Fertilizer and Pesticide Authority

CITIZEN'S CHARTER

2026 2nd Edition

Generated from ARTEMIS

Fertilizer and Pesticide Authority

CITIZEN'S CHARTER

2026 2nd Edition

I. 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.

II. Vision:

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

III. Mission:

No Data

IV. Service Pledge:

We, the employees of the Fertilizer and Pesticide Authority, undertake to:

Serve the public without delay and reservation, with sincerity, integrity, dedication, and commitment to protect life and agricultural productivity, from 8:00 a.m. to 5:00 p.m., Mondays to Fridays;

Assist the agricultural sector of adequate supply of fertilizers, pesticides, and other agricultural chemicals at reasonable costs;

Facilitate the registration of fertilizers and pesticides; licensing and/or accreditation of handlers upon clients' compliance with all FPA requirements, evaluation, and approval of the same;

Enforce quality control standards for both fertilizers and pesticides and other agricultural chemicals;

Train handlers on the safe and judicious use of fertilizer and pesticide inputs through accreditation programs, symposia, seminars, and other forms of information dissemination activities; and

You can reach our office 24 hours a day, 7 days a week, via online (http://fpa.da.gov.ph).

LIST OF SERVICES

Finance and Administrative Division

External Services

- Collection Services

Fertilizer Regulations Division

External Services

- Amendment of the Issued License, Registration, Or Clearance on Fertilizer
- Evaluation of Test Reports for Confirmatory Analysis
- Facilitation of Fertilizer Samples to FPA-Officially Accredited Laboratories for Confirmatory Analysis
- Inspection of Fertilizer Manufacturing Plant or Repacking Site
- Issuance of Certificate of Product Registration (CPR) for Fully-Registered Products Under Third-Party Authorization (TPA) (New/Renewal)
- Issuance of Certificate of Product Registration (CPR) for Imported Products (Traditional / Non-Traditional) With Additional Supplier / Trader
- Issuance of Certificate of Product Registration (CPR) for Label Expansion
- Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Non-Traditional)
- Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Traditional)
- Issuance of Certificate of Product Registration (CPR) For New Provisionally-Registered Products (Non-Traditional)
- Issuance of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose
- Issuance of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose
- Issuance of Certified True Copy (CTC) of Issued License, Registration or Clearance on Fertilizer
- Issuance of Clearance to Donate Unsound Fertilizer
- Issuance of Clearance to Sell Unsound Fertilizer
- Issuance of Export Clearance Through the National Single Window (NSW)
- Issuance of Fertilizer Experimental Use Clearance (EUC)
- Issuance of License to Operate (LTO) as Fertilizer Handler (New)
- Issuance of License to Operate (LTO) as Fertilizer Handler (Renewal)
- Issuance of Other Clearances
- Issuance of Sample Endorsement Form For Confirmatory Analysis at Officially-Accredited Laboratories
- Issuance of Value-Added Tax (VAT) Exemption Clearance for Overlanded Shipments
- Issuance of Value-Added Tax (VAT) Exemption Clearance Through the National Single Window (NSW)
- Renewal of Certificate of Product Registration (CPR) For Fully-Registered Products (Traditional / Non-Traditional)
- Renewal of Certificate of Product Registration (CPR) For Provisionally-Registered Products (Non-Traditional)
- Renewal of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose
- Renewal of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose
- Transfer of Registration (New)

Pesticide Regulations Division

External Services

- Issuance of License to Operate as Pesticide Handler (New)
- Issuance of License to Operate as Pesticide Handler (Renewal)

- Amendment and Transfer of Product Registration
- Amendment of Pesticide Experimental Use Clearance (EUC)
- Issuance of Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals
- Issuance of Certificate Authorizing Importation of Pesticides and Other Agricultural Chemicals (CAIP)
- Issuance of Certificate of Product Registration (New Proprietary Product Registration, New Generic Product Registration, Label Expansion, Registration of Additional Source, Registration Amendment)
- Issuance of Certificate of Product Registration (Product Registration Under Third-Party Authorization)
- Issuance of Import Permit for Inert Ingredients (Other Certifications)
- Issuance of Pesticide Experimental Use Clearance (EUC)
- Pesticide Confirmatory Analysis (For Field Monitoring)
- Pesticide Confirmatory Analysis (For Product Registration)
- Pesticide Data Evaluation
- Plant/Site Inspection and Sampling
- Renewal of Product Registration
- Shelf Life Extension

Planning, Management and Information Division

External Services

- Administration of FPA Exam and Release of Passers via FPA Website and Email
- Issuance of Accreditation for Responsible Care Officer (ARCO), Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators, Fertilizer and Pesticide Researchers, Drone Controllers (DC), and Drone Spray Supervisor (DSS) through the FPA Trade System
- Issuance of Accreditation for Training Associations
- Issuance of Accreditation of Safety Dispensers (Manual Process)
- Processing of Freedom of Information (FOI) Requests
- Provision of IEC Materials

Laboratory Services Division

External Services

- Analysis of Fertilizer and Pesticide Samples for Research and Other Purposes
- Analysis of Fertilizer Sample for Product Registration
- Analysis of Pesticide Sample for Product Registration
- Issuance of Certificate of Laboratory Recognition (New or Renewal)
- Issuance of Laboratory Assessment Report
- Issuance of Laboratory Assessment Report (With Nonconformity)

Field Operation Coordination Unit

External Services

- Issuance Of Clearance To Borrow Methyl Bromide For Quarantine And Pre-Shipment (Qps) Applications (Online Application)
- Issuance Of Clearance To Borrow Methyl Bromide For Quarantine And Pre-Shipment (Qps) Applications (Walk-In Clients)
- Issuance Of Clearance To Purchase Methyl Bromide For Quarantine And Pre-Shipment (Qps) Applications (Online Application)
- Issuance Of Clearance To Purchase Methyl Bromide For Quarantine And Pre-Shipment (Qps) Applications (Walk-In Clients)

Regional Field Unit

External Services

- Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the

Provincial Office

Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Regional Office

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

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

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

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

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

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

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

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

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

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

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

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

Issuance of Risk Appraisal Checklist Assessment And/Or Inspection Report

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

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

Request for Inspection (Online Application)

Request for Inspection (Walk-in Application)

Finance and Administrative Division

Internal Services

Application for Leave

Driver and Vehicle Services

Inventory Issuance

Issuance of Clearance from and Acceptance Letter for Retirement/ Separation/ Resignation/ Transfer of Personnel

Issuance of Clearance from Leave Application of More Than 30 Days and Separation Due to Death

Learning and Development Services

Liaison Services for Incoming Documents

Liaison Services for Outgoing Documents

Liaison Services for Outgoing Documents - Mailing

Processing of Claims

Processing of Purchase Order (PO)/Job Order (JO)

Processing of Purchase Request (Direct Acquisition)

Processing of Purchase Request (Other MOP)

Processing of Terminal Leave

- Repair and Maintenance Services
- Request for Certification, Service Record, and Other Documents

Planning, Management and Information Division

Internal Services

- Posting/Publication in the FPA Website
- Provision of Communications-Related Technical Assistance
- Provision of IEC Materials
- Provision of IT Assistance
- Revision and Posting of Contents for Social Media
- Revision and Posting of Press Releases and Related-Articles

Laboratory Services Division

Internal Services

- Analysis of Fertilizer Sample from Quality Control Monitoring by FPA Regional Field Unit
- Analysis of Pesticide Sample from Quality Control Monitoring by FPA Regional Field Unit

Office of the Executive Director

Internal Services

- Request for Legal Opinion

Finance and Administrative Division

External Services

1. Collection Services

Collection services cover all receipts from the refund of cash advances and fund transfers, as well as payments arising from the disposal of properties and similar transactions. These do not include payments related to regulatory transactions.

For guidance on regulatory payments, please refer to the Citizen's Charter of the Fertilizer Regulatory Division (FRD), Pesticide Regulatory Division (PRD), Laboratory Services Division (LSD), and Planning, Management and Information Division (PMID).

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All FPA Officials and Employees, agencies, and private entities
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Bill Form (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division, Pesticide Pesticide Regulatory Division (PRD), Laboratory Services Division (LSD), and Planning, Management and Information Division (PMID)
2. Order of Payment (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the signed Order of Payment (OP) with attached Bill Form to the Cashier Unit. **Location:** Cashier Window, 1st Floor, FPA Building	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 minute/s	• Administrative Officer II; Cashiering Unit • Administrative Officer I; Cashiering Unit
	1.2. Receive cash/check payment from the client.		5 minute/s	• Administrative Officer II; Cashiering Unit • Administrative Officer I; Cashiering Unit

	1.3. Issue Official Receipt (OR) to the client.		15 minute/s	• Administrative Officer II; Cashiering Unit • Administrative Officer I; Cashiering Unit
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Fertilizer Regulations Division

External Services

1. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request indicating the amendment (1) Original Copy	Applicant / Client
2. Duly accomplished and notarized Application Form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Previously issued License/Permit/Certificate (1) Original Copy	Applicant / Client
4. For applicants represented by its authorized representative *Any of the following:*	
4.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
4.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
4.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
5. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

For Situational Requirement	
A. In case of change of business name or address	
A.1. SEC amendment form or board resolution with sworn affidavit or any legal document (1) Photo Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
B. For Product Registration only	
B.1. Updated Draft Label (1) Original Copy	Applicant / Client
C. For LTO as Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only	
C.1. DENR-EMB Certification *Any of the following:*	
C.1.A. Environmental Compliance Certificate [ECC] (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
---- OR ----	
C.1.B. Certificate of Non-Coverage [CNC] (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
D. For LTO as Handler except Indentor	
D.1. Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
E. LTO as for Manufacturer, Processor, Formulator, and Bulk Blender only	
E.1. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU) or Fertilizer Regulations Division (FRD)
F. For LTO as Repacker and Bulk Handler only	
F.1. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU) or Fertilizer Regulations Division (FRD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	30 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
	1.2. Issue Bill form.		30 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Standard Fees** Breakdown: Filing Fee: PHP 600 Total: PHP 600	30 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		30 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present O.R. to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	30 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the application and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 4 hour/s	• Concerned FRD Staff; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Supervising Agriculturist; Fertilizer Regulations Division

				• Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Fertilizer Regulations Division
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Fertilizer Regulations Division
4. Claim the approved license/registration/clearance. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	1 hour/s, 30 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

2. 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: within 1 year after test report date

Office or Division:	Fertilizer Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Test Report valid only within 1 year after report date (1) Original Copy	Fertilizer and Pesticide Authority - 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)
Remarks: *Authenticated with Apostille/Red Ribbon from the country of origin (if foreign)*	
2. Certificate of Analysis [COA] (1) Photo Copy	Applicant / Client
Remarks: *Secure from Manufacturer/Supplier*	
For Situational Requirement	
A. For Local products	
A.1. Initial Test Report (1) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit requirements to the FPA-FRD. **Location:**	1.1. Check completeness of requirements.	None	30 minute/s	• Chemist II; Fertilizer Regulations Division

Fertilizer Regulations Division (FRD), 1st Floor, FPA Building				• Chemist I; Fertilizer Regulations Division
	1.2. Input the necessary details in the FRD database.		30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.3. Evaluate the test report and prepare the evaluation summary.		3 working day/s, 6 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.4. Review and approval/disapproval		1 working day/s	• Division Chief; Fertilizer Regulations Division
2. Receive (through email) the evaluation summary **Location:** Email: frd.confirmatoryanalysis @fpa.da.gov.ph	2. Release the e-copy of evaluation summary to applicant.	None	1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. 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
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Analysis Form (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or FPA-Officially Accredited Laboratory
2. Fertilizer sample *Any of the following:*	
2.A. Solid (Sample: min. 250 grams)	Applicant / Client
Remarks: *Samples must be properly sealed*	
---- OR ----	
2.B. Liquid (Sample: min. 250 mL)	Applicant / Client
Remarks: *Samples must be properly sealed*	
---- OR ----	
2.C. Microbial Inoculants (Sample: 2 sets of min. 200 g or mL)	Applicant / Client
Remarks: *Samples must be properly sealed*	
3. Sample Endorsement Form [FPA-FRD-SEF-0101] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

4. Signed Proposal/Quotation (1) Original Copy	Fertilizer and Pesticide Authority - Officially Accredited Laboratory
5. Proof of Payment to the FPA-Officially Accredited Laboratory (1) Photo Copy	Applicant / Client
6. Analytical testing procedure(s) (1) Photo Copy	Applicant / Client
Remarks: *if no available method in FPA-Officially Accredited Laboratory*	
7. Analytical standard (min.1 gram) for plant growth regulators including its Certificate of Analysis (1) Photo Copy	Applicant / Client
Remarks: *if not available in FPA-Officially Accredited Laboratory*	
For Situational Requirement	
A. For Local products	
A.1. Initial Test Report (1) Photo Copy	Applicant / Client
B. For Imported products	
B.1. Certificate of Analysis [COA] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.2. Material Safety Data Sheet [MSDS] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit requirements to FRD upon payment of the laboratory fees at the FPA-Officially Accredited Laboratory. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check completeness of requirements and condition of the sample.	**Formula Fees** Breakdown: depends on the chosen laboratory	1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.2. Receive the requirements from the applicant.		30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.3. Coordinate with the FPA-Officially Accredited Laboratory.		2 working day/s, 3 hour/s	• Chemist II; Fertilizer Regulations Division

				• Chemist I; Fertilizer Regulations Division
	1.4. Forward the sample to FPA-Officially Accredited Laboratory		3 hour/s, 30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **depends on the chosen laboratory**

  depends on the chosen laboratory

4. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form *Any of the following:*	
1.A. Duly accomplished Inspection Request Form [FOCU-IRF-2018-] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
---- OR ----	
1.B. Written/email request addressed to FPA-FRD (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request for inspection of manufacturing plant / repacking site. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City Email: frd.licensing@fpa.da.gov.ph	1.1. Receive request for inspection.	None	15 minute/s	• Senior Agriculturist ; Fertilizer Regulations Division • Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division
	1.2. Work out the logistics (date and time of inspection, means of		1 hour/s, 45 minute/s	• Senior Agriculturist; Fertilizer

	transportation) with the client.			Regulations Division • Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division
	1.3. Coordinate the request with the divisions involved (if there are any).		4 working day/s	• Agriculturist II; Fertilizer Regulations Division
	1.4. Inform client of the finalized schedule.		1 working day/s	• Agriculturist II; Fertilizer Regulations Division
2. Meet with the inspectors. **Location:** Fertilizer handler site	2. Travel to the site.	None	1 hour/s	• Plant Inspection Team; Fertilizer Regulations Division
3. Participate in the inspection and answer questions by the inspectors. **Location:** Fertilizer handler site	3.1. Conduct opening meeting and walk-through of the process.	None	30 minute/s	• Plant Inspection Team; Fertilizer Regulations Division
	3.2. Proceed with the inspection and evaluation of the site in accordance with FPA's standards.		3 hour/s	• Plant Inspection Team; Fertilizer Regulations Division
	3.3. Conduct closing meeting.		15 minute/s	• Plant Inspection Team; Fertilizer Regulations Division
	3.4. Travel back to FPA.		1 hour/s	• Plant Inspection Team; Fertilizer Regulations Division
	3.5. Prepare inspection report.		1 working day/s	• Plant Inspection Team; Fertilizer Regulations Division

4. Claim the inspection report. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *Resolve non-compliance(s), if there are any*	4. Notify client of the results of inspection.	None	15 minute/s	• Senior Agriculturist ; Fertilizer Regulations Division • Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Local and Imported Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] for Manufacturer-to-Manufacturer TPA only (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Active Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *Primary registrant (from the original document issued by FPA-FRD)*	
A.4. Previous Certificate of Product Registration [CPR] under Third-Party Authorization [TPA] for renewal (1) Photo Copy	Applicant / Client
Remarks: *TPA registrant (from the original document issued by FPA-FRD)*	
A.5. Duly Notarized TPA Letter (1) Original Copy	Applicant / Client
Remarks:	

template available at FPA Website https://fpa.da.gov.ph/	
A.6. Label *Any of the following:*	
A.6.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.7. For applicants represented by its authorized representative *Any of the following:*	
A.7.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist II ; Fertilizer Regulations Division • Administrative Officer III; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist II ; Fertilizer Regulations Division • Administrative Officer III; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Formula Fees** Breakdown: 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)	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division

3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Administrative Officer III; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	• Agriculturist II; Fertilizer Regulations Division • Administrative Officer III; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
General Remarks				

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.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **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)**

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

6. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Importer, Importer End-User, Institutional User, Indentor, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request indicating the details of the additional supplier or trader (1) Original Copy	Applicant / Client
2. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Active Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
4. Manufacturer's Certificate on the Additional Supplier/Trader (1) Photo Copy	Applicant / Client
5. Label *Any of the following:*	
5.A. Updated Draft Label - except for raw materials (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
5.B. Neutral Label marked with "for plantation use only" - for Importer End-Users	Applicant / Client

(1) Original Copy	
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
6. For applicants represented by its authorized representative *Any of the following:*	
6.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
6.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
6.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
7. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Agriculturist I ; Fertilizer Regulations Division • Registration Officer I ; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division

2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.*	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	• Agriculturist II; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer

				Regulations Division
	3.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

7. 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Local and Imported Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Active Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
A.3. Label *Any of the following:*	
A.3.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.3.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	

A.4. Endorsement of Conducted Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
A.5. One (1) bioefficacy trial report for the target crop (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
A.6. For applicants represented by its authorized representative *Any of the following:*	
A.6.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.6.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.6.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.7. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window	2.1. Issue Order of Payment	**Standard Fees**	15 minute/s	• Administrative Assistant

Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City		Breakdown: Processing Fee: PHP 600 Total: PHP 600		III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Prepare data package.		2 working day/s, 4 hour/s	• Agriculturist I; Fertilizer Regulations Division
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.4. Evaluate data package and prepare evaluation report		10 working day/s	• External Technical Evaluator; Fertilizer Regulations Division
	3.5. Receive the evaluation report from the Technical Evaluator		1 working day/s	• Agriculturist I; Fertilizer Regulations Division
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-		1 working day/s	• Agriculturist I; Fertilizer Regulations Division

	compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			
	3.7. Review and recommend.		2 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.8. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.9. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

8. 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 Field Experiment 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. Two (2) Bioefficacy Field Experiment Reports 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Local Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Production Process Flowchart (1) Original Copy	Applicant / Client
A.4. Endorsement of Completed Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
A.5. Two (2) Bioefficacy Field Experiment Reports for the same crop - direct to full registration (2) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	

A.6. Second Bioefficacy Field Experiment Report for the target crop - upgrading from provisional to full registration (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
A.7. For applicants represented by its authorized representative *Any of the following:*	
A.7.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
A.9. Label *Any of the following:*	
A.9.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.9.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B. For Imported Products	
B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website
Remarks:	

FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/	
B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD)
B.3. Production Process Flowchart from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.4. Certificate of Analysis [COA] from the manufacturer (1) Photo Copy	Applicant / Client
B.5. Material Safety Data Sheet [MSDS] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.6. Label *Any of the following:*	
B.6.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B.7. Endorsement of Conducted Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
B.8. Two (2) Bioefficacy Field Experiment Reports for the same crop - direct to full registration (2) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
B.9. Second Bioefficacy Field Experiment Report for the target crop - upgrading from provisional to full registration (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
B.10. For applicants represented by its authorized representative *Any of the following:*	
B.10.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client

---- OR ----	
B.10.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
B.10.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
B.11. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering

				Unit; Finance and Administrative Division
3. Present O.R. to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Prepare data package.		2 working day/s, 4 hour/s	• Agriculturist I; Fertilizer Regulations Division
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	• External Technical Evaluator; Fertilizer Regulations Division
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	• Agriculturist I; Fertilizer Regulations Division
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	• Agriculturist I; Fertilizer Regulations Division
	3.7. Review and recommend.		2 working day/s	• Senior Agriculturist ; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division

	3.8. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.9. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

9. 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Situational Requirement	
A. Local Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Production Process Flowchart (1) Original Copy	Applicant / Client
Remarks: *except for raw material*	
A.4. Label *Any of the following:*	
A.4.A. Draft Label - except for raw materials (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	

A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.5. For applicants represented by its authorized representative *Any of the following:*	
A.5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.6. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
B. For Imported Products	
B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD)
B.3. Certificate of Analysis [COA] from the manufacturer (1) Photo Copy	Applicant / Client
B.4. Material Safety Data Sheet [MSDS] secure from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.5. Manufacturer's Certificate of Authorized Supplier/Trader (1) Photo Copy	Applicant / Client
B.6. Label *Any of the following:*	
B.6.A. Draft Label except for raw materials (1) Original Copy	Applicant / Client

Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B.7. For applicants represented by its authorized representative *Any of the following:*	
B.7.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
B.7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
B.7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
B.8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Senior Agriculturist; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Senior Agriculturist; Fertilizer

				Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Senior Agriculturist; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s		10 working day/s, 5 hour/s, 45 minute/s	• Senior Agriculturist ; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I;

	with the identified deficiency for re-evaluation.			Fertilizer Regulations Division
	3.3. Review and recommend.		2 working day/s	• Supervising Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	1 hour/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 15 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

10. Issuance of Certificate of Product Registration (CPR) For New 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 Field Experiment 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 Field Experiment Report is required for Provisional Registration.

Validity: 1 year

Office or Division:	Fertilizer Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Local Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Production Process Flowchart (1) Original Copy	Applicant / Client
A.4. Label *Any of the following:*	
A.4.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users	Applicant / Client

(1) Original Copy	
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.5. Endorsement of Conducted Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
A.6. One (1) bioefficacy trial report for the target crop (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
A.7. For applicants represented by its authorized representative *Any of the following:*	
A.7.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
B. For Imported Products	
B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
B.3. Production Process Flowchart from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.4. Certificate of Analysis [COA] from the manufacturer (1) Photo Copy	Applicant / Client

B.5. Material Safety Data Sheet [MSDS] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.6. Label *Any of the following:*	
B.6.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B.7. Endorsement of Conducted Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
B.8. One (1) bioefficacy trial report for the target crop (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
B.9. for applicants represented by its authorized representative *Any of the following:*	
B.9.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
B.9.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
B.9.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
B.10. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division

3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Prepare data package		2 working day/s, 4 hour/s	• Agriculturist I; Fertilizer Regulations Division
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	• External Technical Evaluator; Fertilizer Regulations Division
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	• Agriculturist I; Fertilizer Regulations Division
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	• Agriculturist I; Fertilizer Regulations Division
	3.7. Review and recommend		2 working day/s	• Senior Agriculturist ; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.8. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer;

				Office of the Executive Director
	3.9. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

11. Issuance 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers for safe reuse of wastewater for commercial purpose
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Test result evaluation summary with passed confirmatory results (1) Photo Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
3. Production Process Flowchart (1) Original Copy	Applicant / Client
Remarks: *except for raw material*	
4. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
5. Endorsement of Conducted Bioefficacy Field Experiment (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
6. Two (2) Bioefficacy Field Experiment Reports for the same crop (2) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
7. For applicants represented by its authorized representative *Any of the following:*	
7.A. Special Power of Attorney (DTI)	Applicant / Client

(1) Photo Copy	
---- OR ----	
7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division

3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.*	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.2. Prepare data package.		2 working day/s, 4 hour/s	• Agriculturist I ; Fertilizer Regulations Division
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	• External Technical Evaluator; Fertilizer Regulations Division
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	• Agriculturist I ; Fertilizer Regulations Division
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	• Agriculturist I ; Fertilizer Regulations Division
	3.7. Review and recommend.		2 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.8. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director

	3.9. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

12. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Handlers for safe reuse of wastewater for free distribution or own use
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application Form [FPA-FRD-F15] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *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* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Test Result Evaluation Summary - passed confirmatory results (1) Photo Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
3. Baseline Data Form for Environmental Impact Monitoring [FPA-FRD-F18] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
4. Treatment Site Inspection Report [FPA-FRD-F22] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
5. For applicants represented by its authorized representative *Any of the following:*	
5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client

---- OR ----				
5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy			Applicant / Client	
6. Company Identification Card Company Identification Card (1 photocopy)				
Remarks: *for applicants represented by its authorized representative*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application with complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Standard Fees** Breakdown: Filing Fee: PHP 600 Application Fee: PHP 1800 Total: PHP 2400	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present O.R. to FRD Staff. **Location:** Fertilizer Regulations Division, 1st Floor, FPA	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.2. Evaluate the application form and		3 working day/s, 6 hour/s, 30	• Agriculturist I ; Fertilizer

Building, Quezon City **Notes/Instruction:** *If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.*	supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		minute/s	Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
General Remarks ***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), Laboratories with Official Accreditation from FPA, or DENR-Accredited Laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.***				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2400			

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

Certification on the authenticity of the photocopied Certificate of Product Rregistration (CPR), License To Operate (LTO), or Permit.

Office or Division:	Fertilizer Regulations Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request (1) Original Copy	Applicant / Client
2. Certificate of Product Registration (CPR), License to Operate (LTO), Warehouse Registration Certificate, or Other Permits/Certification (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
3. For applicants represented by its authorized representative *Any of the following:*	
3.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
3.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
3.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
4. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the request and photocopy of the certificate to FRD. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Receive the request	None	15 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
	1.2. Review / Evaluate the copy of the Certificate against the file/records of FRD.		30 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
	1.3. If verified to be authentic, issue Bill Form.		15 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Standard Fees** Breakdown: Processing Fee: PHP 350 Total: PHP 350	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	3. Record O.R. number and receive the application.	None	15 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division
4. Claim the Certified True Copy (CTC) of the Certificate. **Location:** Fertilizer Regulations Division (FRD), 1st Floor,	4. Certify the authenticity of the copy of the certificate.	None	15 minute/s	• Concerned FRD Staff; Fertilizer Regulations Division

FPA Building, Quezon City				
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 350		

14. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Licensed Fertilizer Handlers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter for Donation (1) Original Copy	Applicant / Client
2. 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 (1) Original Copy	Applicant / Client
3. Duly notarized affidavit a. Name and address of farmer-members; b. Location of the farms; c. Allocation of the requested damaged fertilizers d. Crops to be planted for one crop season; and e. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer (1) Original Copy	Applicant / Client
4. 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) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
5. Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division (LSD) or Recognized Laboratory
Remarks: *Secure from Benefactor / Beneficiary*	
6. Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving purchaser-end-user farm (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
Remarks: *if the movement of goods is from one region to another*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Request authorization to donate unsound fertilizer w/ complete required documents to Fertilizer Regulations Division (FRD) walk-in or through e-mail. **Location:** Email address at fpa.frd.vat@gmail.com	1.1. Receive the request.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division
	1.2. Evaluate the report and the supporting documents.		1 working day/s, 7 hour/s, 30 minute/s	• Agriculturist II; Fertilizer Regulations Division
	1.3. Review and recommend.		1 working day/s	• Division Chief; Fertilizer Regulations Division
	1.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	1.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
2. Claim the approved Authorization. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	2. Notify the client on the status of the authorization (approval/disapproval).	None	15 minute/s	• Administrative Assistant III ; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Licensed Fertilizer Handlers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Authority to Purchase Unsound Fertilizer Request Form [FPA-FRD-F14] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. 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 (1) Original Copy	Applicant / Client
3. Letter of Intent to purchase the reported bad orders/unsound fertilizers from Purchaser / President or Authorized Representative (1) Original Copy	Applicant / Client
4. Duly notarized affidavit a. Name and address of farmer-members; b. Location of the farms; c. Allocation of the requested damaged fertilizers d. Crops to be planted for one crop season; and e. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer (1) Original Copy	Applicant / Client
5. 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) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
6. Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division (LSD) or Recognized Laboratory
7. Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving purchaser-end-user farm (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU) - if the quantity is below 100 bags or Fertilizer Regulations Division (FRD) - if the quantity is 100 bags or more

Remarks:

if the movement of goods is from one region to another

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit the FPA-FRD-F14 w/ complete required documents to Fertilizer Regulations Division (FRD) or through e-mail. **Location:** Email address at fpa.frd.vat@gmail.com	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist II; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Possible Fees** Breakdown: Authority to Dispose Unsound Fertilizer : PHP 600 Transshipment Permit: PHP 600	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present O.R. to FRD Staff **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist II; Fertilizer Regulations Division
	3.2. Evaluate the report and the supporting documents. If compliant: process the Issuance of the Authorization and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified		1 working day/s, 6 hour/s, 30 minute/s	• Agriculturist II; Fertilizer Regulations Division

	deficiency for re-evaluation.			
	3.3. Review and recommend.		1 working day/s	• Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved Authorization. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify the client on the status of the authorization (approval/disapproval)	None	15 minute/s	• Administrative Assistant III ; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Authority to Dispose Unsound Fertilizer** : 600
- **Transshipment Permit** : 600

16. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Exporter
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Application Form generated through the National Single Window (NSW) (1) Electronic Copy	National Single Window (NSW) - http://nsw.gov.ph/
Remarks: *http://nsw.gov.ph/*	
2. Active Certificate of Product Registration (CPR) (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
3. Pro-forma Invoice (1) Photo Copy	Applicant / Client
4. Secure from buyer *Any of the following:*	
4.A. Sales Contract (1) Photo Copy	Applicant / Client
---- OR ----	
4.B. Purchase Order (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form through the NSW Portal. Submit the generated application form with the complete requirements to FRD through email.	1.1. Check the completeness of the submitted documents.	None	1 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer

Location: NSW Portal http://nsw.gov.ph/ Email address at frd.impexclearances@gmail.com **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.				Regulations Division
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue Bill form.	**Standard Fees** Breakdown: VAT Exemption Clearance Fee: PHP 600 Total: PHP 600	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.4. Verify payment via the NSW.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering

				Unit; Finance and Administrative Division
3. Monitor the status of the application through the NSW Portal. **Location:** NSW Portal http://nsw.gov.ph/	3.1. Process the application and update the status in the NSW Portal.	None	7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	3.2. Review and authorize the application in the NSW Portal.		1 working day/s	• Chief Agriculturist; Fertilizer Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
4. Download the Clearance from the NSW. **Location:** NSW Portal http://nsw.gov.ph/	4. Approve and authorize the Export Clearance in the NSW Portal.	None	1 working day/s	• Executive Director III; Office of the Executive Director
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

17. 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 reports 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Trial Protocol and Field Layout (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *Refer to Fertilizer Regulatory Policies and Implementing Guidelines* *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
3. Location Map and Coordinates of the trial site (1) Original Copy	Fertilizer and Pesticide Authority - Accredited Researcher
Remarks: *The list of FPA-accredited fertilizer researchers is accessible at https://fpa.da.gov.ph/accredited-researchers/*	
4. For applicants represented by its authorized representative *Any of the following:*	
4.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	

4.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
4.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
5. Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Application Fee	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and

				Administrative Division
3. Present O.R. to FRD Staff. **Location:** Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Prepare data package		2 working day/s, 4 hour/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.3. Submit data package for review of Technical Evaluator		1 working day/s, 2 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	• External Technical Evaluator; Fertilizer Regulations Division
	3.5. Receive the evaluation report from the Technical Evaluator, Review and integrate the evaluation report. If compliant: proceed to step 3.6 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.6. Review the evaluation report, application form, and supporting documents and process the Experimental Use Clearance (EUC).		1 working day/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer

				Regulations Division
	3.7. Review and recommend.		2 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.8. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.9. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved EUC. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Application Fee**

  Local - Php 600.00

  Imported - Php 1,200.00

18. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished online Application Form (1) Electronic Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) at https://fpa.intercommerce.com.ph/
Remarks: *Accomplish the form and upload the supporting documents through the FPA Trade System at https://fpa.intercommerce.com.ph/*	
2. Business Registration *Any of the following:*	
2.A. SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *For Corporation/Partnership*	
---- OR ----	
2.B. CDA Registration (1) Photo Copy	Cooperative Development Authority - Registration Division
Remarks: *For Cooperative*	
---- OR ----	
2.C. Certificate of business name registration with DTI	Department of Trade and Industry -

(1) Photo Copy	Regional/Provincial Office
Remarks: *For Single Proprietorship*	
3. Financial Statements *Any of the following:*	
3.A. Notarized Certificate of Capitalization (1) Original Copy	Applicant / Client
Remarks: *for DTI and CDA-registered companies only*	
---- OR ----	
3.B. Audited Financial Statements & Income Tax Return from the previous year (1) Photo Copy	Bureau of Internal Revenue (BIR) - Revenue District Office
Remarks: *BIR and Independent Auditor*	
4. Mayor's / Business Permit (1) Photo Copy	Local Government Unit - Mayor's Office
5. Company Profile, including officers (1) Original Copy	Applicant / Client
6. Establishment location map with geotagged photos (1) Original Copy	Applicant / Client
7. For applicants represented by its authorized representative *Any of the following:*	
7.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
7.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
7.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
8. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
For Situational Requirement	
A. For Importer, Importer End-User, and Exporter only	

