
<i>Letter of authorization (1 original & soft copy) from the product’s manufacturer/formulator/owner, etc. allowing the applicant to use the proprietary data for EUP application & registration purposes</i>	Product’s manufacturer/formulator/owner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Data Summary</i> (1 original & soft copy) <i>& Supporting Documents</i> (soft copy only)</p> <p>Refer to Annex 1 - for Chemical Pesticides (Section 3, 7 & 9 only) for Other Agricultural Chemicals (Section 3 only)</p> <p>Refer to Annex 2 - for Biochemical Control Agents (Section 3, 5, 7 only)</p> <p>Refer to Annex 3 - for Microbial Control Agents (Section 3, 5, 7 only)</p> <p>Refer to Annex 4 - for Plant-Incorporated Protectants (PIP) and Other Agricultural Pesticidal Substances derived through Modern Biotechnology</p> <p>Refer to Annex 5 - for the required format in submitting dossiers</p> <p>Important Notes:</p> <ul style="list-style-type: none"> <i>i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> <i>ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> <i>iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> <i>iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	<p>Applicant</p>
<p><i>Certificate of Product Registration</i> of the concerned product (valid, latest, including all registered sources) (1 photocopy)</p>	<p>Applicant</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pesticide data evaluation of dossiers for product registration amendment	
<i>Duly-accomplished application form</i> (1 original & soft copy)	Download at fpa.da.gov.ph
<p><i>Data Summary</i> (1 original & soft copy) <i>& Supporting Documents</i> (soft copy only) specific to the concerned section only Important Notes:</p> <ol style="list-style-type: none"> <i>i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> <i>ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> <i>iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> <i>iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	Applicant
<i>Certificate of Product Registration</i> of the concerned product (valid, latest, including all registered sources) (1 photocopy)	Applicant
Pesticide data evaluation of dossiers for shelf-life extension of aged products	
<i>Duly-accomplished application form</i> (1 original & soft copy)	Download at fpa.da.gov.ph
<i>Certificate of Analysis (CoA) of aged product before exposure</i> to 54°C ± 2°C (0 day) using CIPAC 39.3 method	FPA Recognized Laboratory
<i>Certificate of Analysis (CoA) of aged product after exposure</i> to 54°C ± 2°C (7 days, 14 days, etc.) using CIPAC 39.3 and 46.3 methods	FPA Recognized Laboratory
<i>Certificate of Product Registration</i> of the concerned product (valid, latest) (1 photocopy)	Applicant
Pesticide data evaluation of dossiers for additional pesticide source/s registration	
<i>Duly-accomplished application form</i> (1 original & soft copy)	Download at fpa.da.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Data Summary</i> (1 original & soft copy) <i>& Supporting Documents</i> (soft copy only) specific to the concerned section only</p> <p>Important Notes:</p> <ul style="list-style-type: none"> <i>i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> <i>ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> <i>iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> <i>iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i> 	Applicant
<p><i>Certificate of Product Registration</i> of the concerned product (valid, latest, including all registered sources) (1 photocopy)</p>	Applicant
Pesticide data evaluation of additional dossiers to address deficiencies and/or data gaps	
<p><i>Duly-accomplished application form</i> (1 original & soft copy)</p>	Download at fpa.da.gov.ph
<p><i>Updated/Revised Data Summary</i> (1 original) <i>& Supporting Documents</i> (soft copy only) Not to include section/s with no concerns or data gaps</p> <p>Important Notes:</p> <ul style="list-style-type: none"> <i>i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.</i> <i>ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using “N/A”, “Not available” or “Not applicable”.</i> <i>iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.</i> 	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
iv. <i>Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required original and photocopy of documents specified in the checklist of requirements to Pesticide Regulations Division (First Floor). Email the soft copy of the complete dossier to the fpa.prd.eupsubmissions@gmail.com for data related to EUP, new proprietary product registration, label expansion and amendments, or to fpa.prd.generic@gmail.com for data related to new generic product registration, registration of additional sources, shelf-life extension, and amendments, etc.	1. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	30 minutes	<i>Chemist I, Chemist II, Chemist III</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Chemist I, Chemist II, Chemist III</i> Pesticide Regulations Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative Assistant III, FAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	*Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier FAD</i>
5. Present the Official Receipt to PRD and secure signed receiving copy.	5.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	<i>Chemist I, Chemist II, Chemist III Pesticide Regulations Division</i>
	5.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	<i>Chemist I, Chemist II, Chemist III Pesticide Regulations Division</i>
	5.3. Do preliminary evaluation and prepare the dossiers for submission to Pesticide Registration Technical Evaluator (PRTE).	None	1 day	<i>Chemist I, Chemist II, Chemist III Pesticide Regulations Division</i>
	5.4. Email the soft copy of the dossiers to the respective Pesticide Registration Technical Evaluator (PRTE) through email, and update the evaluation monitoring log.	None	4 hours	<i>Chemist I, Chemist II, Chemist III Pesticide Regulations Division</i>
	5.5. Evaluate the dossiers, make recommendations, and prepare an evaluation report.	None	15 days	<i>Pesticide Regulatory Technical Evaluators (PRTE)</i>
	5.6. Assess all evaluation reports received and update the evaluation monitoring log.	None	2 days	<i>Chemist I, Chemist II, Chemist III PRD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.7. Consolidate assessed evaluation reports.	None	2 hours	<i>Chemist I, Chemist II, Chemist III</i> Pesticide Regulations Division
	5.8. Review and sign the evaluation report.	None	4 hours	<i>Chemist IV, Chief Agriculturist, PRD</i>
6. Receive the signed evaluation reports through email.	6. Release the signed evaluation reports to the applicant through email.	None	4 hours	<i>Chemist I, Chemist II, Chemist III PRD</i>
TOTAL		See schedule of fees below.	20 days	

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
New Applications – Filing Fee	
Active Ingredient ¹	4,500.00
Product ¹	3,000.00
Submission of Additional Data/Resubmission ²	4,000.00
EUP (per crop, per season, per protocol) ²	
II	3,000.00
III	3,000.00
Label Expansion (per crop) ²	3,000.00

¹ per source

² per product

2. Issuance of Experimental Use Permit (EUP IA & EUP IB)

Experimental Use Permit (EUP) shall be secured by applicants from FPA prior to conduct of any local field trial concerning unregistered products or unregistered product use.

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. EUP IB covers coded compounds and formulations in the initial stages of development to be tested in an FPA-licensed testing site (outside the company research station).

Data generated in trials under EUP IA and EUP IB is used for research purposes only and is not intended for registration.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Local *companies or local subsidiaries of any foreign-based pesticide company who are applying for EUP IA or IB to be allowed to conduct pesticide trials for research & product development purposes. <i>Notes:</i> i. *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines ii. Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under <i>Presidential Decree no. 218</i> are not allowed to apply for this service.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly-accomplished and notarized P-001 application form, with 1 documentary stamp</i> (1 original & scanned copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Filled-out Google Form</i> (1 printed copy & 1 soft copy)	tinyurl.com/fpaeupia

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Required only if the EUP application covers 10 or more products/compounds	
<i>Trial protocol/s</i> (1 original & soft copy)	Applicant
<i>Safety Data Sheet/s</i> (soft copy only)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required original & printed documents specified checklist of requirements to Pesticide Regulations Division (First Floor). Email the scanned & soft copy of the complete application to the fpa.prd.eupsubmissions@gmail.com .	1. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	30 minutes	<i>Chemist III</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Chemist III</i> Pesticide Regulations Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative</i> Accounting Section, FAD
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	*Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present the Official Receipt to PRD and secure the receiving copy.	5.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	<i>Chemist III</i> Pesticide Regulations Division
	5.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	<i>Chemist III</i> Pesticide Regulations Division
	5.3. Review the submitted documents and evaluate the application. (If the submission has data gap/s, inform the applicant through email. Applicants must submit compliance to address the data gaps.)	None	15 days	<i>Chemist III</i> Pesticide Regulations Division
	5.4. Assign EUP code and input pertinent details of the EUP to the database. Draft and print EUP/s.	None	2 days	<i>Chemist III</i> Pesticide Regulations Division
	5.5. Check the correctness of the printed EUP. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Chemist III</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.6. Review the EUP application, check the correctness of the EUP and endorse approval of the application to the <i>Office of the Deputy Executive Director for Pesticide</i> .	None	4 hours	<i>Chemist IV, Chief Agriculturist Pesticide Regulations Division</i>
	5.7. Endorse the approval of EUP application.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	5.8. Scan the signed hard copy of EUP/s and email to the <i>Office of the Executive Director</i> .	None	2 hours	<i>Chemist III Pesticide Regulations Division</i>
	5.9. Approve and electronically sign the EUP/s, then forward EUP/s to PRD.	None	4 hours	<i>Executive Director, OED</i>
6. Receive the electronically signed EUP/s through email.	6. Receive the electronically signed EUP/s and release to the applicant through email. Update the EUP database.	None	4 hours	<i>Chemist III Pesticide Regulations Division</i>
TOTAL		See schedule of fees below.	20 days	

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
EUP (per crop, per season, per protocol) ²	
IA	3,000.00
IB	3,000.00

² per product

3. Issuance of Experimental Use Permit (EUP II, EUP III & EUP Amendment)

Experimental Use Permit (EUP) shall be secured by applicants from FPA prior to conduct of any local field trial concerning unregistered products or unregistered product use.

EUP II covers pesticides, and other agricultural chemicals (coded, or branded) in the pre-market stage. The bioefficacy and/or residue data generated in the trials covered by this type of EUP may be used for registration purposes in FPA.

EUP III covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and/or residue data generation.

It must be noted that trials shall only be done by FPA-accredited researchers following the FPA-approved protocols. Data generated from trials without EUP shall not be accepted for registration.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Applicants who have fully complied with all the data requirements for EUP II, EUP III and EUP Amendment, as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly-accomplished and notarized P-002 application form, with 1 documentary stamp (1 original)</i> No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Compilation of evaluation reports (1 photocopy)</i> All relevant evaluation reports received after pesticide data evaluation	Applicant
<i>Data summary (1 original)</i> Final, updated and complete based on the recommendations indicated in the evaluation reports	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required original and photocopy of documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).	1.1. Receive and check the completeness of the submission. If submission is incomplete, return the submission.	None	30 minutes	<i>Chemist III</i> Pesticide Regulations Division
	1.2. Assess the application based on the recommendations of the Pesticide Registration Technical Evaluators (PRTE) and the laboratory test results evaluation report. If the submission has data gap/s, inform the applicant through email. Applicants must submit address the data gaps. Endorse approval or disapproval based on final assessment.	None	4 days	<i>Chemist III</i> Pesticide Regulations Division
	1.3. Assign EUP code and input pertinent details of the EUP to the database. Draft and print EUP/s.	None	4 hours	<i>Chemist III</i> Pesticide Regulations Division
	1.4. Check the correctness of the printed EUP. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Chemist III</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Review the EUP application, check the correctness of the EUP and endorse approval of the application to the <i>Office of the Deputy Executive Director for Pesticide</i> .	None	4 hours	<i>Chemist IV, Division Chief Pesticide Regulations Division</i>
	1.6. Endorse the approval of EUP application.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	1.7. Scan the signed hard copy of EUP/s and email to the <i>Office of the Executive Director</i> .	None	30 minutes	<i>Chemist III Pesticide Regulations Division</i>
	1.8. Approve and electronically sign the EUP/s, then forward EUP/s to PRD.	None	4 hours	<i>Executive Director, OED</i>
2. Receive the electronically signed EUP/s through email	2. Receive the electronically signed EUP/s and forward to the applicant through email. Update the EUP database.	None	3 hours	<i>Chemist III Pesticide Regulations Division</i>
TOTAL		None	7 days	

4. Issuance of Certificate of Product Registration (*New Proprietary Product Registration, New Generic Product Registration, Label Expansion, Registration of Additional Source/s, Registration Amendment, Shelf-Life Extension*)

This service covers the following type of product registration:

1. New proprietary product registration

This refers to the registration of new products using data with proprietary nature and covers new end-use products or formulation containing either of the following:

- a. New or currently registered active ingredient
- b. Combination of new and currently registered active ingredients
- c. Combination of currently registered active ingredients

2. New generic product registration

This refers to the registration of new products on the basis of the existing product registration with lapsed data protection, provided that the product is identical or substantially similar to the currently registered product, or differ only in ways that would not significantly increase the risk of unreasonable adverse effects. The product must also have similar efficacy claims, and use conditions.

3. Label expansion

This refers to the expansion of use/claims of a registered product. This includes additional crops, additional target pests, and/or new method of application in the product label.

4. Registration of Additional Sources

This refers to the registration of additional source/s (e.g. manufacturer, formulator, repacker, extruder) of an FPA-registered product.

5. Product Registration Amendment

This refers to the modification of existing registration which requires data evaluation by the Pesticide Registration Technical Evaluator/s (PRTE). Applicants will be issued an amended CPR and/or a final status report once the application for registration amendment is approved.

6. Shelf-life Extension of Aged Products

This refers to the extension of shelf-life of aged products with existing product registration, in accordance with Section 2.8.4.A of the FPA Pesticide Regulatory Policies and Implementing Guidelines (*Green Book*) 2020 revision (page 37 & 38).

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Applicants who have fully complied with all the data requirements for New Proprietary Product Registration, New Generic Product Registration, Label Expansion or Registration of Additional Source/s as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly accomplished and notarized application form, with 1 documentary stamp (1 original)</i> No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Compilation of evaluation reports (1 photocopy)</i> All relevant evaluation reports received after pesticide data evaluation	Applicant
<i>Data summary (1 original)</i> Final, updated and complete based on the recommendations indicated in the evaluation reports (Not required for shelf-life extension applications)	Applicant
<i>Laboratory test results evaluation report (1 photocopy)</i> (Not required for label expansion & shelf-life extension applications)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Product Stewardship Program Proposal</i> (1 original & soft copy) signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer (Not required for registration of additional source/s & shelf-life extension applications)</p>	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the required original and photocopy of documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).</p>	<p>1.1. Receive and check the completeness of the submission. If submission is incomplete, return the submission.</p>	None	30 minutes	<p><i>Chemist II, Chemist III</i> Pesticide Regulations Division</p>
	<p>1.2. Assess the application based on the recommendations of the Pesticide Registration Technical Evaluators (PRTE) and the laboratory test results evaluation report. Evaluate the proposed product stewardship program.</p> <p>(If the submission has data gap/s, inform the applicant through email. Applicants must submit compliance to address the data gaps.)</p> <p>Endorse approval or disapproval based on final assessment.</p>	None	15 days	<p><i>Chemist II, Chemist III</i> Pesticide Regulations Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Draft the CPR ³ & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.	None	2 days	<i>Chemist II, Chemist III Pesticide Regulations Division</i>
	1.4. Check the correctness of the draft CPR ³ & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Chemist II, Chemist III Pesticide Regulations Division</i>
	1.5. Review the application and check the correctness of the CPR ³ and CPR attachments. Endorse the approval of product registration application.	None	1 day	<i>Chemist IV, Division Chief Pesticide Regulations Division</i>
	1.6. Review the application and endorse the approval of product registration application.	None	4 hours	<i>Deputy Executive Director for Pesticide, OED</i>
	1.7. Approve and sign the CPR ³ & CPR attachments.	None	30 minutes	<i>Executive Director, OED</i>
	1.8. Receive the signed CPR ³ & CPR attachments, dry seal, and scan for recording.	None	4 hours	<i>Chemist II, Chemist III Pesticide Regulations Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	2. Send the applicant a <i>Notice of Approval</i> and instruction to pick up the ³ Certificate of Product Registration at FPA PRD. Update the registration database.	None	3 hours	<i>Chemist II, Chemist III</i> Pesticide Regulations Division
TOTAL		None	20 days	

³ For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification. For shelf-life extension, applicants will be issued a letter of approval only.

5. Issuance of Certificate of Product Registration (Product Registration Under Third-Party Authorization)

This service covers the applications for product registration under an agreement between two (2) companies, the primary registrant who issues the Third-Party Authorization (TPA), and the company who receives the TPA, where the latter is:

- a. authorized to cite a proprietary data owned by the primary registrant or its supplier; and/or
- b. authorized to sell/distribute a product that is originally registered by the primary registrant

Product registration under third-party authorization is allowed only for pesticide products with full registration.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Local *companies or local subsidiaries of any foreign-based pesticide company who are applying for product registration under Third-Party Authorization (TPA) <i>Notes:</i> <ol style="list-style-type: none"> i. *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines ii. Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under <i>Presidential Decree no. 218</i> are not allowed to apply for this service.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Notarized Third-Party Authorization Letter</i> (1 original) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Certificate of Product Registration & CPR attachments</i> of the original product registration (latest) (1 photocopy)	Original Registrant
<i>Approved Product Label</i> (1 photocopy)	Original Registrant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
of the original FPA-registered product	
<i>Proposed product label</i> (2 photocopies) of the product to be registered under TPA	Applicant
<i>Product Stewardship Program Proposal</i> (1 original) signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer	Applicant
*Required only for registration of additional source under TPA <i>Certificate of Product Registration & CPR attachments</i> (1 photocopy) of the existing registered source/s	Applicant
*Required only for registration of additional source under TPA <i>Notarized Third-Party Authorization Letter</i> (1 photocopy) of the <u>previous</u> product registration under TPA	Original Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required original and photocopy of documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).	1. Receive and check the completeness of the submission. If submission is incomplete, return the submission.	None	30 minutes	<i>Agriculturist II</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Agriculturist II</i> Pesticide Regulations Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section, FAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	*Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
5. Present the Official Receipt to PRD and secure the receiving copy.	5.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	<i>Agriculturist II Pesticide Regulations Division</i>
	5.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	<i>Agriculturist II Pesticide Regulations Division</i>
	5.3. Assess the application and evaluate the proposed product label and product stewardship program. (If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.) Endorse approval or disapproval based on final assessment.	None	15 days	<i>Agriculturist II Pesticide Regulations Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4. Draft the CPR & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.	None	2 days	<i>Agriculturist II</i> Pesticide Regulations Division
	5.5. Check the correctness of the draft CPR & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Agriculturist II</i> Pesticide Regulations Division
	5.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.	None	4 hours	<i>Chemist IV,</i> <i>Chief Agriculturist</i> Pesticide Regulations Division
	5.7. Review the application and endorse the approval of product registration application.	None	4 hours	<i>Deputy Executive Director</i> <i>for Pesticide</i>
	5.8. Approve and sign the CPR & CPR attachments.	None	4 hours	<i>Executive Director, OED</i>
	5.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.	None	2 hours	<i>Agriculturist II</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD.	6. Send the applicant a <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	4 hours	<i>Agriculturist II</i> Pesticide Regulations Division
TOTAL		See schedule of fees below.	20 days	

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
New Applications – Filing Fee	
Active Ingredient ¹	4,500.00
Product ¹	3,000.00

¹ per source

² per product

6. Renewal of Product Registration

This service refers to the renewal of expired Certificate of Product Registration. This covers all products and all types of product registration.

Renewal of registration may be filed three (3) months before its expiry date. Application for renewal filed within one (1) month after expiry date of its registration shall be subjected to 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge, every year. Similarly, a separate application for renewal shall be filed for each formulated product and active ingredient.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed product registrants who are applying for product registration renewal. (CPRs <u>not</u> expiring within 3 months will not be accepted yet.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly accomplished and notarized application form, with 1 documentary stamp (1 original & 1 soft copy)</i> No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Certificate of Product Registration & CPR attachments (latest)</i> (1 photocopy & soft copy) If the product has more than one CPR, submit all.	Applicant
<i>Actual product label of the smallest pack size (2 original & soft copy)</i>	Applicant
<i>Product Stewardship Annual Report (1 original & soft copy)</i> (based on page 146 of FPA <i>Green Book</i>) signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer	Applicant
*Required only if renewing product registration under TPA <i>Notarized Third-Party Authorization Letter (1 original & soft copy)</i> No erasures. Any attachment must bear the same notary dry seal.	Original Registrant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
*Required only if renewing product registration under TPA <i>Certificate of Product Registration & CPR attachments</i> of the original product registration (latest) (1 photocopy & soft copy)	Original Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email the soft copy of the required documents specified in the checklist of requirements to fpa.prd.renewalreg@gmail.com .	1. Acknowledge receipt of email and pre-evaluate the correctness of the submission. (If the submission has data gap/s or other concerns, inform the applicant through email.) Send email response to applicant with instructions to submit the required original and photocopy of documents to FPA Central Office (PRD), including the amount of fees to be paid.	None	1 day	<i>Senior Agriculturist</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the required original and photocopy of the documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).	2. Receive and check completeness of the submission. If submission is incomplete, return the submission.	None	30 minutes	Senior Agriculturist Pesticide Regulations Division
3. Receive the accomplished <i>Bill Form</i> .	3. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	Senior Agriculturist Pesticide Regulations Division
4. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	4. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	Administrative Assistant III Accounting Section, FAD
5. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	5. Receive the payment and issue an Official Receipt.	*Refer to the schedule of fees at the end of this table.	15 minutes	FPA Cashier, FAD
6. Present the Official Receipt to PRD and secure the receiving copy.	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	Senior Agriculturist Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	Senior Agriculturist Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3. Draft the CPRs & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.	None	2 days	<i>Senior Agriculturist</i> Pesticide Regulations Division
	6.4. Assess the application and check the correctness of the draft CPRs & CPR attachments. Evaluate the product label and annual report on product stewardship. (If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.) Endorse approval or disapproval based on final assessment.	None	14 days	<i>Senior Agriculturist</i> Pesticide Regulations Division
	6.5. Finalize and print CPR and CPR attachments. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Senior Agriculturist</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.	None	4 hours	<i>Chief Agriculturist Pesticide Regulations Division</i>
	6.7. Review the application and endorse the approval of product registration application.	None	4 hours	<i>Deputy Executive Director for Pesticide, OED</i>
	6.8. Approve and sign the CPR & CPR attachments.	None	4 hours	<i>Executive Director, OED</i>
	6.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.	None	2 hours	<i>Senior Agriculturist Pesticide Regulations Division</i>
7. Receive <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD	7. Send the applicant a <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	4 hours	<i>Senior Agriculturist Pesticide Regulations Division</i>
TOTAL		See schedule of fees below.	20 days	

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
Conditional Registration/Renewal (Annually) Product ¹ Category I and II Category III and IV Active Ingredient ¹ Category I and II Category III and IV	 5,000.00 3,000.00 7,000.00 5,000.00
Full Registration/Renewal (3 years validity) Product ¹ Category I and II Category III and IV Active Ingredient ¹ Category I and II Category III and IV	 15,000.00 7,000.00 20,000.00 15,000.00

¹ per source

7. Amendment and Transfer of Product Registration

This service covers the following type of applications:

1. Transfer of product registration from one company to another company
2. Amendment of product registration which does not require data evaluation by Pesticide Registration Technical Evaluators (PRTE) e.g., change of company address, change of brand name, etc.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Complex
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed product registrants who are applying for: <ol style="list-style-type: none"> 1. Transfer of product registration from one company to another company 2. Amendment of product registration which does not require data evaluation by Pesticide Registration Technical Evaluators (PRTE) e.g., change of company address, change of brand name, etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Cover Letter</i> (1 original) addressed to the FPA Executive Director & signed by the applicant's company representative	Applicant
<i>Duly accomplished and notarized application form, with 1 documentary stamp</i> (1 original)	Download at fpa.da.gov.ph
<i>Letter of authorization</i> (1 original) from the product's manufacturer/formulator/owner, etc. allowing the applicant to amend or transfer the product registration	Product's manufacturer/formulator/ owner
<i>Certificate of Product Registration & CPR attachments</i> of the original product registration (latest) (1 photocopy) If product has more than one CPR, submit all.	Applicant or Original Registrant
<i>Approved Product Label</i> (1 photocopy) of the original FPA-registered product	Original Registrant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Proposed product label</i> (2 photocopies) of the product to be registered under TPA	Applicant
*Required only for transfer of product registration <i>Letter of no objection</i> (1 original) from the original product registrant	Original Registrant
*Required only for transfer of product registration <i>Product Stewardship Program Proposal</i> (1 original) signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer	Applicant
*Required only for product registration amendment <i>Other Reference Documents</i> (1 original) If applicable, depending on the type of amendment or modification	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required original and photocopy of documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).	1. Receive and check the completeness of the submission. If submission is incomplete, return the submission.	None	30 minutes	<i>Chemist III</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Chemist III</i> Pesticide Regulations Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section, FAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	*Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
5. Present the Official Receipt to PRD and secure the receiving copy.	5.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	<i>Chemist III Pesticide Regulations Division</i>
	5.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	<i>Chemist III Pesticide Regulations Division</i>
	5.3. Evaluation the application and the proposed product label and product stewardship program, and other documents. (If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.) Endorse approval or disapproval based on final assessment.	None	2 days	<i>Chemist III Pesticide Regulations Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4. Draft the *CPR & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.	None	1 day	<i>Chemist III</i> Pesticide Regulations Division
	5.5. Check the correctness of the draft *CPR & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.	None	4 hours	<i>Chemist III</i> Pesticide Regulations Division
	5.6. Review the application and check the correctness of the *CPR and CPR attachments. Endorse the approval of product registration application.	None	4 hours	<i>Chemist IV,</i> <i>Chief Agriculturist</i> Pesticide Regulations Division
	5.7. Review the application and endorse the approval of product registration application.	None	4 hours	<i>Deputy Executive Director</i> <i>for Pesticide, OED</i>
	5.8. Approve and sign the *CPR & CPR attachments.	None	4 hours	<i>Executive Director, OED</i>
	5.9. Receive the signed *CPR & CPR attachments,	None	2 hours	<i>Chemist III</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	dry seal, and scan for recording.			
6. Receive <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD	6. Send the applicant a <i>Notice of Approval</i> and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	4 hours	Chemist III Pesticide Regulations Division
TOTAL		See schedule of fees below.	7 days	

*For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification.

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
**New Applications – Filing Fee	
Active Ingredient ¹	4,500.00
Product ¹	3,000.00
***Amendment Certifications ²	750.00

* Filing fee for transfer of product registration

¹ per source

* Filing fee for amendment of product registration (without data evaluation)

² per product, per certificate

8. Endorsement of Pesticide Samples to FPA-Recognized Laboratories for Confirmatory Analysis

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications. In cases where the analysis cannot be done at the FPA Laboratory Services Division, other FPA-recognized laboratories will provide the service, e.g. BPI Pesticide Analytical Laboratory Services (BPI-PALS), SGS and Jefcor Laboratories.

Office or Division:	FPA Central Office Pesticide Regulation Division (PRD), Laboratory Services Division (LSD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Applicants who are complying with the required pesticide confirmatory analysis for product registration.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly accomplished Request for Analysis Form</i> (1 original & soft copy)	FPA-recognized laboratory
<i>Duly accomplished Sample Custody Form</i> (1 original & soft copy)	FPA-recognized laboratory
<i>Properly labeled samples</i> a. 1-gram analytical grade standard (AGS) b. 250 grams or 250 ml sample of the formulated product (FP) c. 10 grams sample of the technical material or technical concentrate (TC/TK)	Applicant
<i>Certificate of Analysis</i> of the AGS, FP and TC/TK (1 photocopy & soft copy) with batch number, manufacturing date, expiry date, and signature of analyst	Applicant
<i>Analytical testing procedure/s</i> (1 photocopy & soft copy) if no available method in the FPA-recognized laboratory	Applicant
<i>Bank-to-Bank transfer</i> between the applicant and the FPA-recognized laboratory <i>or cheque payment</i> with the amount based on the quotation issued by the laboratory	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email fpa.prd.generic@gmail.com and the FPA-recognized laboratory to request for a quotation, attaching the required documents.	1. Receive email and wait for the FPA-recognized laboratory to issue the quotation.	None	4 hours	<i>Chemist I</i> Pesticide Regulations Division
2. Receive the quotation, fill out the required forms and prepare the samples and other documents.	2. Email the quotation and soft copy of the required forms.	None	3 hours	FPA-recognized laboratory c/o <i>Chemist I</i> PRD
3. Submit the required documents and samples to FPA Pesticide Regulations Division (First Floor)	3. Check the completeness of the submission. If incomplete, return the submission.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division
4. Settle the laboratory analysis fee. If BPI-PALS, submit cheque payment to PRD. If bank-to-bank transfer, present the transaction record to PRD once completed.	4.1. Issue an acknowledgement receipt, if cheque payment.	Laboratory analysis fee based on the quotation provided by the FPA-recognized laboratory	30 minutes	<i>Chemist I</i> Pesticide Regulations Division
	4.2. Coordinate with the FPA-recognized laboratory and schedule endorsement of samples.	None	1 day	<i>Chemist I</i> Pesticide Regulations Division
	4.3. Endorse the samples, the cheque payment and other documents to the FPA-recognized laboratory.	None	1 day	<i>Chemist I</i> Pesticide Regulations Division
TOTAL		Laboratory analysis fee based on the quotation provided by the FPA-recognized laboratory	3 days	

9. Analysis of Pesticide Samples for Confirmatory Analysis at FPA Laboratory Services Division (FPA-LSD)

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications. This service is offered subject to the capability of LSD per client's analytical procedure and availability of reagents and laboratory equipment and apparatus in LSD.

