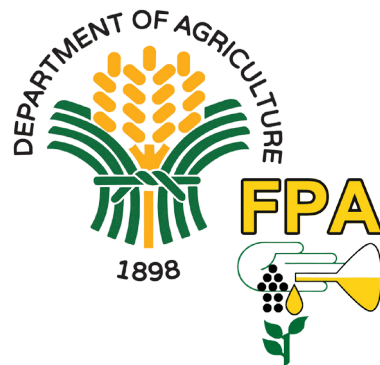




# FERTILIZER AND PESTICIDE AUTHORITY

## CITIZEN'S CHARTER

DECEMBER 2019



FERTILIZER AND PESTICIDE AUTHORITY

CITIZEN'S CHARTER



To our valued stakeholders,

On behalf of the Fertilizer and Pesticide Authority, may I present to you this 2019 Revised Citizen's Charter.

This third revision is in compliance with the issuance of the Implementing Rules and Regulations (IRR) of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 effective August 2019.

The aim includes the promotion of good regulatory practices, setting standards on processing time, utilization of government technology, and reengineering of government systems and procedures.

It is also responsive to the call of President Duterte to simplify and make government service responsive and client-friendly.

Let us continue to foster private-public partnership towards the fulfillment of our desire for positive change in the public service!



**WILFREDO C. ROLDAN**  
Executive Director

## **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. PERFORMANCE 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 both 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>).

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# **FETILIZER REGULATIONS DIVISION**

## **EXTERNAL SERVICES**

## 1. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY-REGISTERED PRODUCTS (TRADITIONAL)

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

*Validity: 3 years*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Local Products</b>	
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD
Production Process Flowchart [except for raw material] (1 original)	Applicant
Draft Label (1 original)	Applicant (refer to FPA Bluebook for the labeling requirements)
<b>For Imported Products</b>	
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier
Draft Label (1 original)	Applicant (refer to FPA Bluebook for the labeling requirements)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)			PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None			2 hours  30 mins	Senior Agriculturist FPA-FRD
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)		Local	Imported	30 mins	Accounting Staff / Cashier FPA-FAD
		Filing Fee	600	600		
		Registration Fee				
		Inorganic	3600	6000		
		Soil Conditioner	1800	4200		
		Raw Material	1800	4200		
		Plant Growth Promoter	1800	4200		
Specialty	1800	4200				
3. Presents OR to FRD Staff	3. Records OR number	None				Senior Agriculturist FPA-FRD
4.Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	None			10.5 d	Senior Agriculturist FPA-FRD
	(paused-clock)				Senior Agriculturist FPA-FRD	
4. Waiting time	4.2 Reviews and recommends				2 d	Supervising Agriculturist & Division Chief FPA-FRD

	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	15 d	

## 2. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

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

*Validity: 3 years*

Validity: 6 years		
Office or Division	Fertilizer Regulations Division (FRD)	
Classification	Highly Technical	
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity	
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Local Products		
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 original)	Applicant	
Draft Label (1 original)	Applicant (refer to FPA Bluebook for the labeling requirements)	
Approved Experimental Use Permit (1 photocopy)	Applicant (from original document issued by FPA-FRD)	
Endorsement of Bioefficacy Data	FPA-RFU	
Two (2) bioefficacy data for the same crop (2 original)	FPA-Accredited Researcher	
For Imported Products		
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier	
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier	

Material Safety Data Sheet [MSDS] (1 photocopy)		Manufacturer/Supplier		
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)		
Approved Experimental Use Permit (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Endorsement of Bioefficacy Data		FPA-RFU		
Two (2) bioefficacy data for the same crop (2 original)		FPA-Accredited Researcher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Agriculturist I FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<div>LocalImported</div> <div>Filing Fee600600</div> <div>Registration Fee</div> <div>Inorganic36006000</div> <div>Soil Conditioner18004200</div> <div>Plant Growth Promoter18004200</div> <div>Specialty18004200</div>	30 mins	Accounting Staff / Cashier FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD
4. Waiting time	4.1 Prepares data package	None	2 d	Agriculturist I FPA-FRD
	4.2 Submits data package for review of Technical Evaluator		1.5 d	Agriculturist I FPA-FRD
	4.3 External Technical Evaluator evaluates data package and prepares evaluation report		10 d	External Technical Evaluator



*Submits compliance/ corrective action	4.4 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance		2 d	<i>Agriculturist I</i> FPA-FRD
			(paused-clock)	<i>Agriculturist I</i> FPA-FRD
	4.5 Reviews and recommends		2 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.6 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
4. Waiting time	4.7 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/ disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	20 d	

### 3. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW PROVISIONALLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

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

*Validity: 1 year*

Office or Division	Fertilizer Regulations Division (FRD)		
Classification	Highly Technical		
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity		
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Local Products			
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)		FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)		FPA-FRD	
Production Process Flowchart (1 original)		Applicant	
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)	
Approved Experimental Use Permit (1 photocopy)		Applicant (from original document issued by FPA-FRD)	
Endorsement of Bioefficacy Data		FPA-RFU	
One (1) bioefficacy data for the same crop (1 original)		FPA-Accredited Researcher	
For Imported Products			
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)		FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)		FPA-FRD	
Production Process Flowchart (1 photocopy)		Manufacturer/Supplier	
Certificate of Analysis [COA] from the manufacturer (1 photocopy)		Manufacturer/Supplier	
Material Safety Data Sheet [MSDS] (1 photocopy)		Manufacturer/Supplier	
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)	

Approved Experimental Use Permit (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Endorsement of Bioefficacy Data		FPA-RFU		
One (1) bioefficacy data for the same crop (1 original)		FPA-Accredited Researcher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)		PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None		Agriculturist I FPA-FRD
	1.2 Issues Bill form			30 mins
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>Local</b>	<b>Imported</b>	Accounting Staff / Cashier FPA-FAD
		<b>Filing Fee</b>	600 600	
		<b>Registration Fee</b>		
		Inorganic	1200 1800	
		Soil Conditioner	600 1800	
		Plant Growth Promoter	1200 1800	30 mins
		Specialty	1200 1800	
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD
4. Waiting time	4.1 Prepares data package	None		Agriculturist I FPA-FRD
	4.2 Submits data package for review of Technical Evaluator			Agriculturist I FPA-FRD
	4.3 External Technical Evaluator evaluates data package and prepares evaluation report			External Technical Evaluator
	4.4 Evaluates and processes the application			Agriculturist I FPA-FRD

*Submits compliance/ corrective action	*In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance		(paused-clock)	<i>Agriculturist I</i> FPA-FRD
4. Waiting time	4.5 Reviews and recommends		2 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.6 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.7 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/ disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	20 d	

#### 4. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR FULLY-REGISTERED PRODUCTS (TRADITIONAL)

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

*Validity: 3 years*

Office or Division	Fertilizer Regulations Division (FRD)	
Classification	Highly Technical	
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity	
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Local Products		
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from original document issued by FPA-FRD)	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (except for raw material) (1 original)	Applicant	
Draft Label (1 original)	Applicant (refer to FPA Bluebook for the labeling requirements)	
For Imported Products		
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from original document issued by FPA-FRD)	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	

Certificate of Analysis [COA] from the manufacturer (1 photocopy)		Manufacturer/Supplier																																
Material Safety Data Sheet [MSDS] (1 photocopy)		Manufacturer/Supplier																																
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)																																
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE																														
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None	2 hours  30 mins	Senior Agriculturist FPA-FRD																														
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<table><thead><tr><th></th><th>Local</th><th>Imported</th></tr></thead><tbody><tr><td colspan="3"><b>Registration Fee</b></td></tr><tr><td>Inorganic</td><td>3000</td><td>5400</td></tr><tr><td>Soil Conditioner</td><td>1800</td><td>4200</td></tr><tr><td>Raw Material</td><td>1800</td><td>4200</td></tr><tr><td>Plant Growth Promoter</td><td>1800</td><td>4200</td></tr><tr><td>Specialty</td><td>1800</td><td>4200</td></tr><tr><td colspan="3"><b>For Late Renewal</b></td></tr><tr><td colspan="3">50% surcharge of fees if renewed within 1-month after expiry date</td></tr><tr><td colspan="3">100% surcharge of fees if renewed beyond 1-month after expiry date</td></tr></tbody></table>		Local	Imported	<b>Registration Fee</b>			Inorganic	3000	5400	Soil Conditioner	1800	4200	Raw Material	1800	4200	Plant Growth Promoter	1800	4200	Specialty	1800	4200	<b>For Late Renewal</b>			50% surcharge of fees if renewed within 1-month after expiry date			100% surcharge of fees if renewed beyond 1-month after expiry date			30 mins	Accounting Staff / Cashier FPA-FAD
	Local	Imported																																
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50% surcharge of fees if renewed within 1-month after expiry date																																		
100% surcharge of fees if renewed beyond 1-month after expiry date																																		
3. Presents OR to FRD Staff	3. Records OR number	None		Senior Agriculturist FPA-FRD																														
4.Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application  *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	3.5 d  (paused-clock)	Senior Agriculturist FPA-FRD  Senior Agriculturist FPA-FRD																														



4. Waiting time	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief FPA-FRD</i>
	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 d	

## 5. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR PROVISIONALLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

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

*Validity: 1 year*

Office or Division	Fertilizer Regulations Division (FRD)		
Classification	Highly Technical		
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity		
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Local Products			
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)		FPA-FRD or FPA Website	
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)		Applicant (from original document issued by FPA-FRD)	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)		FPA-FRD	
Production Process Flowchart (1 original)		Applicant	
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)	
For Imported Products			
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)		FPA-FRD or FPA Website	
Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)		Applicant (from original document issued by FPA-FRD)	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)		FPA-FRD	
Certificate of Analysis [COA] from the manufacturer (1 photocopy)		Manufacturer/Supplier	

Material Safety Data Sheet [MSDS] (1 photocopy)		Manufacturer/Supplier																													
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)																													
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE																											
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None	2 hours  30 mins	Agriculturist I FPA-FRD																											
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<table><tr><td></td><td>Local</td><td>Imported</td></tr><tr><td colspan="3">Registration Fee</td></tr><tr><td>Inorganic</td><td>1200</td><td>1800</td></tr><tr><td>Soil Conditioner</td><td>600</td><td>1800</td></tr><tr><td>Plant Growth Promoter</td><td>1200</td><td>1800</td></tr><tr><td>Specialty</td><td>1200</td><td>1800</td></tr><tr><td colspan="3">For Late Renewal</td></tr><tr><td colspan="3">50% surcharge of fees if renewed within 1-month after expiry date</td></tr><tr><td colspan="3">100% surcharge of fees if renewed beyond 1-month after expiry date</td></tr></table>		Local	Imported	Registration Fee			Inorganic	1200	1800	Soil Conditioner	600	1800	Plant Growth Promoter	1200	1800	Specialty	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			30 mins	Accounting Staff / Cashier FPA-FAD
	Local	Imported																													
Registration Fee																															
Inorganic	1200	1800																													
Soil Conditioner	600	1800																													
Plant Growth Promoter	1200	1800																													
Specialty	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																															
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD																											
4.Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	3.5 d  (paused-clock)	Agriculturist I FPA-FRD  Agriculturist I FPA-FRD																											

4. Waiting time	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief FPA-FRD</i>
	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 d	

## 6. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR LABEL EXPANSION

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

*Validity: Co-terminus with the fully-registered product*

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Highly Technical			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Local and Imported Products				
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Active Certificate of Product Registration [CPR] (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)		
Approved Experimental Use Permit (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Endorsement of Bioefficacy Data		FPA-RFU		
One (1) bioefficacy data for the same crop (1 original)		FPA-Accredited Researcher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Agriculturist I FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	600	30 mins	Accounting Staff / Cashier FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD
4. Waiting time	4.1 Prepares data package	None	2 d	Agriculturist I FPA-FRD

*Submits compliance/ corrective action	4.2 Submits data package for review of Technical Evaluator		1.5 d	<i>Agriculturist I</i> FPA-FRD
	4.3 External Technical Evaluator evaluates data package and prepares evaluation report		10 d	<i>External Technical Evaluator</i>
	4.4 Evaluates and processes the application		2 d	<i>Agriculturist I</i> FPA-FRD
	*In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance		(paused-clock)	<i>Agriculturist I</i> FPA-FRD
	4.5 Reviews and recommends		2 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.6 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
4. Waiting time	4.7 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		600	20 d	



## 7. ISSUANCE OF CERTIFICATE OF FULL PRODUCT REGISTRATION FOR THIRD PARTY AUTHORIZATION (NEW/RENEWAL)

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

*Validity: co-terminus with Primary Registrant*

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Local and Imported Products				
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Active Certificate of Product Registration [CPR] (1 photocopy)		Primary registrant (from original document issued by FPA-FRD)		
Confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 photocopy)		Primary registrant (from original document issued by FPA-FRD)		
Duly Notarized TPA Letter (1 original)		Primary registrant		
Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Supervising Agriculturist FPA-FRD
	1.2 Issues Bill form		30 mins	

2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>(LOCAL)</b>	<b>New</b>	<b>Renewal</b>	30 mins	Accounting Staff / Cashier FPA-FAD
		<b>Filing Fee</b>	600	N/A		
		<b>Registration Fee</b>				
		Inorganic	3600	3000		
		Soil Conditioner	1800	1800		
		Raw Material	1800	1800		
		Plant Growth Promoter	1800	1800		
		Specialty	1800	1800		
		<b>(IMPORTED)</b>	<b>New</b>	<b>Renewal</b>		
		<b>Filing Fee</b>	600	N/A		
		<b>Registration Fee</b>				
		Inorganic	6000	5400		
		Soil Conditioner	4200	4200		
		Raw Material	4200	4200		
		Plant Growth Promoter	4200	4200		
		Specialty	4200	4200		
		<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date				
3. Presents OR to FRD Staff	3. Records OR number	None			Supervising Agriculturist FPA-FRD	
4.Waiting time	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None			3.5 d	Supervising Agriculturist FPA-FRD
*Submits compliance/ corrective action to FRD Staff					(paused-clock)	Supervising Agriculturist FPA-FRD

4. Waiting time	4.2 Reviews and recommends		1 d	<i>Division Chief FPA-FRD</i>
	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		<b>For New Application:</b> Filing Fee + Registration Fee based on the type of product <b>For Renewal:</b> Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 d	

## 8. ISSUANCE OF FERTILIZER EXPERIMENTAL USE PERMIT (EUP)

Experimental Use Permit (EUP) 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.

Office or Division	Fertilizer Regulations Division (FRD)									
Classification	Highly Technical									
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity									
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor									
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE								
Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp (1 original)		FPA-FRD or FPA Website								
Trial Protocol (1 original)		FPA-Accredited Researcher								
Field Layout (1 original)		FPA-Accredited Researcher								
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE						
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Agriculturist I FPA-FRD						
	1.2 Issues Bill form		30 mins							
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<table><tr><td></td><td>Local</td><td>Imported</td></tr><tr><td>Application Fee</td><td>600</td><td>1200</td></tr></table>		Local	Imported	Application Fee	600	1200	30 mins	Accounting Staff / Cashier FPA-FAD
	Local	Imported								
Application Fee	600	1200								
3. Presents OR to FRD Staff	3. Records OR number	None	Agriculturist I FPA-FRD							
4. Waiting time	4.1 Prepares data package and endorses to External Technical Evaluator	None	2.5 d	Agriculturist I FPA-FRD						

*Submits compliance/ corrective action	4.2 External Technical Evaluator evaluates data package and prepares evaluation report		10 d	<i>External Technical Evaluator</i>
	4.3 Integrates external evaluator's report *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance		2 d	<i>Agriculturist I FPA-FRD</i>
	4.4 Evaluates and processes the application		(paused-clock)	<i>Agriculturist I FPA-FRD</i>
	4.5 Reviews and recommends		2 d	<i>Supervising Agriculturist &amp; Division Chief FPA-FRD</i>
	4.6 Final Review		1 d	<i>Division Chief FPA-FRD</i>
4. Waiting time	4.7 Approval / Disapproval		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED Executive Director FPA-OED</i>
5. Claims the approved Experimental Use Permit (EUP)	5. Notifies client on the status of application (approval/ disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		600 for local fertilizer, 1200 for imported fertilizer	20 d	

## 9. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER HANDLER (NEW/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*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, and National Distributor
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For New Applicants	
<b>General Requirements:</b>	
Duly accomplished and notarized Application Form [FPA-FRD-F03 or F04] with documentary stamp (1 original)	FPA-FRD or FPA Website
For: Corporation/Partnership – SEC registration and Articles of Incorporation [must include "fertilizer" in the purpose] (1 photocopy) Cooperative – CDA Registration (1 photocopy) Single Proprietorship – certificate of business name registration with DTI (1 photocopy)	Security & Exchange Commission (SEC)  Cooperative Development Authority (CDA)  Department of Trade & Industry (DTI)
Notarized copy of Certificate of Capitalization (1 original)	Applicant
<b>Specific Requirements:</b>	
Distributorship Agreement/Certificate from Mother Company (1 photocopy) - <i>for Importer/End-User, National/Area Distributor, and Repacker Only</i>	Manufacturer/Supplier
Mining Permit from DENR (if applicable) (1 photocopy) - <i>for Processor only</i>	DENR
Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i>	DENR