A.1. BOC Registration Certificate (1) Photo Copy	Bureau of Customs (BOC) - Accounts Management Office
B. For Importer, Importer End-User, National/Area Distributor, and Repacker Only	
B.1. Distributorship Agreement/Certificate from the Manufacturer/Supplier (1) Photo Copy	Applicant / Client
C. For Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only	
C.1. For Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only *Any of the following:*	
C.1.A. DENR-EMB Environmental Compliance Certificate [ECC] (1) Photo Copy	Environmental Management Bureau (EMB) - Online Permitting and Monitoring System
---- OR ----	
C.1.B. Certificate of Non-Coverage [CNC] (1) Photo Copy	Environmental Management Bureau (EMB) - Online Permitting and Monitoring System
D. For Processor only	
D.1. Mining Permit (if applicable) (1) Photo Copy	Mines and Geosciences Bureau (MGB) - Mining Permit Evaluation Section
E. For Formulator only	
E.1. Contract / Agreement with the Toll Manufacturer / Processor (1) Photo Copy	Applicant / Client
F. For Indentor Only	
F.1. Contract with Manufacturer/Supplier (1) Photo Copy	Applicant / Client
G. For Repacker only	
G.1. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
H. All Handlers except Indentor	
H.1. Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
I. For Manufacturer, Processor, Formulator, and Bulk Blender only	
I.1. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)
J. For Repacker and Bulk Handler only	
J.1. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team	Fertilizer and Pesticide Authority - Fertilizer Regulations Division

(1) Original Copy	(FRD) or Regional Field Unit (RFU)
K. Except Bulk Handler and Indentor	
K.1. Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
K.2. Warehouse Registration Certificate (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at https://fpa.intercommerce.com.ph/ **Location:** FPA Trade System at https://fpa.intercommerce.com.ph/	1.1. Check the completeness of the submitted documents.	None	4 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	1.2. Send Amount Due		14 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
2. Proceed to the FPA Central Office and pay the corresponding fees. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Bill Form.	**Formula Fees** Breakdown: Filing Fee + License Fee based on capital	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer I,

				Cashiering Unit; Finance and Administrative Division
3. Upload the proof of payment to the FPA Trade System. **Location:** FPA Trade System at https://fpa.intercommerce.com.ph/	3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System.	None	4 hour/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the License to Operate (LTO) Certificate and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 7 hour/s	• Senior Agriculturist; Fertilizer Regulations Division • Agriculturist II; Fertilizer Regulations Division
	3.3. Review and Recommend Approval.		1 working day/s	• Chief Agriculturist ; Fertilizer Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
	3.4. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director • Deputy Executive Director for Fertilizer; Office of the Executive Director
4. Download the approved LTO. **Location:**	4. The FPA Trade System will automatically notify the client upon	None	1 minute/s	• FPA Trade System; Fertilizer

https://fpa.intercommerce.com.ph/	approval / disapproval by the Executive Director / Deputy Executive Director.			Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **Filing Fee + License Fee based on capital**

  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

19. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished online Application Form (1) Electronic Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) at https://fpa.intercommerce.com.ph/
Remarks: *Accomplish the form and upload the supporting documents through the FPA Trade System at https://fpa.intercommerce.com.ph/*	
2. Business Registration *Any of the following:*	
2.A. SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *For Corporation/Partnership*	
---- OR ----	
2.B. CDA Registration (1) Photo Copy	Cooperative Development Authority - Registration Division
Remarks: *For Cooperative*	
---- OR ----	

2.C. Certificate of business name registration with DTI (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
Remarks: *For Single Proprietorship*	
3. Audited Financial Statements & Income Tax Return from the previous year (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
4. Mayor's / Business Permit (1) Photo Copy	Local Government Unit - Mayor's Office
5. Company Profile, including officers, office and establishment location map with geotagged photos (1) Original Copy	Applicant / Client
6. For applicants represented by its authorized representative *Any of the following:*	
6.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
6.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
6.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
7. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
For Situational Requirement	
A. For Importer, Importer End-User, and Exporter only	
A.1. BOC Registration Certificate (1) Photo Copy	Bureau of Customs (BOC) - Accounts Management Office
B. For Manufacturer, Processor, Formulator, and Bulk Blender only	
B.1. Monthly Production & Sales Report [FPA-FRD-F11] from the Previous Year (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
C. For Bulk Handler only	

C.1. Inventory of Bulk-Handled Fertilizers [FPA-FRD-F22] from the Previous Year (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
D. For Repacker only	
D.1. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
E. All Handlers except Indentor	
E.1. Recommendation from the FPA Regional/Provincial Officer on the area of coverage (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
F. For Manufacturer, Processor, Formulator, and Bulk Blender only	
F.1. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)
G. For Repacker and Bulk Handler only	
G.1. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)
H. For Distributor of Wastewater as Fertilizer for Commercial Purpose	
H.1. Treatment Site Inspection Report [FPA-FRD-F22] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
I. Except Bulk Handler and Indentor	
I.1. Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
I.2. Warehouse Registration Certificate (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at https://fpa.intercommerce.com.ph/ **Location:**	1.1. Check the completeness of the submitted documents.	None	4 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division

FPA Trade System at https://fpa.intercommerce.com.ph/	1.2. Send Amount Due		14 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
2. Proceed to the FPA Central Office and pay the corresponding fees. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Bill Form.	**Formula Fees** Breakdown: License Fee based on equity / capital deficiency (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Upload the proof of payment to the FPA Trade System. **Location:** FPA Trade System at https://fpa.intercommerce.com.ph/ **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System.	None	4 hour/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	3.2. Evaluate the application form and supporting documents. If		3 working day/s, 7 hour/s	• Senior Agriculturist; Fertilizer

	compliant: process the License to Operate (LTO) Certificate and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.			Regulations Division • Agriculturist II; Fertilizer Regulations Division
	3.3. Review and Recommend Approval.		1 working day/s	• Chief Agriculturist ; Fertilizer Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
	3.4. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director • Deputy Executive Director for Fertilizer; Office of the Executive Director
4. Download the approved LTO. **Location:** https://fpa.intercommerce.com.ph/	4. The FPA Trade System will automatically notify the client upon approval / disapproval by the Executive Director / Deputy Executive Director.	None	1 minute/s	• FPA Trade System; Fertilizer Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee based on equity / capital deficiency (plus surcharge of fees if renewed beyond expiry date)**

  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

20. Issuance of Other Clearances

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

Office or Division:	Fertilizer Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request indicating the purpose (1) Original Copy	Applicant / Client
2. Pro-forma Invoice from the Manufacturer/Supplier (1) Photo Copy	Applicant / Client
Remarks: *if applicable*	
3. Certificate of Analysis from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
Remarks: *if applicable*	
4. Material Safety Data Sheet from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
Remarks: *if applicable*	
5. Trial Protocol (1) Original Copy	Applicant / Client
Remarks: *for samples imported for field trial*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submit the application w/ complete required documents to FRD through email. **Location:** Email address at frd.impexclearances@gmail.com **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	1.1. Check the completeness of the submitted documents.	None	1 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue Bill form.	**Standard Fees** Breakdown: Other Clearance Fee: PHP 350 Total: PHP 350	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Fertilizer Regulations Division
	2.4. Verify payment.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division

				• Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.5. Evaluate and process the application.		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.6. Final Review		1 working day/s	• Chief Agriculturist; Fertilizer Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
3. Claim the approved O.C. **Location:** NSW Portal http://nsw.gov.ph/	3. Approve and authorize the Export Clearance in the NSW Portal.	None	1 working day/s	• Executive Director III; Office of the Executive Director
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 350		

21. 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
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for endorsement [FPA-FRD-SEF-0100] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division or email at fpa.frd.sample@gmail.com
For Situational Requirement	
A. For Local products	
A.1. Initial Test Report (1) Photo Copy	Applicant / Client
B. For Imported products	
B.1. Certificate of Analysis [COA] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
B.2. Material Safety Data Sheet [MSDS] (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for endorsement. **Location:** Walk-in at Fertilizer Regulations Division (FRD) 1st Floor, FPA Bldg. Quezon City or through e-mail at fpa.frd.sample@gmail.com	1.1. Check completeness of requirements.	None	20 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.2. Review the COA and MSDS of the sample		7 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer

				Regulations Division
	1.3. Encode sample details and chosen FPA-accredited laboratory in the database.		15 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.4. Assign FPA code and process the endorsement form.		15 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
2. Claim sample endorsement form and coordinate with the FPA-Officially Accredited Laboratory regarding the payment for analysis. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	2. Issue the Sample Endorsement Form [FPA-FRD-SEF-0101].	None	10 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

22. Issuance of Value-Added Tax (VAT) Exemption Clearance for Overlanded Shipments

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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request (1) Original Copy	Applicant / Client
2. Outturn Report (1) Original Copy	Applicant / Client
3. Notarized Single Administrative Document (1) Original Copy	Bureau of Customs - Office of the District Collector
4. VAT Exemption Clearance generated through the NSW for the original shipment (1) Photo Copy	Fertilizer and Pesticide Authority - http://nsw.gov.ph/

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the application with complete required documents to FRD through email. **Location:** Email address at frd.impexclearances@gmail.com **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	1.1. Check the completeness of the submitted documents.	None	1 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division

2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue Bill form.	**Standard Fees** Breakdown: VAT Exemption Clearance Fee: PHP 600 Total: PHP 600	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.4. Verify payment via the NSW.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.5. Evaluate and process the application.		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.6. Final Review		1 working day/s	• Chief Agriculturist; Fertilizer

				Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
3. Claim the approved clearance for overlanded shipments. **Location:** NSW Portal http://nsw.gov.ph/	3. Approval / Disapproval of the Executive Director. Notify client on the status of the certification (approval/disapproval)	None	1 working day/s	• Executive Director III; Office of the Executive Director
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

23. Issuance of 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Importers and Importer End-Users
Operating Hours:	8:00 AM - 5:00 PM

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form through the NSW Portal. Submit the generated application form with the complete	1.1. Check the completeness of the submitted documents.	None	1 hour/s	• Agriculturist II; Fertilizer Regulations Division

requirements to FRD through email. **Location:** NSW Portal http://nsw.gov.ph/ Email address at frd.impexclearances@gmail.com **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.				• Senior Agriculturist; Fertilizer Regulations Division
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue Bill form.	**Standard Fees** Breakdown: VAT Exemption Clearance Fee: PHP 600 Total: PHP 600	15 minute/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	2.2. Issue Order of Payment.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.4. Verify payment via the NSW.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II,

				Cashiering Unit; Finance and Administrative Division
3. Monitor the status of the application through the NSW Portal. **Location:** NSW Portal http://nsw.gov.ph/	3.1. Process the application and update the status in the NSW Portal.	None	7 hour/s	• Agriculturist II; Fertilizer Regulations Division • Senior Agriculturist; Fertilizer Regulations Division
	3.2. Review and authorize the application in the NSW Portal.		1 working day/s	• Chief Agriculturist; Fertilizer Regulations Division • Supervising Agriculturist; Fertilizer Regulations Division
4. Download the Clearance from the NSW. **Location:** NSW Portal http://nsw.gov.ph/	4. Approve and authorize the VAT Exemption Clearance in the NSW Portal.	None	1 working day/s	• Executive Director III; Office of the Executive Director
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

24. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Local Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Previously issued/expired Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
A.4. Label *Any of the following:*	
A.4.A. Draft Label - except for raw materials (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users	Applicant / Client

(1) Original Copy	
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.5. For applicants represented by its authorized representative *Any of the following:*	
A.5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.6. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
B. For Imported Products	
B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
B.3. Previously issued/expired Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
B.4. Label *Any of the following:*	
B.4.A. Draft Label except for raw materials (1) Original Copy	Applicant / Client

Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B.5. for applicants represented by its authorized representative *Any of the following:*	
B.5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
B.5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
B.5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
B.6. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division • Senior Agriculturist ; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division

				• Registration Officer I; Fertilizer Regulations Division • Senior Agriculturist ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Formula Fees** Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division • Senior Agriculturist ; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified		3 working day/s, 6 hour/s, 30 minute/s	• Senior Agriculturist; Fertilizer Regulations Division • Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer

	deficiency for re-evaluation.			Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

  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

25. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Local Products	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
A.3. Previously issued/expired Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
A.4. Label *Any of the following:*	
A.4.A. Draft Label (1) Original Copy	Applicant / Client
Remarks:	

refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements	
---- OR ----	
A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.5. For applicants represented by its authorized representative *Any of the following:*	
A.5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.6. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
B. For Imported Products	
B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
B.3. Previously issued/expired Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *from the original document issued by FPA-FRD*	
B.4. Label *Any of the following:*	

B.4.A. Draft Label (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
B.5. For applicants represented by its authorized representative *Any of the following:*	
B.5.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
B.5.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
B.5.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
B.6. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division • Registration Officer I;

				Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Formula Fees** Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division • Registration Officer I; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer

				Regulations Division
	3.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

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

26. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Handlers for safe reuse of wastewater for commercial purpose
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Test Result Evaluation Summary - passed confirmatory results (1) Photo Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
3. Previously issued/expired Certificate of Product Registration [CPR] (1) Photo Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
Remarks: *from the original document issued by FPA-FRD*	
4. Production Process Flowchart (1) Original Copy	Applicant / Client
Remarks: *except for raw material*	
5. Draft Label (1) Original Copy	Applicant / Client
Remarks: *Refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	

6. For applicants represented by its authorized representative *Any of the following:*	
6.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
6.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
6.C. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
7. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Formula Fees** Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance

				and Administrative Division
3. Present O.R. to FRD Staff. **Location:** Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.*	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	• Agriculturist I ; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

General Remarks

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.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

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

27. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Handlers for safe reuse of wastewater for free distribution or own use
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application Form [FPA-FRD-F15] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *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* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Test Result Evaluation Summary (1) Photo Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
3. Treatment Site Inspection Report [FPA-FRD-F22] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
4. Agri/Aqua Self-Monitoring Form [FPA-FRD-F19] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
5. Pest and Disease Monitoring Form [FPA-FRD-F20] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
6. For applicants represented by its authorized representative *Any of the following:*	
6.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
6.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client

---- OR ----				
6.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy			Applicant / Client	
7. Company Identification Card Company Identification Card (1 photocopy)				
Remarks: *for applicants represented by its authorized representative*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window. **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	**Standard Fees** Breakdown: Filing Fee: PHP 600 Application Fee: PHP 1800 Total: PHP 2400	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:**	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.2. Evaluate the application form and		3 working day/s, 6 hour/s, 30	• Agriculturist I ; Fertilizer

Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.*	supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		minute/s	Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division
General Remarks ***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), Laboratories with Official Accreditation from FPA, or DENR-Accredited Laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.***				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 2400			

28. 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 original registration number assigned to the product shall be retained.

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

Office or Division:	Fertilizer Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Products with Active CPR	
A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Notarized Board Resolution / Affidavit Stating the Transfer (1) Original Copy	Applicant / Client
A.3. Active Certificate of Product Registration [CPR] (1) Original Copy	Applicant / Client
Remarks: *Original Registrant (from the original document issued by FPA-FRD)*	
A.4. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
Remarks: *for Manufacturer-to-Manufacturer transfer only*	
A.5. Certificate of Analysis [COA] from the manufacturer (1) Photo Copy	Applicant / Client
Remarks: *for Imported products*	

A.6. Material Safety Data Sheet [MSDS] from Manufacturer/Supplier (1) Photo Copy	Applicant / Client
Remarks: *for Imported products*	
A.7. Production Process Flowchart (1) Original Copy	Applicant / Client
Remarks: *for Local products except for raw material*	
A.8. Label *Any of the following:*	
A.8.A. Updated Draft Label except for raw materials (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
A.8.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
A.9. For applicants represented by its authorized representative *Any of the following:*	
A.9.A. Special Power of Attorney (DTI) (1) Photo Copy	Applicant / Client
---- OR ----	
A.9.B. Board Resolution (SEC & CDA) (1) Photo Copy	Applicant / Client
---- OR ----	
A.9.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy	Applicant / Client
A.10. Company Identification Card Company Identification Card (1 photocopy)	
Remarks: *for applicants represented by its authorized representative*	
B. For Products with Expired Registration / due for CPR Renewal	

B.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Notarized Board Resolution / Affidavit Stating the Transfer (1) Original Copy	Applicant / Client
B.3. Certificate of Product Registration [CPR] (1) Photo Copy	Applicant / Client
Remarks: *Original Registrant (from the document issued by FPA-FRD)*	
B.4. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
B.5. Certificate of Analysis [COA] from the manufacturer (1) Photo Copy	Applicant / Client
Remarks: *for Imported products*	
B.6. Material Safety Data Sheet [MSDS] (1) Photo Copy	Applicant / Client
Remarks: *for Imported products*	
B.7. Production Process Flowchart (1) Original Copy	Applicant / Client
Remarks: *for Local products except for raw material*	
B.8. Label *Any of the following:*	
B.8.A. Updated Draft Label except for raw materials (1) Original Copy	Applicant / Client
Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*	
---- OR ----	
B.8.B. Neutral Label marked with "for plantation use only" - for Importer End-Users (1) Original Copy	Applicant / Client

Remarks: *refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*				
B.9. for applicants represented by its authorized representative *Any of the following:*				
B.9.A. Special Power of Attorney (DTI) (1) Photo Copy			Applicant / Client	
---- OR ----				
B.9.B. Board Resolution (SEC & CDA) (1) Photo Copy			Applicant / Client	
---- OR ----				
B.9.C. Secretary's Certificate (SEC & CDA) (1) Photo Copy			Applicant / Client	
B.10. Company Identification Card Company Identification Card (1 photocopy)				
Remarks: *for applicants represented by its authorized representative*				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application with complete required documents to the Fertilizer Regulations Division (FRD). **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
	1.2. Issue Bill form.		15 minute/s	• Agriculturist I ; Fertilizer Regulations Division
2. Pay corresponding fees at Cashier Window **Location:** Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	**Formula Fees** Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division

				• Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present Official Receipt (O.R.) to FRD Staff. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.	3.1. Record O.R. number and receive the application.	None	15 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	• Agriculturist I; Fertilizer Regulations Division
	3.3. Review and recommend.		1 working day/s	• Senior Agriculturist; Fertilizer Regulations Division • Division Chief; Fertilizer Regulations Division
	3.4. Final Review.		1 working day/s	• Deputy Executive Director for Fertilizer; Office of the Executive Director
	3.5. Approval / Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
4. Claim the approved CPR. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	• Administrative Assistant III; Fertilizer Regulations Division

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Filing Fee + Registration Fee based on the type of product**

  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

Pesticide Regulations Division

External Services

1. Issuance of License to Operate as Pesticide Handler (New)

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:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	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 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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Situational Requirement	
A. Commercial drone spray operator	
A.1. Notarized PRD-F1.28 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Drone Controller/s and Drone Spray Supervisor/s in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Latest Financial and Tax Documents *Any of the following:*	
A.2.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
A.2.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	

A.3. Business Registration *Any of the following:*	
A.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
A.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
A.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
A.4. Valid Remotely Piloted Aircraft System (RPAS) Operator Certificate (1) Photo Copy And (1) Electronic Copy	Civil Aviation Authority of the Philippines - Licensing and Certification Department of the Flight Standards Inspectorate Service
B. Importer	
B.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Business Registration *Any of the following:*	
B.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
B.2.B. CDA registration, if cooperative	Cooperative Development

(1) Photo Copy And (1) Electronic Copy	Authority - Registration Division
---- OR ----	
B.2.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
B.3. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.4. Latest Financial and Tax Documents *Any of the following:*	
B.4.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
B.4.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	
B.5. Certificate of Product Registration *Any of the following:*	
B.5.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
B.5.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
---- OR ----	
B.5.C. Experimental Use Permit (EUC) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.6. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
C. Exporter	
C.1. Letter of Intent indicating the purpose of export (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.2. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.*	

FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/	
C.3. Business Registration *Any of the following:*	
C.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
C.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
C.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
C.4. Latest Financial and Tax Documents *Any of the following:*	
C.4.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
C.4.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	
C.5. Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.6. 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 Copy And (1) Electronic Copy	Relevant regulatory agency of the importing country - regulatory agency
C.7. Certificate of Product Registration *Any of the following:*	
C.7.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
C.7.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *if CPR is not yet available*	
D. Indentor or Supplier's local subsidiary/representative	
D.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
D.2. Business Registration *Any of the following:*	
D.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
D.2.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
D.2.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
D.3. Latest Financial and Tax Documents *Any of the following:*	
D.3.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
D.3.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	
D.4. Contract or Certification from the manufacturer/supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client

E. National distributor	
E.1. Notarized PRD-F1.24 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
E.2. Business Registration *Any of the following:*	
E.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
E.2.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
E.2.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
E.3. Latest Financial and Tax Documents *Any of the following:*	
E.3.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
E.3.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	
E.4. Certificate of Product Registration *Any of the following:*	
E.4.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	

E.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
E.5. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client
E.6. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
F. Importer-end-user	
F.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
F.2. Business Registration *Any of the following:*	
F.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
F.2.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
F.2.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
F.3. Latest Financial and Tax Documents *Any of the following:*	
F.3.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	

F.3.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *if new applicant*	
F.4. Inspection Report from FPA Regional/Provincial Officer (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
Remarks: *1. Report on inspection facilities* *2. Recommendation*	
F.5. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if applicable*	
F.6. Certificate of Product Registration (CPR) *Any of the following:*	
F.6.A. Certificate of Product Registration (CPR) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
F.6.B. FPA Form No. P-022 with received stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not available*	
---- OR ----	
F.6.C. Letter of No Objection from the product registrant (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *for plantation only*	
F.7. Authorization letter from the pesticide company who registered the product (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if end user is not the registrant*	
F.8. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate of Non- Coverage (1) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources - Environmental Management Bureau
F.9. Occupational Health and Safety Program (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks: *All research stations are required to have an Occupational Health and Safety Program (OHSP), regardless of the type of products they handle.* *For plantations, only those handling Category I and cholinesterase-inhibiting products are required to have the OHSP, while plantations not handling these products are exempted from the requirement.*	
F.10. Accomplished Summary Table of Medical Health Examinations and "Fit to Work" Certificates of Workers (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
Remarks: *All research stations, regardless of the type of products they handle, are required to submit this summary table. For plantations, only those handling Category I and cholinesterase-inhibiting products are required to comply, while plantations that do not handle these products are exempted.*	
F.11. Signed Inspection Report or Conforme Letter (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Audit Team
G. Manufacturer, formulator, repacker, extruder	
G.1. Business Registration *Any of the following:*	
G.1.A. SEC registration and Article of Incorporation, if corporation/partnership (1) Original Copy And (1) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
G.1.B. CDA registration, if cooperative (1) Original Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
G.1.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
G.2. Latest Financial and Tax Documents *Any of the following:*	
G.2.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
---- OR ----	
G.2.B. BIR Certification (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office

Remarks: *if new applicant*	
G.3. Inspection Report from FPA Regional/Provincial Officer (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
Remarks: *1. Report on inspection facilities* *2. Recommendation*	
G.4. Certificate of Product Registration *Any of the following:*	
G.4.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
G.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
G.5. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
G.6. Letter of Authorization to manufacture/formulate/repack/extrude issued by the pesticide supplier/s (1) Original Copy And (1) Electronic Copy	Applicant / Client
G.7. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate on Non-Coverage (1) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources - Environmental Management Bureau
G.8. Flowchart of the production process/es (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.9. Occupational Health and Safety Program (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.10. Table Summary of Medical Health Examinations and Certificate of “Fit to Work” of Workers (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
G.11. Annual Capacity Output Summary (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.12. Signed Inspection Report or Conforme Letter (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Audit Team
Sub Situational Requirement/s	
G.a. If manufacturer, formulator, extruder	

G.a.1. Notarized FPA Form No. PRD-F1.26 (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
G.b. If repacker	
G.b.1. Notarized FPA Form No. PRD-F1.27 (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email the soft copy of the required documents specified in the checklist of requirements for pre-evaluation. **Location:** Email Address: prd.licensing@fpa.da.gov.ph for pre-evaluation. **Notes/Instruction:** *If the submission has deficiency or other concerns, inform the applicant. Applicant must submit the lacking requirements.*	1. Acknowledge receipt of email and pre-evaluate the correctness of the submission. Send an email response to the applicant.	None	1 working day/s	• Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
2. Secure an appointment with PRD and submit the required original and photocopy of the documents specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	2.1. Confirm the appointment, receive and check completeness of the submission. If submission is incomplete, return the submission.	None	45 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	2.2. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.		15 minute/s	• Agriculturist II; Pesticide Regulations Division

Notes/Instruction: *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*			• Agriculturist I; Pesticide Regulations Division
	2.3. Update the monitoring log/database by recording the pertinent details of the submission.	45 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	2.4. Evaluate the application and the submitted documents. Endorse approval or disapproval based on final assessment.	2 working day/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	2.5. 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.	1 working day/s, 15 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	2.6. Review and application and check the correctness of the printed license.	4 hour/s	• Senior Agriculturist; Pesticide Regulations Division
	2.7. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of license application.	4 hour/s	• Chief Agriculturist; Pesticide Regulations Division
	2.8. Review the application and endorse the approval of license application.	4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.9. Approve and sign the license.	4 hour/s	• Executive Director III; Office of the Executive Director

	2.10. Receive the signed licenses, dry seal, and scan for record keeping.		2 hour/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
3. Receive notice of approval and instructions on how to pick up license/s. **Location:** Email: prd.licensing@fpa.da.gov.ph	3. Send the applicant a Notice of Approval and instruction to pick up the license/s. Update the license database.	None	3 hour/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
4. Present the Notice of Approval received through email. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	4. Issue a duly accomplished Bill Form.	None	20 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
5. Submit the accomplished Bill Form to Cashier Window 1. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	5. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
6. Pay the corresponding fee to the Cashier Window 2 and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City	6. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
7. Present the Official Receipt to PRD. **Location:**	7. Record the payment and Official Receipt number.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide

Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City				Regulations Division
8. Receive the license to operate and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the license to operate and secure the signed releasing copy.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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 Operatorsa	
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

Item	Fees and Charges in Pesos
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 activitiesb	2,000.00

aCommercial drone spray operator: Php 25,500 per FPA Memorandum Circular No. 25, 2024 (valid for three years)

b Commercial drone spray operator: Php 2,000 per FPA Memorandum Circular No. 25, 2024

2. Issuance of License to Operate as Pesticide Handler (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:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	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 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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Situational Requirement	
A. Commercial drone spray operator	
A.1. Notarized PRD-F1.28 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Drone Controller/s and Drone Spray Supervisor/s in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *Must indicate valid ID number of Drone Controller/s and Drone Spray Supervisor/s in the application form. No erasures. Any attachment must bear the same notary dry seal.*	
A.3. Business Registration *Any of the following:*	
A.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks:	

Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.	
---- OR ----	
A.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
A.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
A.4. Valid Remotely Piloted Aircraft System (RPAS) Operator Certificate (1) Photo Copy And (1) Electronic Copy	Civil Aviation Authority of the Philippines - Licensing and Certification Department of the Flight Standards Inspectorate Service
A.5. Drone Spray Operation Final Reports (DSFR) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
A.6. Recommendation from FPA Regional Officer(s) on whether the activities conducted in the areas declared in Drone Spray Operation Final Reports comply with FPA requirements (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
B. Importer	
B.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Business Registration *Any of the following:*	
B.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
B.2.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	

B.2.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
B.3. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.4. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
B.5. Certificate of Product Registration *Any of the following:*	
B.5.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
B.5.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
---- OR ----	
B.5.C. Experimental Use Permit (EUC) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
B.6. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
C. Exporter	
C.1. Letter of Intent indicating the purpose of export (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.2. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
C.3. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
C.4. Business Registration *Any of the following:*	
C.4.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
C.4.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
C.4.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
C.5. Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.6. 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 Copy And (1) Electronic Copy	Relevant regulatory agency of the importing country - regulatory agency
C.7. Certificate of Product Registration *Any of the following:*	
C.7.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
C.7.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
D. Indentor or Supplier's local subsidiary/representative	
D.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
D.2. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
D.3. Business Registration *Any of the following:*	

D.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
D.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
D.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
D.4. Contract or Certification from the manufacturer/supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client
E. National distributor	
E.1. Notarized PRD-F1.24 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
E.2. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
E.3. Business Registration *Any of the following:*	
E.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
E.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	

E.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
E.4. Certificate of Product Registration *Any of the following:*	
E.4.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
E.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
E.5. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier (1) Photo Copy And (1) Electronic Copy	Applicant / Client
E.6. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
F. Importer-end-user	
F.1. Notarized PRD-F1.23 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
F.2. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
F.3. Business Registration *Any of the following:*	
F.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership (1) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
F.3.B. CDA registration, if cooperative (1) Photo Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division

---- OR ----	
F.3.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
F.4. Inspection Report from FPA Regional/Provincial Officer (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
Remarks: *1. Report on inspection facilities* *2. Recommendation*	
F.5. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if applicable*	
F.6. Certificate of Product Registration (CPR) *Any of the following:*	
F.6.A. Certificate of Product Registration (CPR) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
F.6.B. FPA Form No. P-022 with received stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not available*	
---- OR ----	
F.6.C. Letter of No Objection from the product registrant (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *for plantation only*	
F.7. Authorization letter from the pesticide company who registered the product (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if end user is not the registrant*	
F.8. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate of Non- Coverage (1) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources - Environmental Management Bureau
F.9. Occupational Health and Safety Program (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

All research stations are required to have an Occupational Health and Safety Program (OHSP), regardless of the type of products they handle. *For plantations, only those handling Category I and cholinesterase-inhibiting products are required to have the OHSP, while plantations not handling these products are exempted from the requirement.*	
F.10. Accomplished Summary Table of Medical Health Examinations and "Fit to Work" Certificates of Workers (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
Remarks: *All research stations, regardless of the type of products they handle, are required to submit this summary table. For plantations, only those handling Category I and cholinesterase-inhibiting products are required to comply, while plantations that do not handle these products are exempted.*	
F.11. Signed Inspection Report or Conforme Letter (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Audit Team
G. Manufacturer, formulator, repacker, extruder	
G.1. Business Registration *Any of the following:*	
G.1.A. SEC registration and Article of Incorporation, if corporation/partnership (1) Original Copy And (1) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*	
---- OR ----	
G.1.B. CDA registration, if cooperative (1) Original Copy And (1) Electronic Copy	Cooperative Development Authority - Registration Division
---- OR ----	
G.1.C. Certificate of Registration of Business Name, if single proprietorship (1) Photo Copy And (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
G.2. Inspection Report from FPA Regional/Provincial Officer (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
Remarks: *1. Report on inspection facilities* *2. Recommendation*	
G.3. Latest Income Tax Return (ITR) & Audited Financial Statement (FS) (1) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office

G.4. Certificate of Product Registration *Any of the following:*	
G.4.A. Certificate of Product Registration (1) Photo Copy And (1) Electronic Copy	Applicant / Client
---- OR ----	
G.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *if CPR is not yet available*	
G.5. Certificate of Warehouse Registration (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit
G.6. Letter of Authorization to manufacture/formulate/repack/extrude issued by the pesticide supplier/s (1) Original Copy And (1) Electronic Copy	Applicant / Client
G.7. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate on Non-Coverage (1) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources - Environmental Management Bureau
G.8. Flowchart of the production process/es (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.9. Occupational Health and Safety Program (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.10. Table Summary of Medical Health Examinations and Certificate of “Fit to Work” of Workers (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
G.11. Annual Capacity Output Summary (1) Photo Copy And (1) Electronic Copy	Applicant / Client
G.12. Signed Inspection Report or Conforme Letter (1) Photo Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Audit Team
Sub Situational Requirement/s	
G.a. If manufacturer, formulator, extruder	
G.a.1. Notarized FPA Form No. PRD-F1.26 (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
G.b. If repacker	
G.b.1. Notarized FPA Form No. PRD-F1.27 (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or

	downloadable from the FPA Website

Remarks:

FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email the soft copy of the required documents specified in the checklist of requirements for pre-evaluation. **Location:** Email Address: prd.licensing@fpa.da.gov.ph for pre-evaluation. **Notes/Instruction:** *If the submission has deficiency or other concerns, inform the applicant. Applicant must submit the lacking requirements.*	1. Acknowledge receipt of email and pre-evaluate the correctness of the submission. Send an email response to the applicant.	None	1 working day/s	• Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
2. Secure an appointment with PRD and submit the required original and photocopy of the documents specified in the checklist of requirements. the checklist of requirements **Location:** *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/ **Notes/Instruction:** If submission is incomplete, return the submission.	2. Confirm the appointment, receive and check completeness of the submission.	None	45 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
3. Receive the accomplished Bill Form **Location:** 1st Floor, Pesticide Regulations Division,	3. Issue a duly accomplished Bill Form.	None	20 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide

FPA Bldg.				Regulations Division
4. Submit the accomplished Bill Form to the Accounting Section. **Location:** First Floor, Window 1, FPA Bldg., Quezon City	4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, First Floor, FPA Bldg., Quezon City	5. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Cashier; Finance and Administrative Division
6. Present the Official Receipt to PRD and secure the receiving copy. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	15 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		45 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	6.3. Evaluate the application and the submitted documents. Endorse approval or disapproval based on final assessment.		2 working day/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
	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.		1 working day/s, 15 minute/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division

	6.5. Review and application and check the correctness of the printed license.		4 hour/s	• Senior Agriculturist; Pesticide Regulations Division
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of license application.		4 hour/s	• Chief Agriculturist; Pesticide Regulations Division
	6.7. Review the application and endorse the approval of license application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	6.8. Approve and sign the license.		4 hour/s	• Executive Director III; Office of the Executive Director
	6.9. Receive the signed licenses, dry seal, and scan for record keeping.		2 hour/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
7. Receive notice of approval and instructions on how to pick up license/s. **Location:** Email: prd.licensing@fpa.da.gov.ph	7. Send the applicant a Notice of Approval and instruction to pick up the license/s. Update the license database.	None	3 hour/s	• Agriculturist II; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
8. Receive the license to operate and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the license to operate and secure the signed releasing copy.	None	10 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **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[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, Extruder	7,500.00
Importer-End-Users	7,500.00
Other activities[b]	2,000.00