Office or Division:	FPA Central Office Pesticide Regulation Division (PRD), Laboratory Services Division (LSD), Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Applicants who are complying with the required pesticide confirmatory analysis for product registration.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Duly accomplished Request for Analysis Form</i> (1 original)	Download at fpa.da.gov.ph
<i>Properly labeled samples</i> a. 1-gram analytical grade standard (AGS) b. 250 grams or 250 ml sample of the formulated product (FP) c. 10 grams sample of the technical material or technical concentrate (TC/TK)	Applicant
<i>Certificate of Analysis</i> of the AGS, FP and TC/TK (1 photocopy) with batch number, manufacturing date, expiry date, and signature of analyst	Applicant
<i>Analytical testing procedure/s</i> (1 photocopy) if no available method in FPA-LSD	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents and samples to FPA Pesticide Regulations Division (First Floor).	1. Check completeness of the submission. If incomplete, return the submission.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> to the applicant.	None	15 minutes	<i>Chemist I</i> Pesticide Regulations Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Issue <i>Order of Payment</i> to cashier.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section, FAD
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the official receipt.	4. Receive payment from the applicant and issue an official receipt.	Refer to the schedule of fees at the end of this table.	30 minutes	<i>FPA Cashier, FAD</i>
5. Present the official receipt to PRD and secure a copy of the Request for Analysis Form.	5.1. Record the payment and the official receipt number, sign the receiving copy and update the pesticide confirmatory analysis monitoring database.	None	2 hours	<i>Chemist I</i> Pesticide Regulations Division
	5.2. Endorse the sample to FPA-LSD.	None	1 hour	<i>Chemist I</i> Pesticide Regulations Division
TOTAL		See schedule of fees below.	20 days	

Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)

**Note: The following list of fees is charged per test parameter per sample.*

Test Parameter	Fee/Charge (PHP)*
Macronutrients	
Total Nitrogen (Nitrate-free)	1,250.00
Total Nitrogen (Nitrate-containing)	1,550.00
Available Phosphorus	400.00
Total Phosphorus	1,220.00
Total Potassium	910.00
Calcium	1,010.00
Sulfur	400.00
Magnesium	1,610.00
Micronutrients	
Boron	1,570.00
Copper	1,370.00
Iron	1,330.00
Manganese	1,370.00
Sodium	1,380.00
Zinc	1,330.00
Plant Growth Regulators	
Gibberellic acid	2,960.00
Indole-3-butyric acid	3,660.00
1-Naphthaleneacetic acid	3,880.00
Nitrophenols and nitroguaiacol	5,010.00
Paclobutrazol	3,340.00
Others	
Biuret	330.00

Test Parameter	Fee/Charge (PHP)*
Chloride	730.00
Moisture Content	240.00
Organic Matter	350.00
pH	320.00
Specific Gravity	550.00
Microbial Testing	
Total Coliform	900.00
Chemical Analysis	
GC Analysis	3,360.00 (per active ingredient per sample)
HPLC Analysis	3,130.00 (per active ingredient per sample)

10. Evaluation of Laboratory Test Results for Pesticide Confirmatory Analysis (For product registration)

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications.

Test results from FPA Laboratory Services Division and other FPA-recognized laboratories are evaluated based on FAO-WHO guidelines on pesticide specifications.

Office or Division:	FPA Central Office Pesticide Regulation Division, Laboratory Services Division
Classification:	Complex
Type of Transaction:	G2B – Government service for business entities
Who may avail:	Applicants who are complying with the required pesticide confirmatory analysis for product registration and have received the laboratory test reports from the FPA Laboratory Services Division or other FPA-recognized laboratories.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory test reports (1 printed copy)	FPA-LSD or from other FPA-recognized laboratories
Certificate of Composition (1 photocopy) duly signed by the manufacturer/formulator	Applicant
Tabulated results of the 5-batch analysis (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the FPA Pesticide Regulations Division (First floor)	1.1. Check the completeness of the submission. If incomplete, return the submission.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Evaluate the laboratory test results based on the declared product specifications. Encode pertinent details of the evaluation to the database.	None	5 days	<i>Chemist I</i> Pesticide Regulations Division
	1.3. Prepare, print and sign the evaluation report.	None	1 day	<i>Chemist I</i> Pesticide Regulations Division
	1.4. Check the correctness of the evaluation report and sign.	None	3 hours	<i>Chemist IV, Chief Agriculturist</i> Pesticide Regulations Division
	1.5. Consolidate and scan the signed evaluation for record keeping.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division
2. Receive scanned copy of evaluation report to the applicant through email.	2. Issue the scanned copy of evaluation report to the applicant through email.	None	4 hours	<i>Chemist I</i> Pesticide Regulations Division
TOTAL		None	7 days	

11. Evaluation of Laboratory Test Results for Pesticide Confirmatory Analysis (For field monitoring)

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications.

Test results from FPA Laboratory Services Division and other FPA-recognized laboratories are evaluated based on FAO-WHO guidelines on pesticide specifications.

Office or Division:	FPA Central Office Pesticide Regulation Division, Laboratory Services Division
Classification:	Complex
Type of Transaction:	G2G – Government service for business entities
Who may avail:	FPA Regional and Provincial Officers who are submitting pesticide samples for confirmatory analysis, for post-registration product quality monitoring and other regulatory purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory test reports (1 printed copy)	FPA-LSD or from other FPA-recognized laboratories
Request letter from the FPA Regional or Provincial Officer or a written order from the Office of the Executive Director	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the FPA Pesticide Regulations Division (First floor)	1.1. Check the completeness of the submission. If incomplete, return the submission.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Evaluate the laboratory test results based on the FPA registration database/records. Encode pertinent details of the evaluation to the database.	None	5 days	<i>Chemist I</i> Pesticide Regulations Division
	1.3. Prepare, print and sign the evaluation report.	None	1 day	<i>Chemist I</i> Pesticide Regulations Division
	1.4. Check the correctness of the evaluation report and sign.	None	3 hours	<i>Chemist IV, Chief Agriculturist</i> Pesticide Regulations Division
	1.5. Consolidate and scan the signed evaluation for record keeping.	None	30 minutes	<i>Chemist I</i> Pesticide Regulations Division
2. Receive scanned copy of evaluation report through email	2. Issue the scanned copy of evaluation report to the applicant through email.	None	4 hours	<i>Chemist I</i> Pesticide Regulations Division
TOTAL		None	7 days	

12. Issuance of License to Operate (New & Renewal)

To ensure safety in handling and use of pesticides, pesticide handlers & drone spraying operators are regulated by means of licensing which requires them to equip themselves with the relevant technical knowledge (through accreditation/certification program of FPA) and to comply with the occupational safety standards of FPA.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Complex
Type of Transaction:	G2B – Government service for business entities G2G - Government service for government agency/institution
Who may avail:	<ol style="list-style-type: none"> 1. Local companies (i. e. a juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and 2. Local subsidiaries of any foreign-based pesticide company <p>Note: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR NEW / INITIAL APPLICATIONS:	
Commercial drone spray operator	
Duly accomplished and notarized P-180-A application form with 1 documentary stamp (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1 photocopy & soft copy)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 photocopy & soft copy of any of the following: <ol style="list-style-type: none"> <i>SEC registration and Articles of Incorporation</i>, if corporation/partnership <i>CDA registration</i>, if cooperative <i>Certificate of Registration of Business Name</i>, if single proprietorship 	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Valid *RPAS Operator Certificate</i> (1 photocopy & soft copy) *Remotely Piloted Aircraft System	Civil Aviation Authority of the Philippines
<i>Non-commercial drone spray operator</i>	
<i>Duly accomplished and notarized P-180-B application form with 1 documentary stamp</i> (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
<i>Valid *RPAS Operator Certificate</i> (1 photocopy & soft copy) if using drone that weighs 7 kilograms and above *Remotely Piloted Aircraft System	Civil Aviation Authority of the Philippines
<i>Notarized affidavit stating that drone spray operations are not for commercial purposes</i> (1 original & soft copy)	Applicant
<i>Importer</i>	
<i>Duly accomplished and notarized P-150 application form with 1 documentary stamp</i> (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
1 photocopy & soft copy of any of the following: <ol style="list-style-type: none"> <i>SEC registration and Articles of Incorporation</i>, if corporation/partnership <i>CDA registration</i>, if cooperative <i>Certificate of Registration of Business Name</i>, if single proprietorship 	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification</i> , if new applicant (1 photocopy & soft copy)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Certificate of Product Registration or FPA Form No. P-022 with RECEIVED stamp from PRD, if CPR is not yet available</i> (1 photocopy & soft copy)</p>	Applicant
<p><i>Inspection Report from FPA Regional/Provincial Officer</i> (1 photocopy & soft copy)</p> <ol style="list-style-type: none"> 1. Report on inspection facilities 2. Recommendation 	FPA Regional/Provincial Officer
<p><i>Certificate of Warehouse Registration</i> (1 photocopy & soft copy)</p>	Applicant
<p><i>Accredited Responsible Care Officer (ARCO) ID</i> (1 photocopy & soft copy)</p>	FPA Planning, Management and Information Division (PMID)
Exporter	
<p><i>Duly accomplished and notarized P-150 application form with 1 documentary stamp</i> (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.</p>	Download at fpa.da.gov.ph
<p>1 photocopy & soft copy of any of the following:</p> <ol style="list-style-type: none"> d. <i>SEC registration and Articles of Incorporation</i>, if corporation/partnership e. <i>CDA registration</i>, if cooperative f. <i>Certificate of Registration of Business Name</i>, if single proprietorship 	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<p><i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification</i>, if new applicant (1 photocopy & soft copy)</p>	Applicant
<p><i>Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand</i> (1 original & soft copy)</p>	Applicant
<p><i>Letter from the relevant regulatory agency of the importing country to justify that the product to be exported is not banned and restricted in the importing country</i> (1 original & soft copy)</p>	Relevant regulatory agency of the importing country
<p><i>Certificate of Product Registration or FPA Form No. P-022 with RECEIVED stamp from PRD, if CPR is not yet available</i> (1 photocopy & soft copy)</p>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Accredited Responsible Care Officer (ARCO) ID</i> (1 photocopy & soft copy)	FPA Planning, Management and Information Division (PMID)
<i>Indentor or Supplier's local subsidiary/representative</i>	
<i>Duly accomplished and notarized P-150 application form with 1 documentary stamp</i> (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
1 photocopy of any of the following: a. <i>SEC registration and Article of Incorporation</i> , if corporation/partnership b. <i>CDA registration</i> , if cooperative c. <i>Certificate of Registration of Business Name</i> , if single proprietorship	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification</i> , if new applicant (1 photocopy & soft copy)	Applicant
<i>Contract or Certification from the manufacturer/supplier</i> (1 photocopy & soft copy)	Applicant
<i>National distributor</i>	
<i>Duly accomplished and notarized P-160 application form with 1 documentary stamp</i> (1 original & soft copy) No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
1 photocopy & soft copy of any of the following: a. <i>SEC registration and Articles of Incorporation</i> , if corporation/partnership b. <i>CDA registration</i> , if cooperative c. <i>Certificate of Registration of Business Name</i> , if single proprietorship	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification</i> , if new applicant (1 photocopy & soft copy)	Applicant
<i>Certificate of Product Registration or FPA Form No. P-022 with RECEIVED stamp from PRD</i> , if CPR is not yet available (1 photocopy & soft copy)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Inspection Report from FPA Regional/Provincial Officer (1 photocopy & soft copy)</i> <ol style="list-style-type: none"> 1. Report on inspection facilities 2. Recommendation 	FPA Regional/Provincial Officer
<i>Certificate of Warehouse Registration (1 photocopy & soft copy)</i>	Applicant
<i>Accredited Responsible Care Officer (ARCO) ID (1 photocopy & soft copy)</i>	FPA Planning, Management and Information Division (PMID)
Importer-end-user	
<i>Duly accomplished and notarized P-150 application form with 1 documentary stamp (1 original & soft copy)</i> No erasures. Any attachment must bear the same notary dry seal.	Download at fpa.da.gov.ph
1 photocopy and soft copy of any of the following: <ol style="list-style-type: none"> a. SEC registration and Articles of Incorporation, if corporation/partnership b. CDA registration, if cooperative c. Certificate of Registration of Business Name, if single proprietorship 	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification, if new applicant (1 photocopy & soft copy)</i>	Applicant
<i>Inspection Report from FPA Regional/Provincial Officer (1 photocopy & soft copy)</i> <ol style="list-style-type: none"> 1. Report on inspection facilities 2. Recommendation 	FPA Regional/Provincial Officer
<i>Certificate of Product Registration or FPA Form No. P-022 with RECEIVED stamp from PRD, if CPR is not yet available (1 photocopy & soft copy)</i>	Applicant
<i>Authorization letter from the pesticide company who registered the product, if end user is not the registrant (1 original & soft copy)</i>	Applicant
<i>Accredited Responsible Care Officer (ARCO) ID (1 photocopy & soft copy)</i>	FPA Planning, Management and Information Division (PMID)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1 photocopy & soft copy)</i>	Applicant
<i>Signed Inspection Report or Conforme Letter (1 photocopy & soft copy)</i>	FPA Audit Team
<i>Manufacturer, formulator, repacker, extruder</i>	
<i>Accomplished FPA Form No. P-110, notarized & with documentary stamp (1 original & soft copy) if manufacturer, formulator, extruder</i> <i>Accomplished FPA Form No. P-120, notarized & with documentary stamp - Original</i>	Download at fpa.da.gov.ph
1 photocopy of any of the following: a. <i>SEC registration and Article of Incorporation, if corporation/partnership</i> b. <i>CDA registration, if cooperative</i> c. <i>Certificate of Registration of Business Name, if single proprietorship</i>	Securities and Exchange Commission, Cooperative Development Authority, Department of Trade and Industry
<i>Latest Income Tax Return (ITR) & Audited Financial Statement (FS) or BIR Certification, if new applicant (1 photocopy & soft copy)</i>	Applicant
<i>Inspection Report from FPA Regional/Provincial Officer (1 photocopy & soft copy)</i> 1. Report on inspection facilities 2. Recommendation	FPA Regional/Provincial Officer
<i>Certificate of Warehouse Registration (1 photocopy & soft copy)</i>	Applicant
<i>Certificate of Product Registration or FPA Form No. P-022 with RECEIVED stamp from PRD, if CPR is not yet available (1 photocopy & soft copy)</i>	Applicant
<i>Letter of Authorization to manufacture/formulate/repack/extrude issued by the pesticide supplier/s</i>	Applicant
<i>Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1 photocopy & soft copy)</i>	Applicant
<i>Accredited Responsible Care Officer (ARCO) ID (1 photocopy & soft copy)</i>	FPA Planning, Management and Information Division (PMID)
<i>Flowchart of the production process/es (1 photocopy & soft copy)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Annual Capacity Output Summary</i> (1 photocopy & soft copy)	Applicant
<i>Signed Inspection Report or Conforme Letter</i> (1 photocopy & soft copy)	FPA Audit Team
FOR RENEWAL APPLICATIONS:	
Same requirements as initial application (except for the SEC registration requirement, wherein only the one-page certificate is required).	Applicant
Drone Spray Operation Final Reports (DSFR) (required for drone spray operators only)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email the soft copy of the required documents specified in the checklist of requirements to fpa.prd.license@gmail.com for pre-evaluation.	1. Acknowledge receipt of email and pre-evaluate the correctness of the submission. (If the submission has deficiency or other concerns, inform the applicant.) Send an email response to the applicant.	None	1 day	<i>Agriculturist I</i> Pesticide Regulations Division
2. Submit the required original and photocopy of the documents specified in the checklist of requirements to FPA Pesticide Regulations Division (First Floor).	2. Receive and check completeness of the submission. If submission is incomplete, return the submission.	None	30 minutes	<i>Agriculturist I</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive the accomplished <i>Bill Form</i> .	3. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Agriculturist I</i> Pesticide Regulations Division
4. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	4. Receive the accomplished <i>Bill Form</i> and issue <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section, FAD
5. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	5. Receive the payment and issue an Official Receipt.	Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
6. Present the Official Receipt to PRD and secure the receiving copy.	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minutes	<i>Agriculturist I</i> Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.	None	30 minutes	<i>Agriculturist I</i> Pesticide Regulations Division
	6.3. Evaluate the application and the submitted documents. (If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.)	None	2 days	<i>Agriculturist I</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Endorse approval or disapproval based on final assessment.			
	6.4. Prepare and print the license. Assign license number & control number, and encode pertinent details of the product registration to the database. Accomplish Tracking Form for monitoring of transmittal.	None	1 day	<i>Agriculturist I</i> Pesticide Regulations Division
	6.5. Review and application and check the correctness of the printed license.	None	4 hours	<i>Senior Agriculturist</i> Pesticide Regulations Division
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of license application.	None	4 hours	<i>Chief Agriculturist</i> Pesticide Regulations Division
	6.7. Review the application and endorse the approval of license application.	None	4 hours	<i>Deputy Executive Director for Pesticide, OED</i>
	6.8. Approve and sign the license.	None	4 hours	<i>Executive Director, OED</i>
	6.9. Receive the signed licenses, dry seal, and scan for record keeping.	None	2 hours	<i>Agriculturist I</i> Pesticide Regulations Division
7. Receive notice of approval and instructions on how to pick up license/s	7. Send the applicant a <i>Notice of Approval</i> and instruction to pick	None	4 hours	<i>Agriculturist I</i> Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	up the license/s. Update the license database.			
TOTAL		See schedule of fees below.	7 days	

Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
Licensing of Fertilizer and Pesticide Handlers, Commercial Drone Spray Operators	
Fertilizer and Pesticide Handlers other than dealers (annually)	
Over ₱ 5M capitalization	
First activity	8,500.00
Additional activity	5,000.00
₱1M to ₱5M capitalization	
First activity	5,500.00
Additional activity	4,000.00
₱500,000 to ₱1M capitalization	
First activity	4,000.00
Additional activity	2,000.00
₱500,000 & below capitalization	
First activity	2,000.00
Additional activity	1,000.00
Filing fee (per activity) for new applications	
Manufacturer	7,500.00
Formulator, Repacker, Extruder	7,500.00
Importer-End-Users	7,500.00
Other activities ^a	2,000.00

^a Non-commercial drone spray operator: Php 2,000 per FPA Memorandum Circular No. X, 2023

13. Plant Inspection & Sampling

This service is prerequisite to the licensing of manufacturer, formulator, repacker and extruder. During plant inspection and sampling, FPA Pesticide Audit Team (composed of PRD technical personnel and the FPA consultant) shall evaluate the pesticide facility's compliance with the Occupational Safety requirements of FPA in accordance with Section 5.3 of the FPA *Green Book* 2020 ed.

Office or Division:	FPA Central Office Pesticide Regulation Division (PRD), Office of the Executive Director (OED)
Classification:	Highly Technical
Type of Transaction:	G2B – Government service for business entities G2G - Government service for government agency/institution
Who may avail:	Applicants who have to comply with the Occupational Health & Safety Requirements of FPA and have to undergo inspection by the FPA Pesticide Audit Team, in accordance with Section 5.3 of the Pesticide Regulatory Policies and Implementing Guidelines of FPA, regarding the standard and requirements for the safe manufacture of pesticides.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Compliance with the Occupational Health & Safety Requirements of FPA per Section 5.3 of the FPA <i>Green Book</i> 2020 ed. regarding the standard requirements for the safe manufacture of pesticides. <ol style="list-style-type: none"> 1. Occupational Health & Safety Program (1 original & soft copy) 2. Medical Health Examinations of Workers (1 photocopy & soft copy) 3. Certificate of "Fit to work" of Workers (1 photocopy & soft copy) 	Applicant
Other necessary logistics for the site inspection, e.g. transportation, itinerary, etc., if any	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email fpa.prd.license@gmail.com to submit the documentary requirements and schedule a plant inspection.	1. Respond to email and coordinate with the FPA Safety Audit and the FPA consultant (medical doctor) for the scheduling. Check availability of FPA vehicle/chauffeur. Finalize the schedule with the applicant.	None	1 day	<i>Agriculturist I Pesticide Regulations Division</i>
2. Prepare for the plant inspection.	2. Evaluate the submitted Occupational Health & Safety Program. Prepare for the plant inspection.	None	4 hours	<i>FPA Pesticide Audit Team</i>
3. Cooperate and respond to the questions and/or remarks. Present records or documents necessary during the inspection. Adhere to the agreed schedule and itinerary.	3. Assess the facility, its operation, workers, and evaluate its compliance to the standards of FPA. Obtain samples of the formulated/repacked/extruded product, if necessary. Adhere to the agreed schedule and itinerary.	None	3 hours	<i>FPA Pesticide Audit Team</i>
4. Take note of the recommendations of the FPA Pesticide Audit Team. Issue Certificate of Appearance for FPA Pesticide Audit Team members.	4.1. Discuss the observations, positive and negative findings, as well as the opportunities for improvement.	None	30 minutes	<i>FPA Pesticide Audit Team</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Request for Certificate of Appearance.			
	4.2. Write recommendations based on the observations and findings. Submit to the FPA through email.	None	7 days	<i>FPA Consultant</i>
	4.3. Consolidate the recommendations of the FPA Pesticide Audit Team members. Prepare the inspection report or conforme letter. Endorse the pesticide samples to FPA LSD for confirmatory analysis, if any.	None	10 days	<i>FPA Pesticide Audit Team</i>
	4.4. Review the inspection report or conforme letter and endorse approval.	None	4 hours	<i>Senior Agriculturist, Chief Agriculturist Pesticide Regulations Division</i>
	4.5. Approve and sign the inspection report.	None	4 hours	<i>Executive Director, OED</i>
	4.6. Issue the signed inspection report to the applicant through email.		30 minutes	<i>Agriculturist I Pesticide Regulations Division</i>
TOTAL		None	20 days	

14. Issuance of Certificate Authorizing Importation of Pesticides (CAIP)

Certificate Authorizing Importation of Pesticides (CAIP) is being issued to licensed handlers, with corresponding registered products and/or EUP, allowing the importation of technical material, inert ingredient, and formulated product. Issuance of CAIP is per-product and per-importation basis.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to import a registered technical material, inert ingredient, and/or formulated product.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Filled out NSW import permit application form (soft copy)</i>	Philippine National Single Window nsw.gov.ph
<i>Duly accomplished CAIP log (soft copy)</i>	https://tinyurl.com/yc5friz5
<i>FPA importer or importer-end-user license (1 photocopy & soft copy)</i>	Applicant
<i>Certificate of Product Registration, Experimental Use Permit, or Letter of No Objection to Import from the product registrant (1 photocopy & soft copy)</i>	Applicant
<i>Proforma Invoice (1 photocopy & soft copy)</i>	Applicant
<i>Bill of Lading (1 photocopy & soft copy)</i> Not applicable for initial importation	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required soft copy of documents through https://tinyurl.com/fpacaiplog .	1.1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	3 hours	<i>Agriculturist II</i> Pesticide Regulations Division
	1.2. Process the application through the NSW portal.	None	2 days	<i>Agriculturist II, Senior Agriculturist, Chief Agriculturist</i> Pesticide Regulations Division
	1.3. Approve applications through the NSW portal.	None	4 hours	<i>Executive Director, OED</i>
2. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	2. Receive the payment and issue an Official Receipt.	Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
3. Receive and print the signed certificates through the NSW portal.	3. Update the CAIP / import database.	None	45 minutes	<i>Agriculturist II</i> Pesticide Regulations Division
TOTAL		None	3 days	

Remarks:

1. The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.
2. Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
CAIP Issuance General Use	750.00
Red-Labeled or Restricted Use	3,000.00

3. If the released CAIP needs amendment, the applicant shall repeat the above-mentioned application steps.
4. If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.

15. Issuance of Certificate Authorizing Export of Pesticides

Export permit is being issued to licensed handlers, with corresponding registered products and/or EUP, allowing exportation of technical material, inert ingredient and formulated product. Issuance of export permit is per-product and per-exportation basis.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to export a registered technical material, inert ingredient, and/or formulated product.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Filled out NSW export permit application form (soft copy)</i>	Philippine National Single Window nsw.gov.ph
<i>Duly accomplished Export Permit log (soft copy)</i>	https://tinyurl.com/m39dxjez
<i>FPA exporter license (1 photocopy & soft copy)</i>	Applicant
<i>Certificate of Product Registration or Letter of No Objection to Export from the product registrant (1 photocopy & soft copy)</i>	Applicant
<i>Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand (1 original & soft copy)</i>	Applicant
<i>Letter from the relevant regulatory agency of the importing country to justify that the product to be exported is not banned and restricted in the importing country (1 original & soft copy)</i>	Relevant regulatory agency of the importing country

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required soft copy of documents through https://tinyurl.com/fpaexportlog .	1.1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	3 hours	<i>Agriculturist II</i> Pesticide Regulations Division
	1.2. Process the application through the NSW portal.	None	2 days	<i>Agriculturist II, Senior Agriculturist, Chief Agriculturist</i> Pesticide Regulations Division
	1.3. Approve applications through the NSW portal.	None	4 hours	<i>Executive Director, OED</i>
2. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	2. Receive the payment and issue an Official Receipt.	Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
3. Print the signed certificates through the NSW portal.	3. Update the export database.	None	45 minutes	<i>Agriculturist II</i> Pesticide Regulations Division
TOTAL		None	3 days	

Remarks:

1. The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.
2. Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
Export Permit	1,500.00

3. If the released export permit needs amendment, the applicant shall repeat the above-mentioned application steps.
4. If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.

16. Issuance of Import Permit for Inert Ingredients

Import permit for inert ingredients is being issued to licensed handlers, with corresponding registered products, allowing importation of inert ingredients for local formulation of agricultural pesticide products. Issuance of this import permit is per-product and per-importation basis.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to import an inert ingredient for local formulation of agricultural pesticide product.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Filled out NSW other certification application form (soft copy)</i>	Philippine National Single Window nsw.gov.ph
<i>Request letter for certification, indicating the use/purpose (1 original & soft copy)</i>	Applicant
<i>Safety Data Sheet (SDS) of the product/substance (1 photocopy & soft copy)</i>	Applicant
<i>Product label, if available (1 photocopy & soft copy)</i>	Applicant
<i>Proforma invoice (1 photocopy & soft copy)</i>	Applicant
<i>FPA importer license (1 photocopy & soft copy)</i>	Applicant
<i>Certificate of Product Registration (1 photocopy & soft copy)</i>	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required soft copy of documents through https://tinyurl.com/fpainert .	1.1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	3 hours	<i>Agriculturist II</i> Pesticide Regulations Division
	1.2. Process the application through the NSW portal.	None	2 days	<i>Agriculturist II, Senior Agriculturist, Chief Agriculturist</i> Pesticide Regulations Division
	1.3. Approve applications through the NSW portal.	None	4 hours	<i>Executive Director, OED</i>
2. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	2. Receive the payment and issue an Official Receipt.	Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>
3. Print the signed certificates through the NSW portal.	3. Update the CAIP / import database.	None	45 minutes	<i>Agriculturist II</i> Pesticide Regulations Division
TOTAL		None	3 days	

Remarks:

1. The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.
2. Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges in Pesos
Other Certifications	300.00

3. If the released import permit needs amendment, the applicant shall repeat the above-mentioned application steps.
4. If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.

17. Releasing of Certificates of Product Registration and Licenses

Once application for product registration or licensing is approved, printed CPR and licenses with wet signature and dry seal shall be issued to the applicants.