List of Bulk Handling equipment (1 original) - <i>for Bulk Handler only</i>	Applicant
Contract with Manufacturer/Supplier (1 photocopy) - <i>for Indentor only</i>	Manufacturer/Supplier
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>	FPA-FRD or FPA-RFU
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>except Indentor</i>	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>except Bulk Handler and Indentor</i>	FPA-RFU
Registration of Fertilizer Warehouse (1 photocopy) - <i>except Bulk Handler and Indentor</i>	FPA-FRD or FPA-RFU
<b>For Renewal</b>	
<b>General Requirements:</b>	
Duly accomplished and notarized Application Form [FPA-FRD-F03, F04, F07, or F08] with documentary stamp (1 original)	FPA-FRD or FPA Website
Audited Financial Statements / Income Tax Return from the previous year (1 photocopy)	BIR or Independent Auditor
<b>Specific Requirements:</b>	
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>	FPA-FRD or FPA-RFU
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>except Indentor</i>	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>except Indentor</i>	FPA-RFU
Registration of Fertilizer Warehouse (1 photocopy) - <i>except Indentor</i>	FPA-FRD or FPA-RFU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None	2 hours  30 mins	<i>Agriculturist I</i> FPA-FRD
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<p><b>Filing Fee per activity</b> (for New Applicants only)</p> <p>1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User 3600</p> <p>2. Importer, Importer End-user, National Distributor, Area Distributor, Exporter, Indentor 1800</p> <p><b>License Fee based on declared capitalization</b> (for New and Renewal)</p> <p>1. Over P5M Capitalization</p> <p>1st Activity 8400</p> <p>Succeeding 4800</p> <p>Activities</p> <p>2. Over P1M to P5M Capitalization</p> <p>1st Activity 5400</p> <p>Succeeding 3600</p> <p>Activities</p> <p>3. Over P500T to P1M Capitalization</p> <p>1st Activity 3600</p> <p>Succeeding 1800</p> <p>Activities</p> <p>4. P500T &amp; below Capitalization</p> <p>1st Activity 1800</p> <p>Succeeding 850</p> <p>Activities</p> <p><b>For Late Renewal</b></p> <p>50% surcharge of fees if renewed within 1-month after expiry date</p> <p>100% surcharge of fees if renewed beyond 1-month after expiry date</p>	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist I</i> FPA-FRD

4.Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	3.5 d	Senior Agriculturist FPA-FRD
	4.2 Reviews and recommends		(paused-clock)	Senior Agriculturist FPA-FRD
	4.3 Final Review		1 d	Supervising Agriculturist & Division Chief FPA-FRD
	4.4 Approval / Disapproval		1 d	Deputy Executive Director for Fertilizer FPA-OED Executive Director FPA-OED
4. Waiting time				
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of application (approval/ disapproval)	None	1 hour	Administrative Asst III FPA-FRD
<b>TOTAL:</b>		<b>For New Application:</b> Filing Fee + License Fee based on declared capitalization <b>For Renewal:</b> License Fee based on declared capitalization (plus surcharge of fees if renewed beyond expiry date)	7 d	

## 10. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER DEALER (NEW/RENEWAL)

All persons/entities who shall engage in the business of retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA.

*Validity: 3 years*

Office or Division	Fertilizer Regulations Division (FRD)	
Classification	Complex	
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity	
Who may avail	Fertilizer Dealers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For New Applicants		
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)	FPA-FRD or FPA Website	
For: Corporation/Partnership – SEC registration and Articles of Incorporation [must include "fertilizer" in the purpose (1 photocopy) Cooperative – CDA Registration (1 photocopy) Single Proprietorship – certificate of business name registration with DTI (1 photocopy)	Security & Exchange Commission (SEC)  Cooperative Development Authority (CDA)  Department of Trade & Industry (DTI)	
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU	
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU	
Accredited Safety Dispenser [ASD] ID (1 photocopy)	Applicant (original issued by FPA-PMID or FPA-RFU)	
For Renewal		
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU	
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU	
Accredited Safety Dispenser [ASD] ID (1 photocopy)	Applicant (original issued by FPA-PMID or FPA-RFU)	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None	2 hours  30 mins	<i>Agriculturist II</i> FPA-FRD
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>License Fee</b>  Fertilizer Dealer/Repacker      1800  Member of Dealer's Association      1500  Dealer of both Fertilizer and Pesticide      4000  Member of Fertilizer and Pesticide Dealer's Association      3200  Cooperative      50% discount on Dealer's fee  <b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist II</i> FPA-FRD
4. Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	None	2.5 d  (paused-clock)	<i>Agriculturist II</i> /FPA-FRD  <i>Agriculturist II</i> FPA-FRD

4. Waiting time	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		<b>For New Application:</b> License Fee based on type of dealership applied for <b>For Renewal:</b> License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)	6 d	

## 11. ISSUANCE OF LICENSE TO OPERATE (LTO) AS DEALER-REPACKER (NEW/RENEWAL)

All persons/entities who shall 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.

*Validity: 3 years*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity
<b>Who may avail</b>	Fertilizer Dealers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For New Applicants	
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)	FPA-FRD or FPA Website
For:	
Corporation/Partnership – SEC registration and Articles of Incorporation [must include "fertilizer" in the purpose (1 photocopy)	Security & Exchange Commission (SEC)
Cooperative – CDA Registration (1 photocopy)	Cooperative Development Authority (CDA)
Single Proprietorship – certificate of business name registration with DTI (1 photocopy)	Department of Trade & Industry (DTI)
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU
For Renewal	
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)	FPA-FRD or FPA Website
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document  1.2 Issues Bill form	None	2 hours  30 mins	<i>Agriculturist II</i> FPA-FRD
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>License Fee</b> Fertilizer Dealer/Repacker 1800  Member of Dealer's Association 1500  Dealer of both Fertilizer and Pesticide 4000  Member of Fertilizer and Pesticide Dealer's Association 3200  Cooperative 50% discount on Dealer's fee  <b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist II</i> FPA-FRD
4. Waiting time  *Submits compliance/ corrective action to FRD Staff	4.1 Evaluates and processes the application  *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	2.5 d  (paused-clock)	<i>Agriculturist II</i> FPA-FRD  <i>Agriculturist II</i> FPA-FRD
4. Waiting time	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD



	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		<b>For New Application:</b> License Fee based on type of dealership applied for <b>For Renewal:</b> License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)	6 d	

## 12. ISSUANCE OF LICENSE TO OPERATE (LTO) AS MANGO CONTRACTOR (NEW/RENEWAL)

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 shall secure a license from FPA.

*Validity: 3 years*

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Mango Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New and Renewal				
Duly accomplished and notarized Application Form [FPA-FRD-F08] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Certificate of membership if member of Accredited Association (1 photocopy)		Applicant		
Certificate of Attendance in Mango Contractor Training (1 photocopy)		Applicant (original issued by FPA-PMID or FPA-RFU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Agriculturist II FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	License Fee	30 mins	Accounting Staff / Cashier FPA-FAD
		Mango Contractor                      1200		
		Member of Accredited Association                      600		
		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		

3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist II</i> FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	None	2.5 d	<i>Agriculturist II</i> FPA-FRD
*Submits compliance/ corrective action to FRD Staff			(paused-clock)	<i>Agriculturist II</i> FPA-FRD
	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
4. Waiting time	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/ disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		1200 for independent MC,600 if member of AA(plus surcharge of fees if renewed beyond expiry date)	6 d	

### 13. ISSUANCE OF CERTIFICATE OF FERTILIZER WAREHOUSE REGISTRATION (NEW/RENEWAL)

Warehouse and other facilities used for the storage of fertilizers and other agricultural pesticides must be registered with FPA.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, Area Distributor, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F05] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	<i>Agriculturist / FPA-FRD</i>
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>Registration Fee</b>  Fertilizer only            1200  Both Fertilizer and Pesticide       2400	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>
		<b>For Late Renewal</b>  50% surcharge of fees if renewed within 1-month after expiry date  100% surcharge of fees if renewed beyond 1-month after expiry date		

3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist I</i> FPA-FRD
4. Waiting time	4.1 Evaluates and processes the application *In case of deficiencies, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	2.5 d	<i>Senior Agriculturist</i> FPA-FRD
*Submits compliance/ corrective action to FRD Staff			(paused-clock)	<i>Senior Agriculturist</i> FPA-FRD
	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
4. Waiting time	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		1 d	<i>Executive Director</i> FPA-OED
5. Claims the approved Warehouse Registration Certificate	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		1200 for Fertilizer only, 2400 for both Fertilizer and Pesticide (plus surcharge of fees if renewed beyond expiry date)	6 d	

## 14. 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

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Inspection Request Form [FOCU-IRF-2018-] (1 original), or Written request addressed to FPA-FRD (1 original)		FPA-RFU or FPA Website  Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for inspection of manufacturing plant / repacking site	1.1 Receives request for inspection 1.2 Works out the logistics (date and time of inspection, means of transportation) with the client	None	2 hours	<i>Licensing Section</i> FPA-FRD
2. Waiting time	2.1 Coordinates the request with the divisions involved (if there are any) 2.2 Informs client of the finalized schedule	None	5 d	<i>Licensing Section</i> FPA-FRD

3. Meets with the inspectors	3. Travels to the site	None	1.5 hours	Licensing Section FPA-FRD
4. Actively participates in the inspection and answers questions by the inspectors as specific and truthful as possible	4.1 Conducts opening meeting and walk-through of the process 4.2 Proceeds with the inspection and evaluation of the site in accordance with FPA's standards 4.3 Closing meeting	None	3 hours	Licensing Section FPA-FRD
5. Waiting time	5. Travels back to FPA	None	1.5 hours	Licensing Section FPA-FRD
6. Claims inspection report  *resolves non-compliance, if there are any	6.1 Prepares inspection report 6.2 Notifies client of the results of inspection	None	1 d	Licensing Section FPA-FRD
<b>TOTAL:</b>		None	7 d	

## 15. ISSUANCE OF VAT EXEMPTION CERTIFICATE

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.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Importers and Importer End-Users			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Bill of Lading (1 photocopy)		Manufacturer/Supplier		
Commercial Invoice (1 photocopy)		Manufacturer/Supplier		
Packing List (1 photocopy)		Manufacturer/Supplier		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)		Manufacturer/Supplier		
PNP Permit [for Nitrates only] (1 photocopy)		Philippine National Police - Firearms and Explosives Office (PNP-FEO)		
Disposition report of previous importation [for nitrates only] (1 photocopy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	Agriculturist II FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	600	30 mins	Accounting Staff / Cashier FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist II FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application	None	2 d	Agriculturist II FPA-FRD



	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.3 Final Review		3 hours	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		3 hours	<i>Executive Director</i> FPA-OED
5. Claims the approved VAT Exemption Certificate	5. Notifies client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		600	4 d	

## 16. ISSUANCE OF EXPORT CERTIFICATE

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.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Exporter			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F13] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from original document issued by FPA-FRD)		
Pro-forma Invoice (1 photocopy)		Applicant		
Sales Contract or Purchase Order (1 photocopy)		Buyer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist II</i> FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application	None	2 d	<i>Agriculturist II</i> FPA-FRD
	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD
	4.3 Final Review		3 hours	<i>Deputy Executive Director for Fertilizer</i> FPA-OED

	4.4 Approval / Disapproval		3 hours	<i>Executive Director</i> FPA-OED
5. Claims the approved Export Certificate	5. Notifies client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		600	4 d	

## 17. ISSUANCE OF OTHER CERTIFICATE

Other certificates issued by FPA may include but are not limited to the following: (1) FPA Certification to import samples for confirmatory analysis, (2) FPA Certification to import samples for bioefficacy trial purposes, (3) Certificate of Non-Coverage, (4) FPA certification that a product is registered with FPA, and (5) FPA certification that a company is licensed with FPA.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request indicating the purpose (1 original)		Applicant		
Pro-forma Invoice [if applicable] (1 photocopy)		Manufacturer/Supplier		
Certificate of Analysis [if applicable] (1 photocopy)		Manufacturer/Supplier		
Material Safety Data Sheet [if applicable] (1 photocopy)		Manufacturer/Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	350	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		<i>Agriculturist II</i> FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application	None	2 d	<i>Agriculturist II</i> FPA-FRD
	4.2 Reviews and recommends		1 d	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD

	4.3 Final Review		3 hours	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		3 hours	<i>Executive Director FPA-OED</i>
5. Claims the approved Export Certificate	5. Notifies client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		350	4 d	

## 18. FACILITATION OF SUBMISSION OF FERTILIZER SAMPLES TO FPA LABORATORY SERVICES DIVISION (LSD) 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. Samples will be analyzed only at FPA recognized and accredited laboratories.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Analysis Form [FPA-LSD-F01] (1 photocopy)		FPA-FRD or FPA Website		
Fertilizer Sample (min. of 500g for solid organic, 250g for solid inorganic, and 500mL for liquid organic/inorganic)		Applicant		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
Analytical testing procedure(s) as required		Applicant		
Analytical standard as required		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits sample and required documents to Fertilizer Regulations Division (FRD)	1.1 Checks and receives the condition of the samples	None	30 mins	Chemist II FPA-FRD
	1.2 Reviews the requested analysis of the sample		30 mins	
	1.3 Issues Bill Form		30 mins	

2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	<b>MACRONUTRIENTS</b>		Accounting Staff / Cashier FPA-FAD
		Nitrate Fee N	1250	
		Nitrogen with Nitrate	1550	
		Available Phosphorus	400	
		Total Phosphorus	1220	
		Total Potassium	910	
		Calcium	1010	
		Magnesium	1610	
		Sulfur	400	
		<b>MICRONUTRIENTS</b>		
		Boron	1570	
		Cobalt	1370	
		Copper	1370	
		Iron	1330	
		Manganese	1370	
		Sodium	1380	
		Zinc	1330	
		Chloride	730	
		<b>PLANT GROWTH REGULATORS</b>		
		Amino Ethyl Hexanoate	3430	
		Brassinolide	4660	
		Gibberellic Acid	2960	
		Indole-3-Butyric Acid	3660	
		1-Naphthaleneacetic acid	3880	
		Nitrophenol and Nitroguaiacol	5010	
		Paclobutrazol	3340	
		Triacontanol	3470	
		<b>MICROBIAL TESTS</b>		
		<i>Escherichia coli (E. Coli)</i>	1050	
		Total Coliform	900	
		<b>OTHERS</b>		
		Biuret	330	
		Organic matter	350	
		Moisture content	240	
		pH	320	
		Specific gravity	550	
Aluminum	1390			
Free acidity	530			
Free phosphoric acid	760			
GC analysis (specify: active ingredient)	3360			
HPLC analysis (specify: active ingredient)	3130			
Impurities Determination	4550			

3. Presents OR to FRD Staff	3. Records OR number	None		<i>Chemist II</i> FPA-FRD
4. Waiting time *test report is automatically forwarded by FPA-LSD to FPA-FRD for subsequent evaluation	4.1 Processes the Request for Analysis Form	None	3.5 d	<i>Chemist II</i> FPA-FRD
	4.2 Endorses samples to FPA-LSD		30 mins	<i>Chemist II</i> FPA-FRD
<b>TOTAL:</b>		(depends on the test parameters required for analysis)	4 d	



## 19. ENDORSEMENT OF SAMPLES TO FPA-RECOGNIZED 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. Samples will be analyzed only at FPA recognized and accredited laboratories.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for endorsement		Applicant (through walk-in or email)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requests for endorsement (walk-in or through e-mail)	1. Receives the request	None	20 mins	<i>Chemist II</i> FPA-FRD
2. Waiting time	2.1 Reviews the COA and MSDS of the sample 2.2 Encodes sample details and chosen FPA-accredited laboratory in database 2.3 Assigns FPA code and processes endorsement form	None	7.5 hours	<i>Chemist II</i> FPA-FRD
3. Claims endorsement of sample *client should forward test results to FPA-FRD for evaluation	3. Issues sample endorsement form	None	10 mins	<i>Chemist II</i> FPA-FRD
<b>TOTAL:</b>		None	1 d	

## 20. EVALUATION OF TEST REPORTS FOR CONFIRMATORY ANALYSIS

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

*Validity: 1 year*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Test Report [valid only within 1 year after date of issue] (1 original)		FPA-Recognized Laboratory (or as forwarded by FPA-LSD)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits test report to FPA-FRD *If testing was done in FPA, the test report is forwarded by FPA-LSD to FPA-FRD	1. Receives the test report	None	30 mins	<i>Chemist II</i> FPA-FRD
2. Waiting time	2.1 Evaluates the test report and prepares the evaluation summary	None	4 d	<i>Chemist II</i> FPA-FRD
	2.2 Reviews and recommends		1 d	<i>Division Chief</i> FPA-FRD
3. Claims/receives (through email) the test report and evaluation summary	3. Notifies client that the test report and evaluation summary are ready for release	None	1 hr	<i>Chemist II</i> FPA-FRD
<b>TOTAL:</b>		None	5 d	

## 21. AMENDMENT OF ISSUED LICENSE, REGISTRATION, OR PERMIT ON FERTILIZER

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

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form with documentary stamp (1 original)		FPA-FRD or FPA Website		
Previously issued License/Permit/Certificate (1 original)		Applicant		
SEC amendment form or board resolution with sworn affidavit or any legal document in case of change of business name (1 photocopy)		Securities and Exchange Commission (SEC) or other office concerned		
Updated Draft Label (1 original) - <i>for Product Registration only</i>		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Checks completeness and receives document	None	2 hours	FRD Staff FPA-FRD
	1.2 Issues Bill form		30 mins	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	Filing Fee - 600	30 mins	Accounting Staff / Cashier FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		FRD Staff FPA-FRD
4. Waiting time	4.1 Evaluates and processes the application	None	1.5 d	FRD Staff FPA-FRD
4. Waiting time	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD

	4.3 Final Review		1 d	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 d	<i>Executive Director FPA-OED</i>
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Filing Fee - 600	5 d	

# **PESTICIDE REGULATIONS DIVISION**

## **EXTERNAL SERVICES**

## ISSUANCE OF EXPERIMENTAL USE PERMIT

Experimental Use Permits (EUP) is issued to registrants prior to conduct of any local field trials. EUP is part of the requirements for product registration of pesticides, and other agricultural chemicals. The said local field trials shall be conducted by researchers with accreditation by FPA following the approved protocols. Data generated from trials without the necessary permit shall not be accepted for registration.