[a]Commercial drone spray operator: Php 25,500 per FPA Memorandum Circular No. 25, 2024 (valid for three years)

[b] Commercial drone spray operator: Php 2,000 per FPA Memorandum Circular No. 25, 2024

3. 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:	Pesticide Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA-licensed product registrants who are applying for: 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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
2. Letter of intent (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Addressed to the FPA Executive Director & signed by the applicant's company representative.*	
3. Notarized P-012 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
4. Notarized P-022 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks:	

FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/	
5. Authorization letter, or letter of business transfer (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Issued by the product's manufacturer/formulator/owner, etc. allowing the applicant to amend or transfer the product registration.*	
6. Certificate of Product Registration & CPR attachments of the original product registration (latest) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *If product has more than one CPR, submit all.*	
7. FPA-approved product label of original product registered (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Secure from Original Registrant*	
8. Proposed product label of the product to be registered (3) Original Copy And (3) Electronic Copy	Applicant / Client
For Situational Requirement	
A. Required only for transfer of product registration	
A.1. Letter of no objection issued by the original product registrant (1) Original Copy	Applicant / Client
A.2. Product Stewardship Program Proposal (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer*	
B. Required only for product registration amendment	
B.1. Other reference documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application to prd.registration@fpa.da.gov.ph or fpa.prd.generic@gmail.com and secure an appointment with PRD. **Location:**	1. Confirm the appointment.	None	30 minute/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division

Email: prd.registration@fpa.da.gov.ph or fpa.prd.generic@gmail.com *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/				
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** (If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.	2.1. Receive and check the completeness of the submission.	None	20 minute/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division
	2.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist III; Pesticide Regulations Division
	2.3. Evaluate the application and the proposed product label and product stewardship program, and other documents. Endorse approval or disapproval based on final assessment.		2 working day/s	• Chemist III; Pesticide Regulations Division
	2.4. Draft the *CPR & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.		2 working day/s	• Chemist III; Pesticide Regulations Division
	2.5. Check the correctness of the draft *CPR & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		5 hour/s	• Chemist III; Pesticide Regulations Division
	2.6. Review the application and check the correctness of the *CPR and CPR attachments. Endorse the approval of product registration application.		4 hour/s	• Chemist IV; Pesticide Regulations Division • Chief Agriculturist; Pesticide

				Regulations Division
	2.7. Review the application and endorse the approval of product registration application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.8. Approve and sign the *CPR & CPR attachments.		4 hour/s	• Executive Director III; Office of the Executive Director
	2.9. Receive the signed *CPR & CPR attachments, dry seal, and scan for recording.		2 hour/s	• Chemist III; Pesticide Regulations Division
3. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	3. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	2 hour/s, 40 minute/s	• Chemist III; Pesticide Regulations Division
4. Present the Notice of Approval received through email. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	4. Issue a duly accomplished Bill Form for Registration Fee.	None	20 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
5. Submit the accomplished Bill Form to the Accounting Section **Location:** Window 1, 1st Floor, FPA Building, Quezon City	5. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
6. Pay the corresponding fee to the Cashier and secure the Official Receipt.	6. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees	15 minute/s	• Cashier; Finance and Administrative Division

Location: Window 2, 1st Floor, FPA Building, Quezon City		and Charges Pursuant to Administrative Order No. 13, Series of 2000		
7. Present the Official Receipt to PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Record the payment and Official Receipt number.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
8. Receive the Certificate of Product Registration and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

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

Item	Fees and Charges in Pesos
*Transfer of Product Registration – Filing Fee	
Active Ingredient[1]	4,500.00
Product[1]	3,000.00
**Transfer of Product Registration - Registration Fee	
1. 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
2. Full Registration/Renewal (3-year validity)	
Product	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient	

Category I and II	20,000.00
Category III and IV	15,000.00
***Amendment Certifications[2]	750

*Filing fee for transfer of product registration

[1] per source

**Registration fee for transfer of product registration

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

[2] per product, per certificate

4. Amendment of Pesticide Experimental Use Clearance (EUC)

This service covers the ff. type of amendments:

1. *Amendment in EUC which does not require data evaluation by the Pesticide Registration Technical Evaluator (PRTE) e.g., change of trial location, change of trial duration, change of FPA accredited researcher etc.*
2. *Amendment in the trial protocol, particularly in EUC II & III.*

Office or Division:	Pesticide Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Applicants who intend to amend the approved Experimental Use Clearance (EUC).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
2. Letter of intent (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Addressed to the FPA Executive Director & signed by the applicant's company representative*	
3. Notarized Application Form *Any of the following:*	
3.A. Notarized P-001 form - for EUC 1A & 1B (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
---- OR ----	
3.B. Notarized P-002 form - for EUC II & III (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/

4. Other reference documents (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Required only for EUC amendment*
- *As applicable, depending on the type of amendment or modification*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application and secure an appointment with PRD through Appointment Link https://fpa.da.gov.ph/prd-appointment-system/ **Location:** For EUC II & III, submit soft copy of application to prd.registration@fpa.da.gov.ph For EUC 1A or 1B, submit soft copy of application through google form at https://tinyurl.com/euc1a1bapplication *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/	1. Confirm the appointment.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	• Chemist III; Pesticide Regulations Division
3. Receive the accomplished Bill Form. **Location:**	3. Issue a duly accomplished Bill Form.	None	20 minute/s	• Chemist III; Pesticide

Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City				Regulations Division
4. Submit the accomplished Bill Form to the Accounting Section. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City	5. Receive the payment and issue an Official Receipt.	**Standard Fees** Breakdown: Amendment Fee: PHP 750 Total: PHP 750	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
6. Present the Official Receipt to PRD and secure the receiving copy. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minute/s	• Chemist III; Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist III; Pesticide Regulations Division
	6.3. Review the submitted documents and evaluate the application. 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.		1 working day/s	• Chemist III; Pesticide Regulations Division
	6.4. Assign EUC code and input pertinent details of the EUC to the database. Draft and print EUC/s.		2 working day/s	• Chemist III; Pesticide Regulations Division

	6.5. Check the correctness of the printed EUC. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	• Chemist III; Pesticide Regulations Division
	6.6. Review the EUC application, check the correctness of the EUC and endorse approval of the application to the Office of the Deputy Executive Director for Pesticide.		1 working day/s	• Chemist IV; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	6.7. Endorse the approval of EUC application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	6.8. Scan the signed hard copy of EUC/s and email to the Office of the Executive Director.		2 hour/s	• Chemist III; Pesticide Regulations Division
	6.9. Approve and electronically sign the EUC/s, then forward EUC/s to PRD.		1 working day/s	• Executive Director III; Office of the Executive Director
7. Receive the electronically signed EUC/s through email. **Location:** Email: prd.registration@fpa.da.gov.ph	7. Receive the electronically signed EUC/s and forward to the applicant through email. Update the EUC database.	None	4 hour/s	• Chemist III; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 750		

5. Issuance of Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals

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:	Pesticide Regulations Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished CAIP log (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at https://tinyurl.com/yc5frjz5
Remarks: *CAIP log https://tinyurl.com/yc5frjz5*	
2. FPA importer or importer-end-user license (1) Electronic Copy	Applicant / Client
3. Certificate of Product Registration or Letter of No Objection to Export from the product registrant (1) Photo Copy And (1) Original Copy	Applicant / Client
4. Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand (1) Original Copy And (1) Electronic Copy	Applicant / Client
5. 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 Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the required documents to the designated google links **Location:** Google Form link: https://forms.gle/7cNwjxRwq9jwKhbV8	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	1 working day/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide

Email Address: frd.impexclearances@gmail.com				Regulations Division • Agriculturist II; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
2. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Release approved CAIP through email at prd.caip@fpa.da.gov.ph and update the CAIP / import database.Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue a duly accomplished bill form.	**Standard Fees** Breakdown: Export Permit: PHP 1500 Total: PHP 1500	15 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
	2.2. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Receive the payment and issue an Official Receipt.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.4. Process the application.		1 working day/s, 30 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide

				Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	2.5. Approve applications.		6 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director • Executive Director III; Office of the Executive Director
	2.6. Release approved CAIP through email at prd.caip@fpa.da.gov.ph and update the CAIP / import database.		45 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1500		

6. Issuance of Certificate Authorizing Importation of Pesticides and Other Agricultural Chemicals (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:	Pesticide Regulations Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished CAIP log (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at https://tinyurl.com/yc5frjz5
Remarks: *CAIP log https://tinyurl.com/yc5frjz5*	
2. FPA importer or importer-end-user license (1) Electronic Copy	Applicant / Client
3. Certificate of Product Registration, Experimental Use Permit, or Letter of No Objection to Import from the product registrant (1) Electronic Copy	Applicant / Client
4. Proforma Invoice (1) Electronic Copy	Applicant / Client
5. Bill of Lading (1) Electronic Copy	Applicant / Client
Remarks: *Not applicable for initial importation*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Upload the required documents to the designated google links **Location:** Link: https://forms.gle/upuuBWNwcbCuMAf29	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	1 working day/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
2. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** FPA Cashier: Window 2, 1st Floor, FPA Building, Quezon City Landbank Link.Biz portal: https://www.lbp-eservices.com/egps/portal/index.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue a duly accomplished bill form.	**Formula Fees** Breakdown: CAIP Issuance	15 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
	2.2. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Receive the payment and issue an Official Receipt.		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division

	2.4. Process the application.		1 working day/s, 30 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	2.5. Approve applications.		6 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director • Executive Director III; Office of the Executive Director
	2.6. Release approved CAIP through email at prd.caip@fpa.da.gov.ph and update the CAIP / import database.		45 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II ; Pesticide Regulations Division

General Remarks

1. Bulk of applications are being received through the NSW platform. Checking is on a first-come-first-serve basis.
2. 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.
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.

5. If the NSW platform is unavailable, CAIP will be processed manually.

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **CAIP Issuance**

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

7. Issuance of Certificate of Product Registration (New Proprietary Product Registration, New Generic Product Registration, Label Expansion, Registration of Additional Source, Registration Amendment)

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 process of modifying or broadening the uses or claims of a product. This allows the product to be marketed and used for additional purposes, applications, or target pests that were not originally covered when the product was first registered. It requires the assessment and approval of the FPA and involves the submission of supporting data, including bioefficacy data and residue data, to demonstrate the product's safety and efficacy for the new uses or claims.*

    Label expansion (Generic) – for uses or label claims that are no longer under data protection.

    Label expansion (Proprietary) – for new uses, label claims, or those still under data protection.

4. *Registration of Additional Sources - This refers to the process of registering new manufacturers or formulators for a product under an existing registration. This is necessary when a company wishes to market a registered product produced by a different source or when additional manufacturing facilities are involved. The additional source must produce a product that is equivalent to the one originally registered, in terms of formulation, efficacy, and safety. Data is required to show that the new source's product meets the same specifications.*
5. *Registration Amendment*

    This refers to the process of officially modifying an existing product registration to reflect changes in various aspects of the product or its approval. This process is necessary when there are updates to the product's formulation, use, labeling, manufacturing source, or any other critical information that affects its registration status. For any amendment, the applicant needs to submit documentation to support the changes. The FPA will review the proposed changes to ensure that they do not compromise the safety, efficacy, or quality of the product.

Office or Division:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)

Who may avail:	Applicants who have fully complied with all the data requirements for the following, as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation. • New Proprietary Product Registration • New Generic Product Registration • Label Expansion • Registration of Additional Sources • Registration Amendments
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link: https://fpa.da.gov.ph/prd-appointment-system/*	
2. Notarized P-012 forms (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *1 form per active ingredient* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Notarized P-022 forms (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *1 form per active ingredient* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
4. Evaluation report/s (Section 1 – 9 data requirements) with recommending approval (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division
5. Evaluation report/s (confirmatory analysis) with recommending approval (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division

6. Data summary (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Final, updated and complete based on the recommendations indicated in the evaluation reports*	
7. Updated GAP information table (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Reflecting recommendations during evaluation* • *Applicable only to new proprietary product registrations, proprietary label expansions, and registration amendments involving changes to the approved GAP* • *Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access electronic copy using this link: https://tinyurl.com/FPA-GAP-table*	
8. Updated product label (3) Original Copy And (3) Electronic Copy	Applicant / Client
Remarks: *Reflecting recommendations during evaluation*	
9. Product Stewardship Program (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit electronic copy of application to prd.registration@fpa.da.gov.ph and secure an appointment with PRD through Appointment Link https://fpa.da.gov.ph/prd-appointment-system/ **Location:** *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/ *Email:* *prd.registration@fpa.da.gov.ph*	1. Confirm the appointment.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified	2.1. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide

in the checklist of requirements. **Location:** Ground Floor, Pesticide Regulations Division, FPA Bldg. **Notes/Instruction:** If the submission has data gap/s, inform the applicant through email. Applicants must submit compliance to address the data gaps. *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.				Regulations Division
	2.2. Assess the application based on the recommendations of the Pesticide Registration Technical Evaluators (PRTE) and the results of the confirmatory analysis. Evaluate the proposed product stewardship program. Endorse approval or disapproval based on final assessment.		15 working day/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	2.3. Draft the CPR* & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.		2 working day/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	2.4. Check the correctness of the draft CPR* & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	2.5. Review the application and check the correctness of the CPR* and CPR attachments. Endorse the approval of product registration application.		1 working day/s	• Chemist IV; Pesticide Regulations Division • Division Chief; Pesticide Regulations Division
	2.6. Review the application and endorse the approval of product registration application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.7. Approve and sign the CPR* & CPR attachments.		30 minute/s	• Executive Director III; Pesticide Regulations Division
	2.8. Receive the signed CPR* & CPR		4 hour/s	• Chemist II; Pesticide

	attachments, dry seal, and scan for recording.			Regulations Division • Chemist III; Pesticide Regulations Division
3. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification.	3. Send the applicant a Notice of Approval and instruction to pick up the *Certificate of Product Registration at FPA PRD. Update the registration database.	None	2 hour/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
4. Present the Notice of Approval received through email. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	4. Issue a duly accomplished Bill Form.	None	20 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
5. Submit the accomplished Bill Form to the Accounting Section **Location:** Window 1, 1st Floor, FPA Building, Quezon City	5. Receive the accomplished Bill Form for Registration Fee and issue the Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division

6. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** First Floor, Window 2, FPA Bldg.	6. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of revised fees and charges for pesticide product registration, pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
7. Present the Official Receipt to PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Record the payment and Official Receipt number.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
8. Receive the Certificate of Product Registration and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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)
1. 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
2. Full Registration/Renewal (3-year validity)	

Product	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient	
Category I and II	20,000.00
Category III and IV	15,000.00
3. Label Expansion (per crop, per application)	3,000.00

8. 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:

1. *authorized to cite a proprietary data owned by the primary registrant or its supplier; and*
2. *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:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
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) *Notes:* • *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines • 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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
2. Notarized P-012 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Notarized P-022 application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or

	downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
4. Notarized Third Party Authorization (TPA) letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
5. Certificate of Product Registration (CPR) & CPR attachments of the original product registration – latest, valid (1) Photo Copy And (1) Electronic Copy	Applicant / Client
6. FPA-approved product label of the original product (1) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Proposed product label of the product to be registered (3) Photo Copy And (3) Electronic Copy	Applicant / Client
8. Safety Data Sheet (SDS) (1) Original Copy And (1) Electronic Copy	Applicant / Client
9. Product Stewardship Program (1) Original Copy And (1) Electronic Copy	Applicant / Client
10. Certificate of Product Registration & CPR attachments of the existing registered source/s (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Required only for registration of additional source under TPA*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application to prd.registration@fpa.da.gov.ph and secure an appointment with PRD through Appointment Link https://fpa.da.gov.ph/prd-appointment-system/ **Location:** Email: fpa.prd.tpa@gmail.com *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/	1. Pre-assess to check completeness of the submission. Confirm the appointment if the submission is complete.	None	5 minute/s	• Agriculturist II; Pesticide Regulations Division
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of	2. Receive and check the completeness of the submission. If submission is	None	25 minute/s	• Agriculturist II; Pesticide Regulations Division

documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If submission is incomplete, return the dossiers.*	incomplete, return the dossiers.			
3. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	3. Issue a duly accomplished Bill Form.	None	15 minute/s	• Agriculturist II; Pesticide Regulations Division
4. Submit the accomplished Bill Form to the Accounting Section. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City	5. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
6. Present the Official Receipt to PRD and secure the receiving copy. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minute/s	• Agriculturist II; Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the		30 minute/s	• Agriculturist II; Pesticide Regulations Division

Notes/Instruction: *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*	pertinent details of the submission.			
	6.3. Assess the application and evaluate the proposed product label and product stewardship program. Endorse approval or disapproval based on final assessment.		15 working day/s	• Agriculturist II; Pesticide Regulations Division
	6.4. Draft the CPR & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.		2 working day/s	• Agriculturist II; Pesticide Regulations Division
	6.5. Check the correctness of the draft CPR & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	• Agriculturist II; Pesticide Regulations Division
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.		4 hour/s	• Chemist IV; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	6.7. Review the application and endorse the approval of product registration application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	6.8. Approve and sign the CPR & CPR attachments.		4 hour/s	• Executive Director III; Office of the Executive Director
	6.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.		2 hour/s	• Agriculturist II; Pesticide Regulations Division

7. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD.	None	4 hour/s	• Agriculturist II; Pesticide Regulations Division
8. Present the Notice of Approval received through email. Receive the Certificate of Product Registration and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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

9. Issuance of Import Permit for Inert Ingredients (Other Certifications)

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:	Pesticide Regulations Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter for certification, indicating the use/purpose (1) Electronic Copy	Applicant / Client
2. Safety Data Sheet (SDS) of the product/substance, if available (1) Electronic Copy	Applicant / Client
3. Product label, if available (1) Electronic Copy	Applicant / Client
4. Proforma invoice (1) Electronic Copy	Applicant / Client
5. FPA importer license (1) Electronic Copy	Applicant / Client
6. Certificate of Product Registration (1) Electronic Copy	Applicant / Client
7. Other documents to support the requested certification (1) Electronic Copy	Applicant / Client

Remarks:

- *Proforma invoice*
- *Importer's license*
- *Certificate of product registration*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Upload the required documents to the designated google links. **Location:** Google Form Link: https://forms.gle/qusLbxz	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	1 working day/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide

uCb4RNbpw7				Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
2. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: https://www.lbp-eservices.com/egps/portal/Merchants.jsp **Notes/Instruction:** Payments made through LandBank Link.BizPortal are subject to a convenience fee.	2.1. Issue a duly accomplished bill form.	**Standard Fees** Breakdown: Other Certifications: PHP 350 Total: PHP 350	15 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
	2.2. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.3. Receive the payment and issue an Official Receipt.		15 minute/s	• Administrative Officer I, Cashiering Unit; Pesticide Regulations Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	2.4. Process the application.		1 working day/s, 30 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide

				Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	2.5. Approve applications.		6 hour/s	• Deputy Executive Director for Pesticide; Pesticide Regulations Division • Executive Director III; Pesticide Regulations Division
	2.6. Release approved CAIP through email at prd.caip@fpa.da.gov.ph and update the CAIP / import database.		45 minute/s	• Administrative Assistant III; Pesticide Regulations Division • Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 350		

10. Issuance of Pesticide Experimental Use Clearance (EUC)

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

EUC IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. EUC 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 EUC IA and EUC IB is used for research purposes only and is not intended for registration. EUC 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 EUC may be used for registration purposes in FPA. EUC 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 EUC II or III shall not be accepted for registration.

Office or Division:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	For EUC IA & EUC 1B 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. *Notes:* 1. *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines 2. 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. For EUC II & EUC III Applicants who have fully complied with all the data requirements for EUC II & EUC III as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks:	

Appointment Link https://fpa.da.gov.ph/prd-appointment-system/	
2. Notarized Application Form *Any of the following:*	
2.A. Notarized P-001 form - for EUC 1A & 1B (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
---- OR ----	
2.B. Notarized P-002 form - for EUC II & III (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
For Situational Requirement	
A. For EUC II & III only	
A.1. Evaluation report/s (Section 1 – 9 data requirements) with recommending approval (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division
A.2. Data summary (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. For EUC 1A & 1B only	
B.1. Safety Data Sheet/s (SDS) (1) Electronic Copy	Applicant / Client
B.2. Trial Protocol/s (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application and secure an appointment with PRD through Appointment Link https://fpa.da.gov.ph/prd-appointment-system/ **Location:** For EUC II & III, submit soft copy of application to prd.registration@fpa.da.gov.ph For EUC 1A or 1B, submit soft copy of application through google form at https://tinyurl.com/euc1a	1. Confirm the appointment.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division

1bapplication *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/				
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	• Chemist III; Pesticide Regulations Division
3. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	3. Issue a duly accomplished Bill Form.	None	20 minute/s	• Chemist III; Pesticide Regulations Division
4. Submit the accomplished Bill Form to the Accounting Section. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City	5. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
6. Present the Official Receipt to PRD and secure the receiving copy. **Location:**	6.1. Record the payment and Official Receipt number, then sign and	None	10 minute/s	• Chemist III; Pesticide Regulations Division

Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*	release the applicant's receiving copy.			
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist III; Pesticide Regulations Division
	6.3. Review the submitted documents and evaluate the application. 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.		14 working day/s	• Chemist III; Pesticide Regulations Division
	6.4. Assign EUC code and input pertinent details of the EUC to the database. Draft and print EUC/s.		1 working day/s	• Chemist III; Pesticide Regulations Division
	6.5. Check the correctness of the printed EUC. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	• Chemist III; Pesticide Regulations Division
	6.6. Review the EUC application, check the correctness of the EUC and endorse approval of the application to the Office of the Deputy Executive Director for Pesticide.		1 working day/s	• Chemist IV; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	6.7. Endorse the approval of EUC application.		1 working day/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	6.8. Scan the signed hard copy of EUC/s and email to the Office of the Executive Director.		2 hour/s	• Chemist III; Pesticide Regulations Division
	6.9. Approve and electronically sign the EUC/s, then forward EUC/s to PRD.		1 working day/s	• Executive Director III; Office of the Executive Director

7. Receive the electronically signed EUC/s through email. **Location:** Email: prd.registration@fpa.da.gov.ph	7. Receive the electronically signed EUC/s and forward to the applicant through email. Update the EUC database.	None	1 working day/s	• Chemist III; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

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

Item	Fees and Charges in Pesos
EUC (per crop, per season, per protocol)[2]	
IA	3,000.00
IB	3,000.00
II & III	None.

[2] per product

11. 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:	Pesticide Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Laboratory test reports (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories
2. Request letter from the FPA Regional or Provincial Officer or a written order from the Office of the Executive Director (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Notify PRD through prd.registration@fpa.da.gov.ph that sample has been submitted to the FPA Laboratory Services Division (LSD) or to other FPA-recognized laboratory for confirmatory analysis. Include the details such as sample code, date of submission, and specify reason for requesting confirmatory analysis. **Location:** Email: prd.confirmatoryanalysis@fpa.da.gov.ph	1.1. Receive letter request and laboratory test results (original or scanned copy) from LSD or other FPA-recognized laboratories.	None	30 minute/s	• Chemist I; Pesticide Regulations Division
	1.2. Evaluate the laboratory test results based on the FPA registration database/records. Encode pertinent details of the evaluation to the database.		5 working day/s	• Chemist I; Pesticide Regulations Division
	1.3. Prepare, print and sign the evaluation report.		1 working day/s	• Chemist I; Pesticide Regulations Division
	1.4. Check the correctness of the		3 hour/s	• Chemist IV; Pesticide

	evaluation report and sign.			Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	1.5. Consolidate and scan the signed evaluation for record keeping.		30 minute/s	• Chemist I; Pesticide Regulations Division
2. Receive scanned copy of evaluation report through email. **Location:** Email: prd.confirmatoryanalysis@fpa.da.gov.ph	2. Issue the scanned copy of evaluation report to the applicant through email.	None	4 hour/s	• Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

12. 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:	Pesticide Regulations Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Laboratory test reports (1) Electronic Copy	Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories
2. Certificate of composition (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division
3. Results of the 5-batch analysis (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Notify PRD through prd.registration@fpa.da.gov.ph that sample has been submitted to the FPA Laboratory Services Division (LSD) or to other FPA-recognized laboratory for confirmatory analysis. Include the details such as sample code, date of submission, and specify reason for requesting confirmatory analysis. **Location:** Email: prd.confirmatoryanalysis@fpa.da.gov.ph	1.1. Receive the laboratory test results (original or scanned copy) from LSD or other FPA-recognized laboratories.	None	30 minute/s	• Chemist I; Pesticide Regulations Division
	1.2. Evaluate the laboratory test results based on the declared product specifications. Encode pertinent details of the evaluation to the database.		5 working day/s	• Chemist I; Pesticide Regulations Division
	1.3. Prepare, print and sign the evaluation report.		1 working day/s	• Chemist I; Pesticide Regulations Division
	1.4. Check the correctness of the		3 hour/s	• Chemist IV; Pesticide

	evaluation report and sign.			Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	1.5. Consolidate and scan the signed evaluation for record keeping.		30 minute/s	• Chemist I; Pesticide Regulations Division
2. Receive scanned copy of evaluation report through email. **Location:** Email: prd.confirmatoryanalysis@fpa.da.gov.ph	2. Issue the scanned copy of evaluation report to the applicant through email. Notify the applicant if the confirmatory analysis result does not meet requirements.	None	4 hour/s	• Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

13. Pesticide Data Evaluation

In compliance with the Pesticide Regulatory Policies and Implementing Guidelines of Fertilizer and Pesticide Authority (FPA), all agricultural pesticides and other agricultural chemicals must meet the prescribed standards of the Authority before they can be imported, manufactured, formulated, distributed and sold within the Philippines. To ensure safety and efficacy, the FPA conducts an stringent evaluation process, designed to confirm the benefits of using the product outweigh its associated risks.

Pesticide data evaluation is a mandatory requirement for applications for Experimental Use Clearance (EUC), product registration, label expansion, or registration amendments of pesticides and other agricultural chemicals.

Office or Division:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	1. Only *local companies registered with the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by the FPA 1. Experimental Use Permit (EUP II, EUP III & EUP Amendment) 2. Product Registration (New Generic or New Proprietary) 3. Label Expansion 4. Amendment of Product Registration 5. Registration of Additional Source/s *Notes:* *Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Situational Requirement	
A. Pesticide data evaluation for EUC II	
A.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
A.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website

Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.4. Declaration and authorization letter from the manufacturers and formulators (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Secure from Manufacturer, formulator, data owner*	
A.5. Trial protocol/s (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Accredited researcher/s
Remarks: *For local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable*	
A.6. Data summary (1 printed copy & soft copy) & supporting documents (soft copy only) using the required format. (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Section 1 - General Information*
- *Section 2 - Specifications*
- *Section 3 - Bioefficacy*
- *Section 4 - Toxicology*
- *Section 5 - Human Exposure and Safety*
- *Section 6 - Environmental Effects*
- *Section 7 - Residues*
- *Section 8 - Environmental Fate & Transport*
- *Section 9 - Labelling*

Important Notes:

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. 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".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. 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.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.

B. Pesticide Data Evaluation for EUC III	
B.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
B.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.4. Existing Certificate of Product Registration (CPR) and CPR attachments (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.5. FPA-approved label (1) Original Copy And (1) Electronic Copy	Applicant / Client
B.6. Trial protocol/s (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Accredited researcher/s
Remarks: *For local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable*	
B.7. Data summary (1 printed copy & soft copy) & supporting documents (soft copy only) using the required format. (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Section 1 - General Information* • *Section 2 - Specifications* • *Section 3 - Bioefficacy* • *Section 4 - Toxicology* • *Section 5 - Human Exposure and Safety* • *Section 6 - Environmental Effects* • *Section 7 - Residues* • *Section 8 - Environmental Fate & Transport* • *Section 9 - Labelling* *Important Notes:*	

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. 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".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. 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.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.

C. Pesticide Data Evaluation for EUC Amendment	
C.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
C.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
C.4. Previously issued EUC (1) Original Copy And (1) Electronic Copy	Applicant / Client
C.5. Supporting documents relevant to the amendment being requested (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Important Notes:

i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

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".

iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

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.

D. Pesticide Data Evaluation for Product Registration (New Proprietary Pesticides)	
D.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
D.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
D.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
D.4. Declaration and authorization letter from the manufacturers and formulators (1) Original Copy And (1) Electronic Copy	Applicant / Client
D.5. Proposed product label (3) Original Copy And (3) Electronic Copy	Applicant / Client
D.6. Proposed GAP* table (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access soft copy using this link: https://tinyurl.com/FPA-GAP-table*	
D.7. Certificate of composition – Technical Material/Technical Concentrate [TC/TK] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the manufacturer/s*	

D.8. Certificate of composition – Formulated Product [FP] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the formulator/s*	
D.9. Data summary (1 printed copy & soft copy) & supporting documents (electronic copy only) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Section 1 - General Information* • *Section 2 - Specifications* • *Section 3 - Bioefficacy* • *Section 4 - Toxicology* • *Section 5 - Human Exposure and Safety* • *Section 6 - Environmental Effects* • *Section 7 - Residues* • *Section 8 - Environmental Fate & Transport* • *Section 9 - Labelling* *Important Notes:* *i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.* *Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)* *Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)* *Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)* *Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)* *Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology* *ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.* *iii. 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".* *iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.* *v. 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.* *vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.*	
D.10. Product stewardship program (1) Original Copy And (1) Electronic Copy	Applicant / Client
E. Pesticide Data Evaluation for Product Registration (New Generic Pesticides)	

E.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
E.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
E.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
E.4. Declaration and authorization letter from the manufacturers and formulators (1) Original Copy And (1) Electronic Copy	Applicant / Client
E.5. Proposed product label (3) Original Copy And (3) Electronic Copy	Applicant / Client
E.6. Certificate of composition – Technical Material/Technical Concentrate [TC/TK] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the manufacturer/s*	
E.7. Certificate of composition – Formulated Product [FP] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the formulator/s*	
E.8. Evaluation report/s for confirmatory analysis (1) Electronic Copy	Fertilizer and Pesticide Authority - Laboratory Services Division or other FPA-recognized laboratories
E.9. Data summary (1 printed copy & soft copy) & supporting documents (soft copy only) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Section 1 - General Information* • *Section 2 - Specifications* • *Section 9 - Labelling* *Important Notes:* *i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.*	

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. 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".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. 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.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.