Office or Division:	FPA Central Office - Pesticide Regulation Division (PRD), Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2B – Government service for business entities
Who may avail:	FPA-licensed pesticide handlers and registrants who have received a <i>Notice of Approval</i> through email and will pick up the signed CPR and licenses in FPA.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Notice of Approval</i> received through email (soft copy)	FPA electronic mail

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the <i>Notice of Approval</i> received through email. Receive the accomplished <i>Bill Form</i> .	1. Issue a duly accomplished <i>Bill Form</i> .	None	20 minutes	<i>Agriculturist I, Chemist I</i> Pesticide Regulations Division
2. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	2. Receive the accomplished <i>Bill Form</i> and issue the <i>Order of Payment</i> to the Cashier.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section, FAD
3. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	3. Receive the payment and issue an Official Receipt.	Refer to the schedule of fees at the end of this table.	15 minutes	<i>FPA Cashier, FAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present the Official Receipt to PRD.	4. Record the payment and Official Receipt number.	None	5 minutes	<i>Agriculturist I, Chemist I</i> Pesticide Regulations Division
5. Receive the Certificate of Product Registration and/or license and sign the releasing copy of FPA.	5. Release the Certificate of Product Registration and/or license and secure the signed releasing copy.	None	5 minutes	<i>Agriculturist I, Chemist I</i> Pesticide Regulations Division
TOTAL		None	1 hour	

Schedule of revised fees and charges for pesticide product registration, pursuant to Administrative Order No. 13, Series of 2000

Item	Fees and Charges (in Pesos)
A. Conditional Registration/Renewal (1 year validity)	
Product	
Category I and II	5,000.00
Category III and IV	3,000.00
Active Ingredient	
Category I and II	7,000.00
Category III and IV	5,000.00
B. Full Registration/Renewal (3 years validity)	
Product	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient	

Item	Fees and Charges (in Pesos)
Category I and II	20,000.00
Category III and IV	15,000.00
C. Label Expansion (per crop, per application)	3,000.00

Schedule of revised fees and charges for accreditation/licensing of pesticide handlers & dealers

Item	Fees and Charges (in Pesos)
A. Fertilizer and Pesticide Handlers other than dealers (annually)	
Over ₱ 5M capitalization	
First activity	8,500.00
Additional activity	5,000.00
₱1M to ₱5M capitalization	
First activity	5,500.00
Additional activity	4,000.00
₱500,000 to ₱1M capitalization	
First activity	4,000.00
Additional activity	2,000.00
₱500,000 & below capitalization	
First activity	2,000.00
Additional activity	1,000.00
Filing fee (per activity) for new applications	
Manufacturer	7,500.00
Formulator, Repacker	7,500.00
Institutional Users	7,500.00
Other activities	2,000.00

REGIONAL FIELD UNITS

1.1a Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) as Fertilizer Area Distributor is a document issued to any person or business establishment who intends to sell fertilizer products to dealers and outlets but with a specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. Area distributors need not register their own fertilizer products. On the other hand, LTO as Pesticide Area Distributor is a document issued to Any person or business entity who intends to sell pesticides with a specific area of coverage and need not register pesticide products.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to dealers and outlets but with a specific area of coverage and need not register their own products.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration, whichever is applicable – One (1) photocopy a. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation b. Certificate of business name registration with DTI for Single Proprietorship c. CDA registration for Cooperative	Security and Exchange Commission (SEC) Department of Trade and Industry (DTI) Cooperative Development Authority (CDA)
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original copy)	FPA Regional Field Unit
Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original copy)	FPA Regional Field Unit
Certificate of Registration of Warehouse issued by FPA RFU (1 Original Copy)	FPA Regional Field Unit
Distributorship Agreement/Certificate from the Supplier (1 photocopy)	Manufacturer/Supplier
Accredited Responsible Care Officer [ARCO] ID/s (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For New Application only</i>	
Notarized Certificate of Capitalization/Paid-Up Capital (1 Original Copy)	Applicant
<i>For Renewal Application only</i>	
Audited Financial Statement/Income Tax Return (1 Photocopy)	Applicant/BIR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II (RFU)
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email <i>(original copy of submitted documents shall be mailed</i>	None	1 day	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	<i>at the Regional Office within 7 days)</i>			
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		See the schedule of fees on next page	6 days and 5 hours	

Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee		
Area Distributor	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

**** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.**

1.1b Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) as Fertilizer Area Distributor is a document issued to any person or business establishment who intends to sell fertilizer products to dealers and outlets but with a specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. Area distributors need not register their own fertilizer products. On the other hand, LTO as Pesticide Area Distributor is a document issued to any person or business entity who intends to sell pesticides with a specific area of coverage and need not register pesticide products.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to dealers and outlets but with a specific area of coverage and need not register their own products.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Business registration, whichever is applicable – One (1) photocopy a. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation b. Certificate of business name registration with DTI for Single Proprietorship c. CDA registration for Cooperative	Security and Exchange Commission (SEC) Department of Trade and Industry (DTI) Cooperative Development Authority (CDA)
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original copy)	FPA Regional Field Unit
Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original copy)	FPA Regional Field Unit
Certificate of Registration of Warehouse issued by FPA RFU (1 Original Copy)	FPA Regional Field Unit
Distributorship Agreement/Certificate from the Supplier (1 photocopy)	Manufacturer/Supplier
Accredited Responsible Care Officer [ARCO] ID/s (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)
<i>For New Application only</i>	
Notarized Certificate of Capitalization/Paid-Up Capital (1 Original Copy)	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For Renewal Application only</i>	
Audited Financial Statement/Income Tax Return (1 Photocopy)	Applicant/BIR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II/Supervising Agriculturist (RFU)
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		See the schedule of fees on next page	4 working days	

Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee		
Area Distributor	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

**** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.**



1.2a. Issuance of License to Operate as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) is a document issued to any person or business entity who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Any person or business establishment who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with documentary stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Business registration, whichever is applicable (1 Photocopy) <ul style="list-style-type: none"> a. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation b. Certificate of business name registration with DTI for Single Proprietorship c. CDA registration for Cooperative 	Security and Exchange Commission (SEC) Department of Trade and Industry (DTI) Cooperative Development Authority (CDA)
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit
Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Certificate of Registration of Warehouse issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit
Accredited Safety Dispenser (ASD) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II (RFU)
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email (<i>original copy of submitted documents shall be mailed at the Regional Office within 7 days</i>)	None	1 day	Agriculturist II (RFU)
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL:		See the schedule of fees on next page	6 days and 5 hours	

Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Administrative Order No. 13, Series of 2000.

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Member of dealer's associations	Php 1,500.00	Php 2,000.00
Small Hardware Store Retailing Wood Preservatives		Php 1,800.00
Both Fertilizer and Pesticide Dealer		Php 4,000.00
Member of dealer's association (both fertilizer and pesticide)		Php 3,200.00
Cooperative		50% of Dealer's License Fee
Fertilizer or Pesticide Warehouses (Annually)	Php 1,800.00	Php 2,000.00

*** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.*

1.2b Issuance of License to Operate as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) is a document issued to any person or business entity who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Any person or business establishment who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with documentary stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration, whichever is applicable (1 Photocopy) a. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation	Security and Exchange Commission (SEC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Certificate of business name registration with DTI for Single Proprietorship	Department of Trade and Industry (DTI)
c. CDA registration for Cooperative	Cooperative Development Authority (CDA)
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit
Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Certificate of Registration of Warehouse issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit
Accredited Safety Dispenser (ASD) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II/Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL:		See the schedule of fees below	4 working days	

Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Administrative Order No. 13, Series of 2000.

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Member of dealer's associations	Php 1,500.00	Php 2,000.00
Small Hardware Store Retailing Wood Preservatives		Php 1,800.00
Both Fertilizer and Pesticide Dealer		Php 4,000.00
Member of dealer's association (both fertilizer and pesticide)		Php 3,200.00
Cooperative		50% of Dealer's License Fee
Fertilizer or Pesticide Warehouses (Annually)	Php 1,800.00	Php 2,000.00

*** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.*



1.3a Issuance of License to Operate as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) is a document issued to fertilizer dealer who intends to engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms with the FPA recommended label and packaging material.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Fertilizer Dealers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Business registration, whichever is applicable – One (1) photocopy a. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation b. Certificate of business name registration with DTI for Single Proprietorship c. CDA registration for Cooperative	Security and Exchange Commission (SEC) Department of Trade and Industry (DTI) Cooperative Development Authority (CDA)
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original copy)	FPA Regional Field Unit
Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original copy)	FPA Regional Field Unit
Certificate of Registration of Warehouse issued by FPA RFU (1 Original Copy)	FPA Regional Field Unit
Distributorship Agreement/Certificate from the Supplier (1 photocopy)	Manufacturer/Supplier
Accredited Responsible Care Officer [ARCO] ID/s (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)
<i>For New Application only</i>	
Notarized Certificate of Capitalization/Paid-Up Capital (1 Original Copy)	Applicant
<i>For Renewal Application only</i>	
Audited Financial Statement/Income Tax Return (1 Photocopy)	Applicant/BIR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	License Fee – Php 1,800.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date.	10 mins	Agriculturist II (RFU)
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email <i>(original copy of submitted</i>	None	1 day	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	<i>documents shall be mailed at the Regional Office within 7 days)</i>			
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	<p>License Fee – Php 1,800.00</p> <p>Member of Dealer ‘s Assoc. = 20% discount License Fee</p> <p>Cooperative = 50% discount License Fee</p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date.</p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</p>	6 days and 5 hours	

1.3b Issuance of License to Operate as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) is a document issued to fertilizer dealer who intends to engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms with the FPA recommended label and packaging material.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Fertilizer Dealers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp (1 Original copy)	Application Form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Business registration, whichever is applicable – One (1) photocopy</p> <p>For:</p> <ul style="list-style-type: none"> d. <i>Corporation/Partnership</i>- copy of Security and Exchange Commission (SEC) registration and Articles of Incorporation wherein one of the primary purposes is the manufacturing/importing/ exporting and distributing of fertilizers, Board Resolution authorizing representative to file application e. <i>Cooperative</i>- copy of Cooperative Development Authority (CDA) Registration, Board of Resolution authorizing representative to file application f. <i>Single proprietorship</i>- copy of certificate of business name registration with Department of Trade and Industry (DTI) and Special-Power-of-Attorney, if filed by a representative 	<p>Security and Exchange Commission (SEC)</p> <p>Cooperative Development Authority (CDA)</p> <p>Department of Trade and Industry (DTI)</p>
<p>Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original copy)</p>	<p>FPA Regional Field Unit</p>
<p>Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original copy)</p>	<p>FPA Regional Field Unit</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	License Fee – Php 1,800.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	10 mins	Agriculturist II/Supervising Agriculturist (RFU)
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		License Fee – Php 1,800.00 Member of Dealer ‘s Assoc. = 20% discount License Fee Cooperative = 50% discount License Fee ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	4 days	

1.4a Issuance of License to Operate as Mango Flower Inducer / Contractor (New/Renewal) - Applied at the Provincial Office

License to Operate as Mango Flower Inducer/Contractor is a document issued to any person or entity who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis. Applicant is required to attend a Mango Contractor Training before filing a license application.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis who already attend a Mango Contractor Training.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp [FPA-FRD-F08] (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Certificate of Attendance to Mango Contractor Training (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Certificate of Membership from Accredited Association (1 Photocopy), if applicable	Accredited Association

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	<p>License Fee – Mango Contractor – Php. 1,200.00</p> <p>Mango Contractor (Member of Accredited Association – Php. 600.00</p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date.</p>	10 mins	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email <i>(original copy of submitted documents shall be mailed at the Regional Office within 7 days)</i>	None	1 day	Agriculturist II (RFU)
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		License Fee – Mango Contractor – Php. 1,200.00 Mango Contractor (Member of Accredited Association – Php. 600.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	6 days and 5 hours	

1.4b Issuance of License to Operate as Mango Flower Inducer / Contractor (New/Renewal) - Applied at the Regional Office

License to Operate as Mango Flower Inducer/Contractor is a document issued to any person or entity who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis. Applicant is required to attend a Mango Contractor Training before filing a license application.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis who already attend a Mango Contractor Training.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with document stamp [FPA-FRD-F08] (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Certificate of Attendance to Mango Contractor Training (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Certificate of Membership from Accredited Association (1 Photocopy), if applicable	Accredited Association

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	<p>License Fee – Mango Contractor – Php. 1,200.00</p> <p>Mango Contractor (Member of Accredited Association – Php. 600.00</p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date.</p>	10 mins	Agriculturist II/Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
		<p>License Fee – Mango Contractor – Php. 1,200.00</p> <p>Mango Contractor (Member of Accredited Association – Php. 600.00</p> <p>TOTAL</p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</p>	<p>4 Days</p>	



1.5a Issuance of License to Operate as Institutional User (New/Renewal) -Applied at the Provincial Office

License to Operate (LTO) as Institutional User is a document issued to any person or entity who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use. These advantages include their ability to closely monitor and control fertilizer or pesticide application, reducing the risk of exposure for workers. They excel in adhering to safety protocols, ensuring that protective clothing is worn and exposure times are managed effectively. Furthermore, institutional users can promptly minimize workers' exposure to fertilizer or pesticides to enhance safety. Their heightened awareness of pesticide safety further distinguishes them from regular farmers. Importantly, these users are easily accessible to government agencies, facilitating regulatory oversight and compliance with fertilizer/pesticide-related rules and regulations.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who May Avail:	Any persons/entities who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Accomplished FPA Form No. P-180, notarized & with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration, whichever is applicable	
a. SEC registration and Articles of Incorporation for Corporation	SEC
b. CDA registration for Cooperative	CDA

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Certificate of Registration of Business Name for Single Proprietorship	DTI
Latest Income Tax Return (ITR) and Audited Financial Statement (1 Photocopy)	BIR
Inspection report from FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit
Recommendation letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Accredited Responsible Care Officer (ARCO) ID (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Contract and/or certification from the manufacturer/supplier (1 Photocopy)	Applicant
Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1 Photocopy)	Issued by DENR
Authorization letter from the pesticide company who registered the product (1 Photocopy)	Applicant
<i>For Pesticide Institutional-User Only</i>	
Compliance with the Occupational Health and Safety Standards for CPAs and technicians: a. Complete and thorough physical examination b. Laboratory tests which include: <ul style="list-style-type: none"> ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count. ✓ Chest x-ray ✓ Urinalysis ✓ Fecalalysis ✓ Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT c. Certificate of “Fit to Work”	Health facility/hospital

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II (RFU)
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email <i>(original copy of submitted documents shall be mailed at the Regional Office within 7 days)</i>	None	1 day	Agriculturist II (RFU)
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		See the Schedule of Fees on next page	6 days and 5 hours	

Annex 1. Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Administrative Order No. 13, Series of 2000.

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee (Activity for New Applications)		
Institutional User	Php 3,600.00	Php 7,500.00
Area Distributor (Other Activities)	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

**** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.**



1.5a Issuance of License to Operate as Institutional User (New/Renewal) -Applied at the Regional Office

License to Operate (LTO) as Institutional User is a document issued to any person or entity who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use. These advantages include their ability to closely monitor and control fertilizer or pesticide application, reducing the risk of exposure for workers. They excel in adhering to safety protocols, ensuring that protective clothing is worn and exposure times are managed effectively. Furthermore, institutional users can promptly minimize workers' exposure to fertilizer or pesticides to enhance safety. Their heightened awareness of pesticide safety further distinguishes them from regular farmers. Importantly, these users are easily accessible to government agencies, facilitating regulatory oversight and compliance with fertilizer/pesticide-related rules and regulations.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who May Avail:	Any persons/entities who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Accomplished FPA Form No. P-180, notarized & with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration, whichever is applicable	SEC
d. SEC registration and Articles of Incorporation for Corporation	
e. CDA registration for Cooperative	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
f. Certificate of Registration of Business Name for Single Proprietorship	CDA DTI
Latest Income Tax Return (ITR) and Audited Financial Statement (1 Photocopy)	BIR
Inspection report from FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit
Recommendation letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Accredited Responsible Care Officer (ARCO) ID (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Contract and/or certification from the manufacturer/supplier (1 Photocopy)	Applicant
Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1 Photocopy)	Issued by DENR
Authorization letter from the pesticide company who registered the product (1 Photocopy)	Applicant
<i>For Pesticide Institutional-User Only</i>	
Compliance with the Occupational Health and Safety Standards for CPAs and technicians: a. Complete and thorough physical examination b. Laboratory tests which include: <ul style="list-style-type: none"> ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count. ✓ Chest x-ray ✓ Urinalysis ✓ Fecalalysis ✓ Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT c. Certificate of “Fit to Work”	Health facility/hospital

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	See Annex "1" for a schedule of fees below	10 mins	Agriculturist II/Supervising Agriculturist (RFU)
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or Notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		See the schedule of fees on next page	4 days	

Annex 1. Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Administrative Order No. 13, Series of 2000.

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee (Activity for New Applications)		
Institutional User	Php 3,600.00	Php 7,500.00
Area Distributor (Other Activities)	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

**** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.**



2a. Issuance of Warehouse Registration Certificate (New/Renewal) -Applied at the Provincial Office

Warehouse Registration is issued to facility or establishment used for the storage of fertilizers, pesticides and other agricultural chemicals.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Recommendation from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	<p>License Fee: Fertilizer Only – Php. 1,200.00</p> <p>Pesticide Only – Php. 2,000.00</p> <p>Both F/P – Php. 2,400.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</p>	10 mins	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email <i>(original copy of submitted documents shall be mailed at the Regional Office within 7 days)</i>	None	1 day	Agriculturist II (RFU)
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		License Fee: Fertilizer Only – Php. 1,200.00 Pesticide Only – Php. 2,000.00 Both F/P – Php. 2,400.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	6 days and 5 hours	

2b. Issuance of Warehouse Registration Certificate (New/Renewal) - Applied at the Regional Office

Warehouse Registration is issued to facility or establishment used for the storage of fertilizers, pesticides and other agricultural chemicals.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Duly accomplished and notarized application form with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Recommendation from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	Fertilizer Only – Php. 1,200.00 Pesticide Only – Php. 2,000.00 Both F/P – Php. 2,400.00	10 mins	Agriculturist II/Supervising Agriculturist (RFU)
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or Notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		Fertilizer Only – Php. 1,200.00 Pesticide Only – Php. 2,000.00 Both F/P – Php. 2,400.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	4 working days	

3a. Issuance of License to Operate as Pest Control Operator (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) as Pest Control Operator is issued to any person or business entity who intends to be a pest control operator as Agricultural Fumigator.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Any person or business entity who intends to be a pest control operator

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Accomplished FPA Form No. P-180, notarized & with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration (1 Photocopy), whichever is applicable a. SEC registration and Articles of Incorporation for Corporation b. CDA registration for cooperative c. Certificate of Registration of Business Name from DTI for Single Proprietorship	SEC CDA DTI
Latest Income Tax Return (ITR) and Audited Financial Statement (1 Photocopy)	BIR
Inspection report from FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Recommendation Letter from the FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Certified Pesticide Applicator's (CPA) ID (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Compliance with the Occupational Health and Safety Standards for CPAs and technicians: <ol style="list-style-type: none"> a. Complete and thorough physical examination b. Laboratory tests which include: <ul style="list-style-type: none"> ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count. ✓ Chest x-ray ✓ Urinalysis ✓ Fecalalysis ✓ Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT c. Certificate of "Fit to Work" 	Health facility/Hospital

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents to the Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. If documents are complete, issue Order of Payment to the client	None	10 mins	Agriculturist II (RFU)
2. Pay the corresponding fees at the Provincial Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	License Fee: Php. 1,200.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	10 mins	Agriculturist II (RFU)
	2.2 Evaluate the application documents, and endorse to the Regional Office for processing via email (<i>original copy of submitted documents shall be mailed at the Regional Office within 7 days</i>)	None	1 day	Agriculturist II (RFU)
	2.3 Print and receive the application documents at the Regional Office	None	1 hr	Administrative Aide (RFU)
	2.4 Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.6 Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)
	2.7 Mail the signed certificate to Provincial Office	None	5 hrs	Administrative Aide (RFU)
	2.8 Wait for the delivery of the certificate	None	2 days	None
	2.9 Receive and record the certificate from the Regional Office	None	30 mins	Agriculturist II (RFU)
3. Receive certificate or notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		License Fee: Php. 1,200.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.	6 days and 5 hours	



3b. Issuance of License to Operate as Pest Control Operator (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) as Pest Control Operator is issued to any person or business entity who intends to be a pest control operator as Agricultural Fumigator.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Any person or business entity who intends to be a pest control operator

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For both New and Renewal Application</i>	
Accomplished FPA Form No. P-180, notarized & with documentary stamp (1 Original Copy)	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
Business registration (1 Photocopy), whichever is applicable d. SEC registration and Articles of Incorporation for Corporation e. CDA registration for cooperative f. Certificate of Registration of Business Name from DTI for Single Proprietorship	SEC CDA DTI
Latest Income Tax Return (ITR) and Audited Financial Statement (1 Photocopy)	BIR
Inspection report from FPA RFU Personnel covering the area (1 Original Copy)	FPA Regional Field Unit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Recommendation Letter from the FPA RFU Personnel covering the area and approved by their respective Regional Officer (1 Original Copy)	FPA Regional Field Unit
Certified Pesticide Applicator's (CPA) ID (1 Photocopy)	FPA Central Office, Planning, Management and Information Division (PMID)
Compliance with the Occupational Health and Safety Standards for CPAs and technicians: <ul style="list-style-type: none"> a. Complete and thorough physical examination b. Laboratory tests which include: <ul style="list-style-type: none"> ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count. ✓ Chest x-ray ✓ Urinalysis ✓ Fecalalysis ✓ Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT c. Certificate of "Fit to Work" 	Health facility/Hospital

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application w/ complete required documents at the Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents	None	10 mins	Agriculturist II (RFU)
	1.2. If documents are complete, issue an Order of Payment to the client	None	10 mins	Agriculturist II (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the corresponding fees at the Regional Office	2.1 Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe	License Fee : Php. 1,200.00 ** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date.	10 mins	Agriculturist II/Supervising Agriculturist (RFU)
	2.2. Evaluate the application documents and endorse to the Regional Office for processing	None	1 day	Agriculturist II (RFU)
	2.3. Evaluate and process the applications	None	4 hrs	Supervising Agriculturist (RFU)
	2.4. Prepare the certification	None	1 hr	Administrative Aide (RFU)
	2.5. Review and sign the certificate	None	1 hr	Supervising Agriculturist (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Record the signed certificate and endorse to Provincial Office	None	1 hr	Administrative Aide (RFU)
	2.7. Receive and record the certificate from the Administrative Aide	None	30 mins	Agriculturist II (RFU)
3. Receive notice on the status of application	3. Release the certificate to the clients or notify client on the status of the application	None	2 days	Agriculturist II (RFU)
TOTAL		License Fee: 1,200.00	4 days	

4.1 Request for Inspection (Online Application)

Any person or business entity who intends to engage in fertilizer, pesticide and other agricultural chemical business shall have their facilities/establishment be inspected by FPA RFU Personnel covering their area. Thus, they shall secure appointment for inspection to evaluate their compliance with the minimum standard set by the FPA.

Office or Division:	Regional Field Unit (RFU)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form)	Through Google Documents: Please see the Link below https://forms.gle/8djbAr2q3TQQFQ958

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inspection request form	1.1 Receive the Inspection Request Form and check for completeness of the information provided. If the information is complete, set the date for inspection proper	None	30 mins	Administrative Aide (RFU)

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Prepare the schedule of inspection	None	8 hours	Agriculturist II (RFU)
2. Receive notice on the status of application	2. Notify the client on schedule of inspection via email	None	30 mins	Administrative Aide (RFU)
TOTAL		None	1 day and 1 hour	



4.2 Request for Inspection (Walk-In Application)

Any person or business entity who intends to engage in fertilizer, pesticide and other agricultural chemical business shall have their facilities/establishment be inspected by FPA RFU Personnel covering their area.

Thus, they shall secure appointment for inspection to evaluate their compliance with the minimum standard set by the FPA.

Office or Division:	Regional Field Unit (RFU)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form)	Downloadable at the FPA Website or FPA Regional Office

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inspection request form	1.1 Receive the Inspection Request Form and check for completeness of the information provided. If the information is complete, set the date for inspection proper	None	30 mins	Administrative Aide (RFU)

CLIENT STEP	AGENCY ACTION	FEEES	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Prepare the schedule of Inspection	None	3 hours	Agriculturist II (RFU)
2. Receive notice on the status of application	2. Notify the client on the schedule of the Inspection	None	30 mins	Agriculturist II (RFU)
TOTAL		None	4 hours	

5.1. Issuance of Inspection Report and/or Recommendation/Endorsement Letter

Inspection report is one of the requirements for the application of LTO and Warehouse Registration of handlers of fertilizer and pesticide products. Further, facility or establishment shall meet the minimum standard set by the FPA before a Recommendation Letter can be issued to handler.

The validity of the report and recommendation letter is three (3) months from the date of issuance.

Office or Division:	Regional Field Unit (RFU)
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved FPA form FPA-FOCU-F03 (Inspection Request Form)	FPA Website and FPA Regional Field Unit
Inspection report form, whichever is applicable	FPA Website and FPA Regional Field Unit
a. Inspection Sheet Form for Dealer/Dealer-Repacker	
b. Risk Appraisal Checklist for Warehouse Registration of PCO, National Distributor, Importer, Area Distributor, Research Station (End-User), PIP, Manufacturer, Repacker, Formulator, and Mango Flower Inducer	
c. Institutional User (Plantation) Inspection Form	
d. Plant Manufacturing Inspection Form	
e. Inspection form for Wastewater Re-Use	

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Meet with the authorized FPA Officer on the agreed schedule of inspection	1. Upon arrival to the location of the establishment, discuss with client the inspection procedure	None	1 hr	Agriculturist II (RFU)
2. Accompany the authorized FPA Officer on the inspection site	2. Evaluate the establishment using risk appraisal checklist and/or inspection report form	None	5 hrs	Agriculturist II (RFU)
3. Meet with authorized FPA Officer to discuss the results of the inspection	3. Explain the results of the inspection.	None	1 hr	Agriculturist II (RFU)
4. Sign the Accomplished Risk Appraisal Checklist or Inspection Sheet Form	4. Issue the accomplished risk appraisal checklist or Inspection Sheet	None	10 minutes	Agriculturist II (RFU)
TOTAL (if establishment did not meet minimum standards)		None	7 hrs and 10 minutes	

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
<i>If the establishment met the minimum standards set by FPA based on the Risk Appraisal Checklist or Inspection Sheet, client may proceed to Step 5, otherwise, go back to Item no.3. Request for Inspection for rescheduling to meet the required standards</i>				
5. Receive notice on meeting/passing the minimum standards set by FPA	5.1 Prepare the endorsement or recommendation letter for approval of the Regional Office	None	1day	Agriculturist II Provincial Office
	5.2 Review the endorsement or recommendation letter together with the accomplished risk appraisal or inspection sheet and return to the FPA Officer	None	1day	Supervising Agriculturist Regional Office
	5.3 Receive and record the approved document	None	1day	Agriculturist II Provincial Office

CLIENT STEP	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive the recommendation letter or notice on the status of application	6. Release the endorsement or recommendation letter or notify the client that document is ready for release	None	20 mins	Agriculturist II (RFU)
TOTAL		None	3 days, 7 hrs and 30 mins	

LABORATORY SERVICES DIVISION

1. Analysis of Fertilizer Sample for Certificate of Product Registration

A passed confirmatory analysis of the fertilizer product is one of the requirements for the issuance of Certificate of Product Registration of Fertilizer. The Laboratory Services Division (LSD) provides laboratory testing services for the determination of the content of the fertilizer material as support to the product registration activities of the Fertilizer Regulations Division (FRD) of FPA. The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

Office or Division:	FPA Central Office – Fertilizer Regulations Division (FRD), Finance and Administrative Division (FAD), and Laboratory Services Division (LSD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1 original)	FPA-Fertilizer Regulations Division (FRD), or download from the FPA Website: https://fpa.da.gov.ph
Properly sealed and labeled fertilizer sample: <i>a. Solid inorganic fertilizer (min. 250 grams); or</i> <i>b. Solid organic fertilizer (min. 500 grams); or</i> <i>c. Liquid organic/inorganic fertilizer (min. 250 mL)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Analysis [COA] for imported fertilizer only (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] for imported fertilizer only (1 photocopy)	Manufacturer/Supplier
Analytical testing procedure(s) if no available method in LSD (1 photocopy)	Applicant
Analytical standard per active ingredient (min. 1 gram) including its Certificate of Analysis [with batch/lot number, expiry date and signature of analyst] if not available in LSD (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to FRD	1.1. Check completeness of requirements and condition of the sample	None	1 hour	<i>Chemist II</i> FRD
	1.2. Review the COA and SDS for the necessary parameters to be analyzed	None	4 hours 30 minutes	<i>Chemist II</i> FRD
2. Receive Bill Form	2. Issue Bill Form	None	30 minutes	<i>Chemist II</i> FRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Present Bill Form at Cashier Window 1	3. Issue Order of Payment (OP)	None	15 minutes	<i>Accounting Staff</i> FAD
4. Pay corresponding fee at Cashier Window 2	4. Issue Official Receipt (OR)	Refer to Schedule of Fees at the end of this table	15 minutes	<i>Cashier</i> FAD
5. Present OR to FRD	5.1. Record OR number	None	15 minutes	<i>Chemist II</i> FRD
	5.2. Assign FRD sample code and input the details in the FRD database	None	45 minutes	<i>Chemist II</i> FRD
	5.3. Print a receiving document and submit the requirements to the LSD	None	30 minutes	<i>Chemist II</i> FRD
	5.4. Receive requirements from FRD and assign laboratory code	None	1 hour	<i>Administrative Assistant III</i> LSD
	5.5. Prepare test parameter results form of the sample	None	1 hour	<i>Administrative Assistant III</i> LSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.6. Prepare the fertilizer sample for analysis	None	1 day and 3 hours	<i>Laboratory Technician III</i> LSD
	5.7. Conduct laboratory analysis and encode test results	None	15 days	<i>Laboratory Technician III, Chemist II & III, Biologist II</i> LSD (depends on the test parameter to be analyzed)
	5.8. Review test results and prepare the laboratory test report	None	2 days	<i>Chemist IV</i> LSD
	5.9. Approve the release of laboratory test report	None	1 hour	<i>Chemist V</i> LSD
	5.10. Note the approval of the release of laboratory test report	None	1 hour	<i>Executive Director III</i> OED
6. Receive the electronic copy of the laboratory test report	6. Release the electronic copy of laboratory test report to applicant and FRD	None	1 hour	<i>Administrative Assistant III</i> LSD
TOTAL:		depends on the test parameters required for analysis	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Refer to the schedule of fees below		

Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)

**Note: The following list of fees is charged per test parameter per sample.*

Test Parameter	Fee/Charge (PHP)*
Macronutrients	
Total Nitrogen (Nitrate-free)	1,250.00
Total Nitrogen (Nitrate-containing)	1,550.00
Available Phosphorus	400.00
Total Phosphorus	1,220.00
Total Potassium	910.00
Calcium	1,010.00
Sulfur	400.00
Magnesium	1,610.00
Micronutrients	
Boron	1,570.00
Copper	1,370.00
Iron	1,330.00
Manganese	1,370.00
Sodium	1,380.00
Zinc	1,330.00
Plant Growth Regulators	
Gibberellic acid	2,960.00

Test Parameter	Fee/Charge (PHP)*
Indole-3-butyric acid	3,660.00
1-Naphthaleneacetic acid	3,880.00
Nitrophenols and nitroguaiacol	5,010.00
Paclobutrazol	3,340.00
Others	
Biuret	330.00
Chloride	730.00
Moisture Content	240.00
Organic Matter	350.00
pH	320.00
Specific Gravity	550.00
Microbial Testing	
Total Coliform	900.00
Chemical Analysis	
GC Analysis	3,360.00 (per active ingredient per sample)
HPLC Analysis	3,130.00 (per active ingredient per sample)

2. Analysis of Pesticide Sample for Product Registration

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient contents of products are within the declared specifications. This service is offered subject to the capability of LSD per client's analytical procedure and availability of reagents and laboratory equipment and apparatus in LSD. In case the analysis cannot be performed by LSD, the Pesticide Regulations Division may endorse the sample/s to other laboratories with official accreditation from FPA.