### 1. EUP IA & IB

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP IB covers coded compounds and formulations in the initial stages of development to be tested in a licensed testing site (not necessarily owned by the company) outside the company research station. Data generated is used for research purposes only and is not intended for registration.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	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  *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.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) set of the following:				
1. Letter of Intent			Applicant	
2. Accomplished FPA Form No. P-001 (Notice of Intent to Conduct Experiment), notarized & with documentary stamp			Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
3. Trial protocol(s)			Applicant	
4. SDS (Safety Data Sheet) of the pesticide to be tested			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1 – Receiving of Application</b>				
1. Submit all required documents to Pesticide	1. Check the completeness of the submitted documents.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division

Regulations Division (PRD) counter (First floor).	2. Do initial assessment of the application.	None	15 minutes	<i>Chemist II</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	3. Issue duly accomplished Bill Form to applicant.	None	15 minutes	<i>Administrative Aide IV/</i> <i>Chemist II</i> Pesticide Regulation Division
3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	4. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	5. Wait for the applicant to return.	$\text{₱1,500.00} \times \text{no. of product} \times \text{no. of protocol} \times \text{no. of season} \times \text{no. of crop}$  Note: Season refers to wet and dry seasons. Trial duration that a) falls within January to June covers 1 season; b) falls within July to December covers 1 season. c) overlaps June and July covers 2 seasons.	15 minutes	Cashier

5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	6. Record the paid fees, along with the official receipt number. 7. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	8. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
<b>Stage 2 – Evaluation and Processing of EUP</b>				
	1. Evaluate the submitted data and all pertinent documents. *Any data gap and/or deficiency found upon evaluation will be communicated to the applicant, and this shall be addressed accordingly by the applicant.	None	7 days	<i>Chemist II Pesticide Regulation Division</i>
	2. Encode all the necessary information, including the EUP code, then print the permit. 3. Record the processed EUP into the database and into the tracking form.	None	7 days	<i>Chemist II Pesticide Regulation Division</i>
	4. Review the application, check the correctness of the printed permit and endorse the approval of EUP.	None	1 day	<i>Division Chief/ Officer-in-charge Pesticide Regulation Division</i>
	5. Endorse	None	4 hours	<i>Deputy Executive</i>



	approval/ disapproval of EUP.			<i>Director for Pesticide</i>
	6. Approves/ disapproves issuance of EUP.	None	1 day	<i>Executive Director</i>
1. Receive the notification and schedule a visit to FPA office to pick up the approved EUP (or to submit data/documents addressing the deficiency).	7. Notify applicant of the approval/ disapproval/ deficiency of their application, through email. 8. Provide copy of EUP to FOCU (Field Operations and Coordinating Unit) for monitoring.	None	3 days (paused-clock)	<i>Chemist II</i> Pesticide Regulation Division
<b>Stage 3 – Releasing of Approved EUP</b>				
1. Receive the approved EUP at the PRD counter and make sure to sign FPA's receiving copy.	1. Release the approved EUP to the applicant. Make sure that FPA's receiving copy is duly signed by the authorized receiver.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
<b>TOTAL</b>		₱1,500.00 x no. of product x no. of protocol x no. of season x no. of crop	20 days (not including waiting time after paused- clock)	

Issuance of EUP IA & IB qualified for multi-stage processing.

## 2. EUP II

This covers those pesticides, coded or branded in the pre-market stage and the bioefficacy and residue data generated may be used for registration purposes.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division	
<b>Classification:</b>	Highly Technical	
<b>Type of transaction:</b>	G2B – Government service for business entities	
<b>Who may avail:</b>	<div>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</div> <div>2. Local subsidiaries of any foreign-based pesticide company</div> <div>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</div> <div>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</div>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Two (2) sets of the following:		
1. Letter of Intent		Applicant
2. Accomplished FPA Form No. P-002 (Application for EUP), notarized & with documentary stamp		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>
3. Draft product label		Applicant
4. Summary of data (data summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> a.k.a. Green Book) <div>a. For conventional pesticides, refer to Table 2. <i>Data Requirement for Registration and Experimental Use Permit</i> (pages 52 to 61 of Green Book)</div> <div>b. For biorational pesticides, refer to Table 7. <i>Data Requirement for EUP for Biorational</i> (pages 106 to 107 of Green Book)</div> <div>c. For other agricultural chemicals, refer to page 23 of Green Book)</div>		Applicant
5. Complete data (all the relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.)		Applicant
6. Trial Protocol(s)		FPA Accredited Pesticide Researcher
Notes: <div>i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.)</div> <div>ii. When a data requirement is deemed not applicable, do not just put “N/A”. Provide reason/justification, instead.</div> <div>iii. To facilitate the evaluation process, items #1 to #4 (listed above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below:</div>		Applicant

<table><tr><td colspan="2">For conventional pesticides:</td></tr><tr><td>1.0. General Information</td><td rowspan="2">Merge in Folder 1</td></tr><tr><td>2.0. Specification</td></tr><tr><td>3.0. Bioefficacy (including trial protocol)</td><td>Folder 2</td></tr><tr><td>4.0. Toxicology</td><td>Folder 3</td></tr><tr><td>5.0. Human Exposure &amp; Safety</td><td>Folder 4</td></tr><tr><td>6.0. Environmental Effects</td><td rowspan="3">Merge in Folder 5</td></tr><tr><td>7.0. Residue in Food (including SPRT protocol, if applicable)</td></tr><tr><td>8.0. Environmental Fate &amp; Transport</td></tr></table>				For conventional pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy (including trial protocol)	Folder 2	4.0. Toxicology	Folder 3	5.0. Human Exposure & Safety	Folder 4	6.0. Environmental Effects	Merge in Folder 5	7.0. Residue in Food (including SPRT protocol, if applicable)	8.0. Environmental Fate & Transport	
For conventional pesticides:																			
1.0. General Information	Merge in Folder 1																		
2.0. Specification																			
3.0. Bioefficacy (including trial protocol)	Folder 2																		
4.0. Toxicology	Folder 3																		
5.0. Human Exposure & Safety	Folder 4																		
6.0. Environmental Effects	Merge in Folder 5																		
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5.0. Residue Data (including SPRT protocol, if applicable)	Merge in Folder 4																		
6.0. Non-Target Organism Toxicology																			
7.0. Environmental Fate & Expression																			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE															
Stage 1 – Receiving of Application																			
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division															
	2. Do initial assessment of the application.	None	15 minutes	Chemist II Pesticide Regulation Division															
2. Receive the accomplished Bill Form from the person receiving the application.	3. Issue duly accomplished Bill Form to applicant.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division															

3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	4. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	5. Wait for the applicant to return.	$\text{₱3,000.00} \times \text{no. of product} \times \text{no. of protocol} \times \text{no. of season} \times \text{no. of crop}$  Note: Season refers to wet and dry seasons. Trial duration that d) falls within January to June covers 1 season; e) falls within July to December covers 1 season. f) overlaps June and July covers 2 seasons.	15 minutes	Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	6. Record the paid fees, along with the official receipt number. 7. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	8. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division

Stage 2 – Submission to Technical Evaluators				
	1. Do preliminary evaluation and prepare the dossiers for submission to technical evaluators.	None	1 day	<i>Chemist II</i> Pesticide Regulation Division
	2. Record the outgoing dossiers in the logbook and into the database.	None	1 day	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	3. With travel order, distribute the dossiers to each specific evaluators. Make sure the logbook is properly signed by the receiver.	None	1 day	<i>Administrative Aide IV</i> Pesticide Regulation Division
	4. Do in-depth evaluation of the submitted dossier.	None	6 days	<i>Pesticide Regulatory Technical Evaluators</i>
Stage 3 – Receiving of Evaluation Reports				
	1. Receive the evaluation reports from the technical evaluators and forward to Chemist II who is handling the application.	None	2 hours	<i>Administrative Aide IV</i> Pesticide Regulation Division
	2. Receive and record the incoming evaluation reports into the database.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	3. Arrange and file the evaluation reports (per product) and study the comments,	None	1 day	<i>Chemist II</i> Pesticide Regulation Division

	recommendation, and suggestions of the technical evaluators.			
1. Receive the notification and if there are there are any deficiencies and/or data gaps, schedule a visit to FPA office for further discussion.	4. Notify the applicant through email when: a. there are any deficiencies and/or data gaps that would need clarification, justification, and/or additional supporting data b. the dossier submitted satisfies the requirement	None	4 hours (paused-clock)	Administrative Aide IV/ Chemist II Pesticide Regulation Division
<b>Stage 4 – Processing of EUP</b>				
	1. After receiving <u>all</u> the evaluation reports <u>with recommending approval</u> and when all the requirements are satisfactory met, consolidate the reports and other pertinent documents, and forms, for reviewing.	None	3 days	Chemist II Pesticide Regulation Division
	2. Encode all the necessary information, including the EUP code, then print the permit. 3. Record the processed EUP into the	None	3 days	Administrative Aide IV/ Chemist II Pesticide Regulation Division

	database and into the tracking form.			
	4. Review the application, check the correctness of the printed permit and endorse the approval of EUP.	None	4 hours	<i>Division Chief/ Officer-in-charge Pesticide Regulation Division</i>
	5. Endorse approval/ disapproval of EUP.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	6. Approves/ disapproves issuance of EUP.	None	1 day	<i>Executive Director</i>
	7. Notify applicant of the approval/ disapproval of their application, through email. 8. Provide copy of EUP to FOCU (Field Operations and Coordinating Unit) for monitoring.	None	2 days (paused-clock)	<i>Chemist II Pesticide Regulation Division</i>
<b>Stage 5 – Releasing of Approved EUP</b>				
1. Receive the approved EUP at the PRD counter and make sure to sign FPA's receiving copy.	1. Release the approved EUP to the applicant. Make sure that FPA's receiving copy is duly signed by the authorized receiver.	None	2 hours	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
<b>TOTAL</b>		₱3,000.00 x no. of product x no. of protocol x no. of season x no. of crop	20 days (not including waiting time after paused-clock)	

### 3. EUP III

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

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	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  *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.			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Two (2) sets of the following:				
1. Letter of Intent				Applicant
2. Accomplished FPA Form No. P-002 (Application for EUP), notarized & with documentary stamp				Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>
3. Draft product label				Applicant
4. Trial Protocol(s)				FPA Accredited Pesticide Researcher
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1 – Receiving of Application</b>				
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	2. Do initial assessment of the application.	None	15 minutes	<i>Chemist II</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	3. Issue duly accomplished Bill Form to applicant.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	4. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section



4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	5. Wait for the applicant to return.	$\text{₱3,000.00} \times \text{no. of product} \times \text{no. of protocol} \times \text{no. of season} \times \text{no. of crop}$  Note: Season refers to wet and dry seasons. Trial duration that g) falls within January to June covers 1 season; h) falls within July to December covers 1 season. i) overlaps June and July covers 2 seasons.	15 minutes	Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	6. Record the paid fees, along with the official receipt number. 7. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	8. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division
<b>Stage 2 – Submission to Technical Evaluators</b>				
	1. Do preliminary evaluation and prepare the dossiers for submission to technical	None	1 day	Chemist II Pesticide Regulation Division

	evaluators.			
	2. Record the outgoing dossiers in the logbook and into the database.	None	1 day	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	3. With travel order, distribute the dossiers to each specific evaluators. Make sure the logbook is properly signed by the receiver.	None	1 day	<i>Administrative Aide IV Pesticide Regulation Division</i>
	4. Do in-depth evaluation of the submitted dossier.	None	6 days	<i>Pesticide Regulatory Technical Evaluators</i>
<b>Stage 3 – Receiving of Evaluation Reports</b>				
	1. Receive the evaluation reports from the technical evaluators and forward to Chemist II who is handling the application.	None	2 hours	<i>Administrative Aide IV Pesticide Regulation Division</i>
	2. Receive and record the incoming evaluation reports into the database.	None	2 hours	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	3. Arrange and file the evaluation reports (per product) and study the comments, recommendations, and suggestions of the technical evaluators.	None	1 day	<i>Chemist II Pesticide Regulation Division</i>
1. Receive the notification and if there are there	4. Notify the applicant through email	None	4 hours (paused-clock)	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>

are any deficiencies and/or data gaps, schedule a visit to FPA office for further discussion.	when: a. there are any deficiencies and/or data gaps that would need clarification, justification, and/or additional supporting data b. the dossier submitted satisfies the requirement			
<b>Stage 4 – Processing of EUP</b>				
	1. After receiving <u>all</u> the evaluation reports <u>with recommending approval</u> and when all the requirements are satisfactory met, consolidate the reports and other pertinent documents, and forms, for reviewing.	None	3 days	<i>Chemist II</i> Pesticide Regulation Division
	2. Encode all the necessary information, including the EUP code, then print the permit. 3. Record the processed EUP into the database and into the tracking form.	None	3 days	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	4. Review the application, check the correctness of the printed	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division

	permit and endorse the approval of EUP.			
	5. Endorse approval/ disapproval of EUP.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	6. Approves/ disapproves issuance of EUP.	None	1 day	<i>Executive Director</i>
	7. Notify applicant of the approval/ disapproval of their application, through email. 8. Provide copy of EUP to FOCU (Field Operations and Coordinating Unit) for monitoring.	None	2 days (paused-clock)	<i>Chemist II</i> Pesticide Regulation Division
<b>Stage 5 – Releasing of Approved EUP</b>				
1. Receive the approved EUP at the PRD counter and make sure to sign FPA's receiving copy.	1. Release the approved EUP to the applicant. Make sure that FPA's receiving copy is duly signed by the authorized receiver.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
<b>TOTAL</b>		₱3,000.00 x no. of product x no. of protocol x no. of season x no. of crop	20 days (not including waiting time after paused-clock)	

## ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION (CPR)

Issuance of Certificate of Product Registration ensures that pesticides, and other agricultural chemicals meet the prescribed standards before they are imported, manufactured, formulated, distributed, and sold in the Philippines.

Standards are set by FPA to ensure product quality, suitability, bioefficacy, and safety to end-users and to the environment. Registration involves stringent process of evaluation with the end point that benefits outweigh the risks in the use of the product.

Conditional registration has a validity of one (1) year while full registration has a validity of three (3) years.

## 4. NEW PROPRIETARY PESTICIDES

This category covers all new pesticide products to be registered using data with proprietary nature. This includes:

1. New end-use product containing new or currently registered active ingredient
2. New end-use product containing combinations of:
  - a. New active ingredients
  - b. Currently registered active ingredients
  - c. New active ingredients + currently registered active ingredients

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division	
<b>Classification:</b>	Highly Technical	
<b>Type of transaction:</b>	G2B – Government service for business entities	
<b>Who may avail:</b>	<div>3. 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</div> <div>4. Local subsidiaries of any foreign-based pesticide company</div> <div>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</div> <div>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</div>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two (2) sets of the following:		
1. Letter of Intent		Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>
4. Draft product label		
5. Summary of data (data summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> a.k.a. Green Book)		Applicant
d. For conventional pesticides, refer to Table 2. <i>Data</i>		

<p><i>Requirement for Registration and Experimental Use Permit</i> (pages 52 to 61 of Green Book)</p> <p>e. For biorational pesticides, refer to Table 5 or Table 6 for the data requirements for registration of biochemical control agents or microbial pest control agents (pages 97 to 105 of Green Book)</p> <p>f. For other agricultural chemicals, refer to page 23 of Green Book)</p>																
<p>6. Complete data (all the relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.)</p>	<p>Applicant</p>															
<p>7. Copy of approved EUP for the trials conducted (attached in the terminal report of local bioefficacy trials)</p>	<p>Applicant</p>															
<p>8. Proof of registration in other countries where relevant, if applicable</p>	<p>Regulatory Agency of other countries where relevant</p>															
<p>9. Reviews of data done by other countries and international organizations, if available</p>	<p>Relevant countries and international organizations</p>															
<p>10. Any authorization necessary to cite previously submitted data</p>	<p>Authorized original registrant</p>															
<p>11. Requirements for confirmatory analysis (<i>See the requirements and client steps in a separate table, under the service named "Facilitation of Submission of Pesticide Samples for Analysis &amp; Evaluation of Laboratory Test Results".</i>)</p>	<p>Applicant</p>															
<p>Notes:</p> <ul style="list-style-type: none"> <li>i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.)</li> <li>ii. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead.</li> <li>iii. To facilitate the evaluation process, items #1 to #4 (listed above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below:</li> </ul> <table border="1" data-bbox="226 1552 1102 2067"> <tr> <td colspan="2">For conventional pesticides:</td></tr> <tr> <td>1.0. General Information</td><td rowspan="2">Merge in Folder 1</td></tr> <tr> <td>2.0. Specification</td></tr> <tr> <td>3.0. Bioefficacy (with attached copy of approved EUP)</td><td>Folder 2</td></tr> <tr> <td>4.0. Toxicology</td><td>Folder 3</td></tr> <tr> <td>5.0. Human Exposure &amp; Safety</td><td>Folder 4</td></tr> <tr> <td>6.0. Environmental Effects</td><td rowspan="3">Merge in Folder 5</td></tr> <tr> <td>7.0. Residue in Food (including SPRT protocol, if applicable)</td></tr> <tr> <td>8.0. Environmental Fate &amp; Transport</td></tr> </table>	For conventional pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy (with attached copy of approved EUP)	Folder 2	4.0. Toxicology	Folder 3	5.0. Human Exposure & Safety	Folder 4	6.0. Environmental Effects	Merge in Folder 5	7.0. Residue in Food (including SPRT protocol, if applicable)	8.0. Environmental Fate & Transport	<p>Applicant</p>
For conventional pesticides:																
1.0. General Information	Merge in Folder 1															
2.0. Specification																
3.0. Bioefficacy (with attached copy of approved EUP)	Folder 2															
4.0. Toxicology	Folder 3															
5.0. Human Exposure & Safety	Folder 4															
6.0. Environmental Effects	Merge in Folder 5															
7.0. Residue in Food (including SPRT protocol, if applicable)																
8.0. Environmental Fate & Transport																