E.10. Product stewardship program (1) Original Copy And (1) Electronic Copy	Applicant / Client
F. Pesticide Data Evaluation for Label Expansion (Proprietary)	
F.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
F.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
F.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
F.4. Existing Certificate of Product Registration (CPR) and CPR attachments (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

Latest, valid CPRs covering all registered sources and uses

F.5. FPA-approved label (1) Original Copy And (1) Electronic Copy	Applicant / Client
F.6. Proposed new product label (3) Original Copy And (3) Electronic Copy	Applicant / Client
F.7. Proposed GAP* table (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access soft copy using this link: https://tinyurl.com/FPA-GAP-table

F.8. Trial Report/s (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Accredited Researcher/s

Remarks:

For the local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable

F.9. Data summary (1 original copy & soft copy) & supporting documents (electronic copy only) (1) Original Copy And (1) Electronic Copy	Applicant / Client

Remarks:

- *Section 3 - Bioefficacy*
- *Section 7 - Residues*
- *Section 9 - Labelling*

Important Notes:

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. 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".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. 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.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.	
G. Pesticide Data Evaluation for Label Expansion (Generic)	
G.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
G.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
G.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
G.4. Existing Certificate of Product Registration (CPR) and CPR attachments (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Latest, valid CPRs covering all registered sources and uses*	
G.5. FPA-approved label (1) Original Copy And (1) Electronic Copy	Applicant / Client
G.6. Proposed new product label (3) Original Copy And (3) Electronic Copy	Applicant / Client
H. Pesticide Data Evaluation for Registration of Additional Source (Manufacturer, Formulator, Repacker)	
H.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
H.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
H.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website

Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
H.4. Existing Certificate of Product Registration (CPR) and CPR attachments (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Latest, valid CPRs covering all registered sources and uses*	
H.5. FPA-approved label (1) Original Copy And (1) Electronic Copy	Applicant / Client
H.6. Declaration and authorization letter from the manufacturers and formulators (1) Original Copy And (1) Electronic Copy	Applicant / Client
H.7. Certificate of composition – Technical Material/Technical Concentrate [TC/TK] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the manufacturer/s*	
H.8. Certificate of composition – Formulated Product [FP] (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Duly signed by the formulator/s*	
H.9. Evaluation report/s for confirmatory analysis (1) Electronic Copy	Fertilizer and Pesticide Authority - Laboratory Services Division or other FPA-recognized laboratories
H.10. Data summary (1 original copy & electronic copy) & supporting documents (electronic copy only) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: • *Section 1 - General Information* • *Section 2 - Specifications* *Important Notes:* *i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.* *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".* *iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.* *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.*	

v. Letter of Authorization from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUC application & registration purposes if the data is supplied by them.	
I. Pesticide Data Evaluation for Registration Amendments	
I.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
I.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
I.3. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
I.4. Existing Certificate of Product Registration (CPR) and CPR attachments (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Latest, valid CPRs covering all registered sources and uses, or the relevant CPRs to be amended*	
I.5. Supporting documents relevant to the amendment being requested (1 original copy & electronic copy) (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Important Notes:* *i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.* *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".* *iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.* *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.*	
J. Pesticide Data Evaluation for Batch Shelf Life Extension	

J.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
J.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
J.3. Phase-out and phase-in plan (1) Original Copy And (1) Electronic Copy	Applicant / Client
J.4. Supporting documents - Certificate of Analysis (COA) (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Recognized Laboratory
Remarks: *A. Certificate of Analysis (COA) of product at Day 0 (following CIPAC MT 46.4)* *B. Certificate of Analysis (COA) of product at Day 14 or depending on the storage conditions used in the study (following CIPAC MT 46.4)*	
K. Pesticide Data Evaluation of Documents Submitted to Address Deficiencies, Data Gaps, and Feedback of Evaluator	
K.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
K.2. Cover letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
K.3. Updated data summary (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Not to include section/s with no concerns or data gaps.*	
K.4. Supporting documents - Documents relevant to addressing the deficiencies, data gaps and/or feedback of evaluator (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Important Notes:* *i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.* *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”.*	

iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

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.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application to prd.registration@fpa.da.gov.ph and secure an appointment with PRD through Appointment Link https://fpa.da.gov.ph/prd-appointment-system/ **Location:** Email: prd.registration@fpa.da.gov.ph Appointment Link https://fpa.da.gov.ph/prd-appointment-system/	1. Confirm the appointment.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** *Applications with incomplete requirements are returned to the applicant.*	2. Check for the completeness and receive it if with complete requirements.	None	25 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
3. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor,	3. Issue a duly accomplished Bill Form.	None	20 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide

FPA Building, Quezon City				Regulations Division • Chemist III; Pesticide Regulations Division
4. Submit the approved Bill Form to the Accounting Section. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	4. Receive the approved Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Window 2, 1st Floor, FPA Building, Quezon City	5. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
6. Present the Official Receipt to PRD and secure signed receiving copy. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	6.1. Record the payment and Official Receipt number, sign and release the receiving copy.	None	10 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	6.3. Do preliminary evaluation and prepare the dossiers for submission to Pesticide		1 working day/s	• Chemist I; Pesticide Regulations Division

	Registration Technical Evaluator (PRTE).			• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	6.4. Email the soft copy of the dossiers to the respective PRTE and update the evaluation monitoring log/database		4 hour/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	6.5. Evaluate the dossiers, make recommendations, and prepare an evaluation report.		15 working day/s	• Pesticide Regulatory Technical Evaluators; Pesticide Regulations Division
	6.6. Assess all evaluation reports received and update the evaluation monitoring log/database.		2 working day/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	6.7. Consolidate assessed evaluation reports.		6 hour/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
7. Receive the evaluation reports through email. **Location:** Email: prd.registration@fpa.da.	7. Email the copy of the evaluation reports to the applicant through email.	None	4 hour/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide

gov.ph				Regulations Division • Chemist III; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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, per use)[2]	3,000.00

[1] per source

[2] per product

14. Plant/Site Inspection and Sampling

This service is prerequisite to the licensing of importer-end-user, 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:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Occupational Health & Safety Program (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Compliance with the Occupational Health & Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides*	
2. Medical Health Examinations of Workers (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Compliance with the Occupational Health & Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides.*	
3. Certificate of "Fit to work" of Workers (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *Compliance with the Occupational Health & Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides.*	
4. Other necessary logistics for the site inspection, e.g. transportation, itinerary, etc., if any (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Email the documentary requirements and schedule a plant inspection. **Location:** Email: prd.licensing@fpa.da.gov.ph	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 working day/s	• Agriculturist I; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division
2. Prepare for the plant inspection. **Location:** Plant Inspection Site	2. Evaluate the submitted Occupational Health & Safety Program. Prepare for the plant inspection.	None	4 hour/s	• FPA Pesticide Audit Team; Pesticide Regulations Division
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. **Location:** Plant Inspection Site	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 hour/s	• FPA Pesticide Audit Team; Pesticide Regulations Division
4. Take note of the recommendations of the FPA Pesticide Regulations Division Inspection Team. Issue Certificate of Appearance for FPA Pesticide Audit Team members. **Location:** Plant Inspection Site	4.1. Discuss the observations, positive and negative findings, as well as the opportunities for improvement. Request for Certificate of Appearance.	None	30 minute/s	• FPA Pesticide Audit Team; Pesticide Regulations Division
	4.2. Write recommendations based on the observations and findings. Submit to the FPA through email.		7 working day/s	• FPA Consultant; Pesticide Regulations Division
	4.3. Consolidate the recommendations of the FPA Pesticide Regulations Division Inspection Team members. Prepare the inspection report. Endorse the pesticide samples to FPA LSD for confirmatory analysis, if any.		10 working day/s	• FPA Pesticide Regulations Division InspectionTeam; Pesticide Regulations Division

	4.4. Review the inspection report or conforme letter and endorse approval.		4 hour/s	• Senior Agriculturist; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division
	4.5. Approve and sign the inspection report.		4 hour/s	• Executive Director III; Office of the Executive Director
	4.6. Issue the signed inspection report to the applicant through email.		30 minute/s	• Agriculturist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. 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 for pre-evaluation within three (3) to four (4) 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.

Office or Division:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA-licensed product registrants who are applying for product registration renewal. (CPRs not expiring within 3 months will not be accepted yet.)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
2. Notarized application form (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable at FPA Website
Remarks: *No erasures. Any attachment must bear the same notary dry seal.* *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Certificate of Product Registration & CPR attachments (latest) (1) Photo Copy And (1) Electronic Copy	Applicant / Client
Remarks: *If the product has more than one CPR, submit all.*	
4. Actual product label of the smallest pack size (2) Original Copy And (2) Electronic Copy	Applicant / Client
5. Product Stewardship Annual Report (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

- *Based on page 146 of FPA Green Book 2020*
- *signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer (ARCO)*

For Situational Requirement	
A. Required only if renewing product registration under TPA	
A.1. Notarized Third-Party Authorization Letter (1) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *No erasures. Any attachment must bear the same notary dry seal.*	
A.2. Certificate of Product Registration & CPR attachments of the original product registration (latest) (1) Photo Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Email the soft copy of the required documents specified in the checklist of requirements within three to four months before the expiry date. **Location:** Email: fpa.prd.renewalreg@gmail.com **Notes/Instruction:** *If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.*	1. Acknowledge receipt of email and pre evaluate the correctness of the submission. 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	5 working day/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
2. Secure an appointment with PRD **Location:** *Appointment Link* https://fpa.da.gov.ph/prd-appointment-system/	2. Confirm the appointment.	None	5 minute/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist;

				Pesticide Regulations Division
3. Present the appointment confirmation at the PRD receiving desk and submit the required original and photocopy of the documents specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City **Notes/Instruction:** If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit compliance to address the data gaps.	3.1. Receive and check completeness of the submission. If submission is incomplete, return the submission.	None	25 minute/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
	3.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
	3.3. Draft the CPRs & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.		2 working day/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
	3.4. Assess the application and check the correctness of the draft CPRs & CPR		10 working day/s	• Chemist III; Pesticide Regulations Division

	attachments. Evaluate the product label and annual report on product stewardship. Endorse approval or disapproval based on final assessment.			• Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
	3.5. Finalize and print CPR and CPR attachments. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
	3.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.		4 hour/s	• Chief Agriculturist; Pesticide Regulations Division
	3.7. Review the application and endorse the approval of the product registration application.		4 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	3.8. Approve and sign the CPR & CPR attachments.		4 hour/s	• Executive Director III; Office of the Executive Director
	3.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.		2 hour/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division

				• Senior Agriculturist; Pesticide Regulations Division
4. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA-PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	4. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	4 hour/s	• Chemist III; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Agriculturist II; Pesticide Regulations Division • Senior Agriculturist; Pesticide Regulations Division
5. Present the Notice of Approval received through email. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	5. Issue a duly accomplished Bill Form.	None	20 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
6. Submit the accomplished Bill Form to the Accounting Section. **Location:** Cashier Window 1, 1st Floor, FPA Bldg. Quezon City	6. Receive the accomplished Bill Form for Registration Fee and issue the Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
7. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:** Cashier Window 2, 1st Floor, FPA Bldg. Quezon City	7. Receive the payment and issue an Official Receipt.	**Formula Fees** Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division

8. Present the Official Receipt to PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	8. Record the payment and Official Receipt number.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
9. Receive the Certificate of Product Registration and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	9. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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)	5,000.00
Product[1]	3,000.00
Category I and II	
Category III and IV	7,000.00
Active Ingredient[1]	5,000.00
Category I and II	
Category III and IV	
Full Registration/Renewal (3 years validity)	15,000.00
Product[1]	7,000.00
Category I and II	
Category III and IV	20,000.00
Active Ingredient[1]	15,000.00
Category I and II	
Category III and IV	

[1] per source

16. Shelf Life Extension

Batch Shelf Life Extension *refers to the process of extending the shelf life of a specific batch of expired products or products nearing expiration.*

Regulatory Shelf Life Extension *refers to the process of extending the product's overall shelf life. Longer shelf life is established for the formulated product and applies to all its manufactured batches.*

Office or Division:	Pesticide Regulations Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA-licensed registrants with valid product registrations who wish to extend the shelf life of a specific batch or the product overall.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Pesticide Data Evaluation for Batch Shelf Life Extension	
A.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks: *Appointment Link https://fpa.da.gov.ph/prd-appointment-system/*	
A.2. Letter of intent (1) Original Copy And (1) Electronic Copy	Applicant / Client
A.3. Supporting documents - Certificate of Analysis (COA) of product (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Recognized laboratory
Remarks: *1. Certificate of Analysis (COA) of product at Day 0 (following CIPAC MT 46.4)* *2. Certificate of Analysis (COA) of product at Day 14 or depending on the storage conditions used in the study (following CIPAC MT 46.4)*	
A.4. Phase-out and phase-in plan (1) Original Copy And (1) Electronic Copy	Applicant / Client
B. Pesticide Data Evaluation for Regulatory Shelf Life Extension	
B.1. Appointment confirmation (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division via Appointment Link https://fpa.da.gov.ph/prd-appointment-system/
Remarks:	

Appointment Link https://fpa.da.gov.ph/prd-appointment-system/				
B.2. Letter of intent (1) Original Copy And (1) Electronic Copy			Applicant / Client	
B.3. Supporting documents - Complete storage stability study reports (1) Original Copy And (1) Electronic Copy			Applicant / Client	
Remarks: *accelerated storage tests and/or real-time storage tests*				
B.4. Phase-out and phase-in plan (1) Original Copy And (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit soft copy of application to fpa.prd.generic@gmail.com and secure an appointment with PRD through https://tinyurl.com/prdappointment **Location:** Email: fpa.prd.generic@gmail.com Appointment Link https://fpa.da.gov.ph/prd-appointment-system/	1. Confirm the appointment.	None	5 minute/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City **Notes/Instruction:** If the submission has data gap/s or other concerns, inform the applicant through email. Applicants must submit	2.1. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	• Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	2.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	• Chemist III; Pesticide Regulations Division
	2.3. Do preliminary evaluation and prepare the dossiers for submission to Pesticide Registration Technical Evaluator (PRTE).		1 working day/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide

compliance to address the data gaps.				Regulations Division • Chemist III; Pesticide Regulations Division
	2.4. Email the soft copy of the dossiers to the respective PRTE through email, and update the evaluation monitoring log/database.		4 hour/s	• Chemist I; Pesticide Regulations Division • Chemist II; Pesticide Regulations Division • Chemist III; Pesticide Regulations Division
	2.5. Evaluate the dossiers, make recommendations, and prepare an evaluation report.		15 working day/s	• Pesticide Regulatory Technical Evaluators (PRTE); Pesticide Regulations Division
	2.6. Evaluate the application based on the evaluation reports and laboratory test results. Update the evaluation monitoring log/database. Endorse approval or disapproval based on final assessment.		2 working day/s	• Chemist III; Pesticide Regulations Division
	2.7. Draft the letter of approval and encode pertinent details of the product registration to the database.		2 hour/s	• Chemist III; Pesticide Regulations Division
	2.8. Check the correctness of the draft letter of approval and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		2 hour/s	• Chemist III; Pesticide Regulations Division
	2.9. Review the application and check the correctness of the letter of approval. Endorse the approval of the application.		1 hour/s	• Chemist IV; Pesticide Regulations Division • Chief Agriculturist; Pesticide Regulations Division

	2.10. Review the application and endorse the approval of the application.		1 hour/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.11. Approve and sign the letter of approval.		1 hour/s	• Executive Director III; Office of the Executive Director
	2.12. Receive the signed letter of approval, dry seal, and scan for recording.		1 hour/s	• Chemist III; Pesticide Regulations Division
3. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	3. Send the applicant a Notice of Approval and instruction to pick up the letter of approval at FPA PRD. Update the registration database.	None	2 hour/s	• Chemist III; Pesticide Regulations Division
4. Present the Notice of Approval received through email. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	4. Issue a duly accomplished Bill Form.	None	20 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
5. Submit the accomplished Bill Form to the Accounting Section. **Location:** Window 1, 1st Floor, FPA Building, Quezon City	5. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
6. Pay the corresponding fee to the Cashier and secure the Official Receipt. **Location:**	6. Receive the payment and issue an Official Receipt.	**Standard Fees** Breakdown: Per product, per batch: PHP 400	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division

Window 2, 1st Floor, FPA Building, Quezon City		Total: PHP 400		• Administrative Officer II, Cashiering Unit; Finance and Administrative Division
7. Present the Official Receipt to PRD. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	7. Record the payment and Official Receipt number.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
8. Receive the Certificate of Product Registration and sign the releasing copy of FPA. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	8. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	• Agriculturist I; Pesticide Regulations Division • Chemist I; Pesticide Regulations Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 400		

Planning, Management and Information Division

External Services

1. 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
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)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. List of training participants with 1x1 picture (1) Original Copy	Fertilizer and Pesticide Authority - FPA Accredited Training Associations (FATA)
2. Duly accomplished application for examination (1) Electronic Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
Remarks: *Google Form links to be posted on FPA facebook page https://www.facebook.com/FPAofficialpage/*	
3. Valid ID (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
For Situational Requirement	
A. In case of removal exam takers/Special schedule for those who have not yet taken the exam.	
A.1. FPA approved date and venue of the removal exam/Special Exam (1) Electronic Copy	Applicant / Client
Remarks: *Email: fpa77.exams@gmail.com*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished Application for Exam Form. **Location:**	1. Make a roll call based on the examinee's profile, and check the examinee against the training's attendance	None	30 minute/s	• Administrative Officer V; Planning, Management and

Google Form links to be posted on FPA facebook page https://www.facebook.com/FPAofficialpage/ **Notes/Instruction:** Exam Administrators are on a rotation basis	sheet and give seating arrangement			Information Division • Administrative Officer IV; Planning, Management and Information Division • Assigned PMID personnel; Planning, Management and Information Division
2. Take the exam. **Location:** FPA Central Office, BAI Compound, Visayas Ave., Diliman, Quezon City FPA Regional Office **Notes/Instruction:** Exam location depends on the exam schedule. Exam Administrators are on a rotation basis	2.1. Administer the exam	None	2 hour/s	• Administrative Officer V; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division • Assigned PMID personnel; Planning, Management and Information Division
	2.2. Check the test paper		5 working day/s	• Administrative Officer V; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
	2.3. Compute the rating, prepare the summary of test results and individual result of rating		1 working day/s	• Administrative Officer V; Planning, Management and

				Information Division • Administrative Officer IV; Planning, Management and Information Division
	2.4. Review the Summary of Rating		45 minute/s	• Planning Officer V; Planning, Management and Information Division
	2.5. Approval		30 minute/s	• Executive Director III; Office of the Executive Director
3. Browse the FPA website and check email. **Location:** FPA Website: https://fpa.da.gov.ph/resources/list-of-passers-revised/ FPA Email: fpa77.exams@gmail.com	3. Publication of exam passers at FPA website and email the result to the examinees.	None	15 minute/s	• Information Technology Officer I; Planning, Management and Information Division
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Issuance of Accreditation for Responsible Care Officer (ARCO), Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators, Fertilizer and Pesticide Researchers, Drone Controllers (DC), and Drone Spray Supervisor (DSS) through the FPA Trade System

An accreditation is an authorization, manifested in an accreditation card, accorded to individuals who have attended the required training, passed the examination and complied with all the requirements.

Validity: 3 years for ARCO, 2 years for Researchers, and 1 year for CPA, DC, and DSS

Office or Division:	Planning, Management and Information Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)

Who may avail:	• **Accredited Responsible Care Officer (ARCO)** - Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indentor/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)**
	
	• **Agricultural Certified Pesticide Applicator (CPA)** - 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):
	  ◦ Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products.
	  ◦ 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.
	
	• **Fertilizer and Pesticide Researchers** - The following persons who have completed the **required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation)**:
	  ◦ 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).
	  ◦ 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).
	
	• Drone Controller - Persons who have **completed the required training, attended at least one (1) symposium (for renewal of accreditation), hold a valid RPAS controller certificate** issued by the Civil Aviation Authority of the Phils. (CAAP), and operate/fly a drone and use it in the application of pesticides and other agricultural chemicals.
	• Drone Spray Supervisor - Persons who have **completed the required training program, passed the examination administered by FPA**, **attended at least one (1) symposium (for renewal of accreditation)** and

	engaged in the commercial agricultural pesticide application through drone spraying.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished online application form (1) Electronic Copy	Fertilizer and Pesticide Authority - Accomplish the form and upload the supporting documents through the FPA Trade System at https://fpa.intercommerce.com.ph/
Remarks: *FPA Trade System Link https://fpa.intercommerce.com.ph/* *Applicants must first create and successfully register an account in the FPA Trade System prior to submitting an application.* *If the cient has an exisitng account used for Fertilizer License to Opearate (LTO) application, they may use the same access in the Accreditation application*	
2. Recent 1x1 picture with white background (1) Electronic Copy	Applicant / Client
Remarks: *recent and clear 1x1 picture with white background*	
For Situational Requirement	
A. Accredited Responsible Care Officer (ARCO)	
A.1. Certificate of Employment (1) Original Copy	Applicant / Client
Remarks: *Recently issued Certificate of Employment for employees.*	
A.2. Proof of Ownership (1) Photo Copy	Applicant / Client
Remarks: *In case the applicant is the owner of company and the one who signed the COE.*	
B. Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators	
B.1. Certificate of Employment (1) Original Copy	Applicant / Client
Remarks: *Recently issued Certificate of Employment for employees.*	

B.2. Proof of Ownership (1) Photo Copy	Applicant / Client
Remarks: *In case the applicant is the owner of company and the one who signed the COE.*	
B.3. Monthly Pest Control Report and List of Chemicals Used (1) Original Copy	Applicant / Client
Remarks: *for in-house renewal CPA*	
C. Fertilizer and Pesticide Researchers	
C.1. Approved/evaluated research protocol (1) Photo Copy	Fertilizer and Pesticide Authority - To be provided by the training association concerned
Remarks: *for new applicants*	
C.2. 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 Copy	Applicant / Client
Remarks: *Latest resume with affixed signature.*	
C.3. With at least 3 years' research experience on the discipline being applied for (1) Original Copy	Applicant / Client
Remarks: *The research experience should be reflected in the latest resume.*	
C.4. Certification stating that publication of researchers are not allowed due to confidentiality. (1) Original Copy	Applicant / Client
Remarks: *For in-house researchers where publication of researches are not allowed due to confidentiality*	
C.5. Expansion of Accreditation for Additional Research Discipline *Any of the following:*	
C.5.A. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals (1) Original Copy	Applicant / Client

Remarks: *Presentation of research paper(s) may be requested by the FPA.*	
---- OR ----	
C.5.B. At least 5 years' research experience on the additional discipline being applied for. (1) Original Copy	Applicant / Client
Remarks: *The research experience should be reflected in the latest resume.*	
D. Drone Controller	
D.1. Certificate of Employment (1) Original Copy	Applicant / Client
Remarks: *Recently issued Certificate of Employment for employees.*	
D.2. Proof of Ownership (1) Photo Copy	Applicant / Client
Remarks: *In case the applicant is the owner of company and the one who signed the COE.*	
D.3. License from the Civil Aviation Authority of the Philippines (1) Photo Copy	Civil Aviation Authority of the Philippines - Airmen Licensing Division
E. Drone Spray Supervisor	
E.1. Certificate of Employment (1) Original Copy	Applicant / Client
Remarks: *Recently issued Certificate of Employment for employees.*	
E.2. Proof of Ownership (1) Photo Copy	Applicant / Client
Remarks: *In case the applicant is the owner of company and the one who signed the COE.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at	1.1. Check the completeness of the submitted documents	None	2 hour/s	• Administrative Officer II; Planning, Management and

https://fpa.intercommerce.com.ph/ **Location:** FPA Trade System Link: https://fpa.intercommerce.com.ph/				Information Division • Administrative Officer IV; Planning, Management and Information Division
	1.2. Verify the data with the Agency records and evaluate the application.		3 hour/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
	1.3. Send Amount Due and bill form.		10 minute/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
2. Pay the corresponding fees at the FPA Central Office - Cashier Window/ FPA Regional Field Unit or through the Landbank Link.Biz Portal at https://www.lbp-eservices.com/egps/portal/index.jsp **Location:** FPA Central Office - Cashier, Ground Floor, Fertilizer and Pesticide Authority Building or FPA Regional Field Unit Landbank Link.Biz Portal at https://www.lbp-eservices.com/egps/portal/index.jsp	2.1. Issue Order of Payment	**Formula Fees** Breakdown: Accreditation Fee	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Issue Official Receipt (O.R.)		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and

Notes/Instruction: Refer to the Schedule of Fees Payments made through LandBank Link.BizPortal are subject to a convenience fee. The INS has an application fee of Php 100.00. Please note that the funding processes for FPA and INS are separate.				Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Upload the proof of payment and monitor status of application in the FPA Trade System. **Location:** FPA Trade System Link: https://fpa.intercommerce.com.ph/	3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System	None	5 hour/s, 15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
	3.2. Evaluate the application form and supporting documents.		5 hour/s	• Planning Officer V; Planning, Management and Information Division • Administrative Officer V; Planning, Management and Information Division
	3.3. Approve or disapprove the accreditation.		1 working day/s	• Executive Director III; Office of the Executive Director
4. Download/print the approved accreditation. **Location:**	4. The FPA Trade System will automatically notify the client upon	None	5 minute/s	• FPA Trade System; Planning, Management

FPA Trade System Link: https://fpa.intercommerce.com.ph/	approval of the accreditation.			and Information Division
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

- **Accreditation Fee**

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

Accreditation	Accreditation Fee
Accredited Responsible Care Officer (ARCO)	Php 900.00
Certified Pesticide Applicator (CPA)	Php 600.00
Drone Controller	Php 600.00
Drone Spray Supervisor	Php 600.00
Fertilizer and Pesticide Researchers	
First Discipline	Php 1,200.00
Additional discipline (with separate ID)	Php 1,200.00
Additional discipline (without separate ID)	Php 400.00

3. Issuance of Accreditation for Training Associations

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
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. New Application	
A.1. Accomplished Application for Accreditation form FPA-PMID-11 (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
A.2. SEC Registration (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
A.3. General Information Sheet (1) Photo Copy	Applicant / Client
Remarks: *contains the roster of membership*	
A.4. Association Profile (1) Original Copy	Applicant / Client
A.5. List of Trainers and their Qualifications (1) Original Copy	Applicant / Client
A.6. Training Module (1) Original Copy	Applicant / Client
B. RENEWAL (with an overall training evaluation rating of at least "Satisfactory"	
B.1. Accomplished Application for Accreditation form FPA-PMID-11 (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
B.2. Updated General Information Sheet of the association/ organization (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete information and supporting documents at FPA-PMID **Location:** 3rd Floor, Planning, Management and Information Division (PMID), FPA Bldg., Quezon City Email: management@fpa.da.gov.ph	1.1. Receive the required documents and check the completeness of information and supporting documents	None	30 minute/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division • Administrative Officer V; Planning, Management and Information Division
	1.2. Verify data with agency records, evaluate and secure authorization for eSignature.		1 hour/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division • Administrative Officer V; Planning, Management and Information Division
	1.3. Review the documents		30 minute/s	• Planning Officer V; Planning, Management and Information Division
	1.4. Secure authorization for eSignature		30 minute/s	• Administrative Officer II; Planning, Management

				and Information Division
	1.5. Provide authorization of eSignature on the certificate		30 minute/s	• Executive Director III; Office of the Executive Director
	1.6. Print and record the certificate		30 minute/s	• Administrative Officer II; Planning, Management and Information Division
2. Receive the certificate/ notification **Location:** 3rd Floor, Planning, Management and Information Division (PMID), FPA Bldg.	2. Release the certificate/notify the training association through email/text of the certificate.	None	15 minute/s	• Administrative Officer II; Planning, Management and Information Division
Total Processing Time:		Working Days: 3 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Issuance of Accreditation of Safety Dispensers (Manual Process)

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
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished Application for Accreditation with recent 1x1 picture, white background (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division

Remarks:

Form - FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms
Planning, Management and Information Division (PMID), 3rd Floor, FPA Bldg., Quezon City

Picture - Applicant

Email: fpa77.asd@gmail.com

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application with complete information/ supporting documents at 3rd Floor, Planning, Management and Information Division or email at fpa77.asd@gmail.com **Location:**	1.1. Receive the application and supporting documents and check the completeness	None	15 minute/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning,

3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City FPA Regional Office				Management and Information Division
	1.2. Verify the data with the Agency records and evaluate the application.		1 hour/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
	1.3. Issue Bill Form		5 minute/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
2. Pay the corresponding fees at the FPA Central Office - Cashier Window/ FPA Regional Field Unit or through the Landbank Link.Biz Portal. **Location:** 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City FPA Regional Office Landbank Link.Biz Portal at https://www.lbp-eservices.com/egps/portal/index.jsp	2.1. Receive Bill Form and issue Order of Payment.	**Standard Fees** Breakdown: Accreditation Fee: PHP 600 Total: PHP 600	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	2.2. Receive the payment and issue an Official Receipt (OR).		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
3. Present the Official Receipt (OR) to PMID. **Location:**	3.1. Record the details of OR in the application and	None	20 minute/s	• Administrative Officer II; Planning,

3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City	encode details of the card.			Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
	3.2. Review the documents and details encoded on the card.		30 minute/s	• Planning Officer V; Planning, Management and Information Division • Administrative Officer V; Planning, Management and Information Division
	3.3. Secure authorization for eSignature		10 minute/s	• Administrative Officer II; Planning, Management and Information Division
	3.4. Issue authorization for eSignature on the card		30 minute/s	• Executive Director III; Office of the Executive Director
	3.5. Receive authorization and print the card		30 minute/s	• Administrative Officer II; Planning, Management and Information Division • Administrative Officer IV; Planning, Management and Information Division
4. Receive the card or the notification **Location:** 3rd Floor, Planning, Management and	4. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	10 minute/s	• Administrative Officer II; Planning, Management and

Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City				Information Division • Administrative Officer IV; Planning, Management and Information Division
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 600		

5. 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
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For walk-in applicants	
A.1. Filled-out FOI Request Form (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division - FPA Freedom of Information Desk
B. For online applicants	
B.1. Lodge request at the e-foi portal (1) Electronic Copy	Fertilizer and Pesticide Authority - FOI Agency Portal
Remarks: *FPA FOI Agency Portal at: https://www.foi.gov.ph/requests/new?agency=FPA*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge request at the FOI Portal (Via e-foi portal) or submit filled-out FOI request form to FPA-PMID (Via walk-in) **Location:** 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City	1.1. 1 Receive the request (if request is accepted and can be processed).	None	1 working day/s	• FOI Receiving Officer; Planning, Management and Information Division
	1.2. Clarify the request.		1 working day/s	• FOI Receiving Officer; Planning, Management

FOI Portal: https://www.foi.gov.ph/requests/new?agency=FPA				and Information Division
	1.3. Assess the request.		2 working day/s	• FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division
	1.4. Locate the information.		2 working day/s	• FOI Receiving Officer ; Planning, Management and Information Division
	1.5. Inform/consult other officials with key interest.		5 working day/s	• FOI Receiving Officer; Planning, Management and Information Division
	1.6. Review and edit response.		2 working day/s	• FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division
	1.7. Approval of response		1 working day/s	• FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division
2. Receive the response **Location:** 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City	2. Issue the response.	None	1 working day/s	• FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division

General Remarks	
Service is covered by special laws under Executive Order No. 2 s. 2016 or the Freedom of Information (FOI) Act	
Total Processing Time:	Working Days: 15 working day/s
Total Processing Fee:	Total Standard Fee: None

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
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For online request	
A.1. Email request indicating request and the number of copies needed (1) Electronic Copy	Applicant / Client
Remarks: *Email Address: info@fpa.da.gov.ph*	
B. For walk-in request	
B.1. Filled-out request form (FPA-PMID-13) (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division - Information Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request form to FPA-PMID (Via walk-in). Email the IEC requests at info@fpa.da.gov.ph. **Location:** 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City Email address: info@fpa.da.gov.ph	1.1. Receive the request.	None	30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.2. Evaluate and clarify the request.		30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.3. Approve the request.		30 minute/s	• Information Officer III;

				Planning, Management and Information Division
	1.4. Locate the IEC materials.		30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.5. Collect the IEC materials.		2 hour/s	• Information Officer II; Planning, Management and Information Division
	1.6. Package the IEC materials.		3 hour/s	• Information Officer II; Planning, Management and Information Division
2. Receive the IEC materials **Location:** 3rd Floor, Planning, Management and Information Division, Fertilizer and Pesticide Authority Building	2. Issue the IEC materials	None	1 hour/s	• Information Officer II; Planning, Management and Information Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Laboratory Services Division

External Services

1. 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:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Fertilizer and Pesticide Handlers, Government Agency
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Request of Fertilizer Analysis	
A.1. Duly Accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division (LSD), or download at FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Properly sealed and labeled fertilizer sample: *Any of the following:*	
A.2.A. Solid inorganic fertilizer (Sample: min. 250 grams)	Applicant / Client
---- OR ----	
A.2.B. Solid organic fertilizer (Sample: min. 500 grams)	Applicant / Client
---- OR ----	
A.2.C. Liquid organic/inorganic fertilizer (Sample: min. 250 mL)	Applicant / Client
A.3. Certified Reference Material (CRM) or Analytical Grade Standard (AGS) per active ingredient (min. 100 milligrams) in pure and neat form (i.e., undissolved in any solvent) including its Certificate of Analysis from the Manufacturer/Supplier of the CRM or AGS [with purity/certified value, batch/lot number, expiry date and signature of analyst] if not available in LSD (1) Photo Copy	Applicant / Client
Remarks:	

Note: For Plant Growth Regulators (PGRs) only	
A.4. Analytical testing procedure(s) if no available method in LSD (1) Photo Copy	Applicant / Client
B. For Request of Pesticide Analysis	
B.1. Duly Accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division (LSD), or download at FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.2. Properly sealed and labeled pesticide sample: *Any of the following:*	
B.2.A. Solid Formulated Product (Sample: minimum 100 grams)	Applicant / Client
---- OR ----	
B.2.B. Liquid Formulated Product (Sample: minimum 100 mL)	Applicant / Client
B.3. Properly sealed and labeled Technical Material/ Technical Concentrate (TC/TK) (Sample: minimum 5 grams)	Applicant / Client
B.4. Properly sealed and labeled Certified Reference Material (CRM) or Analytical Grade Standard (AGS) per active ingredient in pure and neat form (i.e., undissolved in any solvent). *Any of the following:*	
B.4.A. For pesticide active ingredient with existing LSD method (Sample: minimum 100 milligrams)	Applicant / Client
---- OR ----	
B.4.B. For pesticide active ingredient with new method (Sample: minimum 250 milligrams)	Applicant / Client
B.5. Certificate of Analysis (COA) of CRM or AGS from the Manufacturer/Supplier of the CRM or AGS, formulated product, and technical material/technical concentrate [with batch/lot number, manufacturing date, expiry date and signature of analyst] (1) Photo Copy	Applicant / Client
B.6. Analytical testing procedure(s) if no available method in LSD (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for laboratory analysis form and other requirements to Laboratory Services Division. **Location:**	1.1. Receive request for analysis with set of requirements and verify completeness.	None	15 minute/s	• Chemist I; Laboratory Services Division

Laboratory Services Division (LSD), 3rd Floor, FPA Building, Quezon City **Notes/Instruction:** If the sample and/or reference material does not meet the laboratory requirements, the request will be returned.	1.2. Assess condition and conformity of sample and reference material/analytical standard with the laboratory requirements and review their corresponding COA.		2 hour/s	• Chemist I; Laboratory Services Division
2. Receive Bill Form **Location:** Laboratory Services Division (LSD), 3rd Floor, FPA Building, Quezon City	2. Issue Bill Form	None	15 minute/s	• Chemist I; Laboratory Services Division
3. Present Bill Form at Cashier Window 1 **Location:** Cashier Window 1, 1st Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP).	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
4. Pay corresponding fees at Cashier Window 2. **Location:** Cashier Window 2, 1st Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR)	**Formula Fees** Breakdown: Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
5. Present original OR to Laboratory Services Division **Location:** Laboratory Services Division (LSD), 3rd Floor, FPA Building, Quezon City **Notes/Instruction:** Step 5.7 Person Responsible depends on the test	5.1. Record the payment and OR to the Request for Analysis Form and assign lab code.	None	15 minute/s	• Chemist I; Laboratory Services Division
	5.2. Encode sample information and analysis in logbook/database.		30 minute/s	• Chemist I; Laboratory Services Division
	5.3. Prepare test parameter results form of the fertilizer sample.		1 hour/s	• Chemist I; Laboratory Services Division

parameter to be analyzed	5.4. Endorse sample for preparation and test parameter results form.		15 minute/s	• Chemist I; Laboratory Services Division
	5.5. Record physical appearance of sample in test parameter results form.		15 minute/s	• Laboratory Technician III; Laboratory Services Division
	5.6. Prepare the sample for analysis and endorse sample to the analyst(s).		1 working day/s, 7 hour/s, 45 minute/s	• Laboratory Technician III; Laboratory Services Division
	5.7. Conduct laboratory analysis and encode test results.		15 working day/s	• Chemist II ; Laboratory Services Division • Chemist III; Laboratory Services Division • Biologist II; Laboratory Services Division • Laboratory Technician III; Laboratory Services Division
	5.8. Review test results and prepare the laboratory test report.		2 working day/s	• Chemist IV; Laboratory Services Division
	5.9. Approve the release of laboratory test report.		2 hour/s	• Chemist V; Laboratory Services Division
6. Receive the electronic copy of the laboratory test report. **Location:** Email address: lsd@fpa.da.gov.ph	6. Release the electronic copy of laboratory test report to applicant.	None	1 hour/s	• Administrative Assistant III; Laboratory Services Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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
Chloride	730.00
Plant Growth Regulators	
Gibberellic acid	2,960.00
Indole-3-butyric acid	3,660.00
1-Naphthaleneacetic acid	3,880.00
Nitrophenols and nitroguaicol	5,010.00
Paclobutrazol	3,340.00
Others	
Biuret	330.00
Moisture Content	240.00
Organic Matter	350.00
pH	320.00
Specific Gravity	550.00
Microbial Testing	
Total Coliform	900.00
E. coli	1,050.00
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 Fertilizer Sample for 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 Recognition from FPA.