Office or Division:	FPA Central Office – Pesticide Regulations Division (PRD), Finance and Administrative Division (FAD), and Laboratory Services Division (LSD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business Entity
Who may avail:	Pesticide handlers with application for product registration.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1 original)	FPA-Pesticide Regulations Division (PRD), Laboratory Services Division (LSD), or download from the FPA Website: https://fpa.da.gov.ph
Properly sealed and labeled pesticide samples: <i>a. 1 gram of Analytical Grade Standard (AGS) per active ingredient;</i> <i>b. 250 grams or 250 ml sample of the formulated product (FP); and</i> <i>c. 10 grams sample of the technical material or technical concentrate (TC/TK)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Analysis (COA) of analytical grade standard, formulated product, and technical material/technical concentrate [with batch/lot number, manufacturing date, expiry date and signature of analyst] (1 photocopy)	Applicant, Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Analytical testing procedure/s if no available method in LSD (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents and samples to FPA Pesticide Regulations Division (First Floor).	1.1. Check completeness of the submission and condition of the samples. If incomplete documents or sample not properly labeled, return the submission.	None	30 minutes	<i>Chemist I</i> PRD
	1.2. Assess the requested analysis, COA and MSDS. Verify the parameters. (If with concerns, coordinate with FPA-LSD.)	None	3 hours	<i>Chemist I</i> PRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the accomplished <i>Bill Form</i> .	2. Issue a duly accomplished <i>Bill Form</i> to the applicant.	None	15 minutes	<i>Chemist I</i> PRD
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First Floor, Window 1)	3. Issue <i>Order of Payment</i> to cashier.	None	15 minutes	<i>Accounting Staff</i> FAD
4. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the official receipt.	4. Receive payment from the applicant and issue an official receipt.	Refer to the schedule of fees at the end of this table	30 minutes	<i>Cashier</i> FAD
5. Present the official receipt to PRD and secure a copy of the Request for Analysis Form.	5.1. Record the payment and the official receipt number, sign the receiving copy and update the pesticide confirmatory analysis monitoring database.	None	2 hours	<i>Chemist I</i> PRD
	5.2. Assign PRD sample codes and label the samples accordingly.	None	30 minutes	<i>Chemist I</i> PRD
	5.3. Forward samples and documents to LSD. Accomplish tracking form	None	1 hour	<i>Chemist I</i> PRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	for monitoring of transmittal.			
	5.4. Receive requirements from PRD and assign laboratory code	None	1 hour	<i>Administrative Assistant III</i> LSD
	5.5. Prepare test parameter results form of the sample	None	1 hour	<i>Administrative Assistant III</i> LSD
	5.6. Prepare the pesticide sample for analysis	None	1 day and 3 hours	<i>Laboratory Technician III</i> LSD
	5.7. Conduct laboratory analysis and encode test results	None	15 days	<i>Chemist II & III</i> LSD (depends on the test parameter to be analyzed)
	5.8. Review test results and prepare the laboratory test report	None	2 days	<i>Chemist IV</i> LSD
	5.9. Approve the release of laboratory test report	None	1 hour	<i>Chemist V</i> LSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.10. Note the approval of the release of laboratory test report	None	1 hour	<i>Executive Director III</i> OED
6. Receive the electronic copy of the laboratory test report	6. Release the electronic copy of laboratory test report to applicant and PRD	None	1 hour	<i>Administrative Assistant III</i> LSD
TOTAL		depends on the test parameters required for analysis Refer to the schedule of fees below	20 days	

Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)

**Note: The following list of fees is charged per test parameter per sample.*

Test Parameter	Fee/Charge (PHP)*
Chemical Analysis	
GC Analysis	3,360.00 (per active ingredient per sample)
HPLC Analysis	3,130.00 (per active ingredient per sample)
Physico-chemical Analysis	
Moisture Content	240.00
pH	320.00
Specific Gravity	550.00

3. Analysis of Fertilizer and Pesticide Samples for Research and Other Purposes

The Laboratory Services Division (LSD) offers its laboratory testing services for the analysis of fertilizer and pesticide samples to individual, business entity, and other government agency for research and other purposes such as, but not limited to, company's product quality monitoring and project-based activities. This service is offered subject to the capability of LSD per client's analytical procedure and availability of reagents and laboratory equipment and apparatus in LSD.

Office or Division:	FPA Central Office - Laboratory Services Division (LSD) and Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government
Who may avail:	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Fertilizer and Pesticide Handlers, Government Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Request of Fertilizer Analysis Duly Accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1 original) For Request of Pesticide Analysis Duly Accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1 original)	FPA-Laboratory Services Division (LSD), or download from the FPA website: https://fpa.da.gov.ph
<u>Properly sealed and labeled fertilizer sample:</u> <i>a. Solid inorganic fertilizer (min. 250 grams); or</i> <i>b. Solid organic fertilizer (min. 500 grams); or</i> <i>c. Liquid organic/inorganic fertilizer (min. 250 mL)</i>	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Properly sealed and labeled pesticide sample:</p> <p>a. <i>Solid Formulated Product (min. 250 grams); or</i></p> <p>b. <i>Liquid Formulated Product (250 mL)</i></p> <p>c. <i>Technical Material or Technical Concentrate (min. 10 grams)</i></p>	
Material Safety Data Sheet (SDS) (1 photocopy)	Applicant
Analytical testing procedure(s) if no available method in LSD (1 photocopy)	Applicant
Analytical standard per active ingredient (min. 1 gram) including its Certificate of Analysis [with batch/lot number, expiry date and signature of analyst] if not available in LSD (1 photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis form and other requirements to LSD	1. Receive complete set of requirements and check the condition of sample	None	1 hour 30 minutes	<i>Administrative Assistant III</i> LSD
2. Receive Bill Form	2. Issue Bill Form	None	30 minutes	<i>Administrative Assistant III</i> LSD
3. Present Bill Form at Cashier Window 1	3. Issue Order of Payment (OP)	None	15 minutes	<i>Accounting Staff</i> FAD

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay corresponding fees at Cashier Window 2	4. Issue Official Receipt (OR)	Refer to Schedule of Fees at the end of this table	15 minutes	Cashier FAD
5. Present original OR to FRD	5.1. Record OR to the Request for Analysis Form and fill out Test Parameter Results Form	None	1 hour 30 minutes	Administrative Assistant III LSD
	5.2. Prepare the sample and required reagents for analysis	None	1 day, 6 hours	Laboratory Technician III LSD
	5.3. Conduct laboratory analysis and encode test results	None	15 days	Laboratory Technician III, Chemist II & III, Biologist II LSD (depends on the test parameter to be analyzed)
	5.4. Review test results and prepare the laboratory test report	None	2 days	Chemist IV LSD
	5.5. Approve the release of laboratory test report	None	3 hours	Chemist V LSD
	5.6. Note the approval and release of laboratory test report	None	2 hours	Executive Director III OED
6. Receive the electronic copy of the laboratory test report	6. Release the electronic copy of laboratory test report to applicant	None	1 hour	Administrative Assistant III LSD

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL	depends on the test parameters required for analysis Refer to the schedule of fees below	20 days	

Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)

**Note: The following list of fees is charged per test parameter per sample.*

Test Parameter	Fee/Charge (PHP)*
Macronutrients	
Total Nitrogen (Nitrate-free)	1,250.00
Total Nitrogen (Nitrate-containing)	1,550.00
Available Phosphorus	400.00
Total Phosphorus	1,220.00
Total Potassium	910.00
Calcium	1,010.00
Sulfur	400.00
Magnesium	1,610.00
Micronutrients	
Boron	1,570.00
Copper	1,370.00

Test Parameter	Fee/Charge (PHP)*
Iron	1,330.00
Manganese	1,370.00
Sodium	1,380.00
Zinc	1,330.00
Plant Growth Regulators	
Gibberellic acid	2,960.00
Indole-3-butyric acid	3,660.00
1-Naphthaleneacetic acid	3,880.00
Nitrophenols and nitroquaiacol	5,010.00
Paclobutrazol	3,340.00
Others	
Biuret	330.00
Chloride	730.00
Moisture Content	240.00
Organic Matter	350.00
pH	320.00
Specific Gravity	550.00
Microbial Testing	
Total Coliform	900.00
Chemical Analysis	
GC Analysis	3,360.00 (per active ingredient per sample)
HPLC Analysis	3,130.00 (per active ingredient per sample)

4. Issuance of Laboratory Assessment Report

All chemical and/or microbiological laboratory, either government or privately owned, interested to become an Officially Accredited laboratory of FPA shall undergo laboratory assessment to verify their capability to analyze fertilizer, pesticide, and other agricultural chemicals, as well as pesticide residues in raw agricultural commodities and their compliance with the requirements specified in the FPA Laboratory Recognition Guidelines (FPA Memorandum Circular No. 05, s. 2017). A Laboratory Assessment Report is issued to applicant laboratory specifying the results of the assessment.

Office or Division:	FPA Central Office - Office of the Executive Director (OED) through the FPA Laboratory Recognition Committee (FLRC) and Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2B - Government to Business Entity
Who may avail:	Any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to become an FPA Officially Accredited Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government Laboratory	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website: https://fpa.da.gov.ph
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 electronic copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory/Accreditation and/or Recognition Body

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory Test Report Form Template (1 photocopy and 1 electronic copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory/ Calibration/Maintenance Service Provider
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory/ Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory
Private Laboratory	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FLRC Secretariat
SEC, DTI, or CDA Registration for corporation, sole proprietorship, or cooperative, whichever is applicable (1 photocopy and 1 electronic copy)	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA)
Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas (1 photocopy and 1 electronic copy)	Local Government Unit (LGU)
Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1 photocopy and 1 electronic copy)	Bureau of Internal Revenue (BIR)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 electronic copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory, Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 electronic copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 scanned copy)	Applicant Laboratory/ Calibration/Maintenance Service Provider
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory, Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory

Note: The applicant laboratory is requested to submit the electronic copy of all documented information for initial evaluation. Once determined to comply with all requirements, the said laboratory must pay the corresponding fee. Only the laboratory applying for the initial assessment will be required to submit a hard copy of these documented information.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat Physical submission: 3 rd Floor FPA Building, BAI Compound, Visayas Avenue, Diliman, Quezon City Via email: fpalabrecog2017@gmail.com	1. Receive application with complete set of requirements	None	2 hours	<i>FLRC Secretariat</i> OED
2. Receive Bill Form	2. Issue Bill Form	None	15 minutes	<i>FLRC Secretariat</i> OED
3. Present Bill Form at Cashier Window 1	3. Issue Order of Payment (OP)	None	15 minutes	<i>Accounting Staff</i> FAD
4. Pay corresponding fees at Cashier Window 2	4. Issue Official Receipt (OR)	Government Laboratory - Free Private Laboratory - PHP 10,000.00	15 minutes	<i>Cashier</i> FAD
5. Present the original copy of OR to the FLRC Secretariat	5.1. Record the OR Number	None	15 minutes	<i>FLRC Secretariat</i> OED
	5.2. Evaluate the submitted application dossiers and supporting documents	None	10 days	<i>FLRC Assessment Team</i> OED

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat	6.1. Notify the client on the schedule of the conduct of laboratory assessment and wait for confirmation of schedule by the applicant laboratory	None	2 hours	<i>FLRC Secretariat</i> OED
	6.2. Prepare and send notice of laboratory assessment	None	2 hours	<i>FLRC Secretariat</i> OED
7. Accommodate the FLRC Assessment Team during the agreed schedule of assessment at the location of the applicant laboratory	7.1. Conduct laboratory assessment	None	1 day	<i>FLRC Assessment Team</i> OED
	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment	None	1 day	<i>FLRC Assessment Team</i> OED
8. Receive and confirm acceptance of LAR from FLRC Assessment Team	8. Release LAR to applicant laboratory	None	1 hour	<i>FLRC Assessment Team</i> OED
TOTAL		Government Laboratory - Free Private Laboratory - PHP 10,000.00	13 days	

5. Issuance of Laboratory Assessment Report (With Nonconformity)

All chemical and/or microbiological laboratory, either government or privately owned, interested to become an Officially Accredited laboratory of FPA shall undergo laboratory assessment to verify their capability to analyze fertilizer, pesticide, and other agricultural chemicals, as well as pesticide residues in raw agricultural commodities and their compliance with the requirements specified in the FPA Laboratory Recognition Guidelines (FPA Memorandum Circular No. 05, s. 2017). A Laboratory Assessment Report is issued to applicant laboratory specifying the results of the assessment including nonconformities to be addressed. The applicant laboratory is only given three (3) chances to implement and submit corrective actions to address the nonconformity or finding.

Office or Division:	FPA Central Office - Office of the Executive Director (OED) through the FPA Laboratory Recognition Committee (FLRC) and Finance and Administrative Division (FAD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2B - Government to Business Entity
Who may avail:	Any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to become an FPA Officially Accredited Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government Laboratory	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website: https://fpa.da.gov.ph
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 electronic copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory/Accreditation and/or Recognition Body

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory Test Report Form Template (1 photocopy and 1 electronic copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory/ Calibration/Maintenance Service Provider
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory/ Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory
Private Laboratory	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 electronic copy)	FLRC Secretariat
SEC, DTI, or CDA Registration for corporation, sole proprietorship, or cooperative, whichever is applicable (1 photocopy and 1 electronic copy)	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA)
Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas (1 photocopy and 1 electronic copy)	Local Government Unit (LGU)
Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1 photocopy and 1 electronic copy)	Bureau of Internal Revenue (BIR)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 electronic copy)	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 electronic copy)	Applicant Laboratory, Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 electronic copy)	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 scanned copy)	Applicant Laboratory/ Calibration/Maintenance Service Provider
Quality Assurance Program of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 electronic copy)	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 electronic copy)	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 electronic copy)	Applicant Laboratory, Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 electronic copy)	Applicant Laboratory

Note: The applicant laboratory is requested to submit the electronic copy of all documented information for initial evaluation. Once determined to comply with all requirements, the said laboratory must pay the corresponding fee. Only the laboratory applying for the initial assessment will be required to submit a hard copy of these documented information.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat</p> <p>Physical submission: 3rd Floor FPA Building, BAI Compound, Visayas Avenue, Diliman, Quezon City</p> <p>Via email: fpalabrecog2017@gmail.com</p>	1. Receive application with complete set of requirements	None	2 hours	<i>FLRC Secretariat</i> OED
2. Receive Bill Form	2. Issue Bill Form	None	15 minutes	<i>FLRC Secretariat</i> OED
3. Present Bill Form at Cashier Window 1	3. Issue Order of Payment (OP)	None	15 minutes	<i>Accounting Staff</i> FAD
4. Pay corresponding fees at Cashier Window 2	4. Issue Official Receipt (OR)	Government Laboratory - Free Private Laboratory - PHP 10,000.00	15 minutes	<i>Cashier</i> FAD
5. Present the original copy of OR to the FLRC Secretariat	5.1. Record the OR Number	None	15 minutes	<i>FLRC Secretariat</i> OED
	5.2. Evaluate the submitted application dossiers and supporting documents	None	10 days	<i>FLRC Assessment Team</i> OED

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat	6.1. Notify the client on the schedule of the conduct of laboratory assessment and wait for confirmation of schedule by the applicant laboratory	None	2 hours	<i>FLRC Secretariat</i> OED
	6.2. Prepare and send notice of laboratory assessment	None	2 hours	<i>FLRC Secretariat</i> OED
7. Accommodate the FLRC Assessment Team during the agreed schedule of assessment at the location of the applicant laboratory	7.1. Conduct laboratory assessment	None	1 day	<i>FLRC Assessment Team</i> OED
	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment including the identified nonconformity or finding	None	1 day	<i>FLRC Assessment Team</i> OED
8. Receive and confirm findings in LAR and submit corrective actions to address the nonconformity or finding to FLRC Secretariat on the agreed period of submission via email at fpalabrecog2017@gmail.com	8. Evaluate the submitted corrective actions and reissue LAR with results of evaluation (CLEARED/ NOT CLEARED) <i>Note: The applicant laboratory is only given three (3) chances to</i>	None	7 days	<i>FLRC Assessment Team</i> OED

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>implement and submit corrective actions to address the nonconformity or finding.</i>			
9. Receive and confirm acceptance of the final LAR indicating CLEARED in all identified nonconformity or finding	9. Release final LAR indicating CLEARED in all identified nonconformity or finding	None	1 hour	<i>FLRC Assessment Team OED</i>
TOTAL		Government Laboratory - Free Private Laboratory - PHP 10,000.00	20 days	



6. Issuance of Certificate of Official Accreditation of Laboratory (New or Renewal)

The Certificate of Official Accreditation of Laboratory is granted to a chemical and/or microbiological laboratory that can analyze fertilizer and pesticide products, as well as pesticide residues in agricultural crops, and has been assessed to conform/comply with the requirements of the FPA Official Accreditation Program for Laboratory. This certificate is valid for three (3) years from date of issuance. A Special Official Accreditation is also granted to a laboratory when there is an urgent need of their laboratory services but is only valid for one (1) year.

Office or Division:	FPA Central Office - Office of the Executive Director (OED) through the FPA Laboratory Recognition Committee (FLRC)
Classification:	Simple
Type of Transaction:	G2G - Government to Government G2B - Government to Business Entity
Who may avail:	Applicant Laboratory who passed the laboratory assessment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Passed Laboratory Assessment Report (LAR) (1 original) Note: Applicant laboratory must have no pending nonconformity to be addressed	Applicant Laboratory

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LAR to FLRC Secretariat Physical submission: 3 rd Floor FPA Building, BAI Compound, Visayas Avenue, Diliman, Quezon City Via email: fpalabrecog2017@gmail.com	1.1. Receive LAR from applicant laboratory	None	1 hour	<i>FLRC Secretariat</i> OED
	1.2. Prepare Certificate of Official Accreditation and Scope of Official Accreditation	None	1 day 6 hours	<i>FLRC Secretariat</i> OED
	1.3 Review and recommend the certificate for approval	None	4 hours	<i>FLRC Chair</i> OED
	1.4 Approve the certificate	None	4 hours	<i>Executive Director III</i> OED
2. Receive the electronic copy of the Certificate of Official Accreditation and Scope of Official Accreditation	2. Release the electronic copy of the Certificate of Official Accreditation and Scope of Official Accreditation to applicant laboratory	None	1 hour	<i>FLRC Secretariat</i> OED
TOTAL		None	3 days	

FIELD OPERATIONS COORDINATING UNIT (FOCU)

1. Issuance of Permit to Purchase Methyl Bromide for Quarantine and Pre-Shipment (QPS) Applications (Walk-In Clients)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. To apply for the Permit to Purchase (PP) Methyl Bromide, the applicant must be an FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA). The PP is valid only for six (6) months.

Office or Division	Field Operations Coordinating Unit (FOCU), Office of the Executive Director (OED), Finance and Administrative Division (FAD)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 original) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 months from the issuance of PP (1 original)	FPA Central Office, FPA – FOCU, FPA Building FPA Website
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 original)	Applicant, FPA Regional Field Unit personnel, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 photocopy)	Bureau of Plant Industry (BPI)
Certified Pest Applicator (CPA) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pest Control Operator as Agricultural Fumigator License issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1.1 Check the completeness of submitted documents	none	15 minutes	Agriculturist II (FOCU)
	1.2 Evaluate submitted requirements and usage and prepare the Permit to Purchase (PP)	none	4 days	Agriculturist II (FOCU)
	1.3 Review the PP	none	3 hours	Senior Agriculturist (FOCU)
	1.4 Approve the PP	none	2 hours and 30 minutes	Executive Director III (OED)
	1.5 Inform the client that the PP is ready for pick-up	none	2 days (includes waiting time)	Agriculturist II (FOCU)
2. Pay corresponding fee	2.1 Issue Bill Form	none	15 minutes	Agriculturist II (FOCU)
	2.2 Issue Order of Payment (OP)	none	15 minutes	Agriculturist II (FOCU)
	2.3 Issue Official Receipt (OR)	PhP 450.00	15 minutes	Cashier Staff (FAD)
3. Receive the PP	3. Record the OR and release the approved PP	none	30 minutes	Agriculturist II (FOCU)
Total:		PhP 450.00	7 days	

2. Issuance of Permit to Purchase Methyl Bromide for Quarantine And Pre-Shipment (QPS) Applications (Online Application)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. To apply for the Permit to Purchase (PP) Methyl Bromide, the applicant must be an FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA). The PP is valid only for six (6) months.

Office or Division	Field Operations Coordinating Unit (FOCU), Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 electronic copy) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 months from the issuance of PP (1 electronic copy)	FPA Central Office, FPA – FOCU, FPA Building FPA Website
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 electronic copy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 electronic copy)	Bureau of Plant Industry (BPI)
Certified Pest Applicator (CPA) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)
Pest Control Operator as Agricultural Fumigator License issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application online	1.1 Print and check the completeness of submitted documents	none	15 minutes	Agriculturist II (FOCU)
	1.2 Evaluate submitted requirements and usage and prepare the Permit to Purchase (PP)	none	4 days	Agriculturist II (FOCU)
	1.3 Review the PP	none	4 hours	Senior Agriculturist (FOCU)
	1.4 Approve the PP	none	2 hour and 45 minutes	Executive Director III (OED)
2. Receive the notification about the approval of permit	2. Send the electronic copy of approved PP via e-mail and the original copy via courier to the FPA Regional or Provincial Office concerned and notify the client that the PP was already forwarded to the nearest FPA Regional or Provincial Office	<i>Payment amounting to PhP 450.00 will be collected by FPA Regional or Provincial Officer</i>	1 hour	Agriculturist II (FOCU)
Total:		none	5 days	

3. Issuance of Permit To Borrow Methyl Bromide For Quarantine and Pre-Shipment (QPS) Applications (Walk-In Clients)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. Thus, the Permit to Borrow (PB) Methyl Bromide is being issued only to FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).

Office or Division	Field Operations Coordinating Unit (FOCU), Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request to include the quantity to be borrowed, lender, and the reason for borrowing. Request must be received by the FPA five (5) working days prior to its use or application (1 original)	Applicant
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 photocopy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 photocopy)	Bureau of Plant Industry (BPI)
Certified Pest Applicator (CPA) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)
Pest Control Operator as Agricultural Fumigator License issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1.1 Print and check the completeness of submitted documents	none	15 minutes	Agriculturist II (FOCU)
	1.2 Evaluate submitted requirements and usage and prepare the Permit to Borrow (PB)	none	4 days	Agriculturist II (FOCU)
	1.3 Review the PB	none	4 hours	Senior Agriculturist (FOCU)
	1.4 Approve the PB	none	2 hour and 45 minutes	Executive Director III (OED)
	1.5 Inform the client that the PB is ready for pick-up	none	2 days (includes waiting time)	Agriculturist II (FOCU)
2. Receive the PB	2. Release the approved PB	none	30 minutes	Agriculturist II (FOCU)
Total:		None	7 days	

4. Issuance of Permit to Borrow Methyl Bromide for Quarantine and Pre-Shipment (QPS) Applications (Online Application)

Methyl bromide is a restricted pesticide and is allowed to be used only for quarantine pre-shipment (QPS) applications as part of the Philippine obligations to the Montreal Protocol. Thus, the Permit to Borrow (PB) Methyl Bromide is being issued only to FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).

Office or Division	Field Operations Coordinating Unit (FOCU), Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request to include the quantity to be borrowed, lender, and the reason for borrowing. Request must be received by the FPA five (5) working days prior to its use or application (1 electronic copy)	Applicant
Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1 electronic copy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
Valid BPI Certification of Usage (1 electronic copy)	Bureau of Plant Industry (BPI)
Certified Pest Applicator (CPA) ID (1 Photocopy)	FPA Central Office - Planning, Management and Information Division (PMID)
Pest Control Operator as Agricultural Fumigator License issued by FPA RFU (1 Photocopy)	FPA Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application online	1.1 Print and check the completeness of submitted documents	none	15 minutes	Agriculturist II (FOCU)
	1.2 Evaluate submitted requirements and usage and prepare the Permit to Borrow (PB)	none	4 days	Agriculturist II (FOCU)
	1.3 Review the PB	none	4 hours	Senior Agriculturist (FOCU)
	1.4 Approve the PB	none	2 hour and 45 minutes	Executive Director III (OED)
2. Receive the PB	2. Send the electronic copy of approved PB via e-mail to the client and the original copy via courier to the concerned FPA Regional or Provincial Office	none	1 hour	Agriculturist II (FOCU)
Total:		None	5 days	

PLANNING, MANAGEMENT AND INFORMATION DIVISION

1. Evaluation of Application for Accreditation of Responsible Care Officer (Application Received Thru Email)

An accreditation is an authorization, manifested in an accreditation card, accorded to individuals who have complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. Employment of an ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/ representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user.