For biorational pesticides:		Merge in Folder 1	Folder 2	Folder 3	Merge in Folder 4
1.0. General Information					
2.0. Specification					
3.0. Bioefficacy					
4.0. Toxicology					
5.0. Residue Data (with attached copy of approved EUP, if applicable)					
6.0. Non-Target Organism Toxicology					
7.0. Environmental Fate & Expression					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Stage 1 – Receiving of Application					
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division	
	2. Do initial assessment of the application.	None	15 minutes	Chemist II Pesticide Regulation Division	
2. Receive the accomplished Bill Form from the person receiving the application.	3. Issue duly accomplished Bill Form to applicant.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division	
3. Secure Order of Payment from the Accounting Section (First floor, Window 1).	4. Issue Order of Payment to applicant.	None	15 minutes	Administrative Assistant III Accounting Section	
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	5. Wait for the applicant to return.	Filing Fee  ₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product	15 minutes	Cashier	

5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	6. Record the paid fees, along with the official receipt number. 7. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	8. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
<b>Stage 2 – Submission to Technical Evaluators</b>				
	1. Do preliminary evaluation and prepare the dossiers for submission to technical evaluators.	None	1 day	<i>Chemist II Pesticide Regulation Division</i>
	2. Record the outgoing dossiers in the logbook and into the database.	None	1 day	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	3. With travel order, distribute the dossiers to each specific evaluators. Make sure the logbook is properly signed by the receiver.	None	1 day	<i>Administrative Aide IV Pesticide Regulation Division</i>
	4. Do in-depth evaluation of the submitted dossier.	None	6 days	<i>Pesticide Regulatory Technical Evaluators</i>
<b>Stage 3 – Receiving of Evaluation Reports</b>				
	1. Receive the evaluation	None	2 hours	<i>Administrative Aide IV Pesticide Regulation</i>



	reports from the technical evaluators and forward to Chemist II who is handling the application.			Division
	2. Receive and record the incoming evaluation reports into the database.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	3. Arrange and file the evaluation reports (per product) and study the comments, recommendation, and suggestions of the technical evaluators.	None	1 day	<i>Chemist II</i> Pesticide Regulation Division
1. Receive the notification and if there are there are any deficiencies and/or data gaps, schedule a visit to FPA office for further discussion.	4. Notify the applicant through email when: a. there are any deficiencies and/or data gaps that would need clarification, justification, and/or additional supporting data b. the dossier submitted satisfies the requirement	None	4 hours (paused-clock)	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
<b>Stage 4 – Processing of Certificate of Product Registration</b>				
	1. After receiving <u>all</u> the evaluation reports <u>with</u> <u>recommending</u> <u>approval</u> and	None	3 days	<i>Chemist II</i> Pesticide Regulation Division

	when all the requirements are satisfactory met, consolidate the reports and other pertinent documents, and forms, for reviewing.			
	2. Encode all the necessary information, including the FPA Registration No., then print the CPR and the letter of approval. 3. Record the processed CPR in the logbook, database, and in the tracking form.	None	3 days	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
	4. Review the application and check the correctness of the printed CPR and letter of approval. Then, endorse the approval to issue CPR.	None	4 hours	<i>Division Chief/ Officer- in-charge Pesticide Regulation Division</i>
	5. Endorse disapproval/ approval to issue CPR.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	6. Approves/ disapproves the issuance of CPR.	None	1 day	<i>Executive Director</i>
	7. Notify applicant of the approval/ disapproval of their application, through email.	None	2 days (paused-clock)	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>

	8. Encode details of the product registration into the “ <i>List of registered pesticide products</i> ”.			
<b>Stage 5 – Releasing of Certificate of Product Registration</b>				
1. Go to PRD counter and request for the releasing of CPR and letter of approval. 2. Receive the accomplished <i>Bill Form</i>	1. Issue duly accomplished <i>Bill Form</i> .	None	15 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	2. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant IV Accounting Section</i>
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3. Wait for the applicant to return.	<u>Conditional Registration</u>  Product: Category I & II - ₱5,000.00 Category III & IV - ₱3,000.00  Active Ingredient: Category I & II - ₱7,000.00 Category III & IV - ₱5,000.00  <u>Full Registration</u>  Product: Category I & II - ₱15,000.00 Category III & IV - ₱7,000.00  Active Ingredient: Category I & II - ₱20,000.00 Category III & IV - ₱15,000.00	30 minutes	<i>Cashier</i>

5. Return to PRD counter for the recording of official receipt number.	4. Record the paid fees, along with the official receipt number.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
6. Receive the CPR and letter of approval and make sure to sign FPA's receiving copy.	5. Release the CPR and letter of approval to the applicant. Make sure that FPA's receiving copy is duly signed by the authorized receiver.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
<b>TOTAL</b>		Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registration)	20 days (not including waiting time after paused-clock)	

Issuance of Certificate of Product Registration for New Proprietary Pesticides qualified for multi-stage processing.

## 5. NEW GENERIC PESTICIDES

This category covers all new pesticide products to be registered on the basis of other registrant's data (which has already lapsed the 8-year proprietary data protection) and/or using international reviews, provided the product is identical or substantially similar to any currently registered pesticide, or differ only in ways that would not significantly increase the risk of unreasonable adverse effects.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulations Division		
<b>Classification:</b>	Highly Technical		
<b>Type of transaction:</b>	G2B – Government service for business entities		
<b>Who may avail:</b>	<div>3. 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</div> <div>4. Local subsidiaries of any foreign-based pesticide company</div> <div>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</div> <div>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</div>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Two (2) sets of the following:			
1. Letter of Intent		Applicant	
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
4. Data on General Information & Specification (as detailed in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> )		Applicant	
5. Summary of data submitted (formatted according to the data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> )		Applicant	
6. Product stewardship program		Applicant	
7. Draft product label		Applicant	
8. Requirements for confirmatory analysis (See the requirements and client steps in a separate table, under the service named “Facilitation of Submission of Pesticide Samples for Analysis & Evaluation of Laboratory Test Results”.)		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1</b>				
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents. And do initial assessment of the application.	None	30 minutes	<i>Chemist II / Chemist III</i> Pesticide Regulations Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	15 minutes	<i>Chemist II / Chemist III</i> Pesticide Regulations Division
3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	3. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding filing fee to the Cashier (First floor, Window 2) and secure the official receipt.	4. Wait for the applicant to return.	Filing Fee ₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product	15 minutes	Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	5. Record the paid fees, along with the official receipt number. 6. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV / Chemist II / Chemist III</i> Pesticide Regulations Division
	7. Encode all the	None	15 minutes	<i>Administrative Aide IV</i>

	application's pertinent information into the database.			Pesticide Regulations Division
	8. Prepare and submit data for evaluation of Pesticide Registration Technical Evaluator (PRTE).	None	3 days	<i>Chemist III</i> Pesticide Regulations Division
	9. Receive and evaluate pesticide data	None	6 days	<i>Pesticide Registration Technical Evaluator</i> University of the Philippines, Los Baños
<b>Stage 2</b>				
	1. Receive and integrate evaluation report and result/s of laboratory analysis from the PRTE and FPA-LSD, respectively. *Any deficiency found upon evaluation will be communicated to the applicant.	None	3 days	<i>Chemist III</i> Pesticide Regulations Division
	2. Encode all the necessary information, then print the Certificate of Product Registration (CPR) and the letter of approval.	None	4 days	<i>Chemist III</i> Pesticide Regulations Division

	3. Record the processed CPR into the database and into the tracking form.			
	4. Check the correctness of the printed CPR and letter of approval. Then, endorse the approval to issue CPR.	None	3 hours	<i>Division Chief / Officer-in-Charge Pesticide Regulations Division</i>
	5. Endorse disapproval/ approval to issue CPR.	None	2 hours	<i>Deputy Executive Director for Pesticide</i>
	6. Approves/ disapproves the issuance of CPR.	None	1 day	<i>Executive Director</i>
5. Receive notification and schedule a visit to FPA office to pick up the approved EUP or to submit necessary data/documents to address the deficiencies.	7. Notify applicant of the approval/ disapproval/ deficiency of their application, through email.	None	2 days (paused-clock)	<i>Chemist II / Chemist III Pesticide Regulations Division</i>
<b>Stage 3</b>				
6. Receive the accomplished <i>Bill Form</i> from the person releasing the CPR.	8. Issue duly accomplished <i>Bill Form</i> to applicant.	None	15 minutes	<i>Chemist II / Chemist III Pesticide Regulations Division</i>
7. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	9. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III Accounting Section</i>
8. Pay	10. Wait for	<u>Conditional</u>	15 minutes	Cashier



corresponding registration fee to the Cashier (First floor, Window 2) and secure the official receipt.	the applicant to return.	<u>Registration</u>  Product: Category I & II - ₱5,000.00 Category III & IV - ₱3,000.00  Active Ingredient: Category I & II - ₱7,000.00 Category III & IV - ₱5,000.00  <u>Full Registration</u>  Product: Category I & II - ₱15,000.00 Category III & IV - ₱7,000.00  Active Ingredient: Category I & II - ₱20,000.00 Category III & IV - ₱15,000.00		
11. Return to PRD counter for the recording of official receipt number.	11. Record the paid fees, along with the official receipt number.	None	15 minutes	<i>Administrative Aide IV / Chemist II / Chemist III</i> Pesticide Regulations Division
12. Receive CPR or Denial of Registration	12. Releases CPR or Denial of Registration	None	15 minutes	<i>Administrative Aide IV / Chemist II / Chemist III</i> Pesticide Regulations Division
<b>TOTAL</b>		Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registration)	20 days (not including waiting time after paused-clock)	

Issuance of New Generic Pesticides qualified for multi-stage processing.

## 6. NEW PESTICIDES UNDER THIRD PARTY AUTHORIZATION

This category covers all pesticide products to be registered 1) citing another registrant's data (which are still under proprietary data protection) and 2) coming from the same supplier of that original registrant.

Third party authorization may also be allowed for registration of generic products coming from the same supplier of that original registrant.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	5. 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 6. Local subsidiaries of any foreign-based pesticide company  *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.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) set of the following:				
1. Letter of Intent			Applicant	
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp			Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp			Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
4. Copy of Certificate of Product Registration (CPR) from the original registrant			Applicant	
5. Third Party Authorization Letter from Original Registrant or Source of Pesticide			Applicant	
6. Product stewardship program			Applicant	
7. Safety Data Sheet (SDS) of the product			Applicant	
8. Draft product label			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1</b>				
6. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	2. Check the completeness of the submitted documents. And do initial assessment of the	None	30 minutes	Chemist II/Chemist III Pesticide Regulations Division

	application.			
7. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	15 minutes	<i>Chemist II/Chemist III</i> Pesticide Regulations Division
8. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	3. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section
9. Pay corresponding filing fee to the Cashier (First floor, Window 2) and secure the official receipt.	4. Wait for the applicant to return.	Filing Fee ₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product	15 minutes	<i>Cashier</i>
10. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	8. Record the paid fees, along with the official receipt number. 9. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulations Division
	10. Encode all the application's pertinent information into the logbook and into the database.	None	15 minutes	<i>Administrative Aide IV</i> Pesticide Regulations Division
<b>Stage 2</b>				
	9. Evaluate the submitted data and all pertinent documents. *Any deficiency	None	8 days	<i>Chemist II/Chemist III</i> Pesticide Regulations Division

	found upon evaluation will be communicated to the applicant.			
	10. Encode all the necessary information, then print the Certificate of Product Registration (CPR) and letter of approval. 11. Record the processed CPR into the database and into the tracking form.	None	7 days	<i>Chemist II</i> Pesticide Regulations Division
	12. Check the correctness of the printed CPR and endorse the approval to issue CPR.	None	3 hours	<i>Chemist III and Division Chief/ Officer-in-charge</i> Pesticide Regulations Division
	13. Endorse disapproval/ approval to issue CPR.	None	2 hours	<i>Deputy Executive Director for Pesticide</i>
	14. Approves/ disapproves the issuance of CPR.	None	1 day	<i>Executive Director</i>
15. Receive notification and schedule a visit to FPA office to pick up the approved EUP or to submit necessary data/documents to address the deficiencies.	10. Notify applicant of the approval/ disapproval/ deficiency of their application, through email.	None	3 days (paused-clock)	<i>Chemist II</i> Pesticide Regulations Division
<b>Stage 3</b>				
16. Receive the	11. Issue duly accomplished		15 minutes	<i>Chemist II/Chemist III</i> Pesticide Regulations

accomplished <i>Bill Form</i> from the person releasing the CPR.	<i>Bill Form</i> to applicant.			Division
17. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	12. Issue <i>Order of Payment</i> to applicant.		15 minutes	<i>Administrative Assistant III</i> Accounting Section
18. Pay corresponding registration fee to the Cashier (First floor, Window 2) and secure the official receipt.	10. Wait for the applicant to return.	<u>Conditional Registration</u>  Product: Category I & II - ₱5,000.00 Category III & IV - ₱3,000.00  Active Ingredient: Category I & II - ₱7,000.00 Category III & IV - ₱5,000.00  <u>Full Registration</u>  Product: Category I & II - ₱15,000.00 Category III & IV - ₱7,000.00  Active Ingredient: Category I & II - ₱20,000.00 Category III & IV - ₱15,000.00	15 minutes	Cashier
11. Return to PRD counter for the recording of official receipt	11. Record the paid fees, along with the official receipt number.	None	15 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulations Division

number.				
12. Receive CPR or Denial of Registration	12. Releases CPR or Denial of Registration	None	15 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulations Division</i>
<b>TOTAL</b>		Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registration)	20 days (not including waiting time after paused-clock)	

Issuance of Certificate of Product Registration for New Pesticides under Third Party Authorization qualified for multi-stage processing.

## 7. LABEL EXPANSION

This covers the expansion of use/claims of a registered pesticide product. This involves additional crops and/or additional target pests in the product label

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	Applicants who intend to expand the use/claims of a pesticide product that is already registered under his/her company.			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Two (2) sets of the following:				
1. Letter of Intent				Applicant
2. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp				Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>
3. Draft product label				Applicant
4. Copy of approved EUP for the trials conducted				Applicant
5. Summary of bioefficacy data (data summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> a.k.a. Green Book)				Applicant
6. Summary of residue data (data summarized and formatted according to the table of data requirements specified in FPA's Green Book)				Applicant
7. Terminal report of the local bioefficacy trials conducted				FPA Accredited Pesticide Researcher
8. Terminal report of the SPRT conducted, if applicable.				FPA Accredited Pesticide Researcher
Notes: i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.) ii. When a data requirement is deemed not applicable, do not just put “N/A”. Provide reason/justification, instead.				Applicant
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1 – Receiving of Application</b>				
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	2. Do initial assessment of the application.	None	15 minutes	<i>Chemist II</i> Pesticide Regulation Division
2. Receive the accomplished	3. Issue duly accomplished	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i>

<i>Bill Form</i> from the person receiving the application.	<i>Bill Form</i> to applicant.			Pesticide Regulation Division
3. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	4. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant IV</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	5. Wait for the applicant to return.	₱3,000.00 per product/ per crop/pest	15 minutes	Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	6. Record the paid fees, along with the official receipt number. 7. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	8. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
<b>Stage 2 – Submission to Technical Evaluators</b>				
	1. Do preliminary evaluation and prepare the dossiers for submission to technical evaluators.	None	1 day	<i>Chemist II</i> Pesticide Regulation Division
	2. Record the outgoing dossiers in the	None	1 day	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation



	logbook and into the database.			Division
	3. With travel order, distribute the dossiers to each specific evaluators. Make sure the logbook is properly signed by the receiver.	None	1 day	<i>Administrative Aide IV</i> Pesticide Regulation Division
	4. Do in-depth evaluation of the submitted dossier.	None	6 days	<i>Pesticide Regulatory Technical Evaluators</i>
<b>Stage 3 – Receiving of Evaluation Reports</b>				
	1. Receive the evaluation reports from the technical evaluators and forward to Chemist II who is handling the application.	None	2 hours	<i>Administrative Aide IV</i> Pesticide Regulation Division
	2. Receive and record the incoming evaluation reports into the database.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	3. Arrange and file the evaluation reports (per product) and study the comments, recommendation, and suggestions of the technical evaluators.	None	1 day	<i>Chemist II</i> Pesticide Regulation Division
1. Receive the notification and if there are any deficiencies and/or data gaps, schedule	4. Notify the applicant through email when: a. there are any deficiencies	None	4 hours (paused-clock)	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division

a visit to FPA office for further discussion.	and/or data gaps that would need clarification, justification, and/or additional supporting data b. the dossier submitted satisfies the requirement			
<b>Stage 4 – Processing of Certificate of Product Registration</b>				
	1. After receiving <u>all</u> the evaluation reports <u>with recommending approval</u> and when all the requirements are satisfactory met, consolidate the reports and other pertinent documents, and forms, for reviewing.	None	3 days	<i>Chemist II</i> Pesticide Regulation Division
	2. Encode all the necessary information, including the FPA Registration No., then print the CPR and the letter of approval. 3. Record the processed CPR in the logbook, database, and in the tracking form.	None	3 days	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	4. Review the application and check the correctness of the printed	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division