Office or Division:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or download at FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Properly sealed and labeled fertilizer sample *Any of the following:*	
2.A. Solid fertilizer (Sample: min. 250 grams)	Applicant / Client
---- OR ----	
2.B. Liquid fertilizer (Sample: min. 250 mL)	Applicant / Client
---- OR ----	
2.C. Microbial inoculants (Sample: 2 sets of min. 200 grams or mL)	Applicant / Client
3. Analytical testing procedure(s) if no available method in LSD (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. For local fertilizer only	
A.1. Initial Test Report (1) Photo Copy	Applicant / Client
B. For imported fertilizer only	

B.1. Certificate of Analysis [COA] from the Manufacturer/Supplier of the fertilizer (1) Photo Copy			Applicant / Client	
B.2. Safety Data Sheet [SDS] from the Manufacturer/Supplier of the fertilizer (1) Photo Copy			Applicant / Client	
C. For Plant Growth Regulators (PGRs) only				
C.1. Certified Reference Material (CRM) or Analytical Grade Standard (AGS) per active ingredient (min. 100 milligrams) in pure and neat form (i.e., undissolved in any solvent) including its Certificate of Analysis from the Manufacturer/Supplier of the CRM or AGS [with purity/certified value, batch/lot number, expiry date and signature of analyst] if not available in LSD (1) Photo Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit complete requirements to Fertilizer Regulations Division **Location:** Fertilizer Regulations Division, 1st Floor, FPA Bldg., Quezon City	1.1. Check completeness of requirements and condition of the sample.	None	1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.2. Review the COA and SDS for the necessary parameters to be analyzed.		4 hour/s, 30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
2. Receive Bill Form. **Location:** Fertilizer Regulations Division, 1st Floor, FPA Bldg., Quezon City	2. Issue Bill Form.	None	30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
3. Present Bill Form at Cashier Window 1. **Location:** Cashier Window 1, 1st Floor, FPA Bldg., Quezon City	3. Issue Order of Payment (OP).	None	15 minute/s	• Accounting Staff; Finance and Administrative Division
4. Pay corresponding fee at Cashier Window 2 **Location:**	4. Issue Official Receipt (OR).	**Formula Fees** Breakdown: Schedule of Fees (pursuant	15 minute/s	• Cashier; Finance and Administrative Division

Cashier Window 2, 1st Floor, FPA Bldg., Quezon City		to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)		
5. Present OR to Fertilizer Regulations Division **Location:** Fertilizer Regulations Division, First Floor, FPA Bldg., Quezon City **Notes/Instruction:** Step 5.10 Person Responsible depends on the test parameter to be anayzed	5.1. Record OR number	None	15 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	5.2. Assign FRD sample code and input the details in the FRD database.		45 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	5.3. Print a receiving document and submit the requirements to the LSD.		30 minute/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	5.4. Receive requirements from FRD and assign laboratory code.		15 minute/s	• Chemist I; Laboratory Services Division
	5.5. Encode sample information and analysis in logbook/database.		30 minute/s	• Chemist I; Laboratory Services Division
	5.6. Prepare test parameter results form of the fertilizer sample.		1 hour/s	• Chemist I; Laboratory Services Division
	5.7. Endorse sample for preparation and test parameter results form.		15 minute/s	• Chemist I; Laboratory Services Division
	5.8. Record physical appearance of sample in test parameter results form.		15 minute/s	• Laboratory Technician III; Laboratory

				Services Division
	5.9. Prepare the fertilizer sample for analysis and endorse sample to analyst(s).		1 working day/s, 3 hour/s, 45 minute/s	• Laboratory Technician III; Laboratory Services Division
	5.10. Conduct laboratory analysis and encode test results test report.		15 working day/s	• Chemist II; Laboratory Services Division • Chemist III; Laboratory Services Division • Laboratory Technician III; Laboratory Services Division
	5.11. Review test results and prepare the laboratory test report.		2 working day/s	• Chemist IV; Laboratory Services Division
	5.12. Approve the release of laboratory test report.		1 hour/s	• Chemist V; Laboratory Services Division
6. Receive the electronic copy of the laboratory test report **Location:** Email address: lsd@fpa.da.gov.ph	6. Release the electronic copy of laboratory test report to applicant and FRD.	None	1 hour/s	• Administrative Assistant III; Laboratory Services Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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
Chloride	730.00
Moisture Content	240.00
Organic Matter	350.00
pH	320.00
Specific Gravity	550.00
Microbial Testing	
Total Coliform	900.00
E. coli	1,050.00
Chemical Analysis	
GC Analysis	3,360.00 (per active ingredient per sample)
HPLC Analysis	3,130.00 (per active ingredient per sample)

3. 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 Recognition from FPA.

Office or Division:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Pesticide handlers with application for product registration.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1) Original Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division (PRD), Laboratory Services Division (LSD), or download at the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Properly sealed and labeled pesticide sample *Any of the following:*	
2.A. Solid (Sample: min. 100 grams)	Applicant / Client
---- OR ----	
2.B. Liquid Formulated Product (Sample: min. 100 mL)	Applicant / Client
3. Properly sealed and labeled Technical Material/ Technical Concentrate (TC/TK) *Any of the following:*	
3.A. Solid (Sample: min. 5 grams)	Applicant / Client
---- OR ----	
3.B. Liquid (Sample: min.5 mL)	Applicant / Client
4. Properly sealed and labeled Certified Reference Material (CRM) or Analytical Grade Standard (AGS) per active ingredient in pure and neat form (i.e., undissolved in any solvent), if not available in LSD *Any of the following:*	
4.A. For pesticide active ingredient with existing LSD method (Sample: min.100 milligrams)	Applicant / Client
---- OR ----	

4.B. For pesticide active ingredient with new method (Sample: min. 250 milligrams)	Applicant / Client
5. Certificate of Analysis (COA) of CRM or AGS from the Manufacturer/Supplier of the CRM or AGS, formulated product, and technical material/technical concentrate [with batch/lot number, manufacturing date, expiry date and signature of analyst] (1) Photo Copy	Applicant / Client
6. Safety Data Sheet [SDS] from the Manufacturer/Supplier of the pesticide (1) Photo Copy	Applicant / Client
7. Analytical testing procedure/s if no available method in LSD (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents and samples to Pesticide Regulations Division **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	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 minute/s	• Chemist I; Pesticide Regulations Division
	1.2. Assess the requested analysis, COA and SDS. Verify the parameters. If with concerns, coordinate with FPA-LSD.		3 hour/s	• Chemist I; Pesticide Regulations Division
2. Receive the accomplished Bill Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City	2. Issue a duly accomplished Bill Form to the applicant.	None	15 minute/s	• Chemist I; Pesticide Regulations Division
3. Present Bill Form at Cashier Window 1, 1st Floor **Location:** Cashier Window 1, 1st Floor, FPA Bldg., Quezon City	3. Issue Order of Payment to cashier.	None	15 minute/s	• Administrative Assistant III; Finance and Administrative Division
4. Pay the corresponding fee to the Cashier and secure the official receipt. **Location:** Cashier Window 2, 1st Floor, FPA Bldg., Quezon	4. Receive payment from the applicant and issue an official receipt.	**Formula Fees** Breakdown: Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011,	30 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division

City		Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)		• Administrative Officer II, Cashiering Unit; Finance and Administrative Division
5. Present the official receipt to PRD and secure a copy of the Request for Analysis Form. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg., Quezon City **Notes/Instruction:** 5.10 Person Responsible depends on the test parameter to be analyzed	5.1. Record the payment and the official receipt number, sign the receiving copy and update the pesticide confirmatory analysis monitoring database.	None	2 hour/s	• Chemist I; Pesticide Regulations Division
	5.2. Assign PRD sample codes and label the samples accordingly.		30 minute/s	• Chemist I; Pesticide Regulations Division
	5.3. Forward samples and documents to LSD. Accomplish tracking form for monitoring of transmittal.		1 hour/s	• Chemist I; Pesticide Regulations Division
	5.4. Receive requirements from PRD and assign laboratory code.		15 minute/s	• Administrative Assistant III; Laboratory Services Division
	5.5. Encode sample information and analysis in logbook/database.		30 minute/s	• Chemist I; Laboratory Services Division
	5.6. Prepare test parameter results form of the pesticide fertilizer sample		1 hour/s	• Chemist I; Laboratory Services Division
	5.7. Endorse sample for preparation and test parameter results form		15 minute/s	• Chemist I; Laboratory Services Division
	5.8. Record physical appearance of sample in test parameter results form.		15 minute/s	• Laboratory Technician III; Laboratory Services Division
	5.9. Prepare the pesticide sample for analysis and endorse sample to analyst(s).		1 working day/s, 3 hour/s, 45 minute/s	• Laboratory Technician III; Laboratory Services Division

	5.10. Conduct laboratory analysis and encode test results.		15 working day/s	• Chemist II ; Laboratory Services Division • Chemist III; Laboratory Services Division
	5.11. Review test results and prepare the laboratory test report.		2 working day/s	• Chemist IV; Laboratory Services Division
	5.12. Approve the release of laboratory test report.		1 hour/s	• Chemist V; Laboratory Services Division
6. Receive the electronic copy of the laboratory test report. **Location:** Email address: lsd@fpa.da.gov.ph	6. Release the electronic copy of laboratory test report to applicant and PRD.	None	1 hour/s	• Administrative Assistant III; Laboratory Services Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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

4. Issuance of Certificate of Laboratory Recognition (New or Renewal)

The Certificate of Recognition 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 Recognition Program for Laboratory. This certificate is valid for three (3) years from date of issuance. A Special Recognition 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:	Laboratory Services Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Applicant Laboratory who passed the laboratory assessment
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Passed Laboratory Assessment Report (LAR) (1) Electronic Copy	Applicant / Client
Remarks: *Applicant laboratory must have no pending nonconformity to be addressed*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit LAR to FLRC Secretariat via email. **Location:** Email: labrecognition@fpa.da.gov.ph	1.1. Receive LAR from applicant laboratory.	None	1 hour/s	• FLRC Secretariat; Office of the Executive Director
	1.2. Prepare Certificate of Recognition and Scope of Recognition.		1 working day/s, 6 hour/s	• FLRC Secretariat; Office of the Executive Director
	1.3. Review and recommend the certificate for approval.		4 hour/s	• FLRC Chair; Office of the Executive Director
	1.4. Approve the certificate.		4 hour/s	• Executive Director III; Office of the Executive Director
2. Receive the electronic copy of the Certificate of Recognition and Scope of Recognition.	2. Release the electronic copy of the Certificate of Recognition and Scope	None	1 hour/s	• FLRC Secretariat; Office of the

Location: Email: labrecognition@fpa.da.gov.ph	of Recognition to applicant laboratory.			Executive Director
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Issuance of Laboratory Assessment Report

All chemical and/or microbiological laboratory, either government or privately owned, interested to become a Recognized 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:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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 Recognized Laboratory
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Government Laboratory	
A.1. Letter of Intent (1) Electronic Copy	Applicant / Client
A.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01] (1) Electronic Copy	Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.3. 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) Electronic Copy	Applicant / Client
A.4. Accreditation/Recognition record of the laboratory, if any (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory/Accreditation and/or Recognition Body*	
A.5. Laboratory Test Report Form Template (1) Electronic Copy	Applicant / Client
A.6. List of reference literature available in the laboratory (1) Electronic Copy	Applicant / Client
A.7. Equipment calibration and maintenance program of the laboratory	Applicant / Client

(1) Electronic Copy	
Remarks: *Applicant Laboratory/ Calibration/Maintenance Service Provider*	
A.8. Quality Assurance Program of the Laboratory (1) Electronic Copy	Applicant / Client
A.9. Track Record of the Laboratory (1) Electronic Copy	Applicant / Client
A.10. Validation Report of Test Methods (1) Electronic Copy	Applicant / Client
A.11. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1) Electronic Copy	Applicant / Client
A.12. Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1) Electronic Copy	Applicant / Client
B. Private Laboratory	
B.1. Letter of Intent (1) Electronic Copy	Applicant / Client
B.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01] (1) Electronic Copy	Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat or download at the FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.3. Business Registration for corporation, sole proprietorship, or cooperative, whichever is applicable *Any of the following:*	
B.3.A. SEC Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
B.3.B. DTI Registration (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	
B.3.C. CDA Registration (1) Electronic Copy	Cooperative Development Authority - Registration Division
B.4. Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas (1) Electronic Copy	Local Government Unit (LGU) - Mayor's Office
B.5. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1) Electronic Copy	Bureau of Internal Revenue (BIR) - Revenue Office

B.6. 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) Electronic Copy	Applicant / Client
B.7. Accreditation/Recognition record of the laboratory, if any (1) Electronic Copy	Applicant / Client
Remarks: *Secure from Applicant Laboratory, Accreditation and/or Recognition Body*	
B.8. Laboratory Test Report Form Template (1) Electronic Copy	Applicant / Client
B.9. List of reference literature available in the laboratory (1) Electronic Copy	Applicant / Client
B.10. Equipment calibration and maintenance program of the laboratory (1) Electronic Copy	Applicant / Client
Remarks: *Secure from Applicant Laboratory/ Calibration/Maintenance Service Provider*	
B.11. Quality Assurance Program of the Laboratory (1) Electronic Copy	Applicant / Client
B.12. Track Record of the Laboratory (1) Electronic Copy	Applicant / Client
B.13. Validation Report of Test Methods (1) Electronic Copy	Applicant / Client
B.14. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1) Electronic Copy	Applicant / Client
B.15. Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat via email. **Location:** Email at labrecognition@fpa.da.gov.ph	1. Receive application with complete set of requirements	None	2 hour/s	• FLRC Secretariat; Office of the Executive Director
2. Receive Bill Form **Location:**	2. Issue Bill Form	None	15 minute/s	• FLRC Secretariat; Office of the

FLRC Secretariat, 3rd Floor, FPA Building, Quezon City				Executive Director
3. Present Bill Form at Cashier Window 1, 1st Floor **Location:** Cashier Window 1, 1st Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP)	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
4. Pay corresponding fees at Cashier Window 2, 1st Floor **Location:** Cashier Window 2, 1st Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR).	**Formula Fees** Breakdown: Laboratory Accreditation Fee	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
5. Present the original copy of OR to the FLRC Secretariat, 3rd Floor **Location:** FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	5.1. Record the OR Number.	None	15 minute/s	• FLRC Secretariat; Office of the Executive Director
	5.2. Evaluate the submitted application dossiers and supporting documents.		10 working day/s	• FLRC Assessment Team; Office of the Executive Director
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat. **Location:** Email at labrecognition@fpa.da.gov.ph	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 hour/s	• FLRC Secretariat; Office of the Executive Director
	6.2. Prepare and send notice of laboratory assessment.		2 hour/s	• FLRC Secretariat; Office of the Executive Director
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 working day/s	• FLRC Assessment Team; Office of the

Location: Location of the applicant laboratory				Executive Director
	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment.		1 working day/s	• FLRC Assessment Team ; Office of the Executive Director
8. Receive and confirm acceptance of LAR from FLRC Assessment Team. **Location:** FLRC Assessment Team, 3rd Floor, FPA Building, Quezon City	8. Release LAR to applicant laboratory.	None	1 hour/s	• FLRC Assessment Team; Office of the Executive Director

General Remarks

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.

Total Processing Time:	Working Days: 13 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Laboratory Accreditation Fee**

  Government Laboratory - Free
  Private Laboratory - PHP 10,000.00

6. Issuance of Laboratory Assessment Report (With Nonconformity)

All chemical and/or microbiological laboratory, either government or privately owned, interested to become a Recognized 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:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
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 Recognized Laboratory
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Government Laboratory	
A.1. Letter of Intent (1) Electronic Copy	Applicant / Client
A.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01] (1) Electronic Copy	Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat or download at the FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.3. 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) Electronic Copy	Applicant / Client
A.4. Accreditation/Recognition record of the laboratory, if any (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory/Accreditation and/or Recognition Body*	
A.5. Laboratory Test Report Form Template (1) Electronic Copy	Applicant / Client
A.6. List of reference literature available in the laboratory (1) Electronic Copy	Applicant / Client

A.7. Equipment calibration and maintenance program of the laboratory (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory/ Calibration/Maintenance Service Provider*	
A.8. Quality Assurance Program of the Laboratory (1) Electronic Copy	Applicant / Client
A.9. Track Record of the Laboratory (1) Electronic Copy	Applicant / Client
A.10. Validation Report of Test Methods (1) Electronic Copy	Applicant / Client
A.11. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory/ Proficiency Testing Provider*	
A.12. Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1) Electronic Copy	Applicant / Client
B. Private Laboratory	
B.1. Letter of Intent (1) Electronic Copy	Applicant / Client
B.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01] (1) Electronic Copy	Fertilizer and Pesticide Authority - FLRC Secretariat or download at FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
B.3. Business Registration *Any of the following:*	
B.3.A. SEC Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
B.3.B. DTI Registration (1) Electronic Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	
B.3.C. CDA Registration (1) Electronic Copy	Cooperative Development Authority - Registration Division
B.4. Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive	Local Government Unit (LGU) - Mayor's Office

Economic Zones or Areas (1) Electronic Copy	
B.5. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1) Electronic Copy	Bureau of Internal Revenue (BIR) - Revenue District Office
B.6. 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) Electronic Copy	Applicant / Client
B.7. Accreditation/Recognition record of the laboratory, if any (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory, Accreditation and/or Recognition Body*	
B.8. Laboratory Test Report Form Template (1) Electronic Copy	Applicant / Client
B.9. List of reference literature available in the laboratory (1) Electronic Copy	Applicant / Client
B.10. Equipment calibration and maintenance program of the laboratory (1) Electronic Copy	Applicant / Client
Remarks: *Applicant Laboratory/ Calibration/Maintenance Service Provider*	
B.11. Quality Assurance Program of the Laboratory (1) Electronic Copy	Applicant / Client
B.12. Track Record of the Laboratory (1) Electronic Copy	Applicant / Client
B.13. Validation Report of Test Methods (1) Electronic Copy	Applicant / Client
B.14. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1) Electronic Copy	Applicant / Client
B.15. Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat via email **Location:**	1. Receive application with complete set of requirements	None	2 hour/s	• FLRC Secretariat; Office of the Executive Director

Email: labrecognition@fpa.da.gov.ph				
2. Receive Bill Form. **Location:** FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	2. Issue Bill Form.	None	15 minute/s	• FLRC Secretariat; Office of the Executive Director
3. Present Bill Form at Cashier Window 1, 1st Floor. **Location:** Cashier Window 1, 1st Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP).	None	15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
4. Pay corresponding fees at Cashier Window 2, 1st Floor. **Location:** Cashier Window 2, 1st Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR).	**Formula Fees** Breakdown: Laboratory Accreditation Fee	15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
5. Present the original copy of OR to the FLRC Secretariat, 3rd Floor. **Location:** FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	5.1. Record the OR Number.	None	15 minute/s	• FLRC Secretariat; Office of the Executive Director
	5.2. Evaluate the submitted application dossiers and supporting documents.		10 working day/s	• FLRC Assessment Team; Office of the Executive Director
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat. **Location:** FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	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 hour/s	• FLRC Secretariat; Office of the Executive Director
	6.2. Prepare and send notice of laboratory assessment.		2 hour/s	• FLRC Secretariat; Office of the

				Executive Director
7. Accommodate the FLRC Assessment Team during the agreed schedule of assessment at the location of the applicant laboratory. **Location:** Location of the applicant laboratory	7.1. Conduct laboratory assessment.	None	1 working day/s	• FLRC Assessment Team; Office of the Executive Director
	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment including the identified nonconformity or finding.		1 working day/s	• FLRC Assessment Team ; Office of the Executive Director
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 **Location:** Email at labrecognition@fpa.da.gov.ph **Notes/Instruction:** *The applicant laboratory is only given three (3) chances to implement and submit corrective actions to address the nonconformity or finding.*	8. Evaluate the submitted corrective actions and reissue LAR with results of evaluation (CLEARED/ NOT CLEARED)	None	7 working day/s	• FLRC Assessment Team; Office of the Executive Director
9. Receive and confirm acceptance of the final LAR indicating CLEARED in all identified nonconformity or finding . **Location:** FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	9. Release final LAR indicating CLEARED in all identified nonconformity or finding.	None	1 hour/s	• FLRC Assessment Team; Office of the Executive Director

General Remarks

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.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Laboratory Accreditation Fee**

  Government Laboratory - Free
  Private Laboratory - PHP 10,000.00

Field Operation Coordination Unit

External Services

1. Issuance Of Clearance 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 Clearance to Borrow (CB) Methyl Bromide is being issued only to FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).

Office or Division:	Field Operation Coordination Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 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 / Client
2. Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1) Electronic Copy	Applicant / Client
3. Valid BPI Certification of Usage (1) Electronic Copy	Bureau of Plant Industry (BPI) - National Plant Quarantine Services Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application via online at fpacentral77.ppmb@gmail.com **Location:** Email: fpacentral77.ppmb@gmail.com	1. Print and check the completeness of submitted documents.	None	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
2. Receive notification of the approval of the clearance. **Location:** Field Operation Coordinating Unit	2.1. Evaluate submitted requirements and usage and prepare the Clearance to Borrow (CB).	None	3 working day/s, 6 hour/s	• Agriculturist II; Field Operation Coordination Unit
	2.2. Review and recommend.		1 working day/s	• Senior Agriculturist; Field

(FOCU), 3rd Floor, FPA Bldg., Quezon City				Operation Coordination Unit
	2.3. Final Review.		1 working day/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.4. Approval/ Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
3. Receive the approved CB. **Location:** Email: fpacentral77.ppmb@gmail.com	3. Send the electronic copy of approved CB via e-mail to the client; copy furnished to FPA-Regional Field Unit.	None	1 hour/s	• Agriculturist II; Field Operation Coordination Unit
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Issuance Of Clearance 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 Clearance to Borrow (CB) Methyl Bromide is being issued only to ***FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA).***

Office or Division:	Field Operation Coordination Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 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 Copy	Applicant / Client
2. Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1) Original Copy	Applicant / Client
3. Valid BPI Certification of Usage (1) Photo Copy	Bureau of Plant Industry (BPI) - National Plant Quarantine Services Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application. **Location:** Field Operation Coordinating Unit, 3rd Floor, FPA Bldg. Quezon City	1. Check the completeness of submitted documents.	None	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
2. Receive notification of the approval of the clearance. **Location:** Field Operation Coordinating Unit (FOCU), 3rd Floor, FPA Bldg., Quezon City	2.1. Evaluate submitted requirements and usage and prepare the Clearance to Borrow (CB)	None	3 working day/s, 6 hour/s	• Agriculturist II; Field Operation Coordination Unit
	2.2. Review and recommend.		1 working day/s	• Senior Agriculturist; Field Operation

				Coordination Unit
	2.3. Final Review.		1 working day/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.4. Approval/ Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
3. Receive the approved CB. **Location:** Field Operation Coordinating Unit (FOCU), 3rd Floor, FPA Bldg., Quezon City	3. Record the OR and release the approved CP	None	1 hour/s	• Agriculturist II; Field Operation Coordination Unit
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Issuance Of Clearance 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 Clearance to Purchase (CP) Methyl Bromide, the applicant must be an **FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)**. The CP is valid only for six (6) months.*

Office or Division:	Field Operation Coordination Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form for Clearance to Purchase Methyl Bromide 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	Fertilizer and Pesticide Authority - Field Operations Coordinating Unit (FOCU) or download at the FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1) Electronic Copy	Applicant / Client
3. Valid BPI Certification of Usage (1) Electronic Copy	Bureau of Plant Industry (BPI) - National Plant Quarantine Services Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application via online at fpacentral77.ppmb@gmail.com **Location:** Email: fpacentral77.ppmb@gmail.com	1. Print and check the completeness of submitted documents	None	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
2. Receive notification of the approval of the clearance.	2.1. Evaluate submitted requirements and usage and prepare the	None	3 working day/s, 6 hour/s	• Agriculturist II; Field Operation

Location: Email: fpacentral77.ppmb@gmail.com	Clearance to Purchase (CP).			Coordination Unit
	2.2. Review and recommend.		1 working day/s	• Senior Agriculturist; Field Operation Coordination Unit
	2.3. Final Review.		1 working day/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.4. Approval/ Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
3. Pay corresponding fee. **Location:** Finance and Administrative Division, 1st Floor, FPA Bldg., Quezon City	3.1. Issue Bill Form.	**Standard Fees** Breakdown: Clearance to Purchase (CP) Methyl Bromide: PHP 450 Total: PHP 450	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
	3.2. Issue Order of Payment (OP)		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	3.3. Issue Official Receipt (OR).		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division • Agriculturist II; Regional Field Unit
4. Receive the approved CP. **Location:**	4. Record the OR and send the electronic copy of approved CP via e-mail to the client; copy	None	1 hour/s	• Agriculturist II; Field Operation Coordination Unit

Email: fpacentral77.ppmb@gmail.com	furnished to FPA-Regional Field Unit			
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 450			

Office Legend

Office Groups and Divisions					
Regional Field Unit					
FPA Regional Office CAR	FPA Regional Office NIR	FPA Regional Office CARAGA	FPA Regional Office 1	FPA Regional Office 2	FPA Regional Office 3
FPA Regional Office 4	FPA Regional Office 5	FPA Regional Office 6	FPA Regional Office 7	FPA Regional Office 8	FPA Regional Office 9
FPA Regional Office 10	FPA Regional Office 11	FPA Regional Office 12	FPA Regional Field Unit NCR		

4. Issuance Of Clearance 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 Clearance to Purchase (CP) Methyl Bromide, the applicant must be an ***FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)****. The CP is valid only for six (6) months.*

Office or Division:	Field Operation Coordination Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form for Clearance 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 Copy	Fertilizer and Pesticide Authority - Field Operations Coordinating Unit (FOCU) or download at the FPA website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Disposition Logbook with signature of FPA representative, BPI Representative, and Fumigator (1) Original Copy	Applicant / Client
3. Valid BPI Certification of Usage (1) Photo Copy	Bureau of Plant Industry (BPI) - National Plant Quarantine Services Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit application. **Location:** Field Operation Coordinating Unit, 3rd Floor, FPA Bldg. Quezon City	1. Check the completeness of submitted documents.	None	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
2. Receive notification of the approval of the clearance. **Location:**	2.1. Evaluate submitted requirements and usage and prepare the Clearance to Purchase (CP).	None	3 working day/s, 6 hour/s	• Agriculturist II; Field Operation Coordination Unit

Field Operation Coordinating Unit (FOCU), 3rd Floor, FPA Bldg., Quezon City	2.2. Review and recommend.		1 working day/s	• Senior Agriculturist; Field Operation Coordination Unit
	2.3. Final Review.		1 working day/s	• Deputy Executive Director for Pesticide; Office of the Executive Director
	2.4. Approval/ Disapproval		1 working day/s	• Executive Director III; Office of the Executive Director
3. Pay corresponding fee. **Location:** Finance and Administrative Division, 1st Floor, FPA Bldg., Quezon City	3.1. Issue Bill Form.	**Standard Fees** Breakdown: Clearance to Purchase (CP) Methyl Bromide: PHP 450 Total: PHP 450	15 minute/s	• Agriculturist II; Field Operation Coordination Unit
	3.2. Issue Order of Payment (OP).		15 minute/s	• Administrative Assistant III, Accounting Section; Finance and Administrative Division
	3.3. Issue Official Receipt (OR).		15 minute/s	• Administrative Officer I, Cashiering Unit; Finance and Administrative Division • Administrative Officer II, Cashiering Unit; Finance and Administrative Division
4. Receive the approved CP. **Location:** Field Operation Coordinating Unit (FOCU), 3rd Floor, FPA Bldg., Quezon City	4. Record the OR and release the approved CP	None	1 hour/s	• Agriculturist II; Field Operation Coordination Unit
Total Processing Time:		Working Days: 7 working day/s		

Total Processing Fee:	Total Standard Fee: PHP 450

Regional Field Unit

External Services

1. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Provincial Office

This includes amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates with changes on brand name, business name, address, etc.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to any Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request indicating the amendment (1) Original Copy	Applicant / Client
2. Duly accomplished and notarized application form with document stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Previously issued License to Operate (1) Original Copy	Applicant / Client
4. SEC Amendment form or Board Resolution with Sworn Affidavit or any Legal document (1) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *in case of change of Business Name or Address*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:**	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit

FPA Provincial Office	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Possible Fees** Breakdown: For Fertilizer: PHP 600 For Pesticide: PHP 750	10 minute/s	• Agriculturist II ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II ; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II ; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **For Fertilizer** : 600
- **For Pesticide** : 750

2. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Regional Office

This includes amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates with changes on brand name, business name, address, etc.

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to any Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter request indicating the amendment (1) Original Copy	Applicant / Client
2. Duly accomplished and notarized application form with document stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
3. Previously issued License to Operate (1) Original Copy	Applicant / Client
4. SEC Amendment form or Board Resolution with Sworn Affidavit or any Legal document (1) Original Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
Remarks: *in case of change of Business Name or Address*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. **Location:**	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit

FPA Regional Office	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Possible Fees** Breakdown: For Fertilizer: PHP 600 For Pesticide: PHP 750	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II ; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **For Fertilizer** : 600
- **For Pesticide** : 750

3. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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, need not to register their product for distribution and with a personnel with active ARCO Accreditation (*for pesticide handler only).*
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Duly accomplished and notarized application form with document stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. Certificate of business name registration with DTI for Single Proprietorshi (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	
A.2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division

A.3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.4. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.5. Certificate of Registration of Warehouse issued by FPA RFU (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.6. Distributorship Agreement/Certificate from the Supplier (1) Photo Copy	Applicant / Client
Remarks: *Secure from Manufacturer/Supplier*	
B. For New Application only	
B.1. Notarized Certificate of Capitalization/Paid- Up Capital (1) Original Copy	Applicant / Client
C. For Renewal Application only	
C.1. Audited Financial Statement/Income Tax Return (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Formula Fees** Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	• Agriculturist II ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist;

				Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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.

4. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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, need not to register their product for distribution and with a personnel with active ARCO Accreditation (*for pesticide handler only).*
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Duly accomplished and notarized application form with document stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. Certificate of business name registration with DTI for Single Proprietorshi (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	
A.2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division

A.3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.4. Certificate of Registration of Warehouse issued by FPA RFU (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.5. Distributorship Agreement/Certificate from the Supplier (1) Photo Copy	Applicant / Client
Remarks: *Secure from Manufacturer/Supplier*	
B. For New Application only	
B.1. Notarized Certificate of Capitalization/Paid- Up Capital (1) Original Copy	Applicant / Client
C. For Renewal Application only	
C.1. Audited Financial Statement/Income Tax Return (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Formula Fees** Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit

	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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.