Validity: 3 years

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who have completed the required training course and passed the FPA examination (for new application) or attended at least two (2) symposia (for renewal of accreditation)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - downloadable @ FPA Website/PMID 3rd Floor FPA Bldg. Picture - from Applicant
2. Certificate of employment (1 original) / Proof of ownership, if owner (1 photocopy)	Employer of Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online the application through email at fpa77.arco@gmail.com with complete information and other requirements.	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Administrative Officer II, PMID
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2.1 Acknowledge receipt of the email.	None	15 minutes	Administrative Officer II, PMID
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.			
	2.2 Verify the data with the Agency records and evaluate the application.		1 hour	Administrative Officer II, PMID
3. Receive Bill Form thru email	3. Issue Bill Form and send it through email	None	15 minutes	Administrative Officer II, PMID
4. Pay the corresponding fee through the Link.Bizportal Electronic Payment System and send the copy of payment confirmation slip through email.	4.1 Receive, verify, and record the transaction details	Accreditation Fee 900	30 minutes	Cashier, FAD
	4.2 Receive confirmation from the cashier and encode details of the card.	None	20 minutes	Administrative Officer II, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Review the documents and details encoded on the card.	None	20 minutes	Planning Officer V/ Administrative Officer V, PMID
	4.4 Secure authorization for eSignature on the card	None	10 minutes	Administrative Officer II, PMID
	4.5 Issue authorization for eSignature on the card	None	30 minutes	Executive Director III, OED
	4.6 Receive authorization and print the card	None	10 minutes	Administrative Officer II, PMID
5. Receive notification thru email	5. Send notification that the accreditation card is ready for pick-up or mailing.	None	15 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee PHP900	4 hours	

2. Evaluation of Application for Accreditation of Agricultural Certified Pesticide Applicator (Application Received Thru Email)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor with any of (1) Crops; (2) Grains; (3) Ornamentals; (4) Raw Wood Materials; (5) Seed Crops; (6) Trees; (7) Turfs; (8) Wood Packaging Materials as area of activity of coverage. Employment of a CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work.

Validity: 1 year

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<p>The following who have completed the required training course and passed the FPA exam (for new applicants) and attended at least one (1) symposium (for renewal of accreditation):</p> <ol style="list-style-type: none"> 1. Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products. 2. Persons employed or owners of companies/institutions as in-house agricultural fumigators/exterminators. The activity of exterminators herein does not refer to urban/household pest application. 3. Persons who are active CPAs and have a license from the Civil Aviation Authority of the Philippines to operate /fly a drone and use it in the application of pesticides (Drone Controller). 4. Persons who are active CPAs or Accredited Responsible Care Officers (ARCOs), knowledgeable and fully conversant with drone operation as well as with procedures in case of pesticide exposure (Spray Operation Crew).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - downloadable @ FPA Website/PMID 3rd Floor FPA Bldg. Picture - Applicant
2. Certificate of employment (COE) - (1 original) / Proof of ownership in case the applicant is the owner of company and the one who signed the COE (1 photocopy)	Employer of Applicant
3. License from the Civil Aviation Authority of the Philippines (for Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
4. Valid CPA accreditation (for Drone Controller)	PMID, 3rd Floor, FPA Bldg.
5. Valid CPA or ARCO accreditation (for Spray Operation Crew)	PMID, 3rd Floor, FPA Bldg.
6. Monthly Pest Control Report and List of Chemicals Used (for in-house renewal CPA) (1 original)	Form - @ FPA Website/Office From Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form through email at fpa77.cpa@gmail.com with complete information and other requirements.	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Administrative Officer II, PMID
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2.1 Acknowledge receipt of the email.	None	15 minutes	Administrative Officer II, PMID
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.			
	2.2 Verify the data with the Agency records and evaluate the application.		1 hour	Administrative Officer II, PMID
3. Receive Bill Form thru email	3. Issue Bill Form and send it through email	None	15 minutes	Administrative Officer II, PMID
4. Pay the corresponding fee through the Link.Bizportal Electronic Payment System and send the copy of payment confirmation slip through email.	4.1 Receive, verify, and record the transaction details.	Accreditation Fee 600	30 minutes	Cashier, FAD
	4.2 Receive confirmation from the cashier and encode details of the card.	None	20 minutes	Administrative Officer II, PMID
	4.3 Review the documents and details encoded on card.	None	20 minutes	Executive Director, OED
	4.4 Secure authorization for eSignature on the card	None	10 minutes	Administrative Officer II, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Issue authorization for eSignature on the card	None	30 minutes	Administrative Officer V/ Planning Officer V, PMID
	4.6 Receive authorization and print the card	None	10 minutes	Administrative Officer II, PMID
5. Receive notification	5. Send notification that the accreditation card is ready for pick-up or mailing.	None	15 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee Php 600	4 hours	

3. Evaluation of Application for Accreditation of Fertilizer and Pesticide Researcher (Application Received Thru Email)

The fertilizer and pesticide (F/P) researchers conduct experiments to generate data to support F/P product registration. The research disciplines include:

- Pesticide Researcher - entomology, plant pathology, weed science, nematology, statistics, pesticide toxicology and analytical chemistry, rodent control, plant physiology, supervised pesticide residue trial (SPRT), and other allied research disciplines
- Fertilizer Researcher - plant nutrition

The applicants must apply for accreditation on the discipline well supported by their academic specialization, training, published research or current research undertakings, and years of research experience to indicate competence.

The accreditation is valid for two (2) years from the date of its issuance. Failure to renew the accreditation would automatically classify researcher to inactive status and therefore could not conduct research on efficacy trials for agrochemicals.

Validity: 2 years

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	The following persons who have completed the required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation) 1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).

	2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW/RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / PMID 3rd Floor FPA Bldg. Picture - Applicant
2. Approved/evaluated test protocol (1 certified true copy) - New	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for with affixed signature (1 original)	Applicant
4. With at least 3 years' research experience on the discipline being applied for	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality (1 original)	Employer of Applicant
6. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper(s) may be requested by the FPA. (Expansion of Accreditation for Additional Research Discipline) (1 original)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form through email at fpa77.researcher@gmail.com with complete information and other requirements.	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Administrative Officer II, PMID
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2.1 Acknowledge receipt of the email.	None	15 minutes	Administrative Officer II, PMID
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.			
	2.2 Verify the data with the Agency records and evaluate the application.		1 hour	Administrative Officer II, PMID
3. Receive Bill Form thru email	3.3. Issue Bill Form and send it through email	None	15 minutes	Administrative Officer II, PMID
4. Pay the corresponding fee through the Link.Bizportal Electronic Payment System and send the copy of payment confirmation slip through email.	4.1 Receive, verify, and record the transaction details.	Refer to schedule of fees below	30 minutes	Cashier, FAD
	4.2 Receive confirmation from the cashier and encode details of the card.	None	20 minutes	Administrative Officer II, PMID
	4.3 Review the documents and details encoded on card.	None	20 minutes	Executive Director, OED

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 Secure authorization for eSignature on the card	None	10 minutes	Administrative Officer II, PMID
	4.5 Issue authorization for eSignature on the card	None	30 minutes	Administrative Officer V/ Planning Officer V, PMID
	4.6 Receive authorization and print the card	None	10 minutes	Administrative Officer II, PMID
5. Receive notification	5. Send notification that the accreditation card is ready for pick-up or mailing.	None	15 minutes	Administrative Officer II, PMID
TOTAL		Refer to schedule of fees below	4 hours	

Schedule of Fees for Researcher Accreditation pursuant to DA Administrative Order 13 Series of 2000

Researcher Accreditation	Accreditation Fee
First Discipline	Php 1,200
Additional discipline (with separate ID)	Php 1,200
Additional discipline (without separate ID)	Php 400

4. Evaluation of Application for Accreditation of Safety Dispenser (Application Received Thru Email)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers.

Validity: 3 years

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	The following persons who have attended the required Accredited Safety Dispenser Training course:
	(1) Proprietors or employees of licensed fertilizer and pesticide dealers
	(2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW and RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / PMID 3rd Floor FPA Bldg. Picture - Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application at online accreditation application system/ email to fpa77.asd@gmail.com with complete information.	1. Open the email and check the application for the information.	None	15 minutes	Administrative Officer II, PMID
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2.1 Acknowledge receipt of the email.	None	15 minutes	Administrative Officer II, PMID
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.		1 hour	Administrative Officer II, PMID
2.2 Verify the data with the Agency records and evaluate the application.				
3. Receive Bill Form thru email	3. Issue Bill Form and send it through email	None	15 minutes	Administrative Officer II, PMID
4. Pay the corresponding fee through the Link.Bizportal Electronic Payment System and send the copy of payment confirmation slip through email.	4.1 Receive, verify, and record the transaction details.	Accreditation Fee 600	30 minutes	Cashier, FAD
	4.2 Receive confirmation from the cashier and encode details of the card.	None	20 minutes	Administrative Officer II, PMID
	4.3 Review the documents and details encoded on the card.	None	20 minutes	Executive Director, OED

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 Secure authorization for eSignature on the card	None	10 minutes	Administrative Officer II, PMID
	4.5 Issue authorization for eSignature on the card	None	30 minutes	Administrative Officer V/ Planning Officer V, PMID
	4.6 Receive authorization and print the card	None	10 minutes	Administrative Officer II, PMID
5. Receive notification	5. Send notification that the accreditation card is ready for pick-up or mailing.	None	15 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee PHP600	4 hours	

5. Evaluation of Application for Accreditation of Training Association (Application Received Thru Email)

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers.

Validity: 1 year

Office or Division:	Planning, Management and Information Division (PMID), Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation (1 original)	PMID 3rd Floor FPA Bldg./ FPA website
2. SEC Registration (1 photocopy)	Securities and Exchange Commission
3. General Information Sheet (contains the roster of membership) (1 original)	Applicant
4. Association Profile (1 original)	Applicant
5. List of Trainers and their Qualifications (1 original)	Applicant
6. Training Module (1 original)	Applicant
RENEWAL (with an overall training evaluation rating of at least "Satisfactory")	
1. Accomplished Application for Accreditation (1 original)	PMID 3rd Floor FPA Bldg./ FPA website
2. Updated General Information Sheet of the association/ organization (1 original)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit the application with complete information and supporting documents thru email at fpaaccreditation@gmail.com	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Administrative Officer II PMID
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2.1 Acknowledge receipt of the email.	None	15 minutes	Administrative Officer II, PMID
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.			
	2.2 Verify the data with the Agency records, evaluate and secure authorization for eSignature	None	1 hour	Administrative Officer II PMID
	2.3 Review the documents	None	30 minutes	Planning Officer V, PMID
	2.4 Secure authorization for eSignature	None	1.5 hours	Administrative Officer II, PMID
	2.5 Provide authorization of eSignature on the certificate	None		Office of the Executive Director
2.6 Print and record the certificate	None	Administrative Officer II, PMID		
3. Receive the certificate/ notification	3. Release the certificate/notify the training association thru email/text of the certificate	None	15 minutes	Administrative Officer II PMID
TOTAL		None	3 hours & 45 minutes	

6. Evaluation of Application for Accreditation of Responsible Care Officer (Walk-In @ FPA-PMID Central Office)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. Employment of an ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/ representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user.

Validity: 3 years.

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who have completed the required training course and passed the FPA examination (for new application) and attended at least two (2) symposia (for renewal of accreditation).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - @ FPA Website/PMID 3rd Floor FPA Bldg. Picture - from Applicant
2. Certificate of employment (1 original) / Proof of ownership, if owner (1 photocopy)	Employer of Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit application with complete information/ supporting documents at FPA-PMID	1.1 Receive the application and supporting documents and check the completeness	None	15 minutes	Administrative Officer II, PMID
	1.2 Verify the data with the Agency records and evaluate the application.	None	1 hour	
	1.3 Issue Bill Form	None	5 minutes	
2. Pay the corresponding fee through cashier	2.1 Receive Bill Form and issue Order of Payment	None	15 minutes	Administrative Officer II, PMID
	2.2 Receive the payment and issue an Official Receipt (OR).	Accreditation fee PHP 900	15 minutes	Cashier, FAD
3. Present the original OR to PMID	3.1 Record the details of OR in the application and encode details on the card.	None	20 minutes	Administrative Officer II, PMID
	3.2 Review the documents and details encoded on the card.	None	30 minutes	Planning Officer V/ Administrative Officer V, PMID
	3.3 Secure authorization for eSignature	None	10 minutes	Administrative Officer II, PMID
	3.4 Issue authorization for eSignature on the card	None	30 minutes	Executive Director, OED
	3.5 Receive authorization and print the card	None	30 minutes	Administrative Officer II, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
4. Receive the card or the notification	4. Release accreditation card or notify the client through email/text/call that his/her accreditation card is ready for pick-up	None	10 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee PHP 900	4 hours	

7. Evaluation of Application for Accreditation of Certified Pesticide Applicator (Walk-In @ FPA-PMID Central Office)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor with any of (1) Crops; (2) Grains; (3) Ornamentals; (4) Raw Wood Materials; (5) Seed Crops; (6) Trees; (7) Turfs; (8) Wood Packaging Materials as area of activity of coverage. Employment of a CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	The following who have completed the required training course and passed the FPA exam (for new applicants) and attended at least one (1) symposium (for renewal of accreditation):
	1. Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products.
	2. Persons employed or owners of companies/institutions as in-house agricultural fumigators/exterminators. The activity of exterminators herein does not refer to urban/household pest application.
	3. Persons who are active CPAs and have a license from the Civil Aviation Authority of the Philippines to operate /fly a drone and use it in the application of pesticides (Drone Controller).
	4. Persons who are active CPAs or Accredited Responsible Care Officers (ARCOs), knowledgeable and fully conversant with drone operation as well as with procedures in case of pesticide exposure (Spray Operation Crew).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / PMID 3rd Floor FPA Bldg. Picture - Applicant
2. Certificate of employment (COE) - (1 original) / Proof of ownership in case the applicant is the owner of company and the one who signed the COE (1 photocopy)	Employer of Applicant
3. License from the Civil Aviation Authority of the Philippines (for Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
4. Valid CPA accreditation (for Drone Controller)	PMID, 3rd Floor, FPA Bldg.
5. Valid CPA or ARCO accreditation (for Spray Operation Crew)	PMID, 3rd Floor, FPA Bldg.
6. Monthly Pest Control Report and List of Chemicals Used (for in-house renewal CPA) (1 original)	Form - @ FPA Website/PMID 3rd Floor FPA Bldg. From Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit application with complete information/ supporting documents at FPA-PMID	1.1 Receive the application and supporting documents and check the completeness	None	15 minutes	Administrative Officer II, PMID
	1.2 Verify the data with the Agency records and evaluate the application.	None	1 hour	
	1.3 Issue Bill Form	None	5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2. Pay the corresponding fee through cashier	2.1 Receive Bill Form and issue Order of Payment	None	15 minutes	Administrative Officer II, PMID
	2.2 Receive the payment and issue an Official Receipt (OR).	Accreditation fee PHP 600	15 minutes	Cashier, FAD
3. Present the original OR to PMID	3.1 Record the details of OR in the application and encode details on the card.	None	20 minutes	Administrative Officer II, PMID
	3.2 Review the documents and details encoded on the card.	None	30 minutes	Planning Officer V/ Administrative Officer V, PMID
	3.3 Secure authorization for eSignature	None	10 minutes	Administrative Officer II, PMID
	3.4 Issue authorization for eSignature on the card	None	30 minutes	Executive Director, OED
	3.5 Receive authorization and print the card	None	30 minutes	Administrative Officer II, PMID
4. Receive the card or the notification	4. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	10 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee PHP 600	4 hours	

8. Evaluation of Application for Accreditation of Fertilizer and Pesticide Researcher (Walk-In @ FPA-PMID Central Office)

The fertilizer and pesticide (F/P) researchers conduct experiments to generate data to support F/P product registration. The research disciplines include:

- Pesticide Researcher - entomology, plant pathology, weed science, nematology, statistics, pesticide toxicology and analytical chemistry, rodent control, plant physiology, supervised pesticide residue trial (SPRT), and other allied research disciplines
- Fertilizer Researcher - plant nutrition

The applicants must apply for accreditation on the discipline well supported by their academic specialization, training, published research or current research undertakings, and years of research experience to indicate competence.

The accreditation is valid for two (2) years from the date of its issuance. Failure to renew the accreditation would automatically classify researcher to inactive status and therefore could not conduct research on efficacy trials for agrochemicals.

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<p>The following persons who have completed the required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation)</p> <p>1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</p> <p>2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW/RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / PMID 3rd Floor FPA Bldg. Picture - Applicant
2. Approved/evaluated test protocol (1 certified true copy) - New	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for with affixed signature (1 original)	Applicant
4. With at least 3 years' research experience on the discipline being applied for	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality (1 original)	Employer of Applicant
6. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper(s) may be requested by the FPA. (Expansion of Accreditation for Additional Research Discipline) (1 original)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit application with complete information/ supporting documents at FPA-PMID	1.1 Receive the application and supporting documents and check the completeness	None	15 minutes	Administrative Officer II, PMID
	1.2 Verify the data with the Agency records and evaluate the application.	None	1 hour	
	1.3 Issue Bill Form	None	5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2. Pay the corresponding fee through cashier	2.1 Receive Bill Form and issue Order of Payment	None	15 minutes	Administrative Officer II, PMID
	2.2 Receive the payment and issue an Official Receipt (OR).	Refer to schedule of fees below	15 minutes	Cashier, FAD
3. Present the original OR to PMID	3.1 Record the details of OR in the application and encode details on card.	None	20 minutes	Administrative Officer II, PMID
	3.2 Review the documents and details encoded on the card.	None	30 minutes	Planning Officer V/ Administrative Officer V, PMID
	3.3 Secure authorization for eSignature	None	10 minutes	Administrative Officer II, PMID
	3.4 Issue authorization for eSignature on the card	None	30 minutes	Executive Director, OED
	3.5 Receive authorization and print the card	None	30 minutes	Administrative Officer II, PMID
4. Receive the card or the notification	4. Release accreditation card or notify the client through email/text/call that his/her accreditation card is ready for pick-up	None	10 minutes	Administrative Officer II, PMID
TOTAL		Refer to the schedule of fees below	4 hours	

Schedule of Fees for Researcher Accreditation pursuant to DA Administrative Order 13 Series of 2000

Researcher Accreditation	Accreditation Fee
First Discipline	Php 1,200
Additional discipline (with separate ID)	Php 1,200
Additional discipline (without separate ID)	Php 400

9. Evaluation of Application for Accreditation of Safety Dispensers (Walk-in @ FPA-PMID Central Office)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers.

Validity: 3 years

Office or Division:	Planning, Management and Information Division (PMID), Finance and Administrative Division (FAD) Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	The following persons who have attended the required Accredited Safety Dispenser Training course: (1) Proprietors or employees of licensed fertilizer and pesticide dealers (2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW and RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / PMID 3rd Floor FPA Bldg. Picture - Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit application with complete information/ supporting documents at FPA-PMID	1.1 Receive the application and supporting documents and check the completeness	None	15 minutes	Administrative Officer II, PMID
	1.2 Verify the data with the Agency records and evaluate the application.	None	1 hour	
	1.3 Issue Bill Form	None	5 minutes	
2. Pay the corresponding fee through cashier	2.1 Receive Bill Form and issue Order of Payment	None	15 minutes	Administrative Officer II, PMID
	2.2 Receive the payment and issue an Official Receipt (OR).	Accreditation fee Php 600	15 minutes	Cashier, FAD
3. Present the original OR to PMID	3.1 Record the details of OR in the application and encode details on the card.	None	20 minutes	Administrative Officer II, PMID
	3.2 Review the documents and details encoded on the card.	None	30 minutes	Planning Officer V/ Administrative Officer V, PMID
	3.3 Secure authorization for eSignature	None	10 minutes	Administrative Officer II, PMID
	3.4 Issue authorization for eSignature on the card	None	30 minutes	Executive Director, OED
	3.5 Receive authorization and print the card	None	30 minutes	Administrative Officer II, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
4. Receive the card or the notification	4. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	10 minutes	Administrative Officer II, PMID
TOTAL		Accreditation fee Php 600	4 hours	

10. Evaluation of Application for Accreditation of Training Association (Walk-In @ FPA-PMID Central Office)

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers.

Validity: 1 year

Office or Division:	Planning, Management and Information Division (PMID), Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation (1 original)	PMID 3rd Floor FPA Bldg./ FPA website
2. SEC Registration (1 photocopy)	Securities and Exchange Commission
3. General Information Sheet (contains the roster of membership) (1 original)	Applicant
4. Association Profile (1 original)	Applicant
5. List of Trainers and their Qualifications (1 original)	Applicant
6. Training Module (1 original)	Applicant
RENEWAL (with an overall training evaluation rating of at least "Satisfactory")	
1. Accomplished Application for Accreditation (1 original)	PMID 3rd Floor FPA Bldg./ FPA website
2. Updated General Information Sheet of the association/ organization (1 original)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit application with complete information and supporting documents at FPA-PMID	1.1 Receive the required documents and check the completeness of information and supporting documents	None	30 minutes	Administrative Officer II, PMID
	1.2 Verify data with agency records, evaluate and secure authorization for eSignature	None	1 hour	Administrative Officer II, PMID
	1.3 Review the documents	None	30 minutes	Planning Officer V PMID
	1.4 Secure authorization for eSignature	None	1.5 hours	Administrative Officer II, PMID
	1.5 Provide authorization of eSignature on the certificate	None		Executive Director, OED
	1.6 Print and record the certificate	None		Administrative Officer II, PMID
2. Receive the certificate/ notification	2. Release the certificate/notify the training association thru email/text of the certificate	None	15 minutes	Administrative Officer II, PMID
TOTAL		None	3 hours & 45 minutes	

11. Issuance of Accreditation Cards for Responsible Care Officer (ARCO), Agricultural Certified Pesticide Applicator (CPA), F/P Researcher, And Safety Dispenser (ASD) Forwarded/Emailed by FPA Regional Offices

The accreditation cards issued herein pertains to the applications received by the FPA-Regional/ Provincial Offices whereby the processing and printing of cards are centrally done at the Planning, Management & Information Division, Central Office.

Office or Division:	Planning, Management and Information Division (PMID), Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	1. Records Unit under Finance and Admin Division (FAD), FPA Central Office 2. FPA Field Units (FUs) / Regional Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application(s) for Accreditation with complete supporting documents received by the FPA-Regional Office from its clients and forwarded to Records Unit, FAD and those applications emailed by FUs directly to PMID	As received from the FUs concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. FUs to email and FAD-Records to forward - the received application with complete supporting documents	1.1 Receive the application and supporting documents / acknowledge if received thru email	Corresponding accreditation fee is being paid to FPA-Field Unit upon filing of application by client	15 minutes	Administrative Officer II, PMID
	1.2 Check the information and supporting documents.		15 minutes	Administrative Officer II, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
	1.3 Verify the data with the Agency records, evaluate and secure authorization		1 hour	Administrative Officer II, PMID
	1.4 Review the documents and details encoded on the card.		20 minutes	Planning Officer V/ Administrative Officer V, PMID
	1.4 Provide authorization of eSignature on the card		45 minutes	Executive Director, OED
	1.6 Print and record the card		30 minutes	Administrative Officer II, PMID
2. FAD to receive the accreditation cards with transmittal letter for mailing to Regional Office concerned	2. Sort the cards, prepare transmittal sheets and forward the same to Records Unit - FAD for mailing to Regional Offices		45 minutes	Administrative Officer II, PMID
TOTAL		None	4 hours	

12. Administration of FPA Exam and Release of Passers via FPA Website and Email

The FPA administers examinations to the participants of Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO) Trainings. Passing the exam is one of the requirements in the accreditation of individuals who want to become CPA or ARCO.

Office or Division:	Planning, Management and Information Division (PMID), Office of the Executive Director (OED)
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Training participants who completed the required training for CPA/ARCO and were certified by the concerned FPA Accredited Training Association (FATA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Examinee's Profile with 1x1 picture which was submitted to the training association (1 original)	To be provided by the training association concerned
2. Completed the required training course	To be provided by the training association concerned
3. FPA approved date and venue of the removal exam in case of removal exam takers	FPA-PMID, 3/F, FPA Building

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSONS
1. Submit duly accomplished Application for Exam Form.	1. Make a roll call based on the examinee's profile, check the examinee against the training's attendance sheet and give seating arrangement	None	30 minutes	Assigned PMID personnel Note: Exam Administrators are on a rotation basis
2. Take the exam	2.1 Administer the exam	None	2 hours	
	2.2 Check the test paper	None	5 days	Administrative Officer IV, PMID
	2.3 Compute the rating, prepare the summary of test results and individual result of rating	None	1 day	Administrative Officer IV, PMID
	2.4 Review the Summary of Rating	None	45 minutes	Planning Officer V, PMID
	2.5 Approval	None	30 minutes	Executive Director, OED
3. Browse the FPA website and check email.	3. Publication of exam passers at FPA website and email the result to the examinees	None	15 minutes	Info Technology Officer I, PMID
TOTAL		None	6 days and 4 hours	

13. Processing of Freedom of Information (FOI) Requests

Freedom of Information (FOI) is the government’s response to the call for transparency and full public disclosure of information. FOI is a government mechanism, which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

Clients/customers may refer to the FPA FOI Agency Manual and People’s Manual available in the office lobby or at the FPA website to know more about the detailed process and requirements.

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government G2B- Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For walk-in applicants</i> <ul style="list-style-type: none"> Filled-out FOI Request Form (1 original copy) 	FPA FOI Desk/ FPA-PMID
<i>For online applicants</i> <ul style="list-style-type: none"> Lodge request at the e-foi portal 	Access the FPA FOI Agency Portal at: https://www.foi.gov.ph/requests/new?agency=FPA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u><i>Via e-foi portal</i></u> 1. Lodge request at the FOI Portal <u><i>Via walk-in</i></u>	1.1 Receive the request (if request is accepted and can be processed)		1 day	FOI Receiving Officer (Information Section)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit filled-out FOI request form to FPA-PMID	1.2 Clarify the request	None	1 day	
	1.3 Assess the request		2 days	FOI Decision Maker (Division/Unit Concerned)
	1.4 Locate the information		2 days	FOI Receiving Officer (Information Section)
	1.5 Inform/consult other officials with key interest		5 days	FOI Receiving Officer (Information Section)
	1.6 Review and edit response		2 days	FOI Decision Maker (Division/Unit Concerned)
	1.7 Approval of response		1 day	FOI Decision Maker (Division/Unit Concerned)
2. Receive the response	2. Issue the response		1 day	FOI Decision Maker (Division/Unit Concerned)
TOTAL		None	15 days	

**Service is covered by special laws under Executive Order No. 2 s. 2016 or the Freedom of Information (FOI) Act.*

14. Provision of IEC Materials

FPA stakeholders may request information, education and communication (IEC) materials from the FPA-PMID for their reference and distribution to their community or group. This will help FPA in educating the public on the safe and judicious use of fertilizers and pesticides.

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government G2B- Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For online request</i> <ul style="list-style-type: none"> Email info.da.gov.ph indicating request and the number of copies needed 	Client
<i>For walk-in request</i> <ul style="list-style-type: none"> Filled-out request form (1 original) 	FPA-PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>Via walk-in</u> 1. Submit the request form or letter to FPA-PMID	1.1 Receive the request		30 mins	<i>Information Officer II FPA-PMID</i>
<u>Via online</u> Email info.da.gov.ph indicating request	1.2 Evaluate and clarify the request		30 mins	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Approve the request	None	30 mins	<i>Information Officer III</i> FPA-PMID
	1.4 Locate the IEC materials		30 mins	<i>Information Officer II</i> FPA-PMID
	1.5 Collect the IEC materials		2 hours	
	1.6 Package the IEC materials		3 hours	
2. Receive the IEC materials	2. Issue the IEC materials		1 hour	
TOTAL		None	1 day	

FINANCE AND ADMINISTRATIVE DIVISION

1. Collection Services

Collection services include all internal and external collections from refund of cash advance and fund transfer, payments arising from disposal of properties, etc. This excludes receipt of payments related to regulatory transactions. Please refer to the Citizen Charter of Fertilizer Regulatory Division (FRD), Pesticide Regulatory Division (PRD), Laboratory Services Division (LSD) and Planning, Management and Information Division (PMID) for your guidance.