	CPR and letter of approval. Then, endorse the approval of the application for product registration			
	5. Endorse approval/ disapproval of the application for product registration	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
	6. Approves/ disapproves the application for product registration	None	1 day	<i>Executive Director</i>
	7. Notify applicant of the approval/ disapproval of their application, through email. 8. Encode details of the product registration into the " <i>List of registered pesticide products</i> ".	None	2 days (paused-clock)	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
<b>Stage 5– Releasing of Certificate of Product Registration</b>				
1. Receive the approved EUP at the PRD counter and make sure to sign FPA's receiving copy.	1. Release the CPR and letter of approval to the applicant. Make sure that FPA's receiving copy is duly signed by the authorized receiver.	None	2 hours	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
<b>TOTAL</b>		₱3,000.00 per product/ per crop/pest	20 days (not including waiting time after paused-clock)	

## 8. RENEWAL

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

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	<p>7. 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</p> <p>8. Local subsidiaries of any foreign-based pesticide company</p> <p>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</p> <p>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) set of the following:				
1. Letter of Intent			Applicant	
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp			Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp			Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>	
4. Copy of previously issued Certificate of Product Registration (CPR)			Applicant	
5. Product stewardship program			Applicant	
6. Safety Data Sheet (SDS) of the product			Applicant	
7. Copy of FPA-approved product label			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1</b>				
11. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	3. Check the completeness of the submitted documents. And do initial assessment of the application.	None	30 minutes	Chemist II / Chemist III Pesticide Regulations Division

12. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	15 minutes	Chemist II / Chemist III Pesticide Regulations Division
13. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	3. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	Administrative Assistant III Accounting Section
14. Pay corresponding renewal fee to the Cashier (First floor, Window 2) and secure the official receipt.	4. Wait for the applicant to return.	<u>Conditional Registration</u>  Product: Category I & II - ₱5,000.00 Category III & IV - ₱3,000.00  Active Ingredient: Category I & II - ₱7,000.00 Category III & IV - ₱5,000.00  <u>Full Registration</u>  Product: Category I & II - ₱15,000.00 Category III & IV - ₱7,000.00  Active Ingredient: Category I & II - ₱20,000.00 Category III & IV - ₱15,000.00	15 minutes	Cashier
15. Return to PRD counter for the recording of official receipt number and for stamping	11. Record the paid fees, along with the official receipt number. 12. Stamp, as received, the	None	15 minutes	Administrative Aide IV / Chemist II / Chemist III Pesticide Regulations Division

of the receiving copy.	submitted documents as well as the applicant's receiving copy.			
	13. Encode all the application's pertinent information into the logbook and into the database.	None	15 minutes	
<b>Stage 2</b>				
	19. Evaluate the submitted data and all pertinent documents. *Any deficiency found upon evaluation will be communicated to the applicant.	None	8 days	<i>Chemist II / Chemist III</i> Pesticide Regulations Division
	20. Encode all the necessary information, then print the Certificate of Product Registration (CPR). 21. Record the processed CPR into the database and into the tracking form.	None	8 days	<i>Chemist II</i> Pesticide Regulations Division
	22. Check the correctness of the printed CPR and endorse the approval to issue CPR.	None	3 hours	<i>Chemist III and Division Chief/ Officer-in-charge</i> Pesticide Regulations Division
	23. Endorse disapproval/	None	3 hours	<i>Deputy Executive Director for Pesticide</i>

	approval of to issue CPR.			
	24. Approves/ disapproves issuance of CPR.	None	1 day	<i>Executive Director</i>
25. Receive notification and schedule a visit to FPA office to pick up the approved EUP or to submit necessary data/document s to address the deficiencies.	13. Notify applicant of the approval/ disapproval/ deficiency of their application, through email.	None	2 days	<i>Chemist II</i> Pesticide Regulations Division
8. Receive CPR or Denial of Registration	8. Releases CPR or Denial of Registration	None	15 minutes	<i>Administrative Aide IV / Chemist II / Chemist III</i> Pesticide Regulations Division
<b>TOTAL</b>		Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registration)	20 days (not including waiting time after paused-clock)	

Issuance of Certificate of Product Registration for Renewal of Pesticide qualified for multi-stage processing.

## 9. FACILITATION OF SUBMISSION OF PESTICIDE SAMPLES FOR ANALYSIS & EVALUATION OF LABORATORY TEST RESULTS

Laboratory analysis of pesticide products are done to authenticate the specifications claimed by the registrant. This is done by FPA-Laboratory Services Division (LSD) and other FPA-recognized laboratories.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	<p>9. 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</p> <p>10. Local subsidiaries of any foreign-based pesticide company</p> <p>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</p> <p>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One (1) set of the following:				
1. Accomplished FPA Form No. FPA-LSD-F2 (Pesticide Request for Analysis)		Downloadable at <a href="http://fpa.da.gov.ph">http://fpa.da.gov.ph</a>		
2. Pesticide sample to be analyzed: a. 1 gram analytical grade standard (AGS) b. If formulated product, 500 grams or mL sample (FP) c. If technical grade material, 10 grams sample (TGM)		Applicant		
3. Certificate of Analysis (CoA) of AGS, TGM & FP		Applicant		
4. Method of Analysis, if necessary		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Stage 1</b>				
16. Submit all required samples and documents to Pesticide Regulations Division (PRD) counter (First floor).	4. Check the completeness of the submitted samples and documents. And do initial assessment of the application.	None	30 minutes	<i>Chemist II / Chemist III</i> Pesticide Regulations Division
17. Receive the	2. Issue duly accomplished	None	15 minutes	<i>Chemist II / Chemist III</i>



accomplished <i>Bill Form</i> from the person receiving the application.	d <i>Bill Form</i> to applicant.			Pesticide Regulations Division
18. Secure <i>Order of Payment</i> from the Accounting Section (First floor, Window 1).	3. Issue <i>Order of Payment</i> to applicant.	None	15 minutes	<i>Administrative Assistant III</i> Accounting Section
19. Pay corresponding analysis fee to the Cashier (First floor, Window 2) and secure the official receipt.	4. Wait for the applicant to return.	Laboratory analysis fee of FPA-LSD  HPLC Method: P 3,130.00 per sample GC Method: P 3,360.00 per sample	15 minutes	Cashier
20. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	14. Record the paid fees, along with the official receipt number. 15. Stamp, as received, the submitted documents as well as the applicant's receiving copy.	None	15 minutes	<i>Administrative Aide IV / Chemist II / Chemist III</i> Pesticide Regulations Division
	16. Encode all the application's pertinent information into the logbook and issue sample code.	None	15 minutes	
	17. Endorse samples to FPA-LSD or other FPA-recognized		3 days (paused-clock)	<i>Chemist II</i> Pesticide Regulations Division

	laboratories.			
<b>Stage 2</b>				
	26. Receive laboratory test results from FPA LSD or other FPA-recognized laboratories.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulations Division
	27. Evaluate laboratory test results then prepare & print evaluation report.	None	16 days	<i>Chemist II</i> Pesticide Regulations Division
	28. Check and review the correctness of the printed evaluation report.	None	3 hours	<i>Chemist III, Division Chief/ Officer-in-charge</i> Pesticide Regulations Division
	29. Forward signed evaluation report to Chemist III/ Chemist II (whoever is handling the specific application for pesticide registration)	None	3 hours	<i>Chemist II</i> Pesticide Regulations Division
<b>TOTAL</b>		Total laboratory analysis fee	20 days (not including waiting time after paused-clock)	

Facilitation of Submission of Pesticide Samples for Analysis & Evaluation of Laboratory Test Results qualified for multi-stage processing.

## 10. ISSUANCE OF LICENSE FOR AGRICULTURAL PEST CONTROL OPERATOR (PCO)

All persons / entities who shall engage in the business of servicing pest control management using registered pesticide with FPA.

Validity: 1 year

Office/Division:	FPA Central Office – Pesticide Regulation Division		
Classification:	Complex		
Type of transaction:	G2B – Government service for business entities		
Who may avail:	Pest Control Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One (1) set of the following must be submitted to FPA:			
I. For New Applicant:			
1. Duly accomplished and notarized application form (FPA form No. P-180)		FPA-PRD / website	
2. For: a. Corporation / Partnership - Copy of SEC Registration and Articles of Incorporation		Applicant	
b. Cooperative - Copy of CDA Registration.			
c. Single Proprietorship - Copy of Certificate of Registration of Business Name with DTI		Applicant	
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)		FPA-FOCU / RFU	
4. Recommendation / Inspection report from FPA Regional / Provincial Officer		FPA-PMID	
5. Photocopy of CPA ID		Applicant	
6. Compliance on the Occupational Health and Safety Standards for Certified Pesticide Applicators (CPA's) and Technicians			
1) Complete and thorough physical examination			
2) Laboratory tests which shall include:			
a) Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.			
b) Chest X-ray			
c) Urinalysis			
d) Fecalalysis			
e) Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT and SGPT.			
3) Certificate of “Fit to Work”.			
II. For Renewal:			
* All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.			
Renewal of application shall be filed at least one (1) month before its expiry date. Application for renewal			

<p>filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge per year. In addition, the following has to be submitted:</p> <p>1. Monthly Pest Control Operation Report.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application with complete required documents	1.1. Checks the completeness and receives documents  1.2. Issues Bill Form	None	2 hrs.  30 mins.	Senior Agriculturist
2. Pays corresponding fees	Issues Order of Payment and Official Receipt (OR)	License Fee: - ₱1,200.00/year	30 mins.	Accounting Staff / Cashier
3. Presents OR to PRD	Records OR No., date & Amount	None		Senior Agriculturist
4. Waiting time	Evaluates and processes the application *If with deficiencies, inform the company (thru phone) to comply the requirements	None	4 days	Senior Agriculturist

	Reviews and recommends	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Final Review	None	4 hrs.	Deputy Executive Director
	Approval / Disapproval	None	4 hrs.	Executive Director
5. Receives license (LTO)	Releases license (LTO) Records released license	None	1 hr.	Admin. Assistant
			<b>Total: 7 days</b>	

## 11. ISSUANCE OF LICENSE OF DRONE SPRAYING OPERATOR (DSO)

All persons / entities who shall engage / involved in activities concerning drone spraying of pesticide for the control of pest diseases and weed.

Validity: 1 year

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2B – Government service for business entities
<b>Who may avail:</b>	Drone spraying operator
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>One (1) set of the following must be submitted to FPA:</b>	
I. For New Applicant:	FPA-PRD / Website
1. Duly accomplished and notarized application form (FPA form No. P-180)	Applicant
2. For: a. Corporation / Partnership - Copy of SEC Registration and Articles of Incorporation	
b. Cooperative - Copy of CDA Registration.	
c. Single Proprietorship - Copy of Certificate of Registration of Business Name with DTI	Applicant
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	
4. Recommendation / Inspection report from FPA Regional / Provincial Officer.	FPA-FOCU / RFU
5. Photocopy of Drone Controller (DC) and Spray Operation Crew (SOC) ID.	FPA-PMID
6. Compliance on the Occupational Health and Safety Standards for Drone Controller (DC) & Spray Operation Crew (SOC) ID.	Applicant
1) Complete and thorough physical examination.	Applicant
2) Laboratory tests which shall include:	Applicant
a) Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.	Applicant
b) Chest X-ray	
c) Urinalysis	
d) Fecalalysis	
e) Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT and SGPT.	
3) Certificate of “Fit to Work”.	Applicant
II. For Renewal:	Applicant
<b>* All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.</b>	
Renewal of application shall be filed at least one (1) month before its expiry date. Application for renewal filed within one (1) month after the expiry	

<p>date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge per year. In addition, the following has to be submitted:</p> <p>1. Monthly Pest Control Operation Report.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits application with complete required documents	<p>1.1. Check the completeness and receives documents</p> <p>1.2. Issues Bill Form</p>	None	<p>2 hrs.</p> <p>30 mins.</p>	Senior Agriculturist
2. Pays corresponding fees	Issues Order of Payment and Official Receipt (OR)	License Fee: - ₱1,200.00/year	30 mins.	Accounting Staff / Cashier
3. Presents OR to PRD	Records OR No., date & Amount	None		Senior Agriculturist
4. Waiting time	<p>Evaluates and processes the application</p> <p>*If with defeciencias, inform the company (thru phone) to comply the requirements</p>	None	4 days	Senior Agriculturist

	Reviews and recommends	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Final reviews	None	4 hrs.	Deputy Executive Director
	Approval / Disapproval	None	4 hrs.	Executive Director
5. Receives license (LTO)	Releases license (LTO) Records released license	None	1 hr.	Admin. Assistant
			<b>Total: 7 days</b>	



## 12. ISSUANCE OF PESTICIDE DEALERSHIP LICENSE

To regulate all pesticide dealers, license is issued which allows an individual and/or local company to sell pesticide and other agricultural chemicals.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Complex			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	Any person/partnership/corporation or cooperative desiring to sell pesticides and other agricultural chemicals.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>One (1) set of the following must be submitted to FPA:</b>				
I. For New Applicants: 1. Duly accomplished and notarized “Application for Dealership License” form (original copy) with documentary stamps required FPA Form No. P-130 2. For: a. Corporation / Partnership - Copy of SEC Registration and Articles of Incorporation b. Cooperative - Copy of CDA Registration. c. Single Proprietorship - Copy of Certificate of Registration of Business Name with DTI 3. To be secured from the FPA Provincial Officer: a. Report on inspection of facilities b. Recommendation 4. Proof of Training / Accreditation - Copy of Accredited Safety Dispenser’s (ASD) ID 5. For members of the Agro-Dealers Association - Certificate of membership from the association in the province 6. List of registered pesticide products to be sold 7. Good Housekeeping Compliance Certificate 8. Payment of license fee for three (3) years in money order & check. (Personal and Out-of-Town checks are not acceptable)  II. For Renewal: <b>* All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.</b> Application for renewal filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge per 3 years.			FPA-PRD  Applicant  FPA-FOCU / RFU  FPA-PMID  Applicant  Applicant FPA-FOCU / RFU Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1</b>				
1. Submits	Checks	None	2 hrs.	Agriculturist II

application with complete required documents	completeness and receives document.  Issues Bill Form		30 mins	
2. Pays corresponding fees.	Issues order of payment and Official Receipt (OR).	<b>a. Agricultural Pesticide Dealer --- ₱ 2, 500.00</b> <b>Member of dealer association --- ₱ 2, 000.00</b> <b>b. Dealer of both Fertilizers/Pesticides -₱4,000.00</b> <b>Member of dealer association ---- ₱ 3, 200.00</b> <b>c. Cooperative – 50% of license fee</b> <b>A license is required for each dealership branch / outlet.</b>	30 mins.	Accounting staff / Cashier
3. Presents OR to PRD	Records OR No., Date and Fees	None		Agriculturist II
4. Waiting time	Evaluates and processes the application *If with deficiencies inform the company (thru phone) to comply the requirements	None	3 days	Agriculturist II
	Reviews and recommends	None	1 day & 4 hrs.	Senior Agriculturist / Chemist IV / Division Chief

	Final Reviews	None	4 hrs.	Deputy Executive Director
	Approval / Disapproval	None	4 hrs.	Executive Director
5. Receives the license	Releases of license  Records of released license	None	1 hr.	Admin. Assistant
			Total: 6 days	



2. Distributorship agreement / Certification from the pesticide supplier / Third Party Authorization (TPA) pesticide supplier. 3. Photo copy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID 4. Registration of pesticide warehouse/s 5. Product Registration / Contract / Certification from Manufacturer / Supplier		Applicant  FPA-PMID  FPA-PRD FPA-PRD and Applicant		
<u>National Distributor</u> 1. Recommendation / Inspection report from FPA Regional / Provincial Officer. 2. Distributorship agreement / Certification from the pesticide supplier / Third Party Authorization (TPA) pesticide supplier. 3. Photo copy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID 4. Registration of pesticide warehouse/s 5. Product Registration / contract / certification from the manufacturer / supplier. 6. List of Area Distributors.		FPA-FOCU / RFU  Applicant  FPA-PMID  FPA- PRD FPA-PRD & Applicant  Applicant		
<u>Area Distributor</u> 1. Recommendation / Inspection report from FPA Regional / Provincial Officer. 2. Distributorship agreement / Certification from the pesticide supplier / Third Party Authorization (TPA) pesticide supplier. 3. Photo copy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID 4. Registration of pesticide warehouse/s		FPA-FOCU / RFU  Applicant  FPA-PMID  FPA-PRD		
<u>Indentor / Supplier, Local Subsidiary / Representative</u> 1. Product Registration/Contract/Certification from Manufacturer/Supplier. 2. Certificate of registration of pesticide warehouse/s.		FPA-PRD & Applicant  FPA-PRD		
<u>Exporter</u> 1. Photo copy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID 2. Product Registration / contract / certification from the manufacturer / supplier. 3. The supply-demand analysis of the product/s intended to be exported to ensure that exportation is made only after satisfaction of local demand. 4. Letter from the Department of Agriculture or relevant Regulatory Agency of the importing		FPA-PMID  FPA-PRD & Applicant  Applicant  Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1</b>				
1. Submits application with complete required	1.1 Check the completeness and receives	None	2 hrs.	Senior Agriculturist

documents to PRD.	documents 1.2. Issues Bill Form		30 mins.	
2. Pays Corresponding Fees	2. Issues Order of Payment and Official Receipt	<b>A. Filing fee/activity for new applications</b> <b>1. Pesticide Manufacturer, Formulator, Repacker, Extruder, Importer-End-User, Institutional User-- ₱ 7,500.00</b> <b>Other Activities --</b> <b>-----</b> <b>--- ₱ 2,000.00</b>  <b>B. Licenses Fees</b> <b>- For Pesticide Handlers based on the company's capitalization annually (subscribed/paid-up capital plus retained earnings.)</b>  <b>1. Over ₱5M capitalization</b> <b>1st activity -----</b> <b>----- ₱ 8,500.00</b> <b>Succeeding activities -----</b> <b>----- ₱ 5,000.00</b> <b>2. Over ₱1M to ₱5M capitalization</b> <b>1st activity -----</b> <b>----- ₱ 5,500.00</b> <b>Succeeding activities -----</b> <b>----- ₱ 4,000.00</b> <b>3. Over ₱500T to ₱1M</b>	30 mins.	<b>Accounting Staff / Cashier</b>

		<p>capitalization 1st activity ----- ----- ₱ 4,000.00 Succeeding activities ----- ----- ₱ 2,000.00 4. ₱500T and below capitalization 1st activity ----- ----- ₱ 2,000.00 Succeeding activities ----- ----- ₱ 1,000.00</p>		
3. Present OR to PRD	<p>3.1. Records OR Number date &amp; amount. 3.2. Stamps as received both applicant &amp; FPA copies</p>	None		Senior Agriculturist
4. Waiting time	Evaluates and process the application *If with deficiencies inform the company (thru phone) for compliance of the requirements	None	4 days	Senior Agriculturist
	Reviews and Recommendations.	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Final reviews	None	4 hrs.	Deputy Executive Director
	Approval /		4hrs.	Executive

	Disapproval			<b>Director</b>
5. Receives license (LTO)	5. Releases the approved LTO 6. Records the released licensed	<b>None</b>	<b>1 hr.</b>	<b>Admin Assistant</b>
			<b>Total: 7 days</b>	



## 14. ISSUANCE OF LICENSE FOR AGRICULTURAL PESTICIDE HANDLERS (WITH OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS)

All persons / entities who shall engage in the business of manufacturing, formulating, repacking, extruding, importing & using of pesticides and other agricultural chemicals.