5. Issuance of License to Operate (LTO) 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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 and with personnel with active ASD Accreditation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Business registration, whichever is applicable *Any of the following:*	
2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
2.B. Certificate of business name registration with DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry (DTI) - Regional/Provincial Office
---- OR ----	
2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Formula Fees** Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	• Agriculturist II ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Formula / Schedule of Fees

- **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	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Both Fertilizer and Pesticide Dealer	Php 4,000.00	
Member of Cooperative	50% of Dealer's License Fee	
Member of Dealer's Association	Php 3,200.00	

** 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. Issuance of License to Operate (LTO) 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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 and with personnel with active ASD Accreditation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Business registration, whichever is applicable *Any of the following:*	
2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
2.B. Certificate of business name registration with DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry (DTI) - Regional/Provincial Office
---- OR ----	
2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA 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.	**Formula Fees** Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				

- **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	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Both Fertilizer and Pesticide Dealer	Php 4,000.00	
Member of Cooperative	50% of Dealer's License Fee	
Member of Dealer's Association	Php 3,200.00	

** 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.

7. Issuance of License to Operate (LTO) 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Fertilizer Dealers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Business registration, whichever is applicable *Any of the following:*	
2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
2.B. Certificate of business name registration with DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry (DTI) - Regional/Provincial Office
---- OR ----	
2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
3. Sample of the Packaging Material, design and information on the Label (1) Photo Copy	Applicant / Client

Remarks:

based on the FPA M.C No. 11 Series of 2024

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate		1 hour/s	• Supervising Agriculturist ; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit

	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.**

8. Issuance of License to Operate (LTO) 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Fertilizer Dealers
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Business registration, whichever is applicable *Any of the following:*	
2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
2.B. Certificate of business name registration with DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry (DTI) - Regional/Provincial Office
---- OR ----	
2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
3. Sample of the Packaging Material, design and information on the Label (1) Photo Copy	Applicant / Client

Remarks:

based on the FPA M.C No. 11 Series of 2024

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents and endorse to the Regional Office for processing		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		

Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **License Fee**

  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.**

9. Issuance of License to Operate (LTO) 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)
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 and with a personnel with active ARCO Accreditation (*for pesticide handler only).*
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. Certificate of Registration of Business Name for Single Proprietorship (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	

A.2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
A.3. Latest Income Tax Return (ITR) and Audited Financial Statement (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
A.4. Inspection report from FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.5. Contract and/or certification from the manufacturer/supplier (1) Photo Copy	Applicant / Client
A.6. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
A.7. Authorization letter from the pesticide company who registered the product (1) Photo Copy	Applicant / Client
B. For Pesticide Institutional-User Only	
B.1. Compliance with the Occupational Health and Safety Standards for CPAs and technicians (1) Original Copy	Applicant / Client

Remarks:

From Health facility/hospital

a. Complete and thorough physical examination
b. Laboratory tests which include:

- *Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.*
- *Chest x-ray*
- *Urinalysis*
- *Fecalysis*
- *Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT*

c. Certificate of "Fit to Work"

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:**	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the	**Formula Fees** Breakdown: Schedule of fees and	10 minute/s	• Agriculturist II ; Regional Field Unit

FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	LTO within the prescribed timeframe.	charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000		
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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		

Institutional User	Php 3,600.00	Php 7,500.00
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.

10. Issuance of License to Operate (LTO) 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)
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 and with a personnel with active ARCO Accreditation (*for pesticide handler only).*
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. Certificate of Registration of Business Name for Single Proprietorship (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
---- OR ----	

A.2.C. CDA registration for Cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
A.3. Latest Income Tax Return (ITR) and Audited Financial Statement (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
A.4. Inspection report from FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit
A.5. Contract and/or certification from the manufacturer/supplier (1) Photo Copy	Applicant / Client
A.6. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
A.7. Authorization letter from the pesticide company who registered the product (1) Photo Copy	Applicant / Client
B. For Pesticide Institutional-User Only	
B.1. Compliance with the Occupational Health and Safety Standards for CPAs and technicians (1) Original Copy	Applicant / Client

Remarks:

From Health facility/hospital

a. Complete and thorough physical examination
b. Laboratory tests which include:

- *Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.*
- *Chest x-ray*
- *Urinalysis*
- *Fecalysis*
- *Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT*

c. Certificate of "Fit to Work"

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. **Location:**	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the	**Formula Fees** Breakdown: Schedule of fees and	10 minute/s	• Agriculturist II ; Regional Field Unit

FPA Regional Office	LTO within the prescribed timeframe.	charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000		• Supervising Agriculturist ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **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		
Institutional User	Php 3,600.00	Php 7,500.00

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.

11. Issuance of License to Operate (LTO) 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 enters 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished and notarized application form with document stamp [FPA-FRD-F08] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Certificate of Membership from Accredited Association (1) Photo Copy	Applicant / Client
Remarks: *if applicable*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the application w/ complete required documents at the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit

2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

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.

12. Issuance of License to Operate (LTO) 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 enters 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
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.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished and notarized application form with document stamp [FPA-FRD-F08] (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Certificate of Membership from Accredited Association (1) Photo Copy	Applicant / Client
Remarks: *if applicable*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit

2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.

13. Issuance of License to Operate (LTO) 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)
Who may avail:	Any person or business entity who intends to be a pest control operator with a personnel with active Agricultural Certified Pesticide Applicator's (CPA) - Fumigator Accreditation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. CDA registration for cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
---- OR ----	
A.2.C. Certificate of Registration of Business Name from DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
A.3. Latest Income Tax Return (ITR) and Audited Financial Statement (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
A.4. Inspection report from FPA RFU Personnel covering the area	Fertilizer and Pesticide Authority -

(1) Original Copy	Regional Field Unit
A.5. Compliance with the Occupational Health and Safety Standards for CPAs and technicians: (1) Original Copy	Applicant / Client

Remarks:

From Health facility/hospital
a. Complete and thorough physical examination
b. Laboratory tests which include:

- *Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.*
- *Chest x-ray*
- *Urinalysis*
- *Fecalysis*
- *Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT*

c. Certificate of "Fit to Work"

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA Provincial Office **Notes/Instruction:** *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide;

				Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.

14. Issuance of License to Operate (LTO) 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)
Who may avail:	Any person or business entity who intends to be a pest control operator with a personnel with active Agricultural Certified Pesticide Applicator (CPA) - Fumigator Accreditation.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For both New and Renewal Application	
A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
A.2. Business registration whichever is applicable *Any of the following:*	
A.2.A. SEC registration and Articles of Incorporation for Corporation (1) Photo Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
---- OR ----	
A.2.B. CDA registration for cooperative (1) Photo Copy	Cooperative Development Authority - Registration Division
---- OR ----	
A.2.C. Certificate of Registration of Business Name from DTI for Single Proprietorship (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Office
A.3. Latest Income Tax Return (ITR) and Audited Financial Statement (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
A.4. Inspection report from FPA RFU Personnel covering the area	Fertilizer and Pesticide Authority -

(1) Original Copy	Regional Field Unit
A.5. Compliance with the Occupational Health and Safety Standards for CPAs and technicians: (1) Original Copy	Applicant / Client

Remarks:

From Health facility/hospital

a. Complete and thorough physical examination
b. Laboratory tests which include:

- *Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.*
- *Chest x-ray*
- *Urinalysis*
- *Fecalysis*
- *Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT*

c. Certificate of "Fit to Work"

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit

	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.

15. Issuance of Risk Appraisal Checklist Assessment And/Or Inspection Report

Risk Appraisal Assessment and/or Inspection report are one of the requirements for the application of LTO and Warehouse Registration of handlers of fertilizer and pesticide products. Further, the facility or establishment shall meet the minimum standard set by the FPA before proceeding with the application for the issuance of applicable license and/or certificate.

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

Office or Division:	Regional Field Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved FPA form FPA-FOCU-F03 (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
For Situational Requirement	
A. For Dealer/Dealer-Repacker	
A.1. Inspection Sheet Form (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
B. For Warehouse Registration of PCO, National Distributor, Importer, Area Distributor, Research Station (End-User), PIP, Manufacturer, Repacker, Formulator, and Mango Flower Inducer	
B.1. Risk Appraisal Checklist (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
C. For Institutional User(Plantation)	
C.1. Inspection Form (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
D. For Plant Manufacturing	

D.1. Inspection Form (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/
E. For Wastewater Re-Use	
E.1. Inspection Form (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Meet with the authorized FPA Officer on the agreed schedule of inspection. **Location:** Location of the Establishment (handler)	1. Upon arrival to the location of the establishment, discuss with client the inspection procedure.	None	1 hour/s	• Agriculturist II; Regional Field Unit
2. Accompany the authorized FPA Officer on the inspection site. **Location:** Inspection site	2. Evaluate the establishment using risk appraisal checklist and/or inspection report form	None	5 hour/s	• Agriculturist II; Regional Field Unit
3. Meet with authorized FPA Officer to discuss the results of the inspection. **Location:** Inspection Site	3. Explain the results of the inspection.	None	1 hour/s	• Agriculturist II; Regional Field Unit
4. Sign the Accomplished Risk Appraisal Checklist or Inspection Sheet Form **Location:** Inspection Site **Notes/Instruction:** *If the establishment met the minimum standards set by FPA based on the Risk Appraisal Checklist or Inspection Sheet,*	4. Issue the accomplished risk appraisal checklist or Inspection Sheet.	None	10 minute/s	• Agriculturist II; Regional Field Unit

client may proceed to Step 5, otherwise, go back to Item no.3. Request for Inspection for rescheduling to meet the required standards.				
Total Processing Time:		Working Days: 7 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

16. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Provincial Office. **Location:** FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Provincial Office. **Location:** FPA 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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit

Notes/Instruction: *The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.*	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.4. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.5. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.6. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	• Administrative Aide; Regional Field Unit
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.

17. 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
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished and notarized application form with documentary stamp (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. **Location:** FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit

2. Pay the corresponding fees at the Regional Office. **Location:** FPA 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.	**Formula Fees** Breakdown: License Fee	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	• Agriculturist II; Regional Field Unit
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	• Agriculturist II; Regional Field Unit
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

- **License Fee**

  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.

18. 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
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form) (1) Electronic Copy	Fertilizer and Pesticide Authority - Regional Field Unit or through Google Forms at https://forms.gle/8djbAr2q3TQQFQ958

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the inspection request form. **Location:** Google Forms at https://forms.gle/8djbAr2q3TQQFQ958 FPA Regional/Provincial Office	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 minute/s	• Administrative Aide; Regional Field Unit
	1.2. Prepare the schedule of inspection		1 working day/s	• Agriculturist II; Regional Field Unit
	1.3. Notify the client on schedule of inspection via email.		30 minute/s	• Administrative Aide; Regional Field Unit
Total Processing Time:		Working Days: 1 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

19. 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
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person or business entity who intends to be a fertilizer and pesticide handler
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form) (1) Original Copy	Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the inspection request form **Location:** FPA Regional Office/ FPA Provincial Office/ FPA Central Office	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 minute/s	• Administrative Aide; Regional Field Unit
	1.2. Prepare the schedule of inspection		1 working day/s	• Agriculturist II; Regional Field Unit
	1.3. Notify the client on schedule of inspection via email.		30 minute/s	• Administrative Aide; Regional Field Unit
Total Processing Time:		Working Days: 1 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Finance and Administrative Division

Internal Services

1. Application for Leave

This human resource service facilitates the processing of leave applications for FPA officials and employees.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Application for Leave (CSC Form No. 6, Revised 2020) (3) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
For Situational Requirement	
A. Vacation Leave	
Sub Situational Requirement/s	
A.a. Thirty (30) days and above	
A.a.1. Duly approved Clearance from Money, Property and Work-Related Accountabilities (1) Original Copy	Applicant / Client
A.b. Outside the Philippines	
A.b.1. Letter request for issuance of Travel Authority stating details of travel (1) Original Copy	Applicant / Client
A.b.2. Endorsement by immediate supervisor allowing the employee's leave of absence (1) Original Copy	Applicant / Client
A.b.3. Certificate of No Administrative Case (1) Original Copy	Applicant / Client
B. Sick Leave (Five (5) days or more or filed in advance))	
B.1. Medical Certificate (Medical Abstract) of the employee or any member of the family. In case medical consultation was not availed of, an affidavit should be executed by the applicant. (1) Original Copy	Applicant / Client
C. Mandatory/Forced Leave (5 days)	
C.1. Approved Schedule of Mandatory Leave (1) Original Copy	Applicant / Client
D. Expanded Maternity Leave under R.A. 11210 (105 days and additional 5 days for solo parent)	

D.1. Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery (1) Original Copy	Applicant / Client
D.2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (1) Original Copy	Applicant / Client
Remarks: *Parental Leave under R.A. 8972*	
D.3. Solo Parent Identification Card (1) Certified True Copy	Applicant / Client
E. Paternity Leave under R.A. 8187	
E.1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage (1) Original Copy Or (1) Certified True Copy	Applicant / Client
F. Special Emergency Leave under CSC MC02 s. 2012 (maximum of 5 days)	
F.1. Calamity declaration by authorized government entity (1) Electronic Copy	Applicant / Client
F.2. Barangay Certification of calamity-stricken area (1) Original Copy	Applicant / Client
F.3. Picture of damaged property (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
G. Study Leave	
G.1. Letter of Intent (1) Original Copy	Applicant / Client
G.2. Proof of enrolment (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
G.3. Service Undertaking (1) Original Copy	Applicant / Client
G.4. Duly approve Clearance from Money, Property and Work-Related Accountabilities (1) Original Copy	Applicant / Client
Remarks: *if thirty (30) days or more*	
H. Special Leave Benefits under R.A. 9710 (For women who will undergo gynecological treatment)	
H.1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract (1) Original Copy	Applicant / Client
H.2. Duly approved Clearance from Money, Property and Work Related Accountabilities (1) Original Copy	Applicant / Client

Remarks: *if thirty (30) days or more*	
I. Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)	
I.1. Barangay Protection Order (BPO) obtained from the barangay (1) Original Copy	Applicant / Client
I.2. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court (1) Original Copy	Applicant / Client
I.3. Absence of Temporary/Permanent Protection Order (TPO/PPO) *Any of the following:*	
I.3.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 (1) Original Copy	Applicant / Client
Remarks: *If the protection order is not yet issued by the barangay or the court*	
---- OR ----	
I.3.B. 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. (1) Original Copy	Applicant / Client
Remarks: *In the absence of the BPO/TPO/PPO or the certification*	
J. Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route)	
J.1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family (1) Original Copy	Applicant / Client
J.2. Police Report (1) Original Copy	Applicant / Client
J.3. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract (1) Original Copy	Applicant / Client
J.4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (1) Original Copy	Applicant / Client
Remarks: *if thirty (30) days or more*	
K. Monetization of Leave Benefits	

K.1. Letter request stating purpose of monetization (1) Original Copy	Applicant / Client
Remarks: *If more than thirty (30) days*	
K.2. Proof of purpose Terminal Leave (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
K.3. Acceptance Letter in case of resignation/ retirement/ separation (1) Original Copy	Applicant / Client
K.4. Clearance from Money, Property and Work Related Accountabilities (1) Original Copy	Applicant / Client
Remarks: *if thirty (30) days or more*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File the duly accomplished Application for Leave Form CSC Form No. 6 and supporting requirements. **Location:** Finance and Administrative Division - Human Resource Section, 2nd Floor, FPA Bldg., Quezon City	1.1. Review the application as to the completeness of supporting requirements, details and signatures and availability of leave credits.	None	30 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
	1.2. Accomplish and sign Leave Credit Balances on the Application for Leave.		30 minute/s	• Administrative Officer V (HR Section); Finance and Administrative Division
	1.3. Check the leave balance, indicate and certify available leave balances.		1 hour/s	• Administrative Officer V (HR Section); Finance and Administrative Division
	1.4. Recommend approval or provide reason for disapproval.		6 hour/s	• Chief of the Requesting Division; Any of requesting office / division
	1.5. Submit the CSC Form No. 6 to the Office of the Executive Director (OED).		2 hour/s	• Administrative Officer IV (HR Section); Finance and Administrative Division

	1.6. Approve or provide reason for disapproval.		4 hour/s	• Executive Director III; Office of the Executive Director
	1.7. Update personnel's leave balance and provide a copy of approved/ disapproved application.		4 hour/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
	1.8. Release the approved/disapproved Application for Leave.		2 hour/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Driver and Vehicle Services

Issuance of approved Vehicle Trip Ticket for the requested driver and vehicle services.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Vehicle Request Form (VRF) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the approved Vehicle Request Form (VRF) to GSS. **Location:** General Services Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	1.1. Receive the approved Vehicle Request Form (VRF).	None	30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.2. Check for completeness of details and signatures.		30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.3. Check availability of vehicle and driver.		3 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.4. Prepare the Vehicle Trip Ticket.		1 hour/s, 30 minute/s	• Administrative Officer III (General Services Section); Finance and

				Administrative Division
	1.5. Approve the Vehicle Trip Ticket.		2 hour/s	• Administrative Officer V (General Services Section); Finance and Administrative Division
	1.6. Furnish a copy of the approved Vehicle Trip Ticket to the requesting party, to the assigned driver and to the guard-on-duty.		30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Inventory Issuance

Inventory issuance for the FPA Officials and Employees

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Approved Requisition and Issuance Slip (RIS) (2) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - General Services Section

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the approved Requisition and Issuance Slip (RIS) to GSS. **Location:** General Services Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	1.1. Receive the approved RIS and check for completeness of details and signatures.	None	2 hour/s	• Administrative Officer III (General Services Section) ; Finance and Administrative Division • Administrative Officer V (General Services Section) ; Finance and Administrative Division
	1.2. Check the availability of items requested and assign control number for the RIS.		6 hour/s	• Administrative Officer III (General Services Section) ; Finance and Administrative Division • Administrative Officer V (General Services Section) ; Finance and Administrative Division

	1.3. Prepare Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR).		1 working day/s	• Administrative Officer III (General Services Section) ; Finance and Administrative Division • Administrative Officer V (General Services Section) ; Finance and Administrative Division
	1.4. Sign / Approved the ICS / PAR.		2 hour/s	• Administrative Officer III (General Services Section) ; Finance and Administrative Division • Administrative Officer V (General Services Section) ; Finance and Administrative Division
	1.5. Issue the items to the requesting party together with the ICS/PAR.		6 hour/s	• Administrative Officer III (General Services Section) ; Finance and Administrative Division • Administrative Officer V (General Services Section) ; Finance and Administrative Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. Issuance of Clearance from and Acceptance Letter for Retirement/ Separation/ Resignation/ Transfer of Personnel

This service covers the processing of clearances for FPA personnel who are retired, separated, resigned, or transferred.

Office or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Approved Letter of Intent (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the approved letter of intent to the HR Section. **Location:** Human Resources Section, Finance and Administrative Division (FAD), FPA Bldg., Quezon City	1.1. Prepare acceptance letter.	None	30 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
	1.2. Issue acceptance letter, list of requirements to comply, and clearance form.		30 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
2. Route the Clearance Form. **Location:** FPA Bldg., BAI Compound, Quezon City	2.1. Indicate status of accountabilities from Administrative Services - Supply and Property Procurement and Management Services, Human Resource Welfare and Assistance, Agency-accredited Union/ Cooperative	None	2 working day/s	• Administrative Office V (General Services Section); Finance and Administrative Division • Administrative Officer V (Human Resources Section); Finance and Administrative Division • FPAEA President;

				Any of requesting office / division
	2.2. Indicate status of accountabilities from Library Services.		6 hour/s	• Administrative Officer V (Information Section); Planning, Management and Information Division
	2.3. Indicate status of accountabilities from Finance and Asset Management - Financial Services, Transaction, Processing and Billing Services, Payroll and Remittance Services		2 working day/s	• Chief Administrative Officer ; Finance and Administrative Division • Administrative Officer II (Cashier Unit); Finance and Administrative Division • Administrative Officer IV (Human Resource Section); Finance and Administrative Division
	2.4. Indicate status of accountabilities from Professional and Institutional Development - Scholarship Services		1 working day/s	• Personnel Development Team Chair; Any of requesting office / division
	2.5. Certification of No Pending Administrative Case - Internal Affairs Office/Legal Office. If employee has no accountability: tick the box under the “Cleared” column. Otherwise, tick the box under "Not".		1 working day/s	• Attorney IV; Office of the Executive Director
	2.6. Review clearances from units.		30 minute/s	• Chief Administrative Officer; Finance and Administrative Division

3. Submit the copy of clearance to HR Section. **Location:** Human Resources Section, Finance and Administrative Division (FAD), FPA Bldg., Quezon City	3. If not cleared, provide the employee a copy of uncleared accountability. If cleared, release the Approved Clearance.	None	30 minute/s	• Administrative Officer IV (Human Resource Section); Finance and Administrative Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Issuance of Clearance from Leave Application of More Than 30 Days and Separation Due to Death

This service covers the processing of clearances for leave applications exceeding 30 days and for personnel separation due to death.

Office or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly filled-out request Form (Civil Service Form No. 6) (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the approved letter of intent to the HR Section. **Location:** Human Resource Section, Finance and Administrative Division (FAD), FPA Bldg., Quezon City	1.1. Screen the requests as to correctness of units/signatories authorized to issue clearance.	None	30 minute/s	• Administrative Officer IV (Human Resource Section); Finance and Administrative Division
	1.2. Issue clearance form.		30 minute/s	• Administrative Officer IV (Human Resource Section); Finance and Administrative Division
2. Route the Clearance Form. **Location:** Fertilizer and Pesticide Authority Bldg., Quezon City	2.1. Indicate status of accountabilities from Administrative Services - Supply and Property Procurement and Management Services, Human Resource Welfare and Assistance, Agency-accredited Union/ Cooperative	None	2 working day/s	• Administrative Officer V (General Services Section); Office of the Executive Director
	2.2. Indicate status of accountabilities from the		6 hour/s	• Administrative Officer V

	Library Services.			(Information Section); Planning, Management and Information Division
	2.3. Indicate status of accountabilities from Finance and Asset Management - Financial Services, Transaction, Processing and Billing Services, Payroll and Remittance Services		2 working day/s	• Chief Administrative Officer; Finance and Administrative Division • Administrative Officer II (Cashier Unit); Finance and Administrative Division • Administrative Officer IV (Human Resource Section); Finance and Administrative Division
	2.4. Indicate status of accountabilities from Professional and Institutional Development - Scholarship Services		1 working day/s	• Personnel Development Team Chair; Any of requesting office / division
	2.5. Certification of No Pending Administrative Case - Internal Affairs Office/Legal Office. If employee has no accountability: tick the box under the “Cleared” column. Otherwise, tick the box under "Not"		1 working day/s	• Attorney IV; Office of the Executive Director
	2.6. Review clearances from units.		30 minute/s	• Chief Administrative Officer; Finance and Administrative Division
3. Submit the copy of clearance to HR Section. **Location:** Human Resource Section, Finance and Administrative Division	3. If not cleared, provide the employee a copy of uncleared accountability. If cleared, release the Approved Clearance.	None	30 minute/s	• Administrative Officer IV (Human Resource Section); Finance and

(FAD), FPA Bldg., Quezon City				Administrative Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. 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
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Invitation letter received by Office of the Executive Director, Divisions and Regional Field Units, Directors (1) Electronic Copy Or (1) Electronic Copy	Applicant / Client
2. Endorsement letter (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the invitation letter and the endorsement letter from the recommending authority to HR Section. **Location:** Human Resource Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	1.1. Receive the invitation letter and the endorsement letter.	None	4 hour/s	• Admin Officer IV (Human Resource Section); Finance and Administrative Division
	1.2. Evaluate and prepare the list of the employees who signified interest to attend training, workshop, seminar and the like.		5 working day/s	• Admin Officer IV (Human Resource Section); Finance and Administrative Division
	1.3. Submit shortlisted qualified personnel to the concerned Divisions/ Units and to the Personnel Development Team.		4 hour/s	• Admin Officer IV (Human Resource Section); Finance and Administrative Division
	1.4. Convene to decide who among the nominees will be endorsed to the Executive Director.		1 working day/s	• Personnel Development Team; Any of requesting office / division

	1.5. Receive and evaluate the submitted endorsement and documentary requirements from the PDT.		1 working day/s	• Executive Director III; Office of the Executive Director
	1.6. Prepare Special Order authorizing the selected nominee/s to attend training, workshop, seminar and the like.		4 hour/s	• Admin Officer IV (Human Resource Section); Finance and Administrative Division
	1.7. Approve Special Order authorizing the selected nominee/s to attend training, workshop, seminar and the like.		1 working day/s	• Executive Director III; Office of the Executive Director
	1.8. Issue the approved Special Order.		4 hour/s	• Admin Officer IV (Human Resource Section); Finance and Administrative Division
Total Processing Time:		Working Days: 10 working day/s		
Total Processing Fee:		Total Standard Fee: None		

7. 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
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees; Clients
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Document Transmittal Request Form (DTRF) (1) Original Copy	Applicant / Client
2. Incoming Documents (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send the intra-office documents to the FPA Central Office with the accomplished Document Transmittal Request Form (DTRF). **Location:** General Services Section (GSS), 1st Floor, FPA Bldg., Quezon City	1.1. Receive the incoming documents through mail or personal delivery from FPA-RFU officials/employees and clients with the DTRF.	None	30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.2. Sort the incoming documents according to divisions/ addressees.		2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and

				Administrative Division
	1.3. Encode details of the incoming documents into the computer database/log book.		4 hour/s, 30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.4. Distribute the incoming documents to the respective divisions/ addressees.		1 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

8. Liaison Services for Outgoing Documents

Distribution of inter/intra office outgoing documents to the concerned divisions, agencies, and other individuals and entities thru hand carry delivery.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees; Clients
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Document Transmittal Request Form (DTRF) (1) Original Copy	Applicant / Client
2. Outgoing Documents (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the inter/intra office outgoing documents with the accomplished Document Transmittal Request Form (DTRF) to GSS. **Location:** General Services Section (GSS), 1st Floor, FPA Bldg., Quezon City	1.1. Receive the signed DTRF and check the completeness of details and signatures together with the outgoing documents.	None	30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.2. Sort the incoming documents according to divisions/ addressees.		2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and

				Administrative Division
	1.3. Encode details of the incoming documents into the computer database/log book.		4 hour/s, 30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.4. Prepare the outgoing documents for delivery thru hand carry outside of the FPA.		1 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.5. Request for dispatch of a service vehicle from the GSS.		2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.6. Facilitate sending of the outgoing documents to the respective addressee.		6 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division

				• Administrative Officer V (General Services Section); Finance and Administrative Division
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		

9. Liaison Services for Outgoing Documents - Mailing

Distribution of inter/intra office outgoing documents to the concerned divisions, agencies, and other individuals and entities thru mail or other private couriers.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees; Clients
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Document Transmittal Request Form (DTRF) (1) Original Copy	Applicant / Client
2. Outgoing Documents (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the inter/intra office outgoing documents with the accomplished Document Transmittal Request Form (DTRF) to GSS. **Location:** General Services Section (GSS), 1st Floor, FPA Bldg., Quezon City	1.1. Receive the signed DTRF and check the completeness of details and signatures together with the outgoing documents.	None	30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.2. Sort the incoming documents according to divisions/ addressees.		3 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and

				Administrative Division
	1.3. Encode details of the incoming documents into the computer database/log book.		4 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.4. Prepare the outgoing documents for delivery thru hand carry outside of the FPA.		4 hour/s, 30 minute/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.5. Request for dispatch of a service vehicle from the GSS.		2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.6. Request for petty cash fund from the GSS.		2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division

				• Administrative Officer V (General Services Section); Finance and Administrative Division
	1.7. Facilitate sending of the outgoing documents to the respective addressee.		1 working day/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

10. 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 or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
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 Copy	Applicant / Client
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 Copy	Applicant / Client
For Situational Requirement	
A. Granting of Cash Advances	
Sub Situational Requirement/s	
A.a. Specific Documentary Requirements Common to all Cash Advances Except for Travels	
A.a.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 (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
Remarks: *for initial cash advance*	
A.a.2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section
A.a.3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
A.b. Petty Cash Fund (PCF)	
A.b.1. Approved estimates of petty expenses for one month (1) Original Copy	Applicant / Client

A.c. Field/Activity Current Operating Expenses (COE)	
A.c.1. Office Order/ Travel Order approved in accordance with Section 3 of EO No. 298 (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
A.c.2. Duly approved itinerary of travel (1) Original Copy	Applicant / Client
A.c.3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section
A.c.4. Post travel report (1) Original Copy	Applicant / Client
A.d. Local Travel	
A.d.1. Office Order/ Travel Order approved in accordance with Section 3 of EO No. 298 (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
A.d.2. Duly approved itinerary of travel (1) Original Copy	Applicant / Client
A.d.3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section
A.d.4. Post travel report (1) Original Copy	Applicant / Client
A.e. Foreign Travel	
A.e.1. Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005 (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
Remarks: *As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel:* *National agencies -Department Secretaries or their equivalents*	
A.e.2. Duly approved itinerary of travel (1) Original Copy	Applicant / Client
A.e.3. Letter of invitation of host/sponsoring country/agency/ organization (1) Original Copy Or (1) Electronic Copy	Applicant / Client
A.e.4. For plane fare, quotations of three travel agencies or its equivalent (1) Original Copy	Applicant / Client
A.e.5. Flight itinerary issued by the airline/ticketing office/travel agency (1) Electronic Copy	Applicant / Client
A.e.6. Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the	United Nations Development Programme (UNDP) - International Civil Service Commission

country of destination for the computation of DSA to be claimed (1) Electronic Copy	
Remarks: *https://www.undp.org/*	
A.e.7. Document to show the dollar to peso exchange rate at the date of grant of cash advance (1) Electronic Copy	Applicant / Client
A.e.8. Authority from the Office of the President to claim representation expenses (1) Original Copy	Office of the President - xc
A.e.9. Invitation addressed to the agency inviting participants (issued by the foreign country) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *In case of seminars/trainings*	
A.e.10. Acceptance of the nominees as participants (issued by the foreign country) (1) Original Copy	Applicant / Client
Remarks: *In case of seminars/trainings*	
A.e.11. Programme Agenda and Logistics Information (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *In case of seminars/trainings*	
A.e.12. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section
B. Liquidation of Cash Advances	
Sub Situational Requirement/s	
B.a. Petty Cash Fund	
B.a.1. Summary of Petty Cash Vouchers (1) Original Copy	Applicant / Client
B.a.2. Report of Disbursements (1) Original Copy	Applicant / Client
B.a.3. Petty Cash Replenishment Report (1) Original Copy	Applicant / Client
B.a.4. Approved purchase request with certificate of Emergency Purchase, if necessary (1) Original Copy	Applicant / Client

B.a.5. Bills, receipts, sales invoices (1) Original Copy	Applicant / Client
B.a.6. Certificate of inspection and acceptance (1) Original Copy	Applicant / Client
B.a.7. Report of Waste Materials (1) Original Copy	Applicant / Client
Remarks: *in case of replacement/repair*	
B.a.8. Approved trip ticket (1) Original Copy	Applicant / Client
Remarks: *for gasoline expenses and reimbursement of toll receipts*	
B.a.9. Canvass from at least three suppliers for purchases involving P 1,000 and above (1) Original Copy	Applicant / Client
Remarks: *except for purchases made while on official travel*	
B.a.10. Summary/Abstract of Canvass (1) Original Copy	Applicant / Client
B.a.11. Petty Cash Vouchers duly accomplished and signed (1) Original Copy	Applicant / Client
B.a.12. Official Receipt (OR) in case of refund (1) Original Copy	Applicant / Client
B.a.13. Toll Receipts (1) Original Copy	Applicant / Client
Remarks: *For reimbursement of toll receipts*	
B.a.14. Trip tickets (1) Original Copy	Applicant / Client
Remarks: *For reimbursement of toll receipts*	
B.a.15. Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses (1) Original Copy	Applicant / Client
B.b. Field/Activity Current Operating Expenses	
B.b.1. Cash Disbursement Record (1) Original Copy	Applicant / Client

B.b.2. Report of Disbursements (1) Original Copy	Applicant / Client
B.b.3. Cash Disbursement Register (1) Original Copy	Applicant / Client
B.b.4. Approved purchase request with certificate of Emergency Purchase (1) Original Copy	Applicant / Client
Remarks: *if necessary*	
B.b.5. Bills, receipts, sales invoices (1) Original Copy	Applicant / Client
B.b.6. Certificate of inspection and acceptance (1) Original Copy	Applicant / Client
B.b.7. Report of Waste Materials (1) Original Copy	Applicant / Client
Remarks: *in case of replacement/repair*	
B.b.8. Approved trip ticket (1) Original Copy	Applicant / Client
Remarks: *for gasoline expenses and reimbursement of toll receipts*	
B.b.9. Canvass from at least three suppliers for purchases involving P 1,000 and above (1) Original Copy	Applicant / Client
Remarks: *except for purchases made while on official travel*	
B.b.10. Summary/Abstract of Canvass (1) Original Copy	Applicant / Client
B.b.11. Official Receipt (OR) in case of refund (1) Original Copy	Applicant / Client
B.b.12. Toll Receipts (1) Original Copy	Applicant / Client
Remarks: *For reimbursement of toll receipts*	
B.b.13. Trip tickets (1) Original Copy	Applicant / Client