Office or Division:	Finance and Administrative Division (FAD) - Cashier Unit and Accounting Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government
Who may avail:	All FPA Officials and Employees, agencies and private entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bill Form (1 Original)	Choose what is applicable: <ul style="list-style-type: none"> For payment of registration and licensing for fertilizer- Fertilizer Regulations Division (FRD) For payment of registration and licensing for pesticide- Pesticide Regulations Division (PRD) For payment of accreditation IDs- Planning, Management and Information Division (PMID)
2. Order of Payment (OP) (1 Original)	FPA Accounting Section

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Order of Payment (OP) with attached Bill Form to the Cashier Unit.	1.1 Receive signed OP and check for correctness and completeness of details based on the attached Bill Form/ NSW generated application form.	None	10 minutes	Administrative Assistant III (Accounting Section)
	1.2 Receive cash/check payment from the FPA Officials and Employees and other individuals and entities.	None	5 minutes	Administrative Officer II /Administrative Officer I (Cashier Unit)
2. Receive OR	2. Issue Official Receipt (OR) to the client.	None	15 minutes	
TOTAL		None	30 minutes	

INTERNAL SERVICES

LABORATORY SERVICES DIVISION

1. Analysis of Fertilizer Sample from Quality Control Monitoring by FPA Regional Field Unit

Fertilizer sample collected by the FPA Regional Field Unit (RFU) personnel from their quality control monitoring activities is sent to the Laboratory Services Division (LSD) for confirmatory analysis to verify whether its fertilizer material composition conforms with the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

Office or Division:	FPA Central Office - Fertilizer Regulations Division (FRD) and Laboratory Services Division (LSD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	FPA Regional Field Unit (RFU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1 original)	FPA-Fertilizer Regulations Division (FRD) or Laboratory Services Division (LSD), or download from the FPA Website: https://fpa.da.gov.ph
Properly sealed and labeled fertilizer sample: <i>a. Solid inorganic fertilizer (min. 250 grams); or</i> <i>b. Solid organic fertilizer (min. 500 grams); or</i> <i>c. Liquid organic/inorganic fertilizer (min. 250 mL)</i> Note: Samples must be properly sealed and labeled.	FPA-RFU
Acknowledgment Receipt of Fertilizer Samples [Annex 4.3; Blue Book] (1 original)	FPA-RFU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to FRD	1.1. Check completeness of requirements and condition of the sample	None	1 hour	<i>Chemist II</i> FRD
	1.2 Coordinate with the RFU and review the documents for the necessary parameters to be analyzed	None	5 hours	<i>Chemist II</i> FRD
	1.3. Assign FRD sample code and input the details in the FRD database	None	1 hour	<i>Chemist II</i> FRD
	1.4. Print a receiving document and submit the requirements to the LSD	None	1 hour	<i>Chemist II</i> FRD
	1.5. Receive requirements from FRD and assign laboratory code	None	1 hour	<i>Administrative Assistant III</i> LSD
	1.6. Prepare test parameter results form of the sample	None	1 hour	<i>Administrative Assistant III</i> LSD
	1.7. Prepare the fertilizer sample for analysis	None	1 day and 3 hours	<i>Laboratory Technician III</i> LSD
	1.8. Conduct laboratory analysis and encode test results	None	15 days	<i>Laboratory Technician III, Chemist II & III, Biologist II</i> LSD <i>(depends on the test parameter to be analyzed)</i>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9. Review test results and prepare the laboratory test report	None	2 days	<i>Chemist IV</i> LSD
	1.10. Approve the release of laboratory test report	None	1 hour	<i>Chemist V</i> LSD
	1.11. Note the approval of the release of laboratory test report	None	1 hour	<i>Executive Director III</i> OED
2. Receive the electronic copy of the laboratory test report	2. Release the electronic copy of laboratory test report to RFU and FRD	None	1 hour	<i>Administrative Assistant III</i> LSD
TOTAL		None	20 days	

2. Analysis of Pesticide Sample from Quality Control Monitoring by FPA Regional Field Unit

Pesticide sample collected by the FPA Regional Field Unit (RFU) personnel from their quality control monitoring activities is sent to the Laboratory Services Division (LSD) for confirmatory analysis to verify whether its active ingredient content conforms with the declared product specification. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

Office or Division:	FPA Central Office - Pesticide Regulations Division (PRD) and Laboratory Services Division (LSD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	FPA Regional Field Unit (RFU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1 original)	FPA-Pesticide Regulations Division (PRD) or Laboratory Services Division (LSD), or download from the FPA Website: https://fpa.da.gov.ph
Properly sealed and labeled pesticide sample: <i>Solid Formulated product (500 grams); or Liquid Formulated Product (500 mL)</i>	FPA-RFU
Note: Samples must be properly sealed and labeled.	
Acknowledgment Receipt of Pesticide Samples (1 original)	FPA-RFU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to PRD.	1.1. Check completeness of documents and condition of the sample.	None	30 minutes	<i>Chemist I</i> PRD
	1.2. Assess the requested analysis and verify the parameters. (If submission is incomplete or requires clarification, coordinate with the concerned RFU personnel.)	None	4 hours	<i>Chemist I</i> PRD
	1.3. Assign PRD sample codes and label the samples accordingly.	None	30 minutes	<i>Chemist I</i> PRD
	1.4. Record and input the pertinent details of the submission in the PRD database. & sample.	None	2 hours	<i>Chemist I</i> PRD
	1.5. Forward samples and documents to LSD. Accomplish tracking form for monitoring of transmittal.	None	1 hour	<i>Chemist I</i> PRD
	1.6. Receive requirements from PRD and assign laboratory code	None	1 hour	<i>Administrative Assistant III</i> LSD

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Prepare test parameter results form of the sample	None	1 hour	<i>Laboratory Technician III</i> LSD
	1.8. Prepare the pesticide sample for analysis	None	1 day and 3 hours	<i>Laboratory Technician III</i> LSD
	1.9. Conduct laboratory analysis and encode test results	None	15 days	<i>Chemist II & III</i> LSD <i>(depends on the test parameter to be analyzed)</i>
	1.10. Review test results and prepare the laboratory test report	None	2 days	<i>Chemist IV</i> LSD
	1.11. Approve the release of laboratory test report	None	1 hour	<i>Chemist V</i> LSD
	1.12. Note the approval of the release of laboratory test report	None	1 hour	<i>Executive Director III</i> OED
2. Receive the electronic copy of the laboratory test report	2. Release the electronic copy of laboratory test report to RFU and PRD	None	1 hour	<i>Administrative Assistant III</i> LSD
TOTAL		None	20 days	

OFFICE OF THE EXECUTIVE DIRECTOR

1. Request for Legal Opinion

This provides for the process on requests for Legal Opinion on the interpretation and applicability of PD 1144, its IRR, and other issuances of FPA received from all FPA Employees from the Central Office and Regional Field Units.

Office or Division:	OFFICE OF THE EXECUTIVE DIRECTOR (OED)
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2G - Government to Government
Who May Avail:	All FPA Employees from the Central Office and Regional Field Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email or letter of request for legal opinion on matters that are related to the provisions of Presidential Decree 1144 and its Implementing Rules and Regulations (IRR)	Client

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FPA Personnel shall write a letter request for a legal opinion on the interpretation of FPA rules and regulations addressed to the Legal Unit or email the said request at fpa.legal@gmail.com .	1.1 The OED Legal Office shall receive the request for legal opinion	None	5 min	Administrative Aide VI of Legal Unit

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>The said request must contain the following:</p> <p>a. name of the party requesting;</p> <p>b. purpose of such request;</p> <p>c. queries or questions that need to be addressed; and</p> <p>d. all necessary attachments needed.</p>	1.2 The OED Legal shall record the request in the logbook.	None	5 min	Administrative Aide VI of Legal Unit
	1.3 Endorse the request for legal opinion to Legal Officer I for initial review of request.	None	5 mins	Administrative Aide VI of Legal Unit
	1.4. Legal Officer I to review request and draft initial comments.	None	5 days	Legal Officer I
	1.5 Legal Officer I to forward initial comments to Attorney IV	None	5 mins	Legal Officer I
	1.6 Attorney IV will prepare the final legal opinion as requested.	None	10 days	Attorney IV
	1.7. Print the final legal opinion for signature of Attorney IV.	None	5 mins	Administrative Aide VI of Legal Unit
	1.8. Scan copy of signed legal opinion.	None	5 mins	Administrative Aide VI of Legal Unit
	2. The FPA personnel shall receive the legal opinion from the OED Legal	2.1 Administrative Aide VI shall forward the legal opinion via email or physical copy to the requesting FPA personnel.	None	5 min
2.2 Administrative Aide VI shall record the proof of receipt.		None	5 min	Administrative Aide VI of Legal Unit
TOTAL		None	15 days and 40 mins	

PLANNING, MANAGEMENT AND INFORMATION DIVISION

1. Posting/Publication in the FPA Website

Includes all postings whether new or updates on the previously posted information.

Office or Division:	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All FPA Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For walk-in</i> <ul style="list-style-type: none"> Approved request form by the Executive Director <i>For online submission</i> <ul style="list-style-type: none"> Filled-out online request form 	Access online request form at https://forms.office.com/r/4s3jNi1N3B / get form at ICT Unit, PMID
Document(s) to be posted (soft copy)	Personnel concerned

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and documents directly to ICT section, PMID or through the online request form: https://forms.office.com/r/4s3jNi1N3B	1.1 Receive request together with the copy of the document(s) to be posted	None	5 minutes	Info System Analyst I/ Info System Analyst II, PMID
	1.2 Review documents and assign personnel to post	None	10 minutes	Info Technology Officer I, PMID
2. Check the website if already posted	2. Upload the file/document and inform requester	None	15 minutes	ISA I/ ISA II, ITO I, PMID
TOTAL		None	30 minutes	

2. Provision of IT Assistance

The information and communication Unit (ICT) of PMID is in-charge of all IT related concerns of the Agency. The scope of the ICT unit's responsibility extends to all issues and aspects related to Information Technology. This includes hardware, software, networks, cybersecurity, data management, communication systems, and other technology-related aspects.

Office or Division:	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SECTION, PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	All FPA officials and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved request Form (1 hard copy or 1 online request form)	Thru online request form https://forms.office.com/r/yMFAvMu934 or at ICT Unit, PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form directly to ICT section, PMID or through the online request page: https://forms.office.com/r/yMFAvMu934	1.1 Receive the request form	None	5 minutes	Info Technology Officer I/ Info System Analyst II PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Review the request and assign personnel to assist		10 minutes	Info Technology Officer I, PMID
	1.3 Conduct troubleshooting process		7 hours & 30 minutes	Info Technology Officer I/ Info System Analyst II PMID
2. Receive the findings/ recommendation or the equipment through email or hard copy.	2. Complete the request form and inform the requestor on the findings and recommendations	None	15 minutes	Info Technology Officer I/ Info System Analyst II PMID
TOTAL		None	1 day	

3. Provision of Communications-Related Technical Assistance

This request pertains to communications-related technical assistance (TA) that requires multi-level processing and pre/post production such as preparation of audio-video presentations (AVPs), and the design and production of various IEC materials (manuals, training/information kits, briefers, brochures, flyers, scripts, etc.).

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Complex
Type of Transaction:	G2G- Government to Government
Who may avail:	FPA Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request form (1 original copy) or email indicating the request	FPA-PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request form to FPA-PMID or email info.da.gov.ph	1.1. Receive the Technical Assistance (TA) request	None	30 mins	<i>Information Officer II</i> FPA-PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Evaluate and clarify the TA request		1 hour and 30 mins	
	1.3. Approve the TA request		30 mins	<i>Information Officer III</i> FPA-PMID
	1.4. Prepare the TA request		3 days	<i>Information Officer II</i> FPA-PMID
	1.5. Review the prepared TA request		1 day	<i>Information Officer III</i> FPA-PMID
	1.6. Consult/Present the TA to the requesting Division/Unit		30 mins	<i>Information Officer II</i> FPA-PMID and Division/Unit Concerned
	1.7. Edit/Rewrite the TA request		2 days	<i>Information Officer II</i> FPA-PMID
	1.8. Approve the finalized version of the request		4 hours	<i>Information Officer III</i> FPA-PMID
	2. Receive the IEC materials		2. Release the TA request	
TOTAL		None	7 days	

4. Revision and Posting of Contents for Social Media

This service involves the review, editing and publishing of contents prepared and submitted by the other operating units and Regional Field Units (RFUs) intended for social media posting and uploading.

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	FPA Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Draft content Photos	Fill-out online form at: https://forms.gle/SU2SCRBhYBsbCCze6

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out google form at https://forms.gle/SU2SCRBhYBsbCCze6 and submit the necessary data/information requested	1.1. Receive the content.		30 mins	<i>Information Officer II/ Information Officer III FPA-PMID</i>
	1.2. Evaluate and clarify the content.		4 hours	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Edit/Rewrite the content	None	1 day	<i>Information Officer II/ Information Officer III FPA-PMID</i>
	1.4. Publish the content		1 hour	<i>Information Officer II/ Information Officer III FPA-PMID</i>
2. Check content posting	2. Inform the client of content posting		30 mins	<i>Information Officer II FPA-PMID</i>
TOTAL		None	1 day and 6 hours	

5. Revision and Posting of Press Releases and Related-Articles

This service involves the review, editing and publishing of press releases and related-articles prepared and submitted by the other operating units and Regional Field Units (RFUs) intended for website posting.

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	FPA Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Draft press release/article	Client
Photos	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email draft article and photos at info.dafpa@gmail.com	1.1. Receive the draft article		30 mins	<i>Information Officer II/ Information Officer III FPA-PMID</i>
	1.2. Evaluate and clarify the article		2 hours	
	1.3. Edit the article		4 hours	<i>Information Officer II/ Information Officer III FPA-PMID</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. 4 Coordinate with writer to incorporate revisions in the article	None	1 day	<i>Information Officer II/ Information Officer III FPA-PMID</i>
	1.5 Rewrite the article and research for additional references to improve article		1 day	<i>Information Officer II/ Information Officer III FPA-PMID</i>
	1.6. Publish the article		1 hour	<i>Information Systems Analyst I FPA-PMID</i>
2. Check press release/article posting	2. Provide the client with the finalized version press release/article		30 mins	<i>Information Officer II FPA-PMID</i>
TOTAL		None	3 days	

6. Provision of IEC Materials

FPA stakeholders may request information, education and communication (IEC) materials from the FPA-PMID for their reference and distribution to their community or group. This will help FPA in educating the public on the safe and judicious use of fertilizers and pesticides.

Office or Division:	Planning, Management and Information Division (PMID)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government G2B- Government to Business
Who may avail:	FPA-Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For online request</i> <ul style="list-style-type: none"> Email info.dafpa.gov.ph indicating request and the number of copies needed 	Client
<i>For walk-in request</i> <ul style="list-style-type: none"> Filled-out request form 	FPA-PMID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Via walk-in</i> 1. Submit the request form or letter to FPA-PMID	1.1 Receive the request		30 mins	<i>Information Officer II</i> FPA-PMID
<i>Via online</i> Email info.da.gov.ph indicating request	1.2 Evaluate and clarify the request		30 mins	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Approve the request	None	30 mins	<i>Information Officer III</i> FPA-PMID
	1.4 Locate the IEC materials		30 mins	<i>Information Officer II</i> FPA-PMID
	1.5 Collect the IEC materials		2 hours	
	1.6 Package the IEC materials		3 hours	
2. Receive the IEC materials	2. Issue the IEC materials		1 hour	
TOTAL		None	1 day	

FINANCE AND ADMINISTRATIVE DIVISION

1. Processing of Claims

This process includes payment of obligations to FPA officials and employees, suppliers, agencies and other individuals and entities who have valid claims from the agency.

Office Division	Finance and Administrative Division (FAD) - Budget Section, Accounting Section and Cashier Unit and Office of the Executive Director (OED)
Classification	Complex
Type of Transaction	G2G - Government to Government
Who may avail	FPA Officials and Employees

In line with the new COA Circular 2023-004 dated June 14, 2023, below are the documentary requirements needed for the disbursement of claims.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirements for All Types of Disbursement	
1. Disbursement Voucher (DV) with duly signed Box A certifying the legality of transaction and conformity with laws, rules or regulations of the authorized representative supervising the concerned requesting party, if applicable (2 Original Copies)	Requesting Party
2. Obligation Request and Status (ORS) with Duly Signed Box A Certifying the Legality of transaction and conformity with laws, rules or regulations of the Authorized Representative supervising the concerned Requesting Party (2 Original Copies)	Requesting Party
1.0 CASH ADVANCES	
1.1 Granting of Cash Advances	
<i>For all types of cash advances except for travel cash advances</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)	Requesting Party
2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books	Chief Accountant
3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more	HR Section
<i>Additional Documentary Requirements for Specific Transactions</i>	
1.1.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses	
1. Approved Payroll or list of payees indicating their net payments	HR Section
2. Approval /authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/ wages/fringe benefits	Office of the President
1.1.2 Petty Cash Fund (PCF)	
1. Approved estimates of petty expenses for one month (initial set up)	Requesting Party
1.1.3 Field/Activity Current Operating Expenses (COE)	
1. Approved Budget for COE of the agency field office or agency activity in the field	Requesting Party
1.1.4 Traveling Expenses	
1.1.4.1 Local Travel	
1. Duly approved Office Order/ Travel Order	Requesting Party
2. Duly approved itinerary of travel	Requesting Party
3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Chief Accountant
4. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstances, signed by his/her supervisor	Requesting Party
5. Letter of invitation of the host/sponsoring agency/organization	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.1.4.2 Foreign Travel	
1. Duly approved Office Order/Travel Order	Requesting Party
2. Duly approved itinerary of travel	Requesting Party
3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Chief Accountant
4. Letter of invitation of host/sponsoring country/agency/ organization	Requesting Party
5. Flight itinerary issued by the airline ticketing office/travel agency organization	Requesting Party
6. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstances, signed by his/her supervisor	Requesting Party
7. Where applicable, authority to claim representation expenses	Requesting Party
<i>In case of seminars/trainings</i>	
8. Acceptance of the nominees as participants (issued by the foreign country)	Requesting Party
9. Programme Agenda and Logistics Information	Requesting Party
1.2 Liquidation of Cash Advances	
1.2.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses	
<i>Documentary Requirements</i>	
1. Report of Disbursements certified correct by the accountable officer	Requesting Party
2. Approved payrolls/vouchers duly acknowledged/signed by the payee/s	Requesting Party
3. Duly verified/approved accomplishment report, in case of payment of personnel under the "job order" status	Requesting Party
4. Official Receipt (OR)/printed electronic Official Receipt (eOR)/Acknowledgement Receipt (AR) or equivalent in case of refund for unclaimed Salaries, Allowances, Honoraria and other Similar Expenses	Requesting Party
5. Authority from the claimant and identification documents, if claimed by person other than the payee	Requesting Party
1.2.2 Petty Cash Fund	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documentary Requirements	
1. Report on Paid Petty Cash Vouchers (RPPCV)	Requesting Party
2. Petty Cash Vouchers (PCVs) duly accomplished, signed and approved	Requesting Party
3. Approved purchase request with certificate of Emergency Purchase, if necessary	Requesting Party
4. Bills, receipts, sales invoices	Requesting Party
5. Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300.00 or less) or Reimbursement Expense Receipts (RER) for expenses amounting to more than P300.00 but not exceeding P1,000.00), pursuant to COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future	Requesting Party
6. Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance	Requesting Party
7. Pre/Post-Repair Inspection Report	Requesting Party
8. Waste Materials Report (WMR) in case of replacement/repair	Requesting Party
9. Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only)	Requesting Party
10. Canvass from at least three suppliers for purchases as prescribed (involving P2,000.00 and above, or other amount that may be prescribed in the future), except for purchases made while on official travel	Requesting Party
11. Summary/Abstract of Canvass	Requesting Party
12. OR/eOR/AR or equivalent in case of refund of PCF	Requesting Party
13. Inventory Custodian Slip (ICS) for semi-expendable items	Requesting Party
For meals and snacks charged to PCF:	Requesting Party
14. Notice of meeting with agenda/meeting's purpose	Requesting Party
15. Minutes of Meeting	Requesting Party
16. Attendance Sheet	Requesting Party
17. Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses	Requesting Party
1.2.3 Field/Activity Current Operating Expenses	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documentary Requirements	
1. Same requirements as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred	
1.2.4 Traveling Expenses	
Documentary Requirements	
1. Liquidation Report	Requesting Party
2. Approved Certificate of Travel Completed	Requesting Party
3. Approved Revised Itinerary of Travel, if the previous approved itinerary was not followed	Requesting Party
4. Copy of previously approved Itinerary of Travel	
5. Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule	Requesting Party
6. Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertake/Report on Participation addressed to the agency head. The report, duly noted by the agency head or his authorized representative, shall contain, among others, the following information:	Requesting Party
6.1 Highlights of the training/activity;	Requesting Party
6.2 Pictures preferably dated;	Requesting Party
6.3 Plan of action for knowledge sharing; and	Requesting Party
6.4 Recommendations	Requesting Party
7. OR/eOR/AR or equivalent in case of refund of excess cash advance	Requesting Party
Additional Documentary Requirements	
1.2.4.1 Local Travel	
1. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company	Requesting Party
2. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the	Office of the Executive Director

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	
3. OR/eOR or CERR (for expenses amounting to P300.00 or less) or Reimbursement Expense Receipts (RER) for expenses amounting to more than P300.00 but not exceeding P1,000.00), pursuant to COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates	Requesting Party
4. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city of municipality covered by Metro Manila Area, if the travel allowances being claimed include hotel room/lodging	Requesting Party
1.2.4.2 Foreign Travel	
1. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination, as indicated in the approved travel authority and itinerary of travel; or passenger manifest certified by the concerned airline or shipping company	Requesting Party
2. For reimbursement of actual travel expenses in excess of the prescribed rate:	
2.1 Approval by the President	Requesting Party
2.2 Certification from the Head of Agency that it is absolutely necessary	Requesting Party
2.3 Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel lodging bills and receipts)	Requesting Party
2.4 Bills/receipts for non-commutable representation expenses approved by the President or authorized officials	Requesting Party
2.0 Fund Transfers to Non-Government Organization/People's Organizations/Civil Society Organizations (NGOs/Pos/CSOs)	
2.1 Transfer of Funds	
1. Duly approved Schedule of Fund Release to NGO/PO/CSO	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Approved Summary of Budgetary Requirements detailing the items of expenditure/disbursement to be incurred in the program/project	Requesting Party
3. Performance security for infrastructure project	Requesting Party
4. Copy of signed Memorandum of Agreement (MOA) executed by and between the Government Agency and the NGO/PO/CSO	Requesting Party
5. Certificate of Registration with concerned government agencies, i.e. SEC, CDA or DOLE	Chief Accountant
6. Document showing that the NGO/PO/CSO has equity equivalent to 20% of the Total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project	Requesting Party
7. Copy of the OR/eOR/AR or equivalent issued by the NGOs/Pos/CSOs to the Source Agency acknowledging receipt of funds transferred	Requesting Party
8. Certification from the Accountant of the source agency that the previous fund transfer had been liquidated and accounted for in the books (staggered release)	Requesting Party
2.2 Liquidation of Funds Released	
1. Report of Advice to Debit Account Issued and/or Report of Cash Disbursements	Requesting Party
2. Interim or Final Fund Utilization Report, on the previous release of fund (for staggered release) indicating the summary of expenses and the status report of accomplishments, certified by the Chief Accountant and approved by the President/Chairperson of the NGO/PO/CSO	Chief Accountant/Office of the Executive Director
3. OR/eOR/AR or equivalent issued by the granting Government Agency acknowledging return by NGO/PO/CSO of any unutilized/excess amount of cash advance, including interest, if any	Requesting Party
4. Inspection report and certificate of project completion issued by the Government Agency's authorized representative	Requesting Party
5. List of equipment/vehicles procured by the NGO/PO/CSO out of the project funds indicating its brief description, date acquired, acquisition cost and final disposition	Requesting Party
6. Warranty for procured equipment and projects	Requesting Party
7. Pictures of implemented projects	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. List of beneficiaries showing proof of identification (with address and contact number) with their signatures signifying their acceptance/ acknowledgement of the project/funds/goods/services received	Requesting Party
9. Proof of verification by the Government Agency official of the validity of the documents submitted by the NGO/PO/CSO	Requesting Party
10. In case of dissolution of the recipient NGO/PO/CSO, in addition to the OR/eOR/AR or equivalent acknowledging return of unutilized amount, copy of the vouchers paid by the NGO/PO/CSO	Requesting Party
Source Agency:	
1. Copies of Approved Journal Entry Vouchers of all transactions charged from the fund drawn by the Chief Accountant of the IA	Requesting Party
2. Duplicate copy of the Report of Checks Issued/Report of Advice to Debit Account Issued and/or Report of Cash Disbursements and supporting documents duly certified correct by the Chief Accountant and approved by the Agency Head, stamped "received" by the Auditor of the IA	Requesting Party
3. Copy of OR issued for the refund of unexpended/unutilized balance of fund transferred	Requesting Party
4. Copy of Notices of Disallowance and subsequent audit decisions issued, if any	Requesting Party
5. Copy of OR/eOR/AR or equivalent issued for the refund of unexpended/unutilized balance of fund transferred	Requesting Party
3.0 SALARY	
3.1 Individual Claims	
3.1.1 First Salary	
<i>For Regular Employees</i>	
<i>Specific Documentary Requirements</i>	
1. Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent	HR Section
2. Assignment/Re-Assignment order, if applicable	HR Section
3. Certified true copy of Oath of Office	HR Section
4. Certificate of Assumption	HR Section