Validity: 1 year

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division
<b>Classification:</b>	Highly technical
<b>Type of transaction:</b>	G2B – Government service for business entities
<b>Who may avail:</b>	Pesticide Handlers: Manufacturer, Formulator, Repacker, Extruder, Importer End-User / Institutional User
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>One (1) set of the following must be submitted to FPA:</b>	
I. For New Applicants General Requirements 1. Duly accomplished and notarized application form (original copy) with documentary stamps. a. FPA form No. P.120 - for Repacker b. FPA form No. P.110 - for Manufacturer, Formulator & Extruder c. FPA form No. P.150 - for Importer, End User / Institutional User 2. For: a. Corporation/Partnership - Copy of SEC Registration and Articles of Incorporation. b. Cooperative - copy of CDA Registration. c. Single Proprietorship - copy of certificate of Registration of Business Name with DTI. 3. Copy of latest Financial Statements (FS) / ITR	FPA-PRD / Website  Applicant  Applicant
Specific Requirements: See below	
II. For Renewal: <b>*All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.</b> <b>Application for renewal filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge per year.</b> <u>Manufacturer/Formulator/Repacker/Extruder</u> 1. Recommendation/ Inspection report from FPA Regional / Provincial Officer 2. Photocopy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID 3. Certificate of Registration of pesticide warehouse/s 4. Product Registration / contract / certification from the	FPA-FOCU/RFU  FPA-PMID  FPA-PRD FPA-PRD & Applicant  Applicant  Applicant Applicant

<p>manufacturer / supplier.</p> <p>5. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) with DENR.</p> <p>6. Production process / Flowchart.</p> <p>7. Written Authority to repack / formulate / extrude from the supplier.</p> <p>8. Compliance of FPA Manual on Occupational and Technical Safety of Pesticide.</p> <p>a. Occupational Health and Safety Program (OHSP)</p> <p>b. Medical Health Examinations and certificate of "Fit to Work" of workers</p> <p>9. Pre/Post-licensing inspection by the Pesticide Safety Audit Team.</p> <p>10. Annual Capacity and Output.</p> <p><b>* All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.</b></p> <p><u>Importer End-User / Institutional User</u></p> <p>1. Recommendation/ Inspection report from FPA Regional / Provincial Officer</p> <p>2. Photocopy of Responsible Care Officer (RCO) / Accredited Responsible Care Officer (ARCO) ID</p> <p>3. Certificate of Registration of pesticide warehouse/s</p> <p>4. Product Registration / contract / certification from the manufacturer / supplier.</p> <p>5. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) with DENR.</p> <p>6. Compliance of FPA Manual on Occupational and Technical Safety of Pesticide.</p> <p>a. Occupational Health and Safety Program (OHSP)</p> <p>b. Medical Health Examinations and certificate of "Fit to Work" of workers</p> <p>7. Pre/Post-licensing inspection by the Pesticide Safety Audit Team.</p> <p>8. Authorization letter from pesticide company who register the product.</p> <p><b>* All requirements for new application (as listed above) shall be submitted during the renewal, except for the SEC registration, wherein only one page certificate is required.</b></p>			<p>Applicant</p> <p>FPA-PRD</p> <p>Applicant</p> <p>FPA-FOCU / RFU</p> <p>FPA-PMID</p> <p>FPA-PRD</p> <p>FPA-PRD &amp; Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>FPA-PMID</p> <p>Applicant</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1				
1. Submits application with complete required	1. Check completeness receives documents &	None	2 hrs.	Senior Agriculturist

documents to PRD.	request letter for inspection.			
	Issues Bill Form		30 mins.	
2. Pays Corresponding fees.	Issues Order of Payment and Official Receipt (OR)	<p><b>A. Filing fee/activity for new applications</b></p> <p><b>1. Pesticide Manufacturer, Formulator, Repacker, Extruder, Importer-End-User, Institutional User-- ₱ 7,500.00</b></p> <p><b>Other Activities --</b></p> <p>-----</p> <p><b>--- ₱ 2,000.00</b></p> <p><b>B. Licenses Fees</b></p> <p><b>- For Pesticide Handlers based on the company's capitalization annually (subscribed/paid-up capital plus retained earnings.)</b></p> <p><b>1. Over ₱5M capitalization</b></p> <p><b>1st activity -----</b></p> <p>-----</p> <p><b>---- ₱ 8,500.00</b></p> <p><b>Succeeding activities -----</b></p> <p>----- <b>₱</b></p> <p><b>5,000.00</b></p> <p><b>2. Over ₱1M to ₱5M capitalization</b></p> <p><b>1st activity -----</b></p> <p>-----</p> <p><b>----- ₱ 5,500.00</b></p> <p><b>Succeeding activities -----</b></p> <p>----- <b>₱</b></p> <p><b>4,000.00</b></p>	30 mins.	<b>Accounting Staff / Cashier</b>

		<b>3. Over ₱500T to ₱1M capitalization</b> <b>1st activity -----</b> <b>----- ₱ 4,000.00</b> <b>Succeeding activities -----</b> <b>----- ₱ 2,000.00</b> <b>4. ₱500T and below capitalization</b> <b>1st activity -----</b> <b>----- ₱ 2,000.00</b> <b>Succeeding activities -----</b> <b>----- ₱ 1,000.00</b>		
3. Present OR to PRD	-Records OR No., date & payment -Stamp as received both applicant & FPA copies	<b>None</b>		<b>Senior Agriculturist</b>
4. Waiting time	Organizes FPA Safety Inspection team and schedule the Inspection	<b>None</b>	<b>2 days</b>	<b>Chemist II / Senior Agriculturist</b>
	Conducts inspection and sampling	<b>None</b>	<b>1 day</b>	<b>Chemist II / Senior Agriculturist / Chemist IV</b>
<b>Stage 2</b>				

Waiting time	Integrates inspection and laboratory analysis reports submitted & prepares initial conforme letter	None	7 days	Chemist II / Senior Agriculturist / Chemist IV
	Evaluates Conforme letter	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Recommends for approval / disapproval of conforme letter / status report	None	4 hrs.	Deputy Executive Director
	Approval / Disapproval Conforme letter		4 hrs.	Executive Director
Receives Conforme letter	Releases Conforme letter	None	15 mins.	Senior Agriculturist
Submits signed conforme letter	Receives signed conforme letter & check compliance there of	None	15 mins.	Senior Agriculturist
Waiting Time	Evaluates & Processes application for license	None	1 day	Senior Agriculturist
	Reviews & Recommends	None	1 day	Chemist IV / Division Chief
	Final Reviews	None	4 hrs.	Deputy Executive Director
	Approved / Disapproved	None	4 hrs.	Executive Director

5. Receives License (LTO)	Releases the approved LTO  Record the released license	None	30 mins.	Admin Assistant
			<b>Total: 16 days</b>	

## 15. ISSUANCE OF CERTIFICATE AUTHORIZING IMPORTATION OF PESTICIDES, EXPORT PERMIT AND OTHER CERTIFICATIONS

Certificate Authorizing Importation of Pesticides (CAIP), Export and other certification is issued to licensed handlers, with corresponding registered products and EUP, allowing importation of technical material, formulation and inert ingredient. Issuance of CAIP, Export and other certification is per-product and per-importation basis.

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division
<b>Classification:</b>	Simple
<b>Type of transaction:</b>	G2B – Government service for business entities
<b>Who may avail:</b>	Any licensed Handlers with corresponding Product Registration / EUP.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>One (1) set of the following must be submitted to FPA:</b> <b>I. For Certificate Authorizing Importation of Pesticides (CAIP);</b> 1. Photocopy of importer license 2. Photocopy of Certificate of Product Registration (CPR) or Experimental Use Permit (EUP) 3. Request letter specifying the: a. Product, % purity if technical material or active ingredient if formulated product b. Unit price c. Quantity d. Payment terms e. Country of origin f. Destination 4. Pro-forma Invoice 5. Bill of lading 6. Processing Fees <b>II. For Amendment of issued CAIP</b> 1. Letter of request indicating the changes / amendment 2. Photo-copy of issued CAIP 3. New Proforma <b>III. Export Permit</b> 1. Photocopy of exporters license 2. Photocopy of Certificate Product Registration (CPR) or Experimental Use Permit (EUP) 3. Request letter specifying the: a. Product, % purity if technical material or active ingredient if formulated product b. Quantity c. Batch number d. Country of origin e. Destination	
Applicant	
Applicant	
Applicant	

<p>4. The exporter submits to the Authority the supply-demand analysis of the product/s intended to be exported to ensure that exportation is made only after satisfaction of local demand.</p> <p>5. The exporter submits a letter from the Ministry of Agriculture or relevant Regulatory Agency of the importing country to justify that the product to be exported is not banned nor restricted and allowed to be exported to the importing country.</p> <p>6. Processing Fee</p> <p>IV. Issuance of other Certifications</p> <p>1. Request letter indicating the use / purpose of the product.</p> <p>2. Material Safety Data Sheet (MSDS).</p> <p>3. Product brochure.</p> <p>4. Processing Fee</p>			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1</b>				
Submits applicants with complete required documents	Check completeness and receives document  Issues Bill Form	None	1 hr.	Admin. Assistant/ Agriculturist II
Pays corresponding fees	Issues Order of Payment & Official Receipt (OR)	<b>CAIP Issuance</b> <b>a) General Use-----</b> <b>₱ 750.00</b> <b>b) Red Labelled &amp; Restricted Use-----</b> <b>₱ 3,000.00</b> <b>Amendment Certificatio- --- ₱ 750.00</b> <b>Certification --- ₱ 350.00</b> <b>Export Permit -----</b> <b>-- ₱ 1,500.00</b>	30 mins.	Accounting staff / cashier
Present OR to PRD	Records OR No., Date and fees	None		Agriculturist II
Waiting time	Prepares CAIP, other certification / amendment letter	None	2 days	Admin. Assistant/ Agriculturist II



	Reviews CAIP, Export permit, other certification and amendments  Recommends approval	<b>None</b>	<b>3 hrs.</b>	<b>Senior Agriculturist / Chemist IV  Division Chief</b>
	Final Reviews  Approval / Disapproval	<b>None</b>	<b>3 hrs.</b>	<b>Deputy Executive Director  Executive Director</b>
Receives CAIP / Export / Other Certificate / Amendment	Releases CAIP / Export / Other Certificate / Amendment  Record released CAIP	<b>None</b>	<b>30 mins.</b>	<b>Amin. Assistant</b>
			<b>Total: 3 days</b>	

## 16. ISSUANCE OF CERTIFICATE OF PESTICIDE WAREHOUSE REGISTRATION (NEW / RENEWAL)

To regulate the warehouse and other facilities used for the storage of pesticides.

Validity: 1 year

<b>Office/Division:</b>	FPA Central Office – Pesticide Regulation Division			
<b>Classification:</b>	Complex			
<b>Type of transaction:</b>	G2B – Government service for business entities			
<b>Who may avail:</b>	Pesticide Handler: Importer, National Distributor, Area Distributor, Exporter, Manufacturer, Formulator, Repacker, Extruder, Importer-End User/Institutional User.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>One (1) set of the following must be submitted to FPA:</b>				
1. Duly accomplished and notarized application form FPA Form No. 140 (original copy) with documentary stamps. 2. Recommendation/ Inspection report from FPA Regional / Provincial Officer  <b>For renewal:</b> <b>* All requirements for new application (as listed above) shall be submitted during the renewal.</b>  <b>Renewal of application shall be filed at least one (1) month before its expiry date. Application for renewal filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said</b>			FPA-PRD / Website  FPA-FOCU/RFU	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1</b>				
1. Submits application with complete required documents to PRD	1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form	None	2 hrs.  30 mins.	Senior Agriculturist FPA-PRD
2. Pays Corresponding Fees (ground flr. 1st window order of payment, 2nd	2. Issues Order of Payment and official receipt (OR).	<b>Registration Fee Pesticide only – 2,000 Both F&amp;P – 2,400</b>	30 mins.	Accounting Staff / Cashier FPA-FAD

window cashier)				
3. Present OR to PRD	3.1. Records OR Number date & amount. 3.2. Stamps as received both applicant & FPA copies	None		Senior Agriculturist
4. Waiting time	Evaluates and process the application *If with deficiencies inform the company (thru phone) for compliance of the requirements	None	4 days	Senior Agriculturist
	Reviews and Recommends.	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Final reviews	None	4 hrs.	Deputy Executive Director
	Approval / Disapproval		4hrs.	Executive Director
5. Receives the Warehouse Registration	5. Releases the approved LTO 6. Records the released licensed	None	1 hr.	Admin Assistant
			<b>Total: 7 days</b>	

# **LABORATORY SERVICES DIVISION**

## **EXTERNAL SERVICES**

## 1. ANALYSIS OF FERTILIZER SAMPLE FOR PRODUCT REGISTRATION AND LICENSING REQUIREMENTS

Analysis of fertilizer sample is being done by the Laboratory Services Division (LSD) in support to the regulatory and monitoring activities of FPA.

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	Fertilizer Regulations Division (FRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	Registrant/ applicant
Fertilizer sample (minimum of 500 g for solid organic, 250 g for solid inorganic, and 500 mL for liquid organic/ inorganic)	Registrant/ applicant
Safety Data Sheet (SDS) for new imported fertilizer (1 photocopy)	Registrant/ applicant
Analytical testing procedure(s), if no available method in LSD (1 photocopy)	Registrant/ applicant
Analytical standard including its Certificate of Analysis, as required (1 photocopy)	Registrant/ applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample	none	15 minutes	Admin Asst. III, LSD
	1.1 Review the requested analysis	none	15 minutes	Admin Asst. III, LSD
	1.2 Fill-out the Test Parameter Results Form	none	30 minutes	Admin Asst. III, LSD
	1.3 Prepare the fertilizer sample and required reagents for analysis	none	1 day and 6 hours	Lab Technician III, LSD
	1.4 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, Biologist II, LSD
	1.5 Review test results and prepare the laboratory test report	none	2 days	Admin Asst. III, Chemist III & IV, LSD
	1.6 Approve and note the release of laboratory test report	none	1 day	Chemist V, LSD & Executive Director, LSD

2. Receive the approved laboratory test report	2. Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD
<b>Total:</b>		<b>as determined by FRD staff</b>	<b>20 days</b>	

## 2. ANALYSIS OF PESTICIDE SAMPLE FOR PRODUCT REGISTRATION AND LICENSING REQUIREMENTS

Analysis of pesticide sample is being done by the Laboratory Services Division (LSD) in support to the regulatory and monitoring activities of FPA.

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	Pesticide Regulations Division (PRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	Registrant/ applicant
Pesticide sample (minimum of 250 g for solid, 250 mL for liquid)	Registrant/ applicant
Safety Data Sheet (SDS) for new imported pesticide (1 photocopy)	Registrant/ applicant
Analytical testing procedure(s) for new active ingredient for analysis (1 photocopy)	Registrant/ applicant
Analytical standard including its Certificate of Analysis (1 photocopy)	Registrant/ applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample	none	15 minutes	Admin Asst. III, LSD
	1.1 Review the requested analysis	none	15 minutes	Admin Asst. III, LSD
	1.2 Fill-out the Test Parameter Results Form	none	30 minutes	Admin Asst. III, LSD
	1.3 Prepare the pesticide sample and required reagents for analysis	none	1 day and 6 hours	Lab Technician III, LSD
	1.4 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, LSD
	1.5 Review test results and prepare the laboratory test report	none	2 days	Admin Asst. III, Chemist III & IV, LSD

	1.6 Approve and note the release of laboratory test report	none	1 day	Chemist V, LSD & Executive Director, LSD
2. Receive the approved laboratory test report	2. Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD
<b>Total:</b>		<b>as determined by PRD staff</b>	<b>20 days</b>	



### 3. ANALYSIS OF FERTILIZER SAMPLE FOR RESEARCH AND OTHER PURPOSES

The Laboratory Services Division (LSD) conducts various laboratory analyses in support to researches on fertilizer by high school, undergraduate, and graduate students as well as by agricultural researchers. LSD also offers its laboratory services to those fertilizer handlers who conduct their own product quality monitoring, either by the analysis of retained sample or from the market. This is subject to the capability of LSD to provide the service per client's analytical procedure and availability of reagents and laboratory equipment and apparatus.