Remarks: *For reimbursement of toll receipts*	
B.c. Traveling Expenses - Local Travel	
B.c.1. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1) Original Copy	Applicant / Client
B.c.2. Certificate of appearance/attendance (1) Original Copy	Applicant / Client
B.c.3. Copy of previously approved itinerary of travel (1) Photo Copy	Applicant / Client
B.c.4. Revised Itinerary of Travel or any proof supporting the change of schedule (1) Original Copy	Applicant / Client
Remarks: *if the previous approved itinerary was not followed*	
B.c.5. 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 official travel exceeded the prescribed rate per day (1) Original Copy	Applicant / Client
Remarks: *Certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts*	
B.c.6. Liquidation Report (1) Original Copy	Applicant / Client
B.c.7. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
B.c.8. Certification of Expenses Not Requiring Receipts (CENRR) (1) Original Copy	Applicant / Client
B.c.9. Official Receipt (OR) in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.c.10. Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.c.11. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area (1) Original Copy	Applicant / Client
Remarks: *if the travel allowances being claimed include the hotel room/lodging rate*	

B.d. Traveling Expenses - Foreign Travel	
B.d.1. Paper/electronic plane tickets, boarding pass, boat or bus ticket (1) Original Copy	Applicant / Client
B.d.2. Certificate of appearance/attendance for training/seminar / participation (1) Original Copy	Applicant / Client
B.d.3. Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No. 248 (1) Original Copy	Applicant / Client
B.d.4. Approval by the President (1) Original Copy	Office of the President - Office of the Executive Secretary
Remarks: *For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298)*	
B.d.5. Certification from the Head of Agency that it is absolutely necessary (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
Remarks: *For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298)*	
B.d.6. Hotel room bills with official receipts (1) Original Copy	Applicant / Client
Remarks: *Certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel lodging bills and receipts*	
B.d.7. Revised Itinerary of Travel, if applicable (1) Original Copy	Applicant / Client
B.d.8. Narrative report on trip undertaken/Report on Participation (1) Original Copy	Applicant / Client
B.d.9. Official Receipt (OR) in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.d.10. Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.d.11. Liquidation Report (1) Original Copy	Applicant / Client
C. Fund Transfers	
Sub Situational Requirement/s	
C.a. Transfer of Funds to Implementing Agencies	
C.a.1. Copy of MOA/Trust Agreement (1) Original Copy	Applicant / Client

C.a.2. Copy of Approved Program of Work (1) Original Copy	Applicant / Client
Remarks: *for infrastructure project*	
C.a.3. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (1) Original Copy	Applicant / Client
Remarks: *for other projects*	
C.a.4. Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books (1) Original Copy	Applicant / Client
C.a.5. Copy of the Official Receipt (OR) issued by the Implementing Agency (IA) to the Source Agency acknowledging receipt of funds transferred (1) Original Copy	Applicant / Client
Remarks: *for post-audit activities*	
C.b. Liquidation	
C.b.1. Necessary supporting documents depending on the nature of transactions (1) Original Copy	Applicant / Client
C.b.2. Copy of MOA/Trust Agreement (1) Original Copy	Applicant / Client
C.b.3. Copy of Official Receipt (OR) upon receipt of funds transferred (1) Original Copy	Applicant / Client
C.b.4. Copy of Official Receipt (OR) issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer (1) Original Copy	Applicant / Client
C.b.5. Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the Implementing Agency (IA), and duly audited by the Auditor of the IA (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
C.b.6. Copy of Credit Notice issued by the Auditor of the Implementing Agency (1) Photo Copy	Commission on Audit (COA) - Audit Team
C.b.7. Copy of Official Receipt (OR) issued for the refund of unexpended/unutilized balance of fund transferred (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
D. Salary and Personal Economic Relief Allowance	

Sub Situational Requirement/s	
D.a. Individual Claims - First Salary and PERA	
D.a.1. Duly approved Appointment (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.a.2. Assignment Order (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
Remarks: *if applicable*	
D.a.3. Certified true copy of Oath of Office (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.a.4. Certificate of Assumption (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.a.5. Statement of Assets , Liabilities and Net Worth (1) Photo Copy	Applicant / Client
D.a.6. Approved Daily Time Record (DTR) (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.a.7. Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2306) (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
D.a.8. Payroll Information on New Employee (PINE) (1) Original Copy	Applicant / Client
Remarks: *for agencies with computerized payroll systems*	
D.a.9. Authority from the claimant and identification documents (1) Original Copy	Applicant / Client
Remarks: *if claimed by person other than the payee*	
D.a.10. Clearance from money, property and legal accountabilities from the previous office (1) Certified True Copy	Applicant / Client
Remarks: *Additional Requirements for Transferees (from one government office to another)*	

D.a.11. Pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat (1) Certified True Copy	Applicant / Client
Remarks: *Additional Requirements for Transferees (from one government office to another)*	
D.a.12. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
Remarks: *Additional Requirements for Transferees (from one government office to another)*	
D.a.13. Certificate of Available Leave Credits (1) Original Copy	Applicant / Client
Remarks: *Additional Requirements for Transferees (from one government office to another)*	
D.a.14. Service Record (1) Certified True Copy	Applicant / Client
Remarks: *Additional Requirements for Transferees (from one government office to another)*	
D.b. Individual Claims - Salary and PERA (if deleted from the payroll)	
D.b.1. Approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
D.b.2. Notice of Assumption (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.b.3. Approved Application for Leave, Clearances, and Medical Certificate (1) Certified True Copy	Applicant / Client
Remarks: *if on sick leave for five days or more*	
D.c. Individual Claims - Salary Differentials due to Promotion and/or Step Increment	
D.c.1. Approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.c.2. Certificate of Assumption (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative

	Division - Human Resource Section
D.c.3. Approved Daily Time Record (DTR) or certification that the employee has not incurred leave without pay (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.d. Individual Claims - Last Salary and PERA	
D.d.1. Clearance from money, property and legal accountabilities (1) Certified True Copy	Applicant / Client
D.d.2. Approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
D.e. Individual Claims - Salary and PERA due to heirs of deceased employee	
D.e.1. Clearance from money, property and legal accountabilities (1) Certified True Copy	Applicant / Client
D.e.2. Approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
D.e.3. Death Certificate authenticated by Philippine Statistics Authority (PSA) (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
D.e.4. Birth Certificates of surviving legal heirs authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *if applicable*	
D.e.5. Marriage Contract authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *if applicable*	
D.e.6. Designation of next-of-kin (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
D.e.7. Waiver of right of children 18 years old and above (1) Original Copy	Applicant / Client
D.f. Individual Claims - Maternity Leave	
D.f.1. Certified true copy of approved application for leave (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
D.f.2. Maternity leave clearance (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section

D.f.3. Medical certificate for maternity leave (1) Original Copy	Applicant / Client
D.f.4. Medical certificate that the employee is physically fit to work (1) Original Copy	Applicant / Client
Remarks: *Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)*	
D.f.5. Certificate of assumption (1) Original Copy	Applicant / Client
Remarks: *Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)*	
D.f.6. Approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
Remarks: *Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)*	
D.g. General Claims through the Automated Teller Machine (ATM)	
D.g.1. Salary Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
D.g.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
D.g.3. Letter to the Bank to credit employees' account of their salaries or other claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
D.g.4. Validated deposit slips (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
E. Allowances, Honoraria, and Other Forms of Compensation	
Sub Situational Requirement/s	
E.a. For Individual Claims - Representation and Transportation Allowance (RATA)	
E.a.1. Office Order/Appointment (1st payment) (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.a.2. Certificate of Assumption (1st payment) (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section

E.a.3. Certification that the official/employee did not use government vehicle and is not assigned any government vehicle (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - General Services Section
E.a.4. Certificate or evidence of service rendered or approved daily time record (DTR) (1) Original Copy	Applicant / Client
E.b. For General Claims - Representation and Transportation Allowance (RATA)	
E.b.1. RATA Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.b.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.b.3. Letter to the Bank to credit employees' account of their RATA claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
Remarks: *if applicable*	
E.b.4. Validated deposit slip (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
Remarks: *if applicable*	
E.c. For Individual Claims - Clothing/Uniform Allowance	
E.c.1. Approved appointment of new employees (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
Remarks: *if applicable*	
E.c.2. Certificate of Assumption of new employees (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
Remarks: *if applicable*	
E.c.3. Certificate of non-payment from previous agency (1) Original Copy	Applicant / Client
Remarks:	

for transferees	
E.d. For General - Clothing/Uniform Allowance	
E.d.1. Clothing/Uniform Allowance Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.d.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.d.3. Letter to the Bank to credit employees' account of their salaries or other claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.d.4. Validated deposit slip (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
E.e. Subsistence, Laundry and Quarters Allowances	
E.e.1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.e.2. Approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
E.e.3. Authority to collect (1) Original Copy	Applicant / Client
Remarks: *for initial claim*	
E.f. For Individual Claims - Productivity Incentive Allowance (PIB)	
E.f.1. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.f.2. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Applicant / Client
E.g. For General Claims - Productivity Incentive Allowance (PIB)	
E.g.1. PIB Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.2. List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section

Remarks: *except if the penalty meted out is only a reprimand*	
E.g.3. List of personnel dismissed within the year (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.4. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.5. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.6. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.7. Letter to the Bank to credit employees' account of their PIB claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.g.8. Validated deposit slip (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cash Section
E.h. Special Counsel Allowance	
E.h.1. Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel (1) Certified True Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.h.2. Certificate of Appearance issued by the Office of the Clerk of Court (1) Original Copy	Supreme Court of the Philippines - Office of the Clerk of Court
E.h.3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.h.4. Certification issued by the concerned lawyer and the Agency Accountant that the amount being claimed is still within the limitation under the GAA of P4,000 per month (1) Original Copy	Applicant / Client
E.i. Honoraria - Government Personnel involved in Government Procurement	
E.i.1. Office Order creating and designating the Bids and Awards Committee (BAC) composition and authorizing the members to collect honoraria (1) Certified True Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.i.2. Minutes of BAC Meeting (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee

E.i.3. Notice of award to the winning bidder of procurement activity being claimed (1) Certified True Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
E.i.4. Certification that the procurement involves competitive bidding (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
E.i.5. Attendance Sheet listing names of attendees to the BAC meeting (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
E.j. Honoraria - Governing Boards of Collegial Bodies	
E.j.1. Appointment / designation as member of the Board (1) Certified True Copy	Governing Boards of Collegial Bodies - Board Secretary
E.j.2. Certification that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits (1) Original Copy	Governing Boards of Collegial Bodies - Board Secretary
E.j.3. Minutes of meeting and Attendance Sheet as certified by the Board Secretary (1) Original Copy	Governing Boards of Collegial Bodies - Board Secretary
E.k. Honoraria - Lecturer/Coordinator	
E.k.1. Office Order (1) Certified True Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.k.2. Coordinator's report on lecturer's schedule (1) Original Copy	Applicant / Client
E.k.3. Course Syllabus/Program of Lectures (1) Photo Copy	Applicant / Client
E.k.4. Duly approved Daily Time Record (DTR) in case of claims by the coordinator and facilitators (1) Original Copy	Applicant / Client
E.l. Honoraria - Special Projects	
E.l.1. Performance evaluation plan formulated by project management used as basis for rating the performance of members (1) Original Copy	Applicant / Client
E.l.2. Office Order designating members of the special project (1) Certified True Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.l.3. Terms of Reference (1) Original Copy	Applicant / Client
E.l.4. Certificate of completion of project deliverables (1) Original Copy	Applicant / Client
E.l.5. Special Project Plan (1) Certified True Copy	Applicant / Client
E.l.6. Authority to collect honoraria (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.l.7. Certificate of acceptance by the agency head of the deliverables per project component (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director

E.m. Honoraria - Hazard Duty Pay	
E.m.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 (1) Original Copy	Department of Science and Technology (DOST)/Department of Health (DOH)/Department of National Defense (DND)/Director of the Philippine Institute of Volcanology and Seismology - Director/Secretary
E.m.2. Duly accomplished time record of employees or travel report (1) Original Copy	Applicant / Client
E.m.3. Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas (1) Certified True Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.m.4. Daily job description/ actual duties that describes that the personnel is performing hazardous duties and enduring physical hardships in the course of performance of duties (1) Original Copy	Applicant / Client
E.m.5. Certification by the Division Chief, Laboratory Division attesting to the reported duration of actual exposure to hazardous environment by the concerned personnel (1) Original Copy	Fertilizer and Pesticide Authority - Laboratory Services Division
E.m.6. Approved Daily Time Record (DTR)/Service Report (1) Original Copy	Applicant / Client
E.n. Honoraria - Longevity Pay	
E.n.1. Service Record (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.n.2. Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.o. Honoraria - Overtime Pay	
E.o.1. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1) Original Copy	Applicant / Client
E.o.2. Overtime work program (1) Original Copy	Applicant / Client
E.o.3. Quantified Overtime accomplishment duly signed by the employee and supervisor (1) Original Copy	Applicant / Client
E.o.4. Certificate of service or duly approved Daily Time Record (DTR) (1) Original Copy	Applicant / Client
E.p. Honoraria - Year-End Bonus (YEB) and Cash Gift (CG) for Individual Claims	
E.p.1. Clearance from money, property and legal accountabilities	Applicant / Client

(1) Original Copy	
E.p.2. Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.q. Honoraria - Year-End Bonus (YEB) and Cash Gift (CG) for General Claims	
E.q.1. YEB and CG Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.q.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.q.3. Letter to the Bank to credit employees account of their YEB and CG claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cashier Unit
E.q.4. Deposit slips (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cashier Unit
E.r. Retirement Benefits	
E.r.1. Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Office (HRO) that the retiree did not incur any leave of absence without pay (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.r.2. Retirement application (1) Original Copy	Applicant / Client
E.r.3. Office clearance from money/property accountability & administrative/ criminal liability (1) Certified True Copy	Applicant / Client
E.r.4. Statement of assets and liabilities (1) Original Copy	Applicant / Client
E.r.5. Retirement Gratuity Computation (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.r.6. Affidavit of Undertaking for authority to deduct accountabilities (1) Original Copy	Applicant / Client
E.r.7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director - Legal Unit
Remarks: *Anti-Graft RA No. 3019*	
E.r.8. Certificate from the Office of Ombudsman indicating whether or not the retiree has a pending criminal or administrative case	Applicant / Client

(1) Original Copy	
E.r.9. Employee's letter of resignation duly accepted by the Agency Head (1) Original Copy	Applicant / Client
Remarks: *Additional requirement in case of resignation*	
E.r.10. Death certificate authenticated by Philippine Statistics Authority (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	
E.r.11. Marriage contract authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	
E.r.12. Birth certificates of all surviving legal authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	
E.r.13. Designation of next-of-kin (1) Original Copy	Applicant / Client
Remarks: *Additional requirements in case of death of claimant*	
E.r.14. Waiver of rights of children 18 years old and above (1) Original Copy	Applicant / Client
E.r.15. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage (1) Original Copy	Applicant / Client
E.s. Terminal Leave Benefits	
E.s.1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment (1) Original Copy	Applicant / Client
E.s.2. Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/ Human Resource Management Office (HRMO) (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.s.3. Approved leave application (2) Original Copy	Applicant / Client

E.s.4. Complete service record (1) Original Copy Or (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.s.5. Statement of Assets, Liabilities and Net Worth (SALN) (1) Original Copy	Applicant / Client
E.s.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 (1) Certified True Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.s.7. Computation of terminal leave benefits duly signed/certified by the accountant (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section
E.s.8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU (1) Original Copy	Applicant / Client
E.s.9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (1) Original Copy	Applicant / Client
Remarks: *RA No. 3019*	
E.s.10. Employee's letter of resignation duly accepted by the, Head of the Agency (1) Original Copy	Applicant / Client
Remarks: *In case of resignation*	
E.s.11. Death certificate authenticated by Philippine Statistics Authority (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	
E.s.12. Marriage contract authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	
E.s.13. Birth certificates of all surviving legal authenticated by PSA (1) Original Copy	Philippine Statistics Authority - BREQS Application and Releasing
Remarks: *Additional requirements in case of death of claimant*	

E.s.14. Designation of next-of-kin (1) Original Copy	Applicant / Client
Remarks: *Additional requirements in case of death of claimant*	
E.s.15. Waiver of rights of children 18 years old and above (1) Original Copy	Applicant / Client
E.t. Monetization	
E.t.1. Approved leave application (ten days) with leave credit balance certified by the Human Resource Office (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.t.2. Request for leave covering more than ten days duly approved by the Head of Agency (1) Original Copy	Applicant / Client
E.t.3. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1) Original Copy	Applicant / Client
Remarks: *For monetization of 50 percent or more*	
E.t.4. Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. (1) Original Copy	Barangay Hall - Administrative Staff
Remarks: *For monetization of 50 percent or more*	
E.u. For Individual Claims - Loyalty Cash Award/Incentive	
E.u.1. Service Record (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.u.2. Certificate of non-payment from previous office (1) Original Copy	Applicant / Client
Remarks: *for transferee*	
E.u.3. Certification from the HRO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.v. For General Claims - Loyalty Cash Award/Incentive	

E.v.1. Loyalty Cash Award/Incentive Payroll (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.v.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section
E.v.3. Letter to the Bank to credit employees' account of their salaries or other claims (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cashier Unit
E.v.4. Deposit slips (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cashier Unit
E.w. Collective Negotiation Agreement (CNA) Incentive	
E.w.1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive (1) Original Copy	Fertilizer and Pesticide Authority - FPA Employee Association
E.w.2. Comparative statement of DBM approved level of operating expenses and actual operating expenses (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Budget Section
E.w.3. Copy of CNA (1) Original Copy	Fertilizer and Pesticide Authority - FPA Employee Association
E.w.4. Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
E.w.5. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
E.x. Medical Allowance - In the form of HMO-type product coverage	
E.x.1. Certified copy of the HMO agreement or identification card issued by the HMO provider (1) Original Copy	Applicant / Client
E.x.2. Certification of membership issued by the HMO provider (1) Original Copy	Applicant / Client
E.x.3. Official receipt for the payment of membership fee for the HMO product acquired (1) Original Copy	Applicant / Client
E.y. Medical Allowance - In cash form for those who will (i) avail their own or (ii) pay/renew their existing HMO-type benefit	
E.y.1. Certified copy of the HMO agreement or identification card issued by the HMO provider (1) Original Copy	Applicant / Client
E.y.2. Certification of membership issued by the HMO provider	Applicant / Client

(1) Original Copy	
E.y.3. Official receipt for the payment of membership fee for the HMO product acquired (1) Original Copy	Applicant / Client
E.z. Medical Allowance - In cash form for those who paid their medical expenses	
E.z.1. Receipts of the medical services or Medical certificate (1) Original Copy	Applicant / Client
F. Other Expenditures	
Sub Situational Requirement/s	
F.a. Utility Expenses	
F.a.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
Remarks: *for pre-audit purposes*	
F.a.2. Invoice/Official Receipt or machine validated statement of account/bill (1) Original Copy	Applicant / Client
Remarks: *for post-audit purposes*	
F.b. Telephone/Communication Services	
F.b.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
F.b.2. Invoice/Official Receipt or machine validated statement of account/bill (1) Original Copy	Applicant / Client
Remarks: *for post-audit purposes*	
F.b.3. Certification by Agency Head or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls (1) Original Copy	Fertilizer and Pesticide Authority - Office of the Executive Director
G. Extraordinary and Miscellaneous Expenses	
G.1. Receipts and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs (1) Original Copy	Applicant / Client
G.2. Certification stating that the amount has been incurred in accordance with Section 50 of the General Appropriation Act which	Applicant / Client

are official in nature (1) Original Copy	
H. Procurement	
Sub Situational Requirement/s	
H.a. Procurement through Public Bidding	
H.a.1. One Authenticated photocopy of the approved Annual Procurement Plan (APP) and any amendment thereto (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.2. Approved contract supported by documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No . 2005-027 dated February 28, 2005 to be submitted to the Auditor 's Office within five days from the execution of the contract (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.3. Invitation to Apply for Eligibility to Bid (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.4. Letter of Intent (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.5. Results of Eligibility Check/Screening (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.6. Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.7. Minutes of Pre-Bid Conference (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
Remarks: *Approved Budget for Contract (ABC) P1.0 million and above*	
H.a.8. Agenda and/or Supplemental Bulletins, if any (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.9. Bidders Technical and Financial Proposals (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.10. Minutes of Bid Opening (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.11. Abstract of Bids (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.12. Post-Qualification Report of Technical Working Group (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.13. BAC Resolution declaring winning bidder (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.14. Notice of Post Qualification	Fertilizer and Pesticide Authority -

(1) Original Copy	Bids and Awards Committee (BAC)
H.a.15. BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.16. Notice of Award (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.17. Performance (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.18. Program of Work and Detailed Estimates (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.19. Notice to Proceed, indicating the date of receipt by the contractor (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.20. Detailed Breakdown of the ABC (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.21. Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.22. Detailed Breakdown of the Contract Cost (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)

Remarks:

- including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects indicating the following, among others, for consultancy services

- *Schedule of basic rates certified by the consultant with a sworn statement*
- *Derivation of the billing factor/multiplier certified by the consultant with a sworn statement*
- *Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts*

- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/ security/ maintenance services

- indicating the monthly lease payment and period of lease for lease contracts

H.a.23. Copy of Advertisement of Invitation to Bid/Request for expression of interest (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.24. Newspaper clippings of advertisement (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)

Remarks:

ABC P5.0 million and above for infrastructure, P2.0 million and - above for goods, and P1.0 million or four months duration and above for consulting services

H.a.25. Printout copy of advertisement posted in PhilGEPS (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.26. Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.27. Printout copies of advertisement posted in agency website, if any (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.28. Documentary requirements under Sections 23.1 and 25.2.b for infrastructure projects, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184 (1) Original Copy	Applicant / Client
H.a.29. Minutes of Pre-procurement Conference (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
Remarks: *For projects costing above P5.0 million for infrastructure, P2.0 million ' and above for goods, and 1.0 million and above for consulting services*	
H.a.30. Bid Evaluation Report (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.31. Ranking of shortlisted bidders for consulting services (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.32. Post Qualification Evaluation Report (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.33. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.34. Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No . 9184 (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.a.35. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee (BAC)
H.b. Procurement through Public Bidding - Infrastructure	
H.b.1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1) Original Copy	Applicant / Client
H.b.2. Common to progress/final payments (1) Original Copy	Applicant / Client
H.b.3. Statement of Work Accomplished/Progress Billing (1) Original Copy	Applicant / Client
H.b.4. Inspection Report by the Agency's Authorized Engineer (1) Original Copy	Applicant / Client
H.b.5. Results of Test Analysis, if applicable (1) Original Copy	Applicant / Client

H.b.6. Statement of Time Elapsed (1) Original Copy	Applicant / Client
H.b.7. Monthly Certificate of Payment (1) Original Copy	Applicant / Client
H.b.8. Contractor's Affidavit on payment of laborers and materials (1) Original Copy	Applicant / Client
H.b.9. Pictures, before, during and after construction of items of work especially the embedded items (1) Original Copy	Applicant / Client
H.b.10. Photocopy of vouchers of all previous payments (1) Original Copy	Applicant / Client
H.b.11. Certificate of completion (1) Original Copy	Applicant / Client
H.c. Procurement through Public Bidding - Infrastructure (Advance Payment)	
H.c.1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1) Original Copy	Applicant / Client
H.c.2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.d. Procurement through Public Bidding - Infrastructure (Variation Order /Change Order /Extra Work Order)	
H.d.1. Copy of Approved Change Order (CO)/Extra Work Order (EWO) (1) Original Copy	Applicant / Client
Remarks: *Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review/evaluation of the changes in the contract*	
H.d.2. Copy of the approved original plans indicating the affected portion(s) of the project and duly revised plans and specifications, if applicable , indicating the changes made which shall be color coded (1) Original Copy	Applicant / Client
Remarks: *Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review/evaluation of the changes in the contract*	
H.d.3. Copy necessity/justification(s) for the need of such CO and/or EWO (1) Original Copy	Applicant / Client
Remarks: *shall include:* *(a) the computation as to the quantities of the additional works involved per item indicating the specific*	

stations where such works are needed; *(b) the date of inspection conducted and the results of such inspection;* *(c) a detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/lump-sum/lot*	
H.d.4. Copy of the approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order (1) Original Copy	Applicant / Client
H.d.5. Copy of the approved detailed breakdown of contract cost for the variation order (1) Original Copy	Applicant / Client
H.d.6. Copy of the COA Technical Evaluation Report for the original contract (1) Original Copy	Applicant / Client
H.d.7. Copy of the COA Technical Evaluation Report for the previously approved variation orders (1) Original Copy	Applicant / Client
Remarks: *If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed*	
H.d.8. Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost (1) Original Copy	Applicant / Client
H.d.9. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.e. Procurement through Public Bidding - Infrastructure (Progress Payment)	
H.e.1. Statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished (1) Original Copy	Applicant / Client
H.f. Procurement through Public Bidding - Infrastructure (Final Payment)	
H.f.1. As-Built plans (1) Original Copy	Applicant / Client
H.f.2. Warranty security (1) Original Copy	Applicant / Client
H.f.3. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid (1) Original Copy	Applicant / Client
Remarks: *DPWH Department Order (DO) No. 109 s. 1993 dated May 4, 1993 and DO No. 119 s. 1993 dated May 11, 1993*	

H.f.4. Copy of tum over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1) Original Copy	Applicant / Client
H.g. Procurement through Public Bidding - Infrastructure (Release of Retention Money)	
H.g.1. Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (1) Original Copy	Applicant / Client
H.g.2. Certification from the end-user that the project is completed and inspected (1) Original Copy	Applicant / Client
H.h. Procurement through Public Bidding - Consulting Services	
H.h.1. Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract (1) Original Copy	Applicant / Client
H.h.2. Appropriate approved documents indicating the expected outputs/deliverables (1) Original Copy	Applicant / Client
Remarks: *If not in the Terms of Reference*	
H.h.3. Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project (1) Original Copy	Applicant / Client
H.h.4. Copy of the curriculum vitae of the consultants and staff (1) Original Copy	Applicant / Client
H.h.5. Letter request for payment from the consultant (1) Original Copy	Applicant / Client
H.h.6. Approved Consultancy Progress/ Final Reports, and/or output required under contract (1) Original Copy	Applicant / Client
H.h.7. Progress/Final Billing (1) Original Copy	Applicant / Client
H.h.8. Contract of Infrastructure Projects subject of Project Management Consultancy Services (1) Original Copy	Applicant / Client
H.i. Procurement through Public Bidding - Goods (Supplies, Materials, Equipment and Motor Vehicles)	
H.i.1. Additional documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted within five days upon execution of the contract (1) Original Copy	Applicant / Client

H.i.2. Certificate of Exclusive Distributorship, if applicable (1) Original Copy	Applicant / Client
H.i.3. Samples and brochures/photographs, if applicable (1) Original Copy	Applicant / Client
H.i.4. Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details (1) Original Copy	Applicant / Client
Remarks: *For imported items*	
H.i.5. Home Consumption Value of the items (1) Original Copy	Applicant / Client
Remarks: *For imported items*	
H.i.6. Breakdown of the expenses incurred in the Importation (1) Original Copy	Applicant / Client
Remarks: *For imported items*	
H.i.7. Original copy of Dealers/Suppliers' Invoices showing the duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered (1) Original Copy	Applicant / Client
H.i.8. Results of Test Analysis (1) Original Copy	Applicant / Client
Remarks: *if applicable*	
H.i.9. Tax receipts from the Bureau of Customs (BOC) or the Bureau of Internal Revenue (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 (1) Original Copy	Applicant / Client
Remarks: *Administrative Order (AO) No. 200 dated November 21, 1990*	
H.i.10. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative (1) Original Copy	Applicant / Client
H.i.11. Property Acknowledgment Receipt (1) Original Copy	Applicant / Client
Remarks:	

For equipment	
H.i.12. 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 non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (1) Original Copy	Applicant / Client
H.i.13. Request for purchase of supplies, materials and equipment duly approved by proper authorities (1) Original Copy	Applicant / Client
H.i.14. Authority to purchase from Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided (1) Original Copy	Applicant / Client
Remarks: *In case of motor vehicles, (AO No. 233 dated August 1, 2008) (Sections 7 and 9)*	
H.i.15. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditoria review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.j. Procurement through Public Bidding - Goods (General Support Services (janitorial, security, maintenance services)	
H.j.1. Additional documents under Annexes H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of (1) Original Copy	Applicant / Client
H.j.2. Appropriate approved documents (1) Original Copy	Applicant / Client
Remarks: *Appropriate approved documents indicating the following:* *1. The number of personnel involved and their corresponding rates/salary* *2. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit* *3. The type and number of equipment to be served (in case of visitorial maintenance service)*	
H.j.3. The scaled floor plans of the building and other area/s covered by the service contract (1) Original Copy	Applicant / Client
Remarks: *for janitorial services*	
H.j.4. The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing RA No. 6727 (1) Original Copy	Applicant / Client
H.j.5. Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in	Applicant / Client

the project (for security service contract) (1) Original Copy	
H.j.6. The population of the agency where the services are rendered (1) Original Copy	Applicant / Client
Remarks: *for security service controls*	
H.j.7. Detailed description of the maintenance services to be rendered or activities to be performed (1) Original Copy	Applicant / Client
Remarks: *for maintenance service contracts*	
H.k. Procurement through Public Bidding - Goods (For Garbage Collection and Disposal)	
H.k.1. Additional documents under Annexes L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor 's Office within five days from the execution of the contract (1) Original Copy	Applicant / Client
H.k.2. Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used (1) Original Copy	Applicant / Client
H.k.3. Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used (1) Original Copy	Applicant / Client
H.k.4. Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition (1) Original Copy	Applicant / Client
H.k.5. The designated dumpsite/location of dumpsite (1) Original Copy	Applicant / Client
Remarks: *if provided in a separate document*	
H.k.6. The measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled (1) Original Copy	Applicant / Client
H.k.7. Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates (1) Original Copy	Applicant / Client
H.k.8. Sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract (1) Original Copy	Applicant / Client
Remarks:	

In cases where the type of contract differs from the usual per trip contract basis	
H.l. Procurement through Public Bidding - Goods (For forwarding/shipping/hauling contract)	
H.l.1. Additional documents under Annexes L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor 's Office within five days from the execution of the contract (1) Original Copy	Applicant / Client
H.l.2. The type/kind and technical description of the mode of transportation used (1) Original Copy	Applicant / Client
H.l.3. The point of origin and destination including the estimated distance/s if transported by land (1) Original Copy	Applicant / Client
H.l.4. The estimated weight and volume of cargoes involved (1) Original Copy	Applicant / Client
H.l.5. Accomplishment Report (1) Original Copy	Applicant / Client
H.l.6. Request for payment (1) Original Copy	Applicant / Client
H.l.7. Contractor's Bill (1) Original Copy	Applicant / Client
H.l.8. Certificate of Acceptance (1) Original Copy	Applicant / Client
H.l.9. Record of Attendance/Service (1) Original Copy	Applicant / Client
H.l.10. Proof of remittance to concerned government agency and/or GOCCs [BIR/Social Security System (SSS)/Pag-Ibig] (1) Original Copy	Applicant / Client
H.l.11. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.m. Procurement through Public Bidding - Goods (Rental Contracts - For privately-owned office/building)	
H.m.1. Additional documents under Annexes L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor 's Office within five days from the execution of the contract (1) Original Copy	Applicant / Client
H.m.2. Complete copy of the building floor plans indicating in shaded colors the rentable space (1) Photo Copy	Applicant / Client
H.m.3. Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building (1) Original Copy	Applicant / Client

H.m.4. Complete description of the building as to type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc. (1) Photo Copy	Applicant / Client
H.m.5. Copy of the Master of Deed Declaration and Restrictions in case of lease/rental of office condominiums (1) Certified True Copy	Applicant / Client
H.n. Procurement through Public Bidding - Goods (Rental Contracts - For equipment rental/lease/purchase contract)	
H.n.1. Agency evaluation of equipment utilization (1) Original Copy	Applicant / Client
H.n.2. Pertinent data of area of operation (1) Original Copy	Applicant / Client
H.n.3. List of prevailing comparable property within vicinity (1) Original Copy	Applicant / Client
H.n.4. Vicinity map (1) Original Copy	Applicant / Client
H.n.5. Request for payment (1) Original Copy	Applicant / Client
H.n.6. Bill/Invoices (1) Original Copy	Applicant / Client
H.n.7. Certificate of occupancy (1) Original Copy	Applicant / Client
H.n.8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.o. Procurement through Public Bidding - Goods (Repair and Maintenance of Aircraft, Equipment and Motor Vehicles)	
H.o.1. Additional documents under Annexes Q and R of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract. (1) Original Copy	Applicant / Client
H.o.2. Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done (1) Original Copy	Applicant / Client
H.o.3. Copy of the latest service bulletin, in case of aircraft (1) Original Copy	Applicant / Client
H.o.4. Report of waste materials (1) Original Copy	Applicant / Client
H.o.5. Copy of document indicating the history of repair (1) Original Copy	Applicant / Client
H.o.6. Post-inspection reports (1) Original Copy	Applicant / Client