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Statement of Assets, Liabilities and Net Worth	Requesting Party
6. Approved DTR	Requesting Party
7. Bureau of Internal Revenue (BIR) withholding certificates	Requesting Party
8. Payroll Information on New Employee (PINE) or any equivalent document	n/a
9. Authority from the claimant and identification documents, if claimed by person other than the payee	Requesting Party
<i>Additional Requirements for Transferees (from one government office to another)</i>	
1. Clearance from money, property and legal accountabilities from the previous office	Requesting Party
2. Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office	Requesting Party
4. Service Records	HR Section
5. BIR Certificate of Compensation Payment/Tax Withheld	Requesting Party
6. Approved /paid Home Development Mutual Fund (HDMF) and Philhealth Forms	Requesting Party
<i>For Contract of Service and Job Order Workers</i>	
1. Approved Contract for Contract of Service and Job Order Workers	HR Section
2. Certificate of Assumption	HR Section
3. Approved DTR or certification that the employee has not incurred leave without pay	Requesting Party
4. BIR withholding certificate	Requesting Party
3.1.2 Salary (if Deleted from the Payroll)	
<i>Specific Documentary Requirements</i>	
1. Approved DTR	Requesting Party
2. Notice of Assumption	HR Section
3. Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more and clearance if on leave for 30 days or more	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3.1.3 Salary of Casual/Contractual Personnel Services	
<i>Specific Documentary Requirements</i>	
1. For accredited agencies by the CSC (for first claim)	
1.1 Certified true copy of the pertinent contract/appointment	HR Section
1.2 Copy of the Report of Personnel Actions (ROPA) of the pertinent contract/appointment marked received by the CSC	HR Section
2. For other agencies (for first claim)	HR Section
2.1 Certified copy of the pertinent contract/appointment/job order marked received by the CSC	HR Section
3. Duly Approved Accomplishment Report	Requesting Party
4. Approved DTR	Requesting Party
5. Certificate of Assumption of Duty for the first salary	HR Section
3.1.4 Salary Differentials due to Promotion and/or Step Increment	
<i>Specific Documentary Requirements</i>	
1. Due to Promotion:	HR Section
1.1 Certified copy of Approved Appointment	HR Section
1.2 Certificate of Assumption	HR Section
2. Notice of Salary Adjustment (NOSA), for step increment/salary increase	HR Section
3. Approved DTR or certification that the employee has not incurred leave without pay	Requesting Party / HR Section
3.1.5 Last Salary	
<i>Specific Documentary Requirements</i>	
1. Clearance from money, property and legal accountabilities	Requesting Party
2. Approved DTR	Requesting Party
3. Authority to deduct accountabilities, if any	HR Section
4. Certification of available leave credits	HR Section
3.1.6 Salary due to heirs of deceased employee	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Specific Documentary Requirements</i>	
1. Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable.	Requesting Party
2. Marriage Contract issued by PSA, if applicable	Requesting Party
3. Birth Certificates of surviving legal heirs issued by PSA	Requesting Party
4. Waiver of right of children 18 years old and above, if applicable	Requesting Party
5. Designation of next-of-kin	Requesting Party
5.1 Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage	Requesting Party
3.1.7 Salary during Maternity Leave	
<i>Specific Documentary Requirements</i>	
1. Certified copy of approved Application for Maternity Leave	Requesting Party
2. Certified copy of Maternity Leave Clearance	Requesting Party
3. Medical Certificate for Maternity Leave	Requesting Party
4. Certification as Solo Parent (for additional 15 days paid leave)	Requesting Party
5. Certification of Assumption	HR Section
3.2 General Claims through the Automated Teller Machine (ATM)	
<i>Specific Documentary Requirements</i>	
1. Approved Salary Payroll	HR Section
2. Approved Payroll Register (hard and soft copy)	HR Section
3. Letter to the Bank to credit employees' account of their salaries or other claims stamped "Received" by the Bank	HR Section
4. Validated deposit slips/LDDAP-ADA, if applicable	Cash Section
4.0 ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATION	
4.1 Clothing/Uniform Allowance	
<i>Specific Documentary Requirements (or newly hired personnel)</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Individual Claims	
1.1 Certified of Assumption (for new employee and those on leave without pay)	HR Section
1.2 Certificate of Non-payment from previous agency, for transferees	HR Section
2. General Claims	
2.1 Approved Clothing/Uniform Allowance Payroll	HR Section
2.2 Approved Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank to credit employees' account of their salaries or other claims	HR Section
2.4 Validated deposit slips/LDDAP-ADA, if applicable	Cash Section
4.2 Collective Negotiation Agreement (CNA) Incentive	
<i>Specific Documentary Requirements</i>	
1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive	FPAEA
2. Copy of CNA	FPAEA
3. Comparative statement of DBM approved level of operating expenses and actual operating expenses	Budget Section
4. Certification issued by the Head of Agency on the total amount of unencumbered savings generated from the cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement	Office of the Executive Director
5. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year	PMID
4.3 Hazard Duty Pay	
<i>Specific Documentary Requirements</i>	
1. Certification by the Secretary of the Department of Science and Technology (DOST)/Department of Health (DOH)/Department of National Defense (DND)/Director of the Philippine Institute of Volcanology and Seismology that the place of assignment/travel is a strife-tom/embattled/disease infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption	Requesting Party
2. Approved DTR/Report or Duly Accomplished Time Record of employee or travel report	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas	Requesting Party
4. For non-DOST personnel, Certification from DOST Secretary showing the degree of risk to hazards, actual exposure and rates; and	Requesting Party
5. Certification issued by Chief Accountant that the amounts received by the recipient/s are compliant with the rules and rates on hazard pay set under Item 3 of DBM-DOH Joint Circular No. 1, series of 2012 and DBM-DOH Joint Circular No. 1, series of 2016, and any future amendments thereof	Chief Accountant
4.4 Honoraria	
4.4.1 Government Personnel involved in Government Procurement	
<i>Specific Documentary Requirements</i>	
1. Office Order creating and designating the BAC composition and authorizing the members to collect honoraria	Office of the Executive Director
2. Minutes of BAC Meeting	BAC Sec
3. Notice of award to the winning bidder of procurement activity being claimed	BAC Sec
4. Certification that the procurement involves competitive bidding	BAC Sec
5. Attendance Sheet listing names of attendees to the BAC meeting	BAC Sec
6. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof	Chief Accountant
4.4.2 Governing Boards of Collegial Bodies	
<i>Specific Documentary Requirements</i>	
1. Appointment/designation as member of the Board	Appointing Authority
2. Certification that the claimant is not an appointee to a regular position in the governing board of collegial body who receives salaries, regular allowances and other benefits.	Requesting Party
3. Minutes of Meeting and Attendance Sheet as certified by the Board Secretary	Board Secretary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-510 dated May 8, 2007 and any future amendments thereof	Chief Accountant
4.4.3 Resource Person/Coordinator/Facilitator	
<i>Specific Documentary Requirements</i>	
1. Office Order for their designation with authority to collect honorarium	Office of the Executive Director
2. Authority to Conduct the Training/Seminar and the participants	Requesting Party
3. Course Outline/Program	Requesting Party
4. Copy of the Letter/Invitation to Guest Resource Speaker/Persons (as accepted/conformed)	Requesting Party
5. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-001 dated April 23, 2007 and any future amendments thereof	Chief Accountant
4.4.4 Special Projects	
<i>Specific Documentary Requirements</i>	
1. Office Order for the creation of the Special Project Team	Office of the Executive Director
2. Special Project Plan	Requesting Party
2. Office Order designating members of the special project	Office of the Executive Director
3. Terms of Reference	Requesting Party
4. Accomplishment Report/Certificate of completion of project deliverables	Requesting Party
5. Certificate of acceptance by the Agency Head of the deliverables per project component	Office of the Executive Director
6. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM BC 2007-2 dated October 1, 2007 and any future amendments thereof	Chief Accountant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4.4.5 Science and Technological Activities	
<i>Specific Documentary Requirements</i>	
1. Office Order or Authority to collect honoraria	Office of the Executive Director
2. Plan/Program of Activities with specific deliverables/project output	Requesting Party
3. Accomplishment Report/Certificate of completion of programmed activities certified by the manager/Head/proponent of the Special Project and to be approved by the Head of the Agency or his/her designated official	Requesting Party
4. Certificate of acceptance by the Agency Head of the deliverables/ project output	Office of the Executive Director
5. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to Section 4.3 on Honoraria Rates of DBM-DOST Joint Circular No. 01, s. 2013 dated June 25, 2013 and any future amendments thereof	Chief Accountant
4.5 Longevity Pay	
<i>Specific Documentary Requirements</i>	
1. Service Record	HR Section
2. Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay	HR Section
4.6 Loyalty Cash Award/Incentive/Service Recognition Award	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Service Record	HR Section
1.2 Certificate of non-payment from previous office (for transferee)	Requesting Party
1.3 Certification from the HRO/U that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition	HR Section

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. For General Claims	
2.1 Loyalty Cash Award/Incentive/Service Recognition Award Payroll	HR Section
2.2 Certification from the HRO/U that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition	HR Section
2.3 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank requesting to credit employees' account of their PIB claims	HR Section
2.4 Validated Deposit slips/LDDAP-ADA, if applicable	Cash Section
4.7 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Clearance from money, property and legal accountabilities (retiree)	HR Section
1.2 Certificate of Assumption to Office (for new employee/transferee)	HR Section
1.3 Certification of non-payment from previous agency (for transferee)	Requesting Party
2. For Individual Claims	
2.1 Bonus and/or CG Payroll	HR Section
2.2 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the bank to credit employees account of their Bonus and/or CG claims	HR Section
2.4 Validated Deposit slips/LDDAP-ADA, if applicable	Cash Section
4.8 Monetization of Leave Credits	
<i>Specific Documentary Requirements</i>	
1. Approved leave application with leave credit balance certified by the Human Resources Officer	Requesting Party
2. Request for monetization of leave covering more than ten days duly approved by the Head of Agency	Requesting Party
3. For monetization of 50 percent or more:	
3.1 Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3.2 Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.	Requesting Party
3.3 Justification on financial needs for the education of employee or children	Requesting Party
4.9 Overtime Pay	
<i>Specific Documentary Requirements</i>	
1. Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash	Requesting Party
2. Overtime work program	Requesting Party
3. Quantified Overtime accomplishment duly signed by the employee and supervisor	Requesting Party
4. Certificate of service or duly approved DTR	HR Section/Requesting Party
4.10 Personnel Economic Relief Allowance (PERA)	
<i>Specific Documentary Requirements</i>	
<i>1. Same requirements as those for payment of salaries (4.1.1, 4.1.2, 4.1.5-7 & 4.2)</i>	
4.11 Program on Awards and Incentives for Service Excellence (PRAISE)	
<i>Specific Documentary Requirements</i>	
1. Proof of eligibility to receive PRAISE award in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof	HR Section
2. Approved payroll	HR Section
4.12 Productivity Incentive Allowance (PIB)	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory	HR Section
1.2 Certification from the Legal Office that the employee has no administrative charge	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. General Claims	
2.1 PIB Payroll	HR Section
2.2 List of personnel dismissed within the year	HR Section
2.3 List of personnel on Absent Without Official Leave (AWOL)	HR Section
2.4 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory	Requesting Party
2.5 Payroll Register (hard and soft copy)	HR Section
2.6 Letter to the Bank to credit employees' account of their PIB/PEI	HR Section
2.7 Validated deposit slips/LDDAP-ADA, if applicable	Cash Section
4.13 Reimbursement of Hospital Expenses	
<i>Specific Documentary Requirements</i>	
1. Duly approved Order of Adjudication	Requesting Party
2. Committee Report/Evaluation	Requesting Party
3. Medical Abstract/Record	Requesting Party
4. Affidavit of Applicant	Requesting Party
5. Affidavit of two (2) disinterested persons	Requesting Party
6. Summary of hospital expenses	Requesting Party
7. Statement of Account/Bill	Requesting Party
8. Official Receipts	Requesting Party
4.14 Reimbursement of Pre-employment Medical Expenses	
<i>Specific Documentary Requirements</i>	
1. Copy of Approved Appointment	Requesting Party
2. Copy of Certificate of Assumption to Office	Requesting Party
3. Official Receipts/eOR/AR or equivalent	Requesting Party
4.15 Representation and Transportation Allowance (RATA)	
<i>Specific Documentary Requirements</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Individual Claims	
1.1 Copy of Appointment/Office Order (1st payment)	HR Section
1.2 Certificate of Assumption (1st payment)	HR Section
1.3 Certificate or evidence of service rendered or Approved DTR	Requesting Party
1.4 Certification that the official/employee did not use government vehicle	GS Section
1.5 Certification by the LCE, in case of LGUs, that the revised RATA rates is still within the PS limitation	n/a
1.6 Certification on the Actual Incurrence of RATA (for those with authorized monthly commutable representation and transportation allowance)	Requesting Party
2. For General Claims	
2.1 Approved RATA Payroll	HR Section
2.2 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank to credit employees' account of their RATA claims, if applicable stamped "Received" by the bank	HR Section
2.4 Validated deposit slip/LDDAP-ADA, if applicable	Cash Section
4.16 Retirement Benefits	
<i>Specific Documentary Requirements under RA No. 1616</i>	
1. Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office/Unit (HRO/U) that the retiree did not incur any leave of absence without pay	HR Section
2. Retirement application	Requesting Party
3. Office clearance from money/property accountability & administrative/ criminal liability	Requesting Party
4. Statement of Assets, Liabilities and Net Worth (SALN)	Requesting Party
5. Retirement Gratuity Computation	HR Section
6. Certificate from the Office of Ombudsman indicating whether or not the retiree has a pending criminal or administrative case.	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Affidavit of Undertaking for authority to deduct accountabilities	Requesting Party
8. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her.	Requesting Party
<i>Additional requirement in case of resignation</i>	
1. Employee's letter of resignation duly accepted by the Agency Head	Requesting Party
<i>Additional requirements in case of death</i>	
1. Death certificate authenticated by Philippine Statistics Authority (PSA)	Requesting Party
2. Marriage contract authenticated by PSA	Requesting Party
3. Birth certificates of all surviving legal heirs by PSA	Requesting Party
4. Waiver of rights of children 18 years old and above, if applicable	Requesting Party
5. Designation of next-of-kin	Requesting Party
6. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage	Requesting Party
4.17 Special Counsel Allowance	
<i>Specific Documentary Requirements</i>	
1. Office Order/Designation/Letter of the Office of the Solicitor General (OSG) deputizing the claimant to appear in court as special counsel	Office of the Executive Director
2. Certificate of Appearance issued by the Clerk of Court	Office of the Clerk of Court
3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented	Office of the Executive Director
4. Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriations Act (GAA) of the amount per month	Chief Accountant
4.18 Subsistence, Laundry and Quarters Allowances	
<i>Specific Documentary Requirements</i>	
1. For Individual Claims	
1.1 Authority for entitlement to collect the benefit approved by Agency Head	HR Section

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.2 Approved DTR	Requesting Party
1.3 Certification from the Legal Office that the employee has no administrative charge	Legal Section
2. For General Claims	
2.1 Payroll of personnel entitled to claim subsistence, laundry and quarters allowance	HR Section
2.2 Payroll Register (hard and soft copy)	HR Section
2.3 Letter to the Bank to credit employees' account of their claims	HR Section
2.4 Validated deposit slip/LDDAP-ADA, if applicable	Cash Section
4.19 Terminal Leave Benefits	
<i>Specific Documentary Requirements</i>	
1. Agency clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment	Requesting Party
2. Ombudsman Clearance	Requesting Party
3. Certified photocopy of employees leave card with computed leave credits as at last date of service by the Personnel Division/Unit/Office/Admin/Human Resources Office/Unit (HRO/U)	HR Section
4. Approved leave application	Requesting Party
5. Complete service record	HR Section
5. Statement of Assets, Liabilities and Net Worth (SALN)	Requesting Party
6. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest.	HR Section
7. Computation of terminal benefits duly signed/certified by the Chief Accountant	HR Section and Accounting Section
8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU	Requesting Party
10. In case of resignation, employee's letter of resignation duly accepted by the, Head of the Agency	Requesting Party
<i>Additional requirements in case of death of claimant</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Death certificate issued by PSA	Requesting Party
2. Marriage certificate issued by PSA	Requesting Party
3. Birth certificate of all surviving legal heirs issued by PSA	Requesting Party
4. Designation of next-of-kin	Requesting Party
5. Waiver of rights of children 18 years old and above, if applicable	Requesting Party
5.0 OTHER EXPENDITURES	
5.1 Utility Expenses	
<i>Specific Documentary Requirements</i>	
1. Statement of Account/Bill	Requesting Party
2. Invoice/Official Receipt or machine validated statement of account	Requesting Party
5.2 Telephone/Communication Services	
<i>Specific Documentary Requirements</i>	
1. Statement of Account/Bill	Requesting Party
2. Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgement receipts	Requesting Party
3. Certification by Head of Agency or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls	Office of the Executive Director
4. Authority from the Head of Agency for entitlement to Mobile phone allowance	Office of the Executive Director
5. Certification from the Chief Accountant and Property Officer that employee was not issued a postpaid plan for mobile phone	Chief Accountant and Property Officer
6.0 EXTRAORDINARY AND MISCELLANEOUS EXPENSES	
<i>Specific Documentary Requirements</i>	
1. Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA	Requesting Party
3. Minutes of the meeting if used for the purpose of meetings, seminars and conferences	Requesting Party
4. Attendance Sheet	Requesting Party
7.0 PROCUREMENT OF GOODS, CONSULTING SERVICES AND INFRASTRUCTURE PROJECTS (Regardless of Mode of Procurement)	
<u>For all types of procurement</u>	
1. Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated.	BAC
2. Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 28, 2005 (Annex A-T) and any future amendments thereof	BAC
3. Letter request for payment from contractor/supplier	Requesting Party
7.1 Infrastructure Projects	
<u>Additional Documentary Requirements</u>	
7.1.1 Advance Payment for Mobilization Cost	
1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	Requesting Party
2. Notice of Award	Requesting Party
3. Notice to Proceed	Requesting Party
7.1.2 Progress Payments	
1. Statement of Work Accomplishment (SWA)	Requesting Party
2. Progress Billing Statement	Requesting Party
3. Inspection Report by the Agency's Authorized Engineer	Requesting Party
4. Results of Test Analysis, if applicable	Requesting Party
5. Contractor's Affidavit on payment of laborers and materials	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items	Requesting Party
7. Certificate of Percentage of completion	Requesting Party
7.1.2 Final Payment	
1. As-Built Plan	Requesting Party
2. Final SWA	Requesting Party
3. Warranty Security	Requesting Party
4. Certificate of Completion	Requesting Party
5. Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency	Requesting Party
6. Certificate of Acceptance by the Agency	Requesting Party
7. Final Inspection report of the Agency's authorized Engineer and/or Inspectorate Team	Requesting Party
8. Statement of Time Elapsed	Requesting Party
9. Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items	Requesting Party
7.1.4 Release of Retention Money	
1. Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or security bond callable on demand	Requesting Party
2. Certification from the end-user that the project is completed, inspected and accepted.	Requesting Party
7.2 Consulting Services	
<i>Additional Documentary Requirements</i>	
1. Copy of curriculum vitae of the consultant	Requesting Party
2. Copy of the Terms of Reference or Contract (for first payment)	Requesting Party
3. Approved consultancy Progress/Final Reports, and/or output required under the contract	Requesting Party
4. Progress/Final Billing	Requesting Party
5. Contract of Infrastructure Projects subject of Project Management Consulting Services	Requesting Party
7.3 Goods	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Additional Documentary Requirements</i>	
7.3.1 Supplies, Materials, Equipment and Motor Vehicles	
1. Purchase Requisition (PR)	Requesting Party
2. Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the article's unit and total value, duly signed by the dealer or his authorized representative	Requesting Party
3. Results of Test Analysis, if applicable	Requesting Party
4. Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government	Requesting Party
5. Delivery receipt duly received	Requesting Party
6. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative	Requesting Party
7. Property Acknowledgement Receipt (PAR), for equipment	Requesting Party
8. Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies	Requesting Party
9. Authority to purchase, in case of motor vehicles	Requesting Party
10. For Procurement of drugs and medicines	Requesting Party
10.1 Certificate of product registration from Food and Drug Administration (FDA)	
10.2 Certificate of good manufacturing practices from FDA	
10.3 Batch release certificates from FDA	
10.4 If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items	
10.5 License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)	
10.6 Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDP Current Edition	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10.7 Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines	
7.3.2 General Support Services (janitorial, security, maintenance, garbage collection and disposal and similar services)	
1. Performance Appraisal Report	Requesting Party
2. Statement of Account of Contractor's Bill	Requesting Party
3. Record of Attendance/Service	Requesting Party
4. Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/Philhealth]	Requesting Party
7.3.3 Rental Contracts for Property	
1. List of prevailing comparable property within the vicinity (for first claim)	Requesting Party
2. Vicinity map (for first claim)	Requesting Party
3. Bills/Invoices	Requesting Party
4. Certificate of Occupancy (space/building) (for first claim)	Requesting Party
7.3.4 Rental Contracts for Property	
1. Bills/Invoices	Requesting Party
2. Pre-Repair Inspection Report	Requesting Party
3. Post-Repair Inspection Report	Requesting Party
4. Repair History of Property	Requesting Party
5. Waste Material Report	Requesting Party
6. Warranty Certificate	Requesting Party
7. Certificate of Acceptance	Requesting Party
7.3.5 Advertising Expenses	
1. Job Order or Contract	Requesting Party
2. Bill/Statement of Account	Requesting Party
3. Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial	
4. Copy of Approved Agency Media Plan, if any	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.0 CULTURAL AND ATHLETIC ACTIVITIES	
1. Budget estimates approved by the Head of Agency	Requesting Party
2. Officer Order	Office of the Executive Director
3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted	Requesting Party
9.0 HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAM	
1. Budget estimates approved by the Head of Agency	Requesting Party
2. Schedule of Training Approved by the Head of Agency	Requesting Party
3. Statements of Account/Bills/Invoices	Requesting Party
4. Official Receipts	Requesting Party
5. Office Order/Terms of Reference	Office of the Executive Director/Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents and complete signatures to the FAD.	1.1 Check completeness of signature and supporting documents.	None	4 hours	Administrative Assistant II (Budget Section)
	1.2 Check the computation and verification of availability of allotment per Programs, Activities, Projects (PAPs) and per Responsibility Center.	None	4 hours	Administrative Officer IV (Budget Section)
	1.3 Assigning of ORS number and recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of	None	4 hours	Administrative Officer IV (Budget Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Budget Utilization and Disbursement (RBUD).			
	1.4 Certification of Obligation Request Status (ORS).	None	4 hours	Administrative Officer V (Budget Section)
	1.5 Review of completeness of supporting documents.	None	4 hours	Administrative Officer IV (Accounting Section)
	1.6 Review of computation and verification of cash availability.	None	4 hours	Accountant I (Accounting Section)
	1.7 Recording of accounting entries in the Disbursement Voucher (DV).	None	4 hours	Accountant I (Accounting Section)
	1.8 Certification of the completeness of documents the amount claimed proper.	None	3 hours	Accountant III (Accounting Section)
	1.9 Check the signature of the approving authority from the disbursement voucher.	None	1 hour	Administrative Assistant III (Cashier Unit)
	1.10 Verify and Maintain Check and Advices to Debit Account Disbursement Record.	None	2 hours	Administrative Assistant III (Cashier Unit)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.11 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks.	None	3 hours	Administrative Assistant III (Cashier Unit)
	1.12 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued	None	2 hours	Administrative Assistant III (Cashier Unit)
	1.13 Verify and Check the Name of the Payee and the amount to be paid.	None	1 hour	Accountant III (Accounting Section)
	1.14 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks.	None	2 hours	Accountant III (Accounting Section)
	<p>1.15 Approve the ACIC through electronic Modified Disbursement System (eMDS) of the Landbank of the Philippines (LBP) weAccess (For eMDS payments).</p> <p>Payments will then be credited the next day.</p> <p>For manual payments, approve LDDAP-ADA.</p>	None	1 hour	Supervising Administrative Officer (FAD) /Executive Director (OED)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.16 Sign of advice to debit account.	None	1 hour	Executive Director (OED)
	1.17. Transmit to the LBP the LDDAP-ADA and ACIC for processing.	None	4 hours	Administrative Assistant III (Cashier Unit)
2. Receive claim/s	2. Account Officer of LBP process the crediting of payment to bank account of claimant.	None	1 day	LBP Officer
TOTAL		None	7 days	

2. Request for Certification, Service Records, and Other Documents

Issuance of certification (e.g. true copy of travel order, payment for mandatory contribution, etc.) to FPA Officials and Employees.

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section)
Classification:	Simple
Type of Transaction:	G2G - Government-to-Government Entity
Who May avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed and properly accomplished Document Request Form (DRF) (1 Original)	HR Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplished Document Request Form (DRF) to be provided by the Human Resources Section.	1. Provide DRF to the requesting personnel.	None	5 minutes	Administrative Officer IV (HR Section)
2. Submit the duly accomplished (DRF) to the Human Resource Section.	2.1 Receive request.	None	5 minutes	Administrative Officer IV (HR Section)
	2.2 Prepare the requested document based on Employee 201 File and HR Documents.	None	30 minutes	Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Review the requested document.	None	30 minutes	Administrative Officer V (HR Section)
	2.4 Approve the requested document.	None	3 hours	Chief Administrative Officer V (FAD)
3. Receive claim/s	3. Release of the requested document.	None	30 minutes	Administrative Officer IV (HR Section)
TOTAL		None	4 hrs and 40 mins	

3. Application for Leave

Application of leave of FPA Officials and Employees.

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section) and Office of the Executive Director (OED)
Classification:	Simple
Type of Transaction:	G2G - Government-to-Government Entity
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application for Leave (CSC Form No. 6, Revised 2020) (3 Original) and Supporting Requirements, as applicable.	HR Section
2. Checklist of Supporting Requirements: Vacation Leave A. Thirty (30) days and above 1. Duly approved Clearance from Money, Property and Work-Related Accountabilities B. Outside the Philippines 1. Letter request for issuance of Travel Authority stating details of travel 2. Endorsement by immediate supervisor allowing the employee's leave of absence 3. Certificate of No Administrative Case	Requesting Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Sick Leave</p> <p>A. Five (5) days or more or filed in advance</p> <p>1. Medical Certificate (Medical Abstract) of the employee or any member of the family</p> <p>Mandatory/Forced Leave (5 days)</p> <p>1. Approved Schedule of Mandatory Leave</p> <p>Expanded Maternity Leave under R.A. 11210 (105 days and additional 5 days for solo parent)</p> <p>1. Proof of pregnancy e.g. ultrasound, doctor’s certificate on the expected date of delivery</p> <p>2. Duly approved Clearance from Money, Property and Work-Related Accountabilities</p> <p>Parental Leave under R.A. 8972</p> <p>1. Solo Parent Identification Card</p> <p>Paternity Leave under R.A. 8187</p> <p>1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage</p> <p>Special Emergency Leave under CSC MC02 s. 2012 (maximum of 5 days)</p> <p>1. Calamity declaration by authorized government entity</p>	<p>Requesting Personnel</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>2. Barangay Certification of calamity-stricken area 3. Picture of damaged property</p> <p>Study Leave 1. Letter of Intent 2. Proof of enrolment 3. Service Undertaking 4. Duly approve Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more</p> <p>Special Leave Benefits under R.A. 9710 (For women who will undergo gynecological treatment)</p> <p>1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract 2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</p> <p>Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)</p> <p>1. Barangay Protection Order (BPO) obtained from the barangay; 2. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court; 3. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/ Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or</p>	<p>Requesting Personnel</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.</p> <p>Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route)</p> <ol style="list-style-type: none"> 1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family 2. Police Report (if any) 3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract 4. Duly approved Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more <p>Monetization of Leave Benefits</p> <ol style="list-style-type: none"> 1. Letter request stating purpose of monetization if more than thirty (30) days 2. Proof of purpose <p>Terminal Leave</p> <ol style="list-style-type: none"> 1. Acceptance Letter in case of resignation/ retirement/ separation 2. Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more) 	<p>Requesting Personnel</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Special Leave Benefits under R.A. 9710 (For women who will undergo gynecological treatment)</p> <ol style="list-style-type: none"> 1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract 2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more) <p>Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)</p> <ol style="list-style-type: none"> 1. Barangay Protection Order (BPO) obtained from the barangay; 2. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court; 3. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/ Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or 4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned. <p>Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route)</p> <ol style="list-style-type: none"> 1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family 2. Police Report (if any) 	<p>Requesting Personnel</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract</p> <p>4. Duly approved Clearance from Money, Property and Work-Related Accountabilities, if thirty (30) days or more</p> <p>Monetization of Leave Benefits</p> <p>1. Letter request stating purpose of monetization if more than thirty (30) days</p> <p>2. Proof of purpose</p> <p>Terminal Leave</p> <p>1. Acceptance Letter in case of resignation/ retirement/ separation</p> <p>2. Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)</p>	<p>Requesting Personnel</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. File the duly accomplished Application for Leave Form CSC Form No. 6 and supporting requirements.</p>	<p>1. Review the application as to the completeness of supporting requirements, details and signatures and availability of leave credits.</p>	<p>None</p>	<p>30 minutes</p>	<p>Administrative Officer IV (HR Section)</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the duly accomplished (DRF) to the Human Resource Section.	2.1 Accomplish and sign Leave Credit Balances on the Application for Leave.	None	30 minutes	Administrative Officer IV (HR Section)
	2.2. Check the leave balance, indicate and certify available leave balances.	None	1 hour	Administrative Officer IV (HR Section) and Administrative Officer V (HR Section)
	2.3. Recommend approval or provide reason for disapproval.	None	6 hours	Chief of the Requesting Division
	2.4. Submit the CSC Form No. 6 to the Office of the Executive Director (OED).	None	2 hours	Administrative Officer IV (HR Section)
	2.5. Approve or provide reason for disapproval.	None	1 day	Executive Director (OED)
	2.6. Update personnel's leave balance and provide a copy of approved/disapproved application	None	4 hours	Administrative Officer IV (HR Section)
3. Receive the approved Application for Leave	3. Release the approved/disapproved Application for Leave.	None	2 hours	Administrative Officer IV (HR Section)
TOTAL		None	3 days	

4. Recruitment, Hiring and Placement of Personnel

This refers to the recruitment, hiring and placement of personnel for new entrants to the Agency. This is in line with the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

Office or Division:	Department of Agriculture Office of the Executive Director Head of organizational unit where vacancy exists, or his/her designated alternate Human Resource Merit Promotion and Selection Board (HRMPSB)
Classification:	Highly Technical
Type of Transaction:	G2G - Government-to-Government Entity G2C - Government-to-Citizen
Who May avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Refer to Omnibus Rules on Appointment and other Human Resource Action (ORA-OHRA CSC MC NO.14 s. 2018, CSC Memorandum No. 24, s. 2017, as amended)	CSC Memorandum No. 24, s. 2017, as amended.
<u>Documentary Requirements:</u> 1. One (1 Original) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport- sized picture and Work Experience Sheet, if applicable.	Applicant
2. One (1 Original) latest and duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-size picture and Work Experience Sheet, if applicable.	Civil Service Commission Website
3. Original copy of Authenticated Certificate of Eligibility/ Report of Rating/ Valid License issued by PRC, LTO, Supreme Court	Civil Service Commission Regional or Central Office Land Transportation Office Professional Regulations Commission Supreme Court