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail</b>	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Fertilizer Handlers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	LSD, FPA Website
Fertilizer sample (minimum of 500 g for solid organic, 250 g for solid inorganic, and 500 mL for liquid organic/ inorganic)	Product of research or study, Formulator, Manufacturer, Supplier
Safety Data Sheet (SDS) for new imported fertilizer (1 photocopy)	Formulator, Manufacturer, Supplier
Analytical testing procedure(s), if no available method in LSD (1 photocopy)	Product of research or study, Formulator, Manufacturer, Supplier
Analytical standard including its Certificate of Analysis, as required (1 photocopy)	Formulator, Manufacturer, Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample	none	5 minutes	Admin Asst. III, LSD
	1.1 Evaluate the request for laboratory analysis	none	10 minutes	Admin Asst. III, LSD
	1.2 Issue Bill Form	none	15 minutes	Admin Asst. III, LSD

2. Pay corresponding fees	2. Issue Order of Payment (OP) and Official Receipt (OR)	<p><b>Macronutrients</b></p> <p>Total N (NO3 Free) 1,250.00</p> <p>Total N (w/ NO3) 1,550.00</p> <p>Ammoniacal N 1,100.00</p> <p>Nitrate N 910.00</p> <p>Available P2O5 400.00</p> <p>Total P2O5 1,220.00</p> <p>Total K2O 910.00</p> <p>Calcium 1,010.00</p> <p>Sulfur 400.00</p> <p>Magnesium 1,610.00</p> <p><b>Micronutrients</b></p> <p>Aluminum 1,390.00</p> <p>Boron 1,570.00</p> <p>Cobalt 1,370.00</p> <p>Copper 1,370.00</p> <p>Iron 1,330.00</p> <p>Manganese 1,370.00</p> <p>Molybdenum 1,540.00</p> <p>Sodium 1,380.00</p> <p>Zinc 1,330.00</p> <p><b>Heavy metals</b> (for special cases only)</p> <p>Arsenic 1,540.00</p> <p>Cadmium 1,420.00</p> <p>Lead 1,470.00</p> <p>Mercury 1,540.00</p> <p><b>Plant Growth Regulators (PGRs)</b></p> <p>Amino ethyl hexanoate 3,430.00</p> <p>Brassinolide 4,660.00</p> <p>Gibberellic acid 2,960.00</p> <p>Indole-3-butyric acid 3,660.00</p> <p>1-Naphthaleneacetic acid 3,880.00</p> <p>Nitrophenols and nitroguaiacol 5,010.00</p> <p>Paclobutrazol 3,340.00</p> <p>Triacontanol 3,470.00</p> <p><b>Others</b></p> <p>Biuret 330.00</p> <p>Chloride 730.00</p> <p>Free acidity 530.00</p> <p>Free Phosphoric acid 760.00</p> <p>GC Analysis 3,360.00</p> <p>HPLC Analysis 3,130.00</p> <p>Moisture Content 240.00</p> <p>Organic Matter 350.00</p> <p>pH 320.00</p> <p>Specific gravity 550.00</p> <p><b>Microbial Testing:</b></p> <p>E. Coli 1,050.00</p> <p>Total Coliform 900.00</p>	30 minutes	Accounting Staff and Cashier Staff, FAD
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	2.1 Fill-out Test Parameter Results Form	none	30 minutes	Admin Asst. III, LSD
	2.2 Prepare the fertilizer sample and required reagents for analysis	none	1 day, 5 hours, and 30 minutes	Lab Technician III, LSD
	2.3 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, LSD
	2.4 Review test results and prepare the laboratory test report	none	2 days	Admin Asst. III, Chemist III & IV, LSD
	2.5 Approve and note the release of laboratory test report	none	1 day	Chemist V, LSD & Executive Director, LSD
3. Receive the approved laboratory test report	3.1 Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD
<b>Total:</b>		<b>depends on the test parameters requested for analysis</b>	<b>20 days</b>	

## 4. ANALYSIS OF PESTICIDE SAMPLE FOR RESEARCH AND OTHER PURPOSES

The Laboratory Services Division (LSD) conducts various laboratory analyses in support to researches on pesticide by high school, undergraduate, and graduate students as well as by agricultural researchers. LSD also offers its laboratory services to those pesticide handlers who conduct their own product quality monitoring, either by the analysis of retained sample or from the market. This is subject to the capability of LSD to provide the service per client's analytical procedure and availability of reagents and laboratory equipment and apparatus.

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen, G2B - Government to Business Entity
<b>Who may avail</b>	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Pesticide Handlers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Analysis Form	LSD, FPA Website
Pesticide sample (minimum of 250 g for solid, 250 mL for liquid)	Product of research or study, Formulator, Manufacturer, Supplier
Safety Data Sheet (SDS) for new imported pesticide (1 photocopy)	Formulator, Manufacturer, Supplier
Analytical testing procedure(s) for new active ingredient for analysis (1 photocopy)	Product of research or study, Formulator, Manufacturer, Supplier
Analytical standard including its Certificate of Analysis (1 photocopy)	Formulator, Manufacturer, Supplier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for laboratory analysis	1. Check the condition of the sample	none	5 minutes	Admin Asst. III, LSD
	1.1 Evaluate the request	none	10 minutes	Admin Asst. III, LSD
	1.2 Issue Bill Form	none	15 minutes	Admin Asst. III, LSD
2. Pay corresponding fees	2. Issue Order of Payment (OP) and Official Receipt (OR)	<b>Chemical Analysis</b> GC Analysis 3,360.00 HPLC Analysis 3,130.00 Impurities 4,550.00 Determination Dithiocarbamate 2,400.00	30 minutes	Accounting Staff and Cashier Staff, FAD

		<b>Physico-Chemical Analysis</b> Boiling Point 700.00 Bulk Density 300.00 Flash Point 600.00 Melting Point 700.00 Moisture Content 240.00 pH 320.00 Specific Gravity 550.00		
	2.1 Fill-out Test Parameter Results Form	none	30 minutes	Admin Asst. III, LSD
	2.2 Prepare the pesticide sample and required reagents for analysis	none	1 day, 5 hours, and 30 minutes	Lab Technician III, LSD
	2.3 Conduct laboratory analysis and encode test results	none	15 days	Lab Technician III, Chemist II & III, LSD
	2.4 Review test results and prepare the laboratory test report	none	2 days	Admin Asst. III, Chemist III & IV, LSD
	2.5 Approve and note the release of laboratory test report	none	1 day	Chemist V, LSD & Executive Director, LSD
3. Receive the approved laboratory test report	3. Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD
<b>Total:</b>		<b>depends on the test parameters requested for analysis</b>	<b>20 days</b>	

## 5. ISSUANCE OF PERMIT TO PURCHASE METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (WALK-IN CLIENTS)

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

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 original) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 month from the issuance of PP (1 original)	LSD or FPA Website
Disposition Log Book with signature of FPA representative, BPI Representative, and Fumigator (1 original)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
FPA Pest Control Operator License (1 photocopy)	Pesticide Regulations Division - FPA
Certified Pesticide Applicator ID (1 photocopy)	Planning, Management and Information Division - FPA
Valid BPI Certification of Usage (1 photocopy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1. Check the completeness of submitted documents	none	15 minutes	Chemist II, LSD
	1.1 Evaluate submitted requirements and usage	none	3 days	Chemist II, LSD

	1.2 Prepare the Permit to Purchase (PP)	none	1 day	Chemist II, LSD
	1.3 Review the PP	none	4 hours	Chemist V, LSD
	1.4 Approve the PP	none	2 hours and 45 minutes	Executive Director, LSD
	1.5 Inform the client that the PP is ready for pick-up	none	2 days (includes waiting time)	Chemist II, LSD
2. Pay corresponding fee	2. Issue Bill Form	none	15 minutes	Chemist II, LSD
	2.1 Issue Order of Payment (OP) and Official Receipt (OR)	PhP 450.00	30 minutes	Accounting Staff and Cashier Staff, FAD
3. Receive the PP	3. Release the approved PP	none	15 minutes	Chemist II, LSD
<b>Total:</b>		<b>PhP 450.00</b>	<b>7 days</b>	

## 6. ISSUANCE OF PERMIT TO PURCHASE METHYL BROMIDE FOR QUARANTINE AND PRE-SHIPMENT (QPS) APPLICATIONS (ONLINE APPLICATION)

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

<b>Office or Division</b>	Laboratory Services Division (LSD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	FPA Licensed Pest Control Operator (PCO) with Certified Pesticide Applicator (CPA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 scanned copy) including an explanation with projected use if the requested quantity is more than the average semestral use or if the client did not anticipate increase in the use within 6 month from the issuance of PP (1 scanned copy)	LSD or FPA Website
Disposition Log Book with signature of FPA representative, BPI Representative, and Fumigator (1 scanned copy)	Applicant, FPA Regional or Provincial Officer, Bureau of Plant Industry (BPI)
FPA Pest Control Operator License (1 scanned copy)	Pesticide Regulations Division - FPA
Certified Pesticide Applicator ID (1 scanned copy)	Planning, Management and Information Division - FPA
Valid BPI Certification of Usage (1 scanned copy)	Bureau of Plant Industry (BPI)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application online	1. Print and check the completeness of submitted documents	none	15 minutes	Chemist II, LSD
	1.1 Evaluate submitted requirements and usage	none	2 days	Chemist II, LSD
	1.2 Prepare the Permit to Purchase (PP)	none	1 day	Chemist II, LSD
	1.3 Review the PP	none	4 hours	Chemist V, LSD



	1.4 Approve the PP	none	1 hour and 45 minutes	Executive Director, LSD
	1.5 Send the scanned copy of approved PP via e-mail and the original copy via courier to the FPA Regional or Provincial Office concerned	none	3 days (includes waiting time)	Chemist II, LSD
	1.7 Notify the client that the PP was already forwarded to the nearest FPA Regional or Provincial Office	none	30 minutes	Chemist II, LSD
	1.8 Receive and record the approve PP and inform the client on the receipt of the PP	none	30 minutes	Regional or Provincial Officer or Admin. Aide, FPA
2. Pay corresponding fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	PhP 450.00	30 minutes	Regional or Provincial Officer or Admin. Aide, FPA
3. Receive the PP	3. Release the PP	none	15 minutes	Admin. Aide, FPA
	3.1 Record the Official Receipt from the FPA Regional or Provincial Officer upon receive of payment from the client	none	15 minutes	Admin. Aide, FPA and Chemist II, LSD
<b>Total:</b>		<b>PhP 450.00</b>	<b>7 days</b>	

## 7. ISSUANCE OF LABORATORY ASSESSMENT REPORT

Laboratory Assessment Report is issued to any chemical and/or microbial laboratories that can analyze fertilizer and pesticide products, as well as residues of pesticides in agricultural crops, in order to assess their compliance to the FPA Laboratory Recognition Program.

<b>Office or Division</b>	FPA Laboratory Recognition Committee
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government, G2B - Government to Business Entity
<b>Who may avail</b>	Any chemical and/or microbial laboratories that can analyze pesticide residues in agricultural crops, fertilizer and pesticide products.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Initial Assessment and Reassessment (Renewal) - Government Laboratory</b>	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 scanned copy)	FPA LRC Secretariat, FPA Website
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 scanned copy)*	Applicant Laboratory/Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 scanned copy)*	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory/Equipment Supplier
Quality Assurance Program of the Laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Track Record of the Laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 scanned copy)*	Applicant Laboratory

Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 scanned copy)*	Applicant Laboratory/Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 scanned copy)*	Applicant Laboratory
<b>Initial Assessment and Reassessment (Renewal) - Private Laboratory</b>	
Duly accomplished and notarized FPA prescribed application form (1 original and 1 scanned copy)	FPA LRC Secretariat/FPA Website
SEC, DTI, or CDA Registration for corporation, sole proprietorship, or cooperative, whichever is applicable (1 photocopy and 1 scanned copy)*	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA)
Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas (1 photocopy and 1 scanned copy)*	Local Government Unit (LGU)
Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR (1 photocopy and 1 scanned copy)*	Bureau of Internal Revenue (BIR)
Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Accreditation/Recognition record of the laboratory, if any (1 photocopy and 1 scanned copy)*	Applicant Laboratory, Accreditation and/or Recognition Body
Laboratory Test Report Form Template (1 photocopy and 1 scanned copy)*	Applicant Laboratory
List of reference literatures available in the laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Equipment calibration and maintenance program of the laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory, Equipment Supplier
Quality Assurance Program of the Laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory

Track Record of the Laboratory (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Validation Report of Test Methods (1 photocopy and 1 scanned copy)*	Applicant Laboratory
Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted (1 photocopy and 1 scanned copy)*	Applicant Laboratory, Proficiency Testing Provider
Floor Plan of the Laboratory and Related Facilities (scale of 1:100) (1 photocopy and 1 scanned copy)	Applicant Laboratory
*To be submitted only if the requirement has been amended/ renewed prior or during the Reassessment (Renewal) process	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory assessment	1. Check the completeness of submitted documents	none	15 minutes	LRC Secretariat, FPA
	1.1 Issue Bill Form	none	15 minutes	LRC Secretariat, FPA
2. Pay corresponding fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	Government Laboratory - Free Private Laboratory - Php 10,000.00	30 minutes	Accounting Staff and Cashier Staff, FAD
	2.1 Evaluate the submitted application dossiers and supporting documents	none	18 days	LRC Assessment Team, FPA
3. Schedule the conduct of laboratory assessment	3. Prepare notification of the schedule the conduct of laboratory assessment	none	5 hours	LRC Secretariat, FPA
4. Accommodate laboratory assessment	4. Conduct laboratory assessment	none	1 day	LRC Assessment Team, FPA
	4.1 Prepare Laboratory Assessment Report (LAR)	none	1 hour	LRC Assessment Team, FPA

5. Receive LAR	5. Release LAR during the closing meeting of the laboratory assessment	none	1 hour	LRC Assessment Team, FPA
<b>Total:</b>		<b>Government Laboratory - Free Private Laboratory - Php 10,000.00</b>	<b>20 days</b>	

## 8. REISSUANCE OF LABORATORY ASSESSMENT REPORT (FROM THE INITIAL LABORATORY ASSESSMENT REPORT WITH NONCONFORMITY NOT FULLY ADDRESSED)

Laboratory Assessment Report is issued to any chemical and/or microbial laboratories that can analyze fertilizer and pesticide products, as well as residues of pesticides in agricultural crops, in order to assess their compliance to the FPA Laboratory Recognition Program.

<b>Office or Division</b>	FPA Laboratory Recognition Committee
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government, G2B - Government to Business Entity
<b>Who may avail</b>	Any chemical and/or microbial laboratories that can analyze fertilizer and pesticide products, as well as residue of pesticides on agricultural crops.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>New and Renewal - Government and Private Laboratory</b>	
Letter of intent addressed to FPA Executive Director (1 original and 1 scanned copy)	Applicant Laboratory
Laboratory Assessment Report (1 photocopy and 1 scanned copy)	FPA Laboratory Recognition Committee (LRC) Assessment Team
Supporting documents of the corrective action taken, if there is reported nonconformity during the laboratory assessment (1 photocopy and 1 scanned copy)	Applicant Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory recognition (resubmission of the corrective action taken can be done twice)	1. Check the completeness of submitted documents	none	1 hour	LRC Secretariat, FPA
	1.1 Evaluate the submitted application dossiers and supporting documents	none	7 days	LRC Assessment Team, FPA
	1.2 Prepare the Laboratory Assessment Report (LAR)	none	4 hours	LRC, FPA

	1.3 Notify the client of the nonconformity not completely addressed	none	3 days and 2 hours (including waiting time)	LRC Secretariat, FPA
2. Receive the new LAR	2. Release the new LAR	none	1 hour	LRC Secretariat, FPA
<b>Total:</b>		<b>none</b>	<b>11 days</b>	

## 9. ISSUANCE OF CERTIFICATE OF RECOGNITION FOR LABORATORIES (NO NONCONFORMITY/ WITH ALL NONCONFORMITIES COMPLETELY ADDRESSED)

In order to facilitate the FPA's product quality monitoring of fertilizer and pesticide in the country and address the concerns and difficulties of shipping agrochemicals samples from places all over the country, the FPA established its Laboratory Recognition Program. Through this program, analysis of fertilizer and pesticide can be done in different parts of the country, provided that the laboratory performing the test/s is recognized by FPA. Laboratory test report issued by these FPA Recognized Laboratories shall be accepted for product registration and licensing requirements as well as product quality monitoring of FPA. The validity of the Certificate of Recognition is three (3) years. Special recognition is also being issued to a laboratory when there is an urgent need of the laboratory services they provide which is valid for one (1) year.