H.o.7. Warranty Certificate (1) Photo Copy	Applicant / Client
H.o.8. Request for payment (1) Original Copy	Applicant / Client
H.o.9. Bill/Invoices (1) Original Copy	Applicant / Client
H.o.10. Certificate of Acceptance (1) Original Copy	Applicant / Client
H.o.11. Pre-repair inspection reports (1) Original Copy	Applicant / Client
H.o.12. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.p. Procurement through Public Bidding - Goods (Advertising Expenses)	
H.p.1. Bill/Statement of Account (1) Original Copy	Applicant / Client
H.p.2. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial (1) Original Copy	Applicant / Client
H.q. Procurement through Alternative Modes	
H.q.1. Purchase Order/Letter Order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicated, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter order/contract) (1) Original Copy	Applicant / Client
Remarks: *Documents to be submitted within five working days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009*	
H.q.2. Proof of posting of invitation or request for submission of price quotation in the PhilGEPS website, website of the procuring agency, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1(b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR ofRA No. 9184 (1) Original Copy	Applicant / Client
Remarks: *Documents to be submitted within five working days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009*	
H.q.3. Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN)	Applicant / Client

agencies (1) Original Copy	
Remarks: *Documents to be submitted within five working days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009*	
H.q.4. BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Documents to be submitted within five working days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009*	
H.q.5. Proof of posting of Notice of Award in the PhilGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Documents to be submitted within five working days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009*	
H.q.6. Approved Procurement Plan (1) Photo Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.q.7. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities (1) Original Copy	Applicant / Client
H.q.8. Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered (1) Original Copy	Applicant / Client
H.q.9. Inspection and acceptance report signed "Inspected by" by the authorized agency inspector and signed "accepted by" by the authorized end-user to whom the item was delivered or the property officer if item is for stock (1) Original Copy	Applicant / Client
H.q.10. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.q.11. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.q.12. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	Fertilizer and Pesticide Authority - Bids and Awards Committee

(1) Original Copy	
H.r. Limited Source Bidding	
H.r.1. Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers /suppliers/distributors with known experience and proven capability on the requirements of the particular contract (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.r.2. Winning bidder's offer or proposal (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.r.3. Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.r.4. Notice of Award (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.r.5. Documentary requirements under Sections 23.1 and 25.2(a) for goods, 23.1 and 25.2(b) for infrastructure, 25.1 and 25.2(c) for consultancy services, of the Revised IRR of RA No. 9184 (1) Original Copy	Applicant / Client
H.r.6. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Applicant / Client
H.r.7. Bid security (required under Section 54.4 IRR-A, RA No. 9184) (1) Original Copy	Applicant / Client
H.s. Direct Contracting	
H.s.1. Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks:	

Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009	
H.s.2. Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.s.3. Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.s.4. Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.s.5. Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.s.6. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.t. Repeat Order	
H.t.1. Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public	Applicant / Client

bidding (1) Original Copy	
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.t.2. Certification from the Purchasing Department/Office that the supplier has complied with all the requirements under the original contract (1) Original Copy	Applicant / Client
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.u. Shopping	
H.u.1. Price quotations from at least three bonafide and reputable manufacturers /suppliers/distributors (1) Original Copy	Applicant / Client
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.u.2. Abstract of canvass (1) Original Copy	Applicant / Client
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.v. Negotiated Procurement	
H.v.1. In cases of two failed biddings, emergency cases, take-over of contract and small value procurement Price quotation/bids/final offers from at least be three invited suppliers (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.v.2. Abstract of submitted Price Quotation (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.v.3. BAC Resolution recommending award of contract to Lowest (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee

Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.v.4. Calculated Responsive Bid (LCRB) (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.w. Negotiated Procurement - In case of two failed biddings	
H.w.1. Agency's offer for negotiations with selected suppliers, contractors or consultants (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.w.2. Certification of BAC on the failure of competitive bidding for the second time (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.w.3. Evidence of invitation of observers in all stages of the negotiation (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.w.4. Eligibility documents in case of infrastructure projects (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
Remarks: *Specific requirements to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009*	
H.x. Negotiated Procurement - In emergency cases	
H.x.1. Justification as to the necessity of purchase (1) Original Copy	Applicant / Client
H.y. Negotiated Procurement - In case of take-over of contracts	
H.y.1. Copy of terminated contract Reasons for the termination (1) Original Copy	Applicant / Client

H.y.2. Negotiation document with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.z. Negotiated Procurement - In case of small value procurement	
H.z.1. Letter/invitation to submit proposals (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.{. Negotiated Procurement - For adjacent or contiguous projects	
H.{.1. Original contract and any document indicating that the same resulted from competitive bidding (1) Original Copy	Fertilizer and Pesticide Authority - Bids and Awards Committee
H.{.2. Scope of work which should be related or similar to the scope of work of the original contract (1) Original Copy	Applicant / Client
H.{.3. Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay (1) Original Copy	Applicant / Client
H.|. Direct Acquisition	
H.|.1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1) Original Copy	Applicant / Client
H.|.2. Other requirements as per DA AO No. 02 series of 2026 (1) Original Copy	Applicant / Client
H.}. For procurement through ADA or direct payment	
H.}.1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1) Original Copy	Applicant / Client
H.}.2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier (1) Original Copy	Applicant / Client
H.}.3. Confirmation from the bank that the account of the supplier has already been credited (for post audit purposes) (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Cashier Unit
I. Human Resource Development and Training Program	
I.1. Budget estimates approved by the Head of Agency (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
I.2. Schedule of training approved by the Head of the Agency (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section

I.3. Approved Special Order (SO) to attend the training (1) Photo Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section
I.4. Invitation from the service provider to attend the training if any (1) Photo Copy	Applicant / Client
I.5. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resource Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the claims with its corresponding supporting documents and complete signatures to the FAD. **Location:** Finance and Administrative Division, 2nd Floor, FPA Bldg., Quezon City	1.1. Check completeness of signature and supporting documents.	None	4 hour/s	• Administrative Assistant II (Budget Section); Finance and Administrative Division
	1.2. Check the computation and verification of availability of allotment per Programs, Activities, Projects (PAPs) and per Responsibility Center.		4 hour/s	• Administrative Officer IV (Budget Section); Finance and Administrative Division
	1.3. Assigning of ORS number and recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD).		4 hour/s	• Administrative Officer IV (Budget Section); Finance and Administrative Division
	1.4. Certification of Obligation Request Status (ORS).		4 hour/s	• Administrative Officer V (Budget Section); Finance and Administrative Division
	1.5. Review of completeness of supporting documents.		6 hour/s	• Administrative Officer IV (Accounting Section); Finance and Administrative Division
	1.6. Review of computation and verification of cash availability.		4 hour/s	• Accountant II (Accounting Section); Finance and

			Administrative Division
	1.7. Recording of accounting entries in the Disbursement Voucher (DV).	2 hour/s	• Accountant II (Accounting Section); Finance and Administrative Division
	1.8. Certification of the completeness of documents the amount claimed proper.	4 hour/s	• Accountant III (Accounting Section); Finance and Administrative Division
	1.9. Check the signature of the approving authority from the disbursement voucher.	1 hour/s	• Administrative Assistant III (Cashier Unit); Finance and Administrative Division
	1.10. Verify and Maintain Check and Advices to Debit Account Disbursement Record.	2 hour/s	• Administrative Assistant III (Cashier Unit); Finance and Administrative Division
	1.11. Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks.	3 hour/s	• Administrative Assistant III (Cashier Unit); Finance and Administrative Division
	1.12. Recording to Report of Cheques Issued and Report of Advice to Debit Account Issued	2 hour/s	• Administrative Assistant III (Cashier Unit); Finance and Administrative Division
	1.13. Verify and Check the Name of the Payee and the amount to be paid.	1 hour/s	• Accountant III (Accounting Section); Finance and Administrative Division
	1.14. Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks	1 hour/s	• Accountant III (Accounting Section); Finance and

	Issued and Cancelled (ACIC)/ Checks.			Administrative Division
	1.15. Approve the ACIC through electronic Modified Disbursement System (eMDS) of the Landbank of the Philippines (LBP) weAccess (For eMDS payments). Payments will then be credited the next day. For manual payments, approve LDDAP-ADA.		5 hour/s	• Supervising Administrative Officer; Finance and Administrative Division • Executive Director III; Office of the Executive Director
	1.16. Sign of advice to debit account.		5 hour/s	• Executive Director III; Office of the Executive Director
	1.17. Transmit to the LBP the LDDAP-ADA and ACIC for processing.		4 hour/s	• Administrative Assistant III (Cashier Unit); Finance and Administrative Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

11. Processing of Purchase Order (PO)/Job Order (JO)

Processing of Purchase Order (PO)/Job Order (JO) for OED approval for procurement amounting to 200k and below under Small Value Procurement (SVP).

Office or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Purchase Request (PR) (2) Original Copy	Applicant / Client
2. Purchase Order (PO)/ Job Order(JO) (2) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - General Services Section

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the approved Purchase Request (PR) to the General Services Section (GSS) - Procurement Unit. **Location:** General Services Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	1.1. Receive the approved PR and check for completeness of details and signatures.	None	2 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.2. Prepare Request for Quotation (RFQ) per approved Purchase Request (PR).		2 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.3. Request for price quotation from at least three (3) suppliers.		3 working day/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.4. Prepare Summary of Quotation (SOQ), Obligation Request and		4 hour/s	• Administrative Officer III (General

	Status (ORS) and Purchase Order (PO)/Job Order (JO).			Services Section); Finance and Administrative Division
	1.5. Check the SOQ, ORS and PO/JO and assign reference number.		4 hour/s	• Administrative Officer V (General Services Section); Finance and Administrative Division
	1.6. Sign the Box A portion of the ORS.		2 hour/s	• Chief of the Requesting Division; Any of requesting office / division
	1.7. Sign funds availability of Purchase Order.		2 hour/s	• Accountant III (Chief, Accounting Section); Finance and Administrative Division
	1.8. Certify funds availability of ORS and forward PO/JO to OED for approval.		2 working day/s	• Administrative Officer V (Chief, Budget Section); Finance and Administrative Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

12. Processing of Purchase Request (Direct Acquisition)

Numbering, earmarking and forwarding of Purchase Request (PR) to OED for approval.

Office or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Purchase Request (PR) (2) Original Copy	Applicant / Client
2. Supporting Documents (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the Purchase Request (PR) signed by the authorized signatory of requesting party to the assigned personnel of the General Services Section (Procurement Unit/BAC Secretariat). **Location:** General Services Section (Procurement Unit), Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City BAC Secretariat, 1st Floor, FPA Bldg., Quezon City	1.1. Receive the Purchase Request and check the completeness of details and signatures together with the supporting documents.	None	4 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.2. Encode Purchase Request details to the database		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.3. Assign Purchase Request (PR) number and update PR status on the database.		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.4. Forward the Purchase Request for inclusion in the Annual Procurement Plan (APP)		3 hour/s	• Administrative Officer II (General Services Section);

				Finance and Administrative Division
	1.5. Certification of Inclusion in the Annual Procurement Plan (APP).		1 working day/s	• Administrative Officer III (General Services Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.6. Forward Purchase Request to the Budget Section for earmarking		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.7. Earmark / Certify funds availability and forward Purchase Request to the Office of the Executive Director (OED) for approval.		1 working day/s	• Administrative Assistant II (Budget Section); Finance and Administrative Division
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None		

13. Processing of Purchase Request (Other MOP)

Numbering, earmarking and forwarding of Purchase Request (PR) to OED for approval - other Modes of Procurement (MOP).

Office or Division:	Finance and Administrative Division
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Purchase Request (PR) (2) Original Copy	Applicant / Client
2. Supporting Documents (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the Purchase Request (PR) signed by the authorized signatory of requesting party to the assigned personnel of the General Services Section (Procurement Unit/BAC Secretariat). **Location:** General Services Section (Procurement Unit), Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City BAC Secretariat, 1st Floor, FPA Bldg., Quezon City	1.1. Receive the Purchase Request and check the completeness of details and signatures together with the supporting documents.	None	4 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.2. Encode Purchase Request details to the database		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.3. Forward the Purchase Request for verification.		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.4. Verify PR, identify mode of procurement and check PPMP and		1 working day/s	• Administrative Officer III (General Services

	other supporting documents.			Section); Finance and Administrative Division • Administrative Officer V (General Services Section); Finance and Administrative Division
	1.5. Assign PR number and update PR status on the database.		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.6. Forward Purchase Request to the Budget Section for earmarking		3 hour/s	• Administrative Officer II (General Services Section); Finance and Administrative Division
	1.7. Earmark / Certify funds availability and forward PR to the OED for approval		1 working day/s	• Administrative Assistant II (Budget Section); Finance and Administrative Division
Total Processing Time:		Working Days: 4 working day/s		
Total Processing Fee:		Total Standard Fee: None		

14. 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
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved letter of intent to retire (1) Original Copy	Applicant / Client
2. Application for retirement (1) Original Copy	Applicant / Client
3. Signed office clearance (2) Original Copy	Applicant / Client
4. GSIS clearance (1) Original Copy	Government Service Insurance System (GSIS) - Operations Group – Frontline Services
5. Terminal leave application (2) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all documentary requirements to the HR Section. **Location:** Human Resource Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	1.1. Receive and evaluate the submitted documentary requirements for the preparation of payroll or disbursement voucher.	None	3 working day/s	• Administrative Officer V (Human Resource Section); Finance and Administrative Division
	1.2. Determine available leave credits, if applicable.		5 working day/s	• Administrative Officer V (Human Resource Section); Finance and Administrative Division
2. Submit to the HR Section the letter of intent to retire, fill out the	2. Receive the submitted documents and route the Clearance for signature.	None	7 working day/s	• Administrative Officer V (Human Resource

application for retirement and sign the clearance. **Location:** Human Resource Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City				Section); Finance and Administrative Division
3. Submit GSIS Clearance and signed application of terminal leave benefits to HR Section. **Location:** Human Resource Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City	3.1. Receive and process application for terminal leave benefits.	None	2 working day/s	• Administrative Officer V (Human Resource Section); Finance and Administrative Division
	3.2. Submit documents to Budget Section for request for funding allocation.		1 working day/s	• Administrative Officer V (Human Resource Section); Finance and Administrative Division
	3.3. Prepare disbursement voucher for terminal leave upon receipt of the NCA.		1 working day/s	• Administrative Officer V (Human Resource Section); Finance and Administrative Division
Total Processing Time:		Working Days: 19 working day/s		
Total Processing Fee:		Total Standard Fee: None		

15. Repair and Maintenance Services

Request for the repair and maintenance services for the agency's properties.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Repair and Maintenance Request Form (RMRF) (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - General Services Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the signed Repair and Maintenance Request Form (RMRF) to the assigned staff of the General Services Section (GSS). **Location:** General Services Section, Finance and Administrative Division (FAD), 2nd Floor, FPA Bldg., Quezon City **Notes/Instruction:** In case there is a need to purchase supplies / materials, refer to procedure details under Inventory and Other Supply Material Services (Procurement). Moderate repair and maintenance activities require procurement and scheduling. Complex repair and maintenance activities require procurement, scheduling and construction.	1.1. Receive the signed Repair and Maintenance Request Form (RMRF) and check for completeness of details and signatures.	None	2 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.2. Conduct ocular inspection and assessment of the reported area/item requiring repair/maintenance.		4 hour/s	• Administrative Officer III (General Services Section); Finance and Administrative Division
	1.3. Recommend necessary actions and supplies/materials requirement.		2 hour/s	• Administrative Aide (General Services Section); Finance and Administrative Division
	1.4. Approve the recommendations and supplies/materials requirement.		2 hour/s	• Administrative Officer V (General Services Section); Finance and

				Administrative Division
	1.5. Implement recommendations/actions.		1 working day/s, 6 hour/s	• Administrative Aide (General Services Section); Finance and Administrative Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

16. Request for Certification, Service Record, and Other Documents

This covers the 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
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Signed and properly accomplished Document Request Form (DRF) (1) Original Copy	Fertilizer and Pesticide Authority - Finance and Administrative Division - Human Resources Section

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Secure and accomplished Document Request Form (DRF). **Location:** Human Resource Section (HRS), Finance and Administrative Division, 2nd Floor, FPA Bldg., BAI Compound, Quezon City	1. Provide DRF to the requesting personnel	None	5 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
2. Submit the duly accomplished DRF to Human Resource Section. **Location:** Human Resource Section (HRS), Finance and Administrative Division, 2nd Floor, FPA Bldg., BAI Compound, Quezon City	2.1. Receive the request.	None	5 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
	2.2. Prepare the requested document based on Employee 201 File and HR Documents.		3 hour/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
	2.3. Review the requested document.		1 hour/s	• Administrative Officer V (HR Section); Finance and

				Administrative Division
	2.4. Approve the requested document.		3 hour/s	• Administrative Officer V (HR Section); Finance and Administrative Division
	2.5. Release the requested document.		50 minute/s	• Administrative Officer IV (HR Section); Finance and Administrative Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Planning, Management and Information Division

Internal Services

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
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All FPA Personnel
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved request form by the Executive Director [FPA-PMID-06] (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division - ICT Section
2. Document(s) to be posted (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request and documents directly to ICT section, PMID and email the document/s to be posted at icts@fpa.da.gov.ph **Location:** Planning, Management and Information Division - ICT Section, 3rd Floor, FPA Bldg., Quezon City	1.1. Receive request together with the copy of the document(s) to be posted.	None	5 minute/s	• Information Systems Analyst II (ISA II); Planning, Management and Information Division
	1.2. Review documents and assign personnel to post.		10 minute/s	• Information Technology Officer I (ITO I); Planning, Management and Information Division
	1.3. Upload the file/document and inform requester.		15 minute/s	• Information Technology Officer I (ITO I); Planning, Management and Information Division • Information Systems Analyst II (ISA II);

				Planning, Management and Information Division
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. 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
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved request Form (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division - Information Section
Remarks: *Online request form https://forms.office.com/r/CXcWHyyZ5w*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request form directly to the Information Section or fill out the online request form. **Location:** Online Request Form: https://forms.office.com/r/CXcWHyyZ5w **Notes/Instruction:** Planning, Management and Information Division - Information Section, 3rd Floor, FPA Bldg., Quezon City	1.1. Receive the Technical Assistance (TA) request.	None	30 minute/s	• Administrative Officer II; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division
	1.2. Evaluate and clarify the Technical Assistance request.		2 hour/s	• Administrative Officer IV; Planning, Management and Information Division
	1.3. Approve the Technical Assistance request.		30 minute/s	• Information Officer III; Planning,

				Management and Information Division
	1.4. Prepare the Technical Assistance request.		5 working day/s, 4 hour/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division
	1.5. Approve the finalized version of the request.		1 working day/s	• Information Officer III; Planning, Management and Information Division
2. Receive the IEC materials. **Location:** Email: info@fpa.da.gov.ph	2. Release the TA request.	None	1 hour/s	• Administrative Officer II; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. 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
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For online request	
A.1. Email request indicating request and the number of copies needed (1) Electronic Copy	Applicant / Client
Remarks: *Email Address: info@fpa.da.gov.ph*	
B. For walk-in request	
B.1. Filled-out request form (FPA-PMID-13) (1) Original Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division - Information Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request form to FPA-PMID (Via walk-in) or email the IEC requests at info@fpa.da.gov.ph **Location:** 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City Email address: info@fpa.da.gov.ph	1.1. Receive the request.	None	30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.2. Evaluate and clarify the request.		30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.3. Approve the request.		30 minute/s	• Information Officer III;

				Planning, Management and Information Division
	1.4. Locate the IEC materials.		30 minute/s	• Information Officer II; Planning, Management and Information Division
	1.5. Collect the IEC materials.		2 hour/s	• Information Officer II; Planning, Management and Information Division
	1.6. Package the IEC materials.		3 hour/s	• Information Officer II; Planning, Management and Information Division
2. Receive the IEC materials **Location:** 3rd Floor, Planning, Management and Information Division, Fertilizer and Pesticide Authority Building	2. Issue the IEC materials	None	1 hour/s	• Information Officer II; Planning, Management and Information Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. 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:	Planning, Management and Information Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All FPA officials and employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved request Form (1) Original Copy Or (1) Electronic Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division - ICT Section
Remarks: *Online request form https://forms.office.com/r/yMFAvMu934*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request directly to ICT section, PMID or through the online request page. **Location:** Planning, Management and Information Division - ICT Section, 3rd Floor, FPA Bldg., Quezon City Online request page: https://forms.office.com/r/yMFAvMu934	1.1. Receive the request form	None	5 minute/s	• Information Systems Analyst II (ISA II); Planning, Management and Information Division • Information Technology Officer I (ITO I); Planning, Management and Information Division
	1.2. Review the request and assign personnel to assist		10 minute/s	• Information Technology Officer I (ITO I); Planning, Management and Information Division

				• Information Systems Analyst II (ISA II); Planning, Management and Information Division
	1.3. Conduct troubleshooting process.		7 hour/s, 30 minute/s	• Information Technology Officer I (ITO I); Planning, Management and Information Division • Information Systems Analyst II (ISA II); Planning, Management and Information Division
2. Receive the findings/ recommendation or the equipment through email or hard copy. **Location:** Planning, Management and Information Division - ICT Section, 3rd Floor, FPA Bldg., Quezon City Online request page: https://forms.office.com/r/yMFAvMu934	2. Complete the request form and inform the requestor on the findings and recommendations.	None	15 minute/s	• Information Technology Officer I (ITO I); Planning, Management and Information Division • Info Systems Analyst II (ISA II); Planning, Management and Information Division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. 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
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Online Request form (1) Electronic Copy	Fertilizer and Pesticide Authority - Planning, Management, and Information Division
Remarks: *Email: info@fpa.da.gov.ph*	
2. Details and photos for social media posting (1) Electronic Copy	Applicant / Client
Remarks: *https://forms.gle/xYVmAJACHezbsGyr9*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out the form and submit the necessary data/information requested. **Location:** Email: info@fpa.da.gov.ph	1.1. Receive the content.	None	30 minute/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division • Information Officer III; Planning, Management and

				Information Division
	1.2. Evaluate and clarify the content.		1 working day/s, 6 hour/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division • Information Officer III; Planning, Management and Information Division
	1.3. Edit/Rewrite the content.		1 working day/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division • Information Officer III; Planning, Management and Information Division
	1.4. Publish the content		1 hour/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division

				• Information Officer III; Planning, Management and Information Division
2. Check content posting. **Location:** FPA Facebook Page	2. Inform the client of content posting	None	30 minute/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division • Information Officer III; Planning, Management and Information Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. 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
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Draft press release/article (1) Electronic Copy	Applicant / Client
Remarks: *Email address: info@fpa.da.gov.ph*	
2. Photos (1) Electronic Copy	Applicant / Client
Remarks: *Email address: info@fpa.da.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email draft article and photos at info@fpa.da.gov.ph **Location:** Email: info@fpa.da.gov.ph	1.1. Receive the draft article	None	30 minute/s	• Information Officer II ; Planning, Management and Information Division
	1.2. Evaluate and clarify the article.		1 working day/s, 2 hour/s	• Information Officer II ; Planning, Management and Information Division
	1.3. Edit the article.		1 working day/s	• Information Officer III; Planning, Management and

				Information Division
	1.4. Final Review and Approval of the article.		4 hour/s	• Planning Officer IV; Planning, Management and Information Division
	1.5. Publish the article (website and facebook).		1 hour/s	• Information Officer I; Planning, Management and Information Division • Information Officer II; Planning, Management and Information Division
2. Check press release/article posting **Location:** FPA website: https://fpa.da.gov.ph	2. Provide the client with the finalized version press release/article.	None	30 minute/s	• Information Officer II; Planning, Management and Information Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Laboratory Services Division

Internal Services

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 Recognition from FPA.

Office or Division:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Regional Field Unit (RFU)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1] (1) Original Copy	Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), Laboratory Services Division (LSD), or download at FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Properly sealed and labeled fertilizer sample *Any of the following:*	
2.A. Solid fertilizer (Sample: minimum 250 grams)	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
---- OR ----	
2.B. Liquid fertilizer (Sample: minimum 250 mL)	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
Remarks: *minimum 250 mL*	
---- OR ----	
2.C. Microbial inoculants (Sample: 2 sets of minimum 200 grams or mL)	Fertilizer and Pesticide Authority - Regional Field Unit
3. Sample Acknowledgment Receipt Form [FPA-FOCU-F06] (1) Original Copy Or (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit complete requirements. **Location:** Fertilizer Regulations Division (FRD), 1st Floor, FPA Bldg. Quezon City	1.1. Check completeness of requirements and condition of the sample	None	1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.2. Coordinate with the RFU and review the documents for the necessary parameters to be analyzed.		5 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.3. Assign FRD sample code and input the details in the FRD database.		1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.4. Print a receiving document and submit the requirements to the LSD.		1 hour/s	• Chemist II; Fertilizer Regulations Division • Chemist I; Fertilizer Regulations Division
	1.5. Receive requirements from FRD and assign laboratory code.		15 minute/s	• Chemist I; Laboratory Services Division
	1.6. Encode sample information and analysis in logbook and database.		30 minute/s	• Chemist I; Laboratory Services Division
	1.7. Prepare test parameter results form of the fertilizer sample.		1 hour/s	• Chemist I; Laboratory Services Division
	1.8. Endorse sample for preparation and test parameter results form.		15 minute/s	• Chemist I; Laboratory Services Division
	1.9. Record physical appearance of sample in test parameter results form.		15 minute/s	• Laboratory Technician III; Laboratory Services Division

	1.10. Prepare the fertilizer sample for analysis and endorse to the analyst(s).		1 working day/s, 3 hour/s, 45 minute/s	• Laboratory Technician III; Laboratory Services Division
	1.11. Conduct laboratory analysis and encode test results.		15 working day/s	• Chemist II; Laboratory Services Division • Chemist III; Laboratory Services Division • Biologist II; Laboratory Services Division • Laboratory Technician III; Laboratory Services Division
	1.12. Review test results and prepare the laboratory test report.		2 working day/s	• Chemist IV; Laboratory Services Division
	1.13. Approve the release of laboratory test report.		1 hour/s	• Chemist V; Laboratory Services Division
2. Receive the electronic copy of the laboratory test report. **Location:** Email: lsd@fpa.da.gov.ph	2. Release the electronic copy of laboratory test report to RFU and FRD.	None	1 hour/s	• Administrative Assistant III; Laboratory Services Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

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 Recognition from FPA.

Office or Division:	Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	FPA Regional Field Unit (RFU)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly accomplished Pesticide Request for Analysis Form [FPA-LSD-F2] (1) Original Copy	Fertilizer and Pesticide Authority - Pesticide Regulations Division (PRD), Laboratory Services Division (LSD), or download at FPA Website
Remarks: *FPA Website at https://fpa.da.gov.ph/resources/downloadable-forms/*	
2. Properly sealed and labeled pesticide sample *Any of the following:*	
2.A. Solid Formulated product (Sample: minimum 100 grams)	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
---- OR ----	
2.B. Liquid Formulated Product (Sample: minimum 100 mL)	Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
3. Sample Acknowledgment Receipt Form [FPA-FOCU-F06] (1) Original Copy Or (1) Photo Copy	Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements. **Location:** Pesticide Regulations Division (PRD), 1st Floor, FPA Bldg. Quezon City	1.1. Check completeness of requirements and condition of the sample	None	30 minute/s	• Chemist I; Pesticide Regulations Division
	1.2. Assess the requested analysis and verify the parameters. If submission is incomplete or requires clarification,		4 hour/s	• Chemist I; Pesticide Regulations Division

	coordinate with the concerned RFU personnel.		
	1.3. Assign PRD sample codes and label the samples accordingly	30 minute/s	• Chemist I; Pesticide Regulations Division
	1.4. Record and input the pertinent details of the submission in the PRD database. & sample	2 hour/s	• Chemist I; Pesticide Regulations Division
	1.5. Forward samples and documents to LSD. Accomplish tracking form for monitoring of transmittal.	1 hour/s	• Chemist I; Pesticide Regulations Division
	1.6. Receive requirements from PRD and assign laboratory code.	15 minute/s	• Chemist I; Laboratory Services Division
	1.7. Encode sample information and analysis in logbook/database.	30 minute/s	• Chemist I; Laboratory Services Division
	1.8. Prepare test parameter results form of the pesticide sample.	1 hour/s	• Chemist I; Laboratory Services Division
	1.9. Endorse sample for preparation and test parameter results form.	15 minute/s	• Chemist I; Laboratory Services Division
	1.10. Record physical appearance of sample in test parameter results form.	15 minute/s	• Laboratory Technician III; Laboratory Services Division
	1.11. Prepare the pesticide sample for analysis and endorse the sample to the analyst(s).	1 working day/s, 3 hour/s, 45 minute/s	• Laboratory Technician III; Laboratory Services Division
	1.12. Conduct laboratory analysis and encode test results .	15 working day/s	• Chemist II; Laboratory Services Division • Chemist III; Laboratory Services Division

	1.13. Review test results and prepare the laboratory test report.		2 working day/s	• Chemist IV; Laboratory Services Division
	1.14. Approve the release of laboratory test report.		1 hour/s	• Chemist V; Laboratory Services Division
2. Receive the electronic copy of the laboratory test report. **Location:** Email: lsd@fpa.da.gov.ph	2. Release the electronic copy of laboratory test report to RFU and PRD.	None	1 hour/s	• Administrative Assistant III; Laboratory Services Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office of the Executive Director

Internal Services

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
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All FPA Employees from the Central Office and Regional Field Units
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 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) (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
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 legal@fpa.da.gov.ph **Location:** Office of the Executive Director - Legal Unit, 2nd Floor, FPA Bldg., Quezon City Email Address: legal@fpa.da.gov.ph **Notes/Instruction:** The said request must contain the following: a. name of the party requesting; b. purpose of such request; c. queries or questions that need to be addressed; and	1.1. The OED Legal Office shall receive the request for legal opinion.	None	5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
	1.2. The OED Legal shall record the request in the logbook		5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
	1.3. Endorse the request for legal opinion to Attorney II for initial review of request.		5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
	1.4. Attorney II to review request and draft initial comments.		5 working day/s	• Attorney II; Office of the Executive Director
	1.5. Attorney II to forward initial comments to Attorney IV.		5 minute/s	• Attorney II; Office of the Executive Director

d. all necessary attachments needed.	1.6. Attorney IV will prepare the final legal opinion as requested.		10 working day/s	• Attorney IV; Office of the Executive Director
	1.7. Print the final legal opinion for signature of Attorney IV.		5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
	1.8. Scan copy of signed legal opinion.		5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
2. The FPA personnel shall receive the legal opinion from the OED Legal. **Location:** Office of the Executive Director - Legal Unit, 2nd Floor, FPA Bldg., Quezon City Email address: legal@fpa.da.gov.ph	2.1. Administrative Aide VI shall forward the legal opinion via email or physical copy to the requesting FPA personnel.	None	5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
	2.2. Administrative Aide VI shall record the proof of receipt.		5 minute/s	• Administrative Aide VI, Legal Unit ; Office of the Executive Director
Total Processing Time:		Working Days: 15 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	**<u>For walk–ins:</u>** 1. Get a copy of the Client Satisfaction Survey (CSS) Form. 2. Answer the CSS Form. 3. Check the Feedback and/or Commendation portion of the CSS Form. 4. Drop it in the designated drop box at the main entrance beside the desk of the guard on duty, or in the designated drop box for each division. **<u>For online:</u>** Survey Form link can be access through https://forms.gle/SgowXznnsDJJtqgL6 Other concerns may be coursed through the Planning, Management and Information Division (PMID) Email Address: pmid.fpa@gmail.com Contact Number: (02) 8920-8573
How feedback is processed	**<u>For walk–ins:</u>** The Client Satisfaction Measurement and Evaluation Team (CSEMT) 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. **<u>For emails/calls:</u>** The Client Satisfaction Measurement and Evaluation Team (CSEMT)/888 Complaints Focal Person 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.
How to file a complaint	To file a complaint against the Authority, provide the following details via email: - Full name and Contact Information of the Complainant - Sex (Male or Female)

	- Narrative/Details of the complaint - Evidence - Name of the person/office being complained You may send all complaints against FPA to official@fpa.da.gov.ph Or call us at (02) 8920-8573, (02) 8426-1572/ (02) 8371-5388 Or you may course them through: 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 Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908–881–6565
How complaints are processed	All complaints received against the Authority will be evaluated by the FPA Committee on Anti–Red Tape (FPA CART). 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. The FPA CART shall give the feedback to the clients via email. For follow–ups or queries, the contact information are as follows: (02) 8920-8573, (02) 8426-1572/ (02) 8371-5388
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph, 1-ARTA (2782)

List of Offices

Office
Fertilizer and Pesticide Authority
Finance and Administrative Division
Budget Section
Accounting Section
General Services Section
Cashiering Unit
Human Resource Section
Fertilizer Regulations Division
Fertilizer Registration Section
Fertilizer Licensing Section
Pesticide Regulations Division
Pesticide Registration Section
Pesticide Licensing Section
Planning, Management and Information Division
Management Section
Information Section
Planning Section
ICT Section
Laboratory Services Division
Fertilizer Analytical Services Laboratory Section
Pesticide Analytical Services Laboratory Section
Office of the Executive Director
Legal Unit
Field Operations Coordination Unit
FPA Regional Office CAR
FPA Regional Office NIR
FPA Regional Office CARAGA
FPA Regional Office 1
FPA Regional Office 2
FPA Regional Office 3
FPA Regional Office 4
FPA Regional Office 5
FPA Regional Office 6

FPA Regional Office 7
FPA Regional Office 8
FPA Regional Office 9
FPA Regional Office 10
FPA Regional Office 11
FPA Regional Office 12
FPA Regional Field Unit NCR