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. One (1) Certified True Copy of Transcript of Records and Diploma	School (College/University)
5. One (1 Original) valid Medical Certificate (CSC Form No. 211 Revised 2018)	Civil Service Commission Website HRD Section
6. One (1 Original) valid NBI Clearance	National Bureau of Investigation
7. One (1 Original) Certificate of Live Birth and Marriage issued by Philippine Statistics Authority	Philippine Statistics Authority
8. Certificate of Previous Employment, if there is any	Applicant
9. Certificate of Trainings and Seminars Attended, if there is any	Applicant
10. One (1) copy of Performance Rating of at least Very Satisfactory (VS) in the last rating period, if applicable	Applicant
11. Certificate of Awards/Commendations Received, if there is any	Applicant
For SG 24 - 28: One (1) Certified True Copy of Transcript of Records and Diploma of Master's Degree/Juris Doctor	School (University)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
RECRUITMENT				
A. For SG 4 - 23				
1. Check the Agency's Bulletin Board, Website and CSC website for the list of job vacancies.	1. Publish vacant positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	None	10 days	Administrative Officer IV, HRS
2. Submission of application requirements to Human Resource Section email address (hrsection.fpa@gmail.com) or thru courier/walk-in at the registered office address.	2.1 Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening.	None	1 day	HRMPSB
	2.2 Conduct initial screening of the applicants.	None	2 days	
3. Reply to the received notification.	3. Notify qualified applicants via email and/or text who will take the written test (IQ/Abstract/Technical).	None	1 day	Administrative Officer IV, HRS
4. Take the written test	4.1 Conduct the face-to-face examination or virtual online examination for	None	1 day	Administrative Officer IV, HRS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicants in Regional Field Units.			
	4.2 Send email to the applicants who passed and failed the written test examination.	None	1 day	
	SUB-TOTAL	None	16 days	
B. For SG 24-28				
1. Check the Agency's Bulletin Board, Website and CSC website for the list of job vacancies.	1.Publish vacant positions/s thru Bulletin Board, Agency Website, and CSC Bulletin of Vacant Position	None	10 days	Administrative Officer V (HR Section)
2. Submission of application requirements to Human Resource Section email address (hrsection.fpa@gmail.com) or thru courier/walk-in at the registered office address.	2.1 Receive and prepare summary applications submitted by walk-in applicants, via courier, and email to be presented to the HRMPSB for initial screening.	None	1 day	Administrative Officer IV (HR Section)
	2.2 Conduct initial screening of the applicants.	None	2 days	SG 24 – HRMPSB SG 27- 28 - DA Special HRMPSB
	SUB-TOTAL		13 days	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SELECTION				
A. For SG 4 - 23				
1. Attend to face-to-face interview for central office applicants while Zoom Virtual Platform interview for regional field offices applicants.	1.1 Prepare a pre-comparative matrix of qualified applicants to be presented to the HRMPSB panel interview.	None	3 days	HRMPSB
	1.2 Schedule and Conduct PSB panel interview/PSB Deliberation for Applicants who passed the Examination via Zoom Virtual Platform or face to face interview.	None	3 days	HRMPSB
2. Provide contact reference for background investigation.	2.1 Conduct background investigation of qualified candidates.	None	3 days	Administrative Officer IV (HR Section)
	2.2 Deliberate the final qualified candidates.	None	3 days	HRMPSB
SUB-TOTAL		None	12 days	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. For SG 24 - 28				
1. Attend to face-to-face interview for central office applicants while Zoom Virtual Platform interview for regional field offices applicants.	1.1 Prepare pre-comparative matrix of qualified applicants to be presented to the HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) for panel interview.	None	3 days	SG 24 – HRMPSB SG 27- 28 - DA Special HRMPSB
	1.2 Schedule and Conduct HRMPSB (SG 24) and DA Special HRMPSB (SG27-28) panel interview/PSB Deliberation for Applicants who passed initial screening via Zoom Virtual Platform or face to face interview.	None	3 days	SG 24 – HRMPSB SG 27- 28 - DA Special HRMPSB
2. Provide contact reference for background investigation.	2.1 Conduct background investigation of qualified candidates.	None	3 days	Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Deliberate the final qualified candidates.	None	3 days	SG 24 – HRMPSB SG 27- 28 - DA Special HRMPSB
SUB-TOTAL		None	12 days	
PLACEMENT AND PROMOTION				
A. For SG 4 - 23				
1. Reply to the email on the status of application	1.1 Send email to all candidates regarding the status of their applicants.	None	1 day	Administrative Officer IV (HR Section)
	1.2 Notify candidates who were shortlisted and not considered for the position.	None	2 days	Administrative Officer IV (HR Section)
	1.3 Prepare and submit shortlisted applicants through Memorandum to be submitted to the Chairman of the Board (Secretary of the Department of Agriculture) endorsed by the Executive Director.	None	1 day and 4 hours	Administrative Officer IV (HR Section)
	1.4 Attach Comparative Assessment Form, PDS, and Work	None	1 day and 4 hours	Executive Director, Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Experience Sheet of the shortlisted applicants.			
	1.5 Receive Letter of Approval from the Chairman of the Board (Secretary of the Department of Agriculture) of the selected applicant for issuance of appointment.	None	3 days	Chairman of the Board Executive Director, Human Resource Section, HRMPSB
	1.6 Prepare Appointment Papers for signature of Human Resource Management Officer, PSB Chairperson and Chairman of the Board.	None	3 days	HRMPSB Chairperson, Chairman of the Board
2. Reply to the received notification	2.1 Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation.	None	1 day	Human Resource Section, HRMPSB Chairperson. Chairman of the Board

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking.	None	1 day	Human Resource Section HRMP SB Chairperson, Chairman of the Board
	2.3 Prepare Report on Appointments Issued (RAI) for submission to CSC Field Office/Posting at the Bulletin Board.	None	3 days	Administrative Officer IV (HR Section)
	2.4 Submit appointment papers and its supporting documents to CSC Field Office.	None	2 days	Administrative Officer IV (HR Section)
	2.5 Conduct orientation to the newly hired employees.	None	1 day	Administrative Officer IV (HR Section)
SUB-TOTAL		None	12 days	
B. For SG 24-28				
1. Reply to the email on the status of application	1.1 Send email to all candidates regarding the status of their applicants.	None	1 day and 4 hours	Administrative Officer IV (HR Section)
	1.2 Notify candidates who were shortlisted and not considered for the position.	None	1 day and 4 hours	Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Inform the Board Secretary of the shortlisted applicants.	None	1 day and 4 hours	Executive Director, Board Secretary I, Administrative Officer IV (HR Section)
	1.4 Prepare a powerpoint presentation of the shortlisted applicants to be presented to the Board of Directors during the FPA Board of Directors meeting.	None	1 day and 4 hours	
	1.5 Prepare board resolutions to be signed by the Board of Directors.	None	1 day	Board Secretary
	1.6 Appointment of Selected Candidate and Special Authority to the Chairman of the Board as the signing authority for the issued appointment.	None	1 day	Board of Secretary
	1.7 Route the Board Resolutions for signature of the Board of Directors.	None	6 days	Board of Directors, Board Secretary
	1.8 Received signed Board Resolutions.	None	1 day	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Prepare Appointment Papers for signature of Human Resource Management Officer, SG 24 - HRMPSB Chairperson while SG 27-28 - DA Special HRMPSB Chairperson and Chairman of the Board.	None	3 days	Administrative Officer IV (HR Section), SG 24 – HRMPSB, SG 27-28 - DA Special HRMPSB Chairperson, Chairman of the Board
2. Reply to the received notification	2. Notify candidates via email who are to be appointed, the effectivity of their appointments, schedule of oath taking, and orientation.	None	1 day	Administrative Officer IV (HR Section), HRMPSB Chairperson, Chairman of the Board
3. Report for the Oath Taking	3.1 Introduce the newly-hired employee/s to all staff/respective division/unit and conduct of oath taking.	None	1 day	Administrative Officer IV, HRS HRMPSB Chairperson, Chairman of the Board
	3.2 Prepare Report on Appointments Issued (RAI) for submission to CSC Field	None	3 days	Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Office/Posting at the Bulletin Board.			
	3.3. Submit appointment papers and its supporting documents to CSC Field Office.	None	2 days	Administrative Officer IV (HR Section)
4. Attend orientation seminar	4. Conduct orientation to the newly hired employees.	None	1 day	Administrative Officer IV (HR Section)
SG 4 - 23	SUB-TOTAL		20 days	
	TOTAL	None	48 days	
SG 24 - 28	SUB-TOTAL		26 days	
	TOTAL	None	51 days	

**Service is covered by the special laws under Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA), revised July 2018.*



5. Issuance of Clearance Form and Acceptance Letter for Retirement/ Separation/ Resignation/ Transfer of Personnel

For the processing of clearance of retired/separated/resigned/transferred FPA personnel.

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section), General Services Section (GSS) and Cashier Unit, Planning, Management and Information Division (PMID), and Office of the Executive Director (OED), Legal Services
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government Entity
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Letter of Intent (1 Original)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Resignee, Transferee, and Optional Retirement				
1. Submit approved letter of intent to the Office of the Executive Director	1.1 Prepare acceptance letter.	None	30 minutes	Administrative Officer IV (HR Section)
	1.2 Issue acceptance letter, list of requirements to comply, and clearance form.	None	30 minutes	Administrative Officer IV (HR Section)
2. Route the Clearance Form	2.1 Indicate status of accountabilities from the following units:			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.1 Administrative Services a. Supply and Property Procurement and Management Services b. Human Resource Welfare and Assistance c. Agency-accredited Union/Cooperative	None	2 days	Administrative Office V (GSS)
	2.1.2 Library a. Library Services	None	6 hours	Administrative Officer V (PMID)
	2.1.3 Finance and Asset Management a. Financial Services b. Transaction, Processing and Billing Services c. Payroll and Remittance Services	None	2 days	Chief Administrative Officer (FAD), Administrative Officer II (Cashier Unit), Administrative Officer IV (HR Section)
	2.1.4 Professional and Institutional Development a. Scholarship Services	None		Personnel Development Team Chair
	2.1.5 Certification of No Pending Administrative Case: a. Internal Affairs Office/Legal Office If employee has no accountability: tick the box	None	1 day	Attorney IV (Legal Services)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	under the "Cleared" column. Otherwise, tick the box under "Not "			
	2.1.6 Review clearances from units	None	1 day	Chief Administrative Officer (FAD)
3. Submit the copy of clearance to HR Section.	3. If not cleared, provide the employee a copy of uncleared accountability. If cleared, provide Approved Clearance	None	30 minutes	Administrative Officer IV (HR Section)
TOTAL		None	7 days	

6. Issuance of Clearance Form for Leave Application of More than 30 Days

For the processing of clearance for leave application for more than 30 days of FPA Officials and Employees.

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section), General Services Section (GSS) and Cashier Unit, Planning, Management and Information Division (PMID), and Office of the Executive Director (OED), Legal Services
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government Entity
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly filled-out request Form (1 Original)	HR Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Leave Application for more than 30 days and separation due to death				
1. Submit Request Form and application for Clearance Form	1.1 Screen requests as to correctness of units/ signatories authorized to issue clearances.	None	30 minutes	Administrative Officer IV (HR Section)
	1.2 Issue clearance form	None	30 minutes	Administrative Officer IV (HR Section)
2. Route the Clearance Form	2.1 Indicate status of accountabilities from the following units:			
	2.1.1 Administrative Services	None	2 days	Administrative Office V (GSS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	a. Supply and Property Procurement and Management Services b. Human Resource Welfare and Assistance c. Agency-accredited Union/Cooperative			
	2.1.2 Library a. Library Services	None	6 hours	Administrative Officer V (PMID)
	2.1.3 Finance and Asset Management a. Financial Services b. Transaction, Processing and Billing Services c. Payroll and Remittance Services	None	2 days	Chief Administrative Officer (FAD), Administrative Officer II (Cashier Unit), Administrative Officer IV (HR Section)
	2.1.4 Professional and Institutional Development a. Scholarship Services	None	1 day	Personnel Development Team Chair
	2.1.5 Certification of No Pending Administrative Case: a. Internal Affairs Office/Legal Office If employee has no accountability: tick the box under the "Cleared"	None	1 day	Attorney IV (Legal Services)

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	column. Otherwise, tick the box under "Not "			
	2.1.6 Review clearances from units	None	30 minutes	Chief Administrative Officer (FAD)
3. Submit the copy of clearance to HR Section	3. If not cleared, provide the employee a copy of uncleared accountability. If cleared, provide Approved Clearance.	None	30 minutes	Administrative Officer IV (HR Section)
TOTAL		None	7 days	

7. Learning and Development Services

Evaluation and approval of FPA Officials and Employees to attend training, workshop, seminar and the like.

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section), Office of the Executive Director (OED), and Personnel Development Team
Classification:	Highly Technical
Type of Transaction:	G2G - Government-to-Government Entity (Local and Foreign)
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invitations received by Office of the Executive Director, Divisions and Regional Field Units, Directors	Government agencies (local and foreign), Business, Private
2. Endorsement letter	Requesting Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the invitation letter and the endorsement letter from the recommending authority to HR Section.	1.1 Receive invitation for Learning and Development Program	None	4 hours	Requesting Division
	1.2 Evaluate and prepare the list of the employees who signified interest to attend training, workshop, seminar and the like.	None	5 days	Admin Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Submit shortlisted qualified personnel to the concerned Divisions/ Units and to the Personnel Development Team.	None	4 hours	Requesting Division
	1.4 Convene to decide who among the nominees will be endorsed to the Executive Director.	None	1 day	Personnel Development Team
	1.5 Receive and evaluate the submitted endorsement and documentary requirements from the PDT.	None	1 day	Executive Director (OED)
	1.6 Prepare SO authorizing the selected nominee/s to attend training, workshop, seminar and the like.	None	1 day	Admin Officer IV (HR Section)
	1.7 Approve SO authorizing the selected nominee/s to attend training, workshop, seminar and the like.	None	1 day	Executive Director (OED)
2. Receive the approved SO and attend the training, workshop, seminar, etc.	2. Issue the approved SO.	None	4 hours	Admin Officer IV (HR Section)
TOTAL		None	10 days	

8. Processing of Terminal Leave

Preparation of disbursement voucher for the terminal leave benefits upon receipt of Notice of Cash Allocation (NCA).

Office or Division:	Finance and Administrative Division (FAD) - Human Resources Section (HR Section)
Classification:	Highly Technical
Type of Transaction:	G2G - Government-to-Government Entity (Local and Foreign)
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Leave	Human Resource Section
2. Letter of Intent to Retire	Applicant
3. Office Clearance	Human Resource Section
4. GSIS Clearance	Applicant
5. Ombudsman	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EMPLOYEES WELFARE AND BENEFITS				
1. Submit all documentary requirements to the HR Section	1.1 Receive and evaluates the submitted documentary requirements for the preparation of payroll or disbursement voucher	None	3 days	Administrative Officer IV (HR Section)
	1.2 Determine available leave credits, if applicable	None	5 days	Administrative Officer IV (HR Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit to HR Section the letter of intent to retire, fill out the application for retirement and sign the clearance.	2. Receive the submitted documents and route the Clearance for signature.	None	7 days	Administrative Officer IV (HR Section)
3. Submit GSIS Clearance and signed application of terminal leave benefits to HR Section.	3.1 Receive and process application for terminal leave benefits.	None	2 days	Administrative Officer IV (HR Section)
	3.2 Submit documents to Budget Section for request for funding allocation	None	4 hours	Administrative Officer V (HR Section)
	3.3 Prepare disbursement voucher for terminal leave upon receipt of the NCA.	None	4 hours	Administrative Officer V (HR Section)
TOTAL		None	18 days	

9. Driver and Vehicle Services

Issuance of approved Vehicle Trip Ticket intended for the requested Driver and Vehicle Services.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Vehicle Request Form (VRF) (1 Original)	1. Requesting party

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved Vehicle Request Form (VRF) to the person in charged.	1.1 Receive the approved Vehicle Request Form (VRF).	None	10 minutes	Administrative Officer III (GSS)
	1.2 Check for completeness of details and signatures.		20 minutes	
	1.3 Check availability of vehicle and driver.		30 minutes	
	1.4 Prepare the Vehicle Trip Ticket		30 minutes	
2. Receive the approved Vehicle Trip Ticket.	1.5 Approve the Vehicle Trip Ticket		20 minutes	Administrative Officer V (GSS)
	2. Furnish a copy of the approved Vehicle Trip Ticket to the requesting party, to the assigned driver and to the guard-on-duty.	10 minutes	Administrative Officer V (GSS)	
TOTAL		None	2 hours	

10. Inventory and Other Supply Material Services Placement of Order Request

For the processing of placement of order request.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS) and Budget Section
Classification:	Simple
Type of Transaction:	Government to Government
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Purchase Request (PR) (2 Original)	Requesting party
2. Purchase Order (2 Original)	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved Purchase Request (PR) of the General Services Section (GSS).	1.1 Receive the approved PR and check for completeness of details and signatures.	None	2 hours	Administrative Officer III/ Administrative Officer V (GSS)
	1.2 Prepare Request for Quotation (RFQ) per approved PR	None	2 hours	
	1.3 Canvass for price quotation from at least three (3) suppliers	None	2 days	
	1.4 Prepare the Summary of Quotation (SOQ) based on the RFQs.	None	2 hours	
	1.5 Approve the (SOQ)	None	2 hours	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Purchase the goods/service from the supplier with the lowest responsive quote	None	1 day	
	<i>In case there is a need to issue PO/JO, actions are as follows:</i>			
	1.7 Prepare Obligation Request and Status (ORS) and Purchase Order (PO)/Job Order (JO)	None	1 day and 3 hours	Administrative Officer III/ Administrative Officer V (GSS)
	1.8 Sign the Box A portion of the ORS	None	1 day and 3 hours	Chief of the Requesting Division
2. Receive the supply/items requested	2. Forward the prepared PO with signed ORS to Finance Unit	None	2 hours	Administrative Officer III (GSS)
TOTAL		None	7 days	

11. Inventory Issuance

Inventory issuance for the FPA Officials and Employees.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS)
Classification:	Simple
Type of Transaction:	Government to Government
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Requisition and Issuance Slip (RIS) (2 Original)	1. General Services Section (GSS)

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved Requisition and Issuance Slip (RIS) to GSS	1.1 Receive the approved RIS and check for completeness of details and signatures.	None	2 hours	Administrative Officer III (GSS) / Administrative Officer V (GSS)
	1.2 Check the availability of items requested and assign control number for the RIS	None	4 hours	
	1.3A In case the item requested is an inventory item, actions are as follows:			
	<i>1.3a.1 Issue the inventory item to the requesting party</i>	None	4 hours	
	1.3B in case the item requested is semi-expendable			

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>item or equipment, actions are as follows:</i>			
	<i>1.3b.1 Prepare Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR)</i>	None	4 hours	
	<i>1.3b.2 Sign/Approved the ICS/PAR</i>	None	1 hour	
	<i>1.3b.3 Issue the semi-expendable item or equipment to the requesting party together with the ICS/PAR.</i>	None	4 hours	
2. Receive the item or equipment	2. Forward a copy of the RSMI or ICS/PAR to the Accounting Section	None	1 hour	
TOTAL		None	3 days	

12. Liaison Services for Incoming Documents

Distribution of the received documents from FPA Regional Field Units to FPA Central Office/Divisions.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS)
Classification:	Simple
Type of Transaction:	Government to Government
Who May Avail:	FPA Officials and Employees; Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Document Transmittal Request Form (DTRF)	Requesting party
2. Incoming Documents	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the intra-office documents to the FPA Central Office with the accomplished Document Delivery Request Form (DRRF).	1.1 Receive the incoming documents through mail or personal delivery from FPA-RFU officials/employees and clients with the DRRF.	None	30 minutes	Administrative Aide (GSS)
	1.2 Sort the incoming documents according to divisions/ addressees.	None	1 hour and 30 minutes	Administrative Aide (GSS)
	1.3 Encode details of the incoming	None	30 minutes	Administrative Aide (GSS)

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents into the computer database/log book.			
2. Receive the incoming document/s	2. Distribute the incoming documents to the respective divisions/addressees	None	1 hour and 30 minutes	Administrative Aide (GSS)
TOTAL		None	4 hours	

13. Liaison Services for Outgoing Documents

Distribution of inter/intra office outgoing documents to the concerned divisions, agencies, and other individuals and entities.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS)
Classification:	Simple
Type of Transaction:	Government to Government
Who May Avail:	FPA Officials and Employees; Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Document Transmittal Request Form (DTRF) (1 Original)	Requesting party
2. Outgoing Documents	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inter/intra office outgoing documents with the accomplished Documentary Request Form (DRRF) to GSS.	1.1 Receive the signed DRRF and check the completeness of details and signatures together with the outgoing documents.	None	30 minutes	Administrative Aide (GSS)
	1.2 Encode details of the outgoing documents into the computer database/log book.	None	30 minutes	Administrative Aide (GSS)
	1.3 Sort the outgoing documents according to addressees	None	1 hour and 30 minutes	Administrative Aide (GSS)
	1.4 Prepare the outgoing documents for delivery thru mail or private courier	None	1 hour and 30 minutes	Administrative Aide (GSS)
	1.5 Facilitate sending of the outgoing documents to the respective addressee	None	4 hours	Administrative Aide (GSS)
TOTAL		None	1 day	

14. Repair and Maintenance Services

Request for the repair and maintenance services for the FPA's properties.

Office or Division:	Finance and Administrative Division (FAD) - General Services Section (GSS)
Classification:	Simple
Type of Transaction:	Government to Government
Who May Avail:	FPA Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Repair and Maintenance Request Form (RMRF)	General Services Section

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Repair and Maintenance Request Form (RMRF) to the assigned staff of the General Services Section.	1.1 Receive the signed Repair and Maintenance Request Form (RMRF) and check for completeness of details and signatures	None	2 hours	Administrative Officer III (GSS)
	1.2 Conduct ocular inspection and assessment of the reported area/item requiring repair/maintenance.	None	4 hours	Administrative Aide (GSS)

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Recommend necessary actions and supplies/materials requirement	None	3 hours	Administrative Aide (GSS)
	1.4. Approve the recommendations and supplies/materials requirement	None	3 hours	Administrative Officer V (GSS)
	1.5 Implement recommendations/actions	None	1 day and 4 hours	Administrative Aide (GSS)
	<i>In case there is a need to purchase supplies/materials, refer to procedure details under Inventory and Other Supply Material Services (Procurement)</i>			
TOTAL		None	3 days	

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p><u>For walk-ins:</u></p> <ol style="list-style-type: none"> 1. Get a copy of the Client Satisfaction Survey (CSR) Form. 2. Answer the CSR Form. 3. Check the Feedback and/or Commendation portion of the CSR Form. 4. Drop it in the designated drop box at the main entrance beside the desk of the guard on duty. <p><u>For online:</u> Survey Form link can be access through https://forms.gle/SgowXznnsDJJtqgL6 or you may email at info.dafpa@gmail.com</p> <p>Other concerns may be coursed through the Planning, Management and Information Division (PMID)</p> <p>Email Address: pmid.fpa@gmail.com Contact Number: (02) 8920-8573</p>
How is feedback processed?	<p><u>For walk-ins:</u> The Information Officer III compiles and records all feedback submitted. For feedback requiring answers are forwarded to the relevant personnel/office and they are required to answer within three (3) days from the receipt of the feedback/complaint.</p> <p><u>For emails/calls:</u> The Information Officer III verifies the nature of the feedback/complaint and shall endorse to the concerned personnel/office and/or the FPA Committee on Anti-Red Tape (FPA CART) via email. Upon receiving the reply from the concerned personnel/office, the client shall be informed via email or phone call.</p>
How to file complaint?	<p>To file a complaint against the Authority, provide the following details via email:</p> <ul style="list-style-type: none"> - Full name and Contact Information of the Complainant - Sex (Male or Female)

FEEDBACK AND COMPLAINTS MECHANISM	
	<ul style="list-style-type: none"> - Narrative/Details of the complaint - Evidence - Name of the person/office being complained <p>You may send all complaints against FPA to info.dafpa@gmail.com Or call us at (02) 8920-8573, (02) 8426-1572/ (02) 8371-5388</p> <p>Or you may course them through:</p> <p>Presidential Complaint Center (PCC) pcc@malacanang.gov.ph Hotline 8888 or 82498310 loc. 8175 or 8182 Tel. Nos. 8736–8645, 8736–8603, 8736–8606, 8736–8629, 8736–8621</p> <p>Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908–881–6565</p>
How are complaints being processed?	<p>All complaints received against the Authority will be evaluated by the FPA Committee on Anti–Red Tape (FPA CART).</p> <p>The FPA CART reviews and evaluates the complaints received on daily basis. The FPA CART shall coordinate with the concerned Office/s to address the complaint and shall investigate, if necessary. After the concern has been addressed or after the conduct of the investigation, the FPA CART shall submit an incident report to the Executive Director III, for appropriate action.</p> <p>The FPA CART shall give the feedback to the clients via email.</p> <p>For follow–ups or queries, the contact information are as follows: (02) 8920-8573, (02) 8426-1572/ (02) 8371-5388</p>

FEEDBACK AND COMPLAINTS MECHANISM

Contact information of CIC-Legal,
ARTA, Presidential Complaints
Center (PCC), CSC Contact
Center ng Bayan (CCB)

CIC-Legal:
cichelpdesk@creditinfo.gov.ph
(02) 8236-5900
ARTA: complaints@arta.gov.ph or
Telephone No. 1-ARTA (2782)

PCC: 8889
CCB: 0908-881-6565 (SMS)

LIST OF OFFICES

Office	Address	Contact Information
CENTRAL OFFICE		
Fertilizer Regulations Division (FRD)	1 st Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	frsdguardians@gmail.com 8441-16-01
Pesticide Regulations Division (PRD)	1 st Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpa.prd2@gmail.com 8922-33-68
Laboratory Services Division (PRD)	3 rd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpa.lsd@gmail.com 8920-84-49
Office of the Executive Director (OED)	2 nd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpa.oed@gmail.com 8426-15-72
Planning, Management and Information Division (PMID)	3 rd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	pmid.fpa@gmail.com 8920-85-73
Field Operations Coordinating Unit (FOCU)	2 nd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpafofod@rocketmail.com 8927-36-47
Human Resources Unit /Property Unit (HR/Property)	2 nd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	dflavier.fpa@gmail.com (HR) fpa77property@gmail.com (Property) 8920-82-38
Cashier	1 st Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	jranola.fpa@gmail.com 8426-50-58


Office	Address	Contact Information
Finance/Budget Section	2 nd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpafinance.fpa@gmail.com 8928-25-36
REGIONAL FIELD UNITS (RFU)		
RFU CAR	2nd Floor Caoili Bldg, Km 10 Shilan, La Trinidad, Benguet	fpa.regioncar.07218@gmail.com
RFU I	1st Floor Department of Agriculture, Aguila Road, Sevilla, San Fernando City, La Union	fparegion1@gmail.com
RFU II	DA-CVIAL Compound, BAI Bldg., RII Regional Center, Carig Sur, Tuguegarao City, Cagayan	cagayanvalley.fpa@gmail.com (078) 255 4491
RFU III	Department of Agriculture – Regulatory Division, Brgy. Sto. Nino, City of San Fernando, Pampanga	fpa_r3@yahoo.com
RFU IV	DA LARES compound, Maraouy, Lipa City, Batangas	fparegioniv@gmail.com (04) 39813048
RFU V	DA-RFO5 Compound, San Agustin, Pili, Camarines Sur	fpa.bicol5@gmail.com (05) 48819815
RFU VI	DA Field Unit VI, Parola, Iloilo City	fpa6westernvisayas@gmail.com (03) 3370611
RFU VII	Mandaue Experiment Station, DA-RFO 7 MES Complex Maguikay Mandaue City	fpa_cebu@yahoo.com
RFU VIII	2nd Floor, Rm 4 CEBU CFI Community Cooperative, Guinapondan, Palo Leyte	fparegionalofficeviii@gmail.com (053) 8884819
RFU IX	Caperig Bldg., Sabate St., Sto. Niño, Pagadian City	fpar_ix@yahoo.com


Office	Address	Contact Information
RFU X	Ajland Dev't Corp. Cugman, Cagayan De Oro City	fpa_x@yahoo.com
RFU XI	Suite No. 9 Granland Business Center, R. Castillo St. Agdao, Davao City	fpaxidavao@gmail.com (082) 2214176
RFU XII	2nd Floor, KL Lucena Realty Bldg., Alunan Ave., Koronadal City	region12.fpa@gmail.com (083) 8778661
RFU Caraga	Door 3, SBR Apartment, Fernandez Homesite, Libertad, Butuan City	dsnfpa@yahoo.com.ph (082) 2214176
RFU NCR	3 rd Floor, FPA Building, Bureau of Animal Industry Compound, Brgy. Vasra, Diliman, Quezon City	fpa.ncrregionaloffice@gmail.com 8920-85-73




Fertilizer and Pesticide Authority

FPA Building, Bureau of Animal Industry Compound,
Visayas Avenue, Diliman Quezon City

 fpacentral77@gmail.com

 fpa.da.gov.ph

 [@FPAofficialpage](#)

 (02)8920-8573 / (02)8927-2536 / (02)8927-3647