<b>Office or Division</b>	FPA Laboratory Recognition Committee
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government, G2B - Government to Business Entity
<b>Who may avail</b>	Any chemical and/or microbial laboratories that can analyze fertilizer and pesticide products, as well as residue of pesticides on agricultural crops.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>New and Renewal - Government and Private Laboratory</b>	
Letter of intent addressed to FPA Executive Director (1 original and 1 scanned copy)	Applicant Laboratory
Laboratory Assessment Report (1 photocopy and 1 scanned copy)	FPA Laboratory Recognition Committee (LRC) Assessment Team
Supporting documents of the corrective action taken, if there is reported nonconformity during the laboratory assessment (1 photocopy and 1 scanned copy)	Applicant Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for laboratory recognition	1. Check the completeness of submitted documents	none	1 hour	LRC Secretariat, FPA
	1.1 Evaluate the submitted application dossiers and supporting documents	none	7 days	LRC Assessment Team, FPA
	1.2 Prepare the final Laboratory Assessment Report (LAR)	none	4 hours	LRC, FPA



	1.3 Prepare the Certificate of Laboratory Recognition	none	1 day	LRC Secretariat, FPA
	1.4 Review and recommend the certificate for approval	none	4 hours	LRC Chairperson, FPA
	1.5 Approve the certificate	none	4 hours	Executive Director, FPA
	1.6 Notify the client of the issuance of the certificate	none	3 days and 2 hours (including waiting time)	LRC Secretariat, FPA
2. Receive the certificate	2. Release the approved certificate	none	1 hour	LRC Secretariat, FPA
<b>Total:</b>		<b>none</b>	<b>13 days</b>	

## 10. ISSUANCE OF EXPERIMENTAL USE PERMIT (EUP) STATUS REPORT FOR PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES

Experimental Use Permit (EUP) is issued to registrants prior to conduct of any local field trials. EUP is part of the requirements for product registration of plant-incorporated protectants (PIPs) and other pesticidal substances. The said local field trials shall be conducted by FPA Accredited Researcher following the approved protocols. Data generated from trials without the necessary permit shall not be accepted for registration. The validity of the EUP depends on the cropping season covered and applied by the registrant.

<b>Office or Division</b>	FPA Biotech Core Team
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>PIP Single Event and Stacked Trait Product</b>	
Duly accomplished and notarized FPA prescribed PIP EUP Application Form (1 original and 4 photocopies)	FPA Biotech Core Team (BCT) Secretariat, FPA Website
Approved Bioefficacy Protocol (5 photocopies)	Accredited Researcher
Summary of data and an applicant's assessment of how these data supports registration for the purpose, uses and directions for use in the draft product label (1 original and 4 photocopies)	Bureau of Plant Industry (BPI)
Full Specifications required as in Registration of PIP Products (Approach to Testing, Product Identity, Confidential Statement of Formula, Information of Ingredients, Transformation Process, Purification Data, Discussion on the Formation of Unintentional Ingredients and Physical and Chemical Properties) (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier
Toxicology Data (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Data on Protein Expression Levels of the PIP in the Edible Portion of the PPP (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher

Residue Data (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Data on Non-target Effect Testing for PIPs and other Agricultural Pesticidal Substances (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Data on Environmental Fate/Residue for PIPs (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Data on Product Performance and Bioefficacy Data (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Insect Resistance Management Plan (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Draft product label (1 original and 4 photocopies)	Registrant Company
Review of data done by other countries or international organization, if available (1 original and 4 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Letter of Authorization to cite previously submitted data for products registered under different company, if any (1 original and 4 photocopies)	Original Registrant
Scientific data for presence/absence of gene-gene, protein-protein interaction, and gene-protein for PIP components for stacked trait product (5 photocopies)	Manufacturer/ Formulator/ Supplier/ Accredited Researcher
Approved and Valid Certificate of Product Registration for Single Event Components for stacked trait product only (5 photocopies)	FPA BCT/ FPA Website
BPI Biosafety Permit for Field Trial (5 photocopies)	BPI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for EUP Status Report	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA
	1.1 Issue Bill Form	none	15 minutes	FPA BCT Secretariat, FPA

2. Pay corresponding filing fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	PhP 3,000.00 x no. of product x no. of protocol x no. of season x no. of crop  Note: Season refers to wet and dry seasons. Trial duration that a) falls within January to June covers 1 season; b) falls within July to December covers 1 season. c) overlaps June and July covers 2 seasons.	30 minutes	Accounting Staff, Cashier, FAD
	2.1 Do preliminary evaluation and prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA
	2.2 Submit EUP data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA
	2.3 Evaluate EUP data requirements	none	14 days and 4 hours	BRTE, FPA
	2.4 Consolidate results of technical evaluation and prepare EUP Status Report	none	2 days	BCT, FPA
	2.5 Review and approve EUP Status Report	none	2 hours	BCT Chairperson, FPA
3. Receive the EUP Status Report	3. Release the EUP Status Report	none	1 hour	BCT Secretariat, FPA
<b>Total:</b>		<b>depending on the number of product, crop, protocol, and season covered</b>	<b>20 days</b>	

## 11. ISSUANCE OF EXPERIMENTAL USE PERMIT (EUP) FOR PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER PESTICIDAL SUBSTANCES

Experimental Use Permit (EUP) is issued to registrants prior to conduct of any local field trials. EUP is part of the requirements for product registration of plant-incorporated protectants (PIPs) and other pesticidal substances. The said local field trials shall be conducted by FPA Accredited Researcher following the approved protocols. Data generated from trials without the necessary permit shall not be accepted for registration. The validity of the EUP depends on the cropping season covered and applied by the registrant.

<b>Office or Division</b>	FPA Biotech Core Team
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>PIP Single Event and Stacked Trait Product</b>	
Letter of Intent (1 original and 1 scanned copy)	Registrant Company
Experimental Use Permit Status Report (1 original and 1 scanned copy)	FPA Biotech Core Team (BCT) Secretariat
Supporting documents and/ or additional data of any deficiencies and/or data gaps as determined by the Biotechnology Registration Technical Evaluators (1 original and 1 scanned copy)	Registrant Company/ Accredited Researcher

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for EUP	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA
	1.1 Issue Bill Form	none	15 minutes	FPA BCT Secretariat, FPA
2. Pay corresponding filing fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	Resubmission Fee for Evaluation PhP 4,000.00	30 minutes	Accounting Staff and Cashier, FAD

	2.1 Do preliminary evaluation and prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA
	2.2 Submit EUP data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA
	2.3 Evaluate EUP data requirements	none	14 days and 4 hours	BRTE, FPA
	2.4 Consolidate results of technical evaluation and prepare Final EUP Status Report. If the submitted supporting documents and additional data did not pass the evaluation, the client has to resubmit their compliance and start again at step 1.	none	2 days	BCT, FPA
	2.5 Prepare the EUP	none	4 hours	BCT Secretariat, FPA
	2.6 Review the EUP	none	4 hours	FPA BCT Chairperson
	2.7 Approve the EUP	none	2 hours	Executive Director, FPA
3. Receive the EUP Status Report	3. Release the EUP Status Report	none	1 hour	BCT Secretariat, FPA
<b>Total:</b>		<b>PhP 4,000.00</b>	<b>20 days</b>	

## 12. ISSUANCE OF PRODUCT EVALUATION REPORT OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country. The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

<b>Office or Division</b>	FPA Biotech Core Team
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Type I- PIP Single Event (New)</b>	
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original and 4 photocopies)	FPA Biotech Core Team (BCT) or FPA Website
Data of Product Trade/ Brand Name (1 original and 4 photocopies)	Registrant Company
BPI Biosafety Permit (5 photocopies)	Bureau of Plant Industry (BPI)
Letter of Authorization to cite previously submitted data for products registered under different company (1 original and 4 photocopies)	Original Registrant Company of the Product
Approved EUP (5 photocopies)	FPA-BCT
Summary of data and an applicant's assessment of how data supports registration for the purpose, uses, and directions for use in the draft product label (1 original and 4 photocopies)	Registrant Company
Scientific data on approach to testing (1 original and 4 photocopies)	Registrant Company
Data on product identity, confidential statement of formula, information of ingredients (1 original and 4 photocopies)	Registrant Company

Data on transformation process, purification process, discussion on the formation of unintentional ingredients (1 original and 4 photocopies)	Registrant Company
Data on physical and chemical properties (1 original and 4 photocopies)	Registrant Company
Toxicology data for PIP (1 original and 4 photocopies)	Registrant Company
Data on Protein Expression Levels of PIP in the edible portion of the PPP (1 original and 4 photocopies)	Registrant Company
Data on non-target effect testing for PIPs and other agricultural pesticidal substances (1 original and 4 photocopies)	Registrant Company
Data on Environmental Fate/ Residue for PIPs (1 original and 4 photocopies)	Registrant Company
Data on Product Performance and Local Bioefficacy Data (1 original and 4 photocopies)	Registrant Company
Insect Resistance Management Plan (1 original and 4 photocopies)	Registrant Company
Draft product label (1 original and 4 photocopies)	Registrant Company
Review of data done by other countries or international organization, if available (5 photocopies)	Registrant Company
Proof of publication of application form in three (3) newspapers of general circulation within 60 days and to be uploaded in the FPA website (1 original and 4 photocopies)	Three newspaper companies
<b>Type II- PIP Stacked Trait Product (New)</b>	
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original and 4 photocopies)	Registrant Company
Data of Product Trade/ Brand Name (1 original and 4 photocopies)	Registrant Company
BPI Biosafety Permit (5 photocopies)	Bureau of Plant Industry (BPI)
Letter of Authorization to use other PIP product registered to other company (1 original and 4 photocopies)	Original Registrant Company of the Product
Approved EUP (5 photocopies)	Registrant Company



Summary of data and an applicant's assessment of how data supports registration for the purpose, uses, and directions for use in the draft product label (1 original and 4 photocopies)	Registrant Company
Scientific data on approach to testing (1 original and 4 photocopies)	Registrant Company
Data on product identity, confidential statement of formula, information of ingredients (1 original and 4 photocopies)	Registrant Company
Data on transformation process, purification process, discussion on the formation of unintentional ingredients (1 original and 4 photocopies)	Registrant Company
Data on physical and chemical properties (1 original and 4 photocopies)	Registrant Company
Toxicology data for PIP (1 original and 4 photocopies)	Registrant Company
Data on Protein Expression Levels of PIP in the edible portion of the PPP (1 original and 4 photocopies)	Registrant Company
Data on non-target effect testing for PIPs and other agricultural pesticidal substances (1 original and 4 photocopies)	Registrant Company
Data on Environmental Fate/ Residue for PIPs (1 original and 4 photocopies)	Registrant Company
Data on Product Performance and Local Bioefficacy Data (1 original and 4 photocopies)	Registrant Company
Insect Resistance Management Plan (1 original and 4 photocopies)	Registrant Company
Draft product label (1 original and 4 photocopies)	Registrant Company
Review of data done by other countries or international organization, if available (5 photocopies)	Registrant Company
Proof of publication of application form in three (3) newspapers of general circulation within 60 days and to be uploaded in the FPA website (1 original and 4 photocopies)	Three newspaper companies

Approved and Valid Certificate of Product Registration for registered single event components (5 photocopies)	Registrant Company of the Product
Scientific data for presence/absence of gene-gene, protein-protein interaction, and gene-protein for PIP components (1 original and 4 photocopies)	Registrant Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for Product Evaluation Report	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA
	1.1 Issue Bill Form	none	15 minutes	FPA BCT Secretariat, FPA
2. Pay corresponding filing fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	Filing Fees: Protein/Active Ingredient: 4,500.00 Product/Transformation Event: 3,000.00	30 minutes	Accounting Staff, Cashier, FAD
	2.1 Do preliminary evaluation and prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA
	2.2 Submit data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA
	2.3 Evaluate data requirements	none	14 days and 4 hours	BRTE, FPA

	2.4 Consolidate results of technical evaluation and prepare Product Evaluation Report (PER)	none	2 days	BCT, FPA
	2.5 Review and approve the PER	none	2 hours	BCT Chairperson, FPA
3. Receive the PER	3. Release the PER	none	1 hour	BCT Members
<b>Total:</b>		<b>depending on the number of protein and transformation event</b>	<b>20 days</b>	

### 13. ISSUANCE OF NEW PRODUCT REGISTRATION OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country. The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

<b>Office or Division</b>	FPA Biotech Core Team
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Type I- PIP Single Event (New)</b>	
Letter of Intent (1 original and 1 scanned copy)	Registrant Company
Product Evaluation Report (1 original and 1 scanned copy)	FPA Biotech Core Team (BCT) Secretariat
Supporting documents and/ or additional data of any deficiencies and/or data gaps as determined by the Biotechnology Registration Technical Evaluators (1 original and 1 scanned copy)	Registrant Company/ Accredited Researcher
<b>Type II- PIP Stacked Trait Product (New)</b>	
Letter of Intent (1 original and 1 scanned copy)	Registrant Company
Product Evaluation Report (1 original and 1 scanned copy)	FPA Biotech Core Team (BCT) Secretariat
Supporting documents and/ or additional data of any deficiencies and/or data gaps as determined by the Biotechnology Registration Technical Evaluators (1 original and 1 scanned copy)	Registrant Company/ Accredited Researcher

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for product registration	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA

	1.1 Issue Bill Form	none	15 minutes	FPA BCT Secretariat, FPA
2. Pay corresponding filing fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	Resubmission Fee for Evaluation PhP 4,000.00	30 minutes	Accounting Staff and Cashier, FAD
	2.1 Do preliminary evaluation and prepare the submitted application dossiers for submission to the Biotechnology Registration Technical Evaluators (BRTE)	none	2 days	FPA BCT Secretariat, FPA
	2.2 Submit product registration data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA
	2.3 Evaluate product registration data requirements	none	10 days and 4 hours	BRTE, FPA
	2.4 Consolidate results of technical evaluation and prepare Final Product Evaluation Report. If the submitted supporting documents and additional data did not pass the evaluation, the client has to resubmit their compliance and start again at step 1.	none	2 days	BCT, FPA
	2.5 Prepare the Certificate of Product Registration (CPR)	none	4 hours	BCT Secretariat, FPA
	2.6 Review the CPR	none	4 hours	FPA BCT Chairperson
	2.7 Approve the CPR	none	2 hours	Executive Director, FPA
	2.8 Notify the client about the approval of CPR	none	2 days	FPA BCT Secretariat, FPA
	2.9 Issue Bill Form	none	15 minutes	

3. Pay corresponding registration fee	3. Issue Order of Payment (OP) and Official Receipt (OR)	<b>Conditional Registration</b> Protein/Active Ingredient: 7,000.00 Product/Transformation event: 5,000.00  <b>Full Registration</b> Protein/Active Ingredient: 20,000 Product/Transformation Event: 15,000	30 minutes	Accounting Staff and Cashier, FAD
4. Present OR and receive the CPR	4. Record the OR and release the CPR	none	15 minutes	BCT Secretariat, FPA
<b>Total:</b>		<b>depending on the number of protein and transformation event and the resubmission for evaluation</b>	<b>20 days</b>	

## 14. ISSUANCE OF PRODUCT REGISTRATION (RENEWAL) OF PLANT-INCORPORATED PROTECTANT (PIP) AND OTHER AGRICULTURAL PESTICIDAL SUBSTANCES

In compliance with the mandate of FPA under PD No. 1144 and DOST-DA-DENR-DOH-DILG JDC No. 1, s.2016, all transformation events that has agricultural pesticidal action which serves as Plant-Incorporated Protectant (PIP) in Pest-Protected Plant (PPP) derived from modern biotechnology is being regulated by FPA. As such, these products must be registered prior to import, export, manufacture, formulation, storage, distribution, selling or offer for sale, transport, deliver for transport, or use in the country. The Conditional Product Registration is valid for one (1) year while the Full Product Registration is valid for three (3) years.

<b>Office or Division</b>	Biotech Core Team (BCT)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	Biotechnology Product Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Type I- PIP Single Event (Renewal)</b>	
Letter of Intent (1 original)	Registrant Company
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original)	Registrant Company
Valid BPI Biosafety Permit (1 original)	Bureau of Plant Industry (BPI)
Insect Resistance Management Monitoring Report (1 original)	Registrant Company
Scientific data on the recent updates regarding safety, toxicology, insect resistance, residue, product performance, if necessary (1 original)	Registrant Company
Data on monitoring studies on product performance, residue, toxicological data, if necessary (1 original)	Registrant Company
<b>Type II- PIP Stacked Trait Product (Renewal)</b>	
Letter of Intent (1 original)	Registrant Company
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original)	Registrant Company
Valid BPI Biosafety Permit (1 original)	BPI

Letter of Authorization to cite previous submitted data for products registered under different company (1 original)	Original Registrant Company of the Product
Insect Resistance Management Monitoring Report (1 original)	Registrant Company
Scientific data on the recent updates regarding safety, toxicology, insect resistance, residue, product performance, if any (1 original)	Registrant Company
Data on monitoring studies on product performance, residue, toxicological data, if necessary (1 original)	Registrant Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for product registration	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA
	1.1 Issue Bill Form	none	15 minutes	FPA BCT Secretariat, FPA
2. Pay corresponding filing fee	2. Issue Order of Payment (OP) and Official Receipt (OR)	<b>Conditional Registration</b> Protein/Active Ingredient: 7,000.00 Product/Transformation event: 5,000.00 <b>Full Registration</b> Protein/Active Ingredient: 20,000.00 Product/Transformation Event: 15,000.00	30 minutes	Accounting Staff and Cashier, FAD



	2.1 Evaluate the submitted application dossiers	none	10 days	FPA BCT Secretariat, FPA
	2.2 Prepare the CPR	none	2 days	FPA BCT Secretariat, FPA
	2.3 Review the CPR	none	4 hours	FPA BCT Chairperson
	2.4 Approve the CPR	none	2 hours	Executive Director, FPA
3. Receive the CPR	3. Release the CPR	none	1 hour	BCT Secretariat, FPA
<b>Total:</b>		<b>depending on the number of protein and transformation event</b>	<b>13 days</b>	

# **PLANNING, MANAGEMENT AND INFORMATION DIVISION**

## **EXTERNAL SERVICES**

## 1 - ACCREDITATION OF RESPONSIBLE CARE OFFICER

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course, passed the written examination, and complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. An ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who attended the training on responsible care officer conducted by the FPA training association and passed the ARCO examination	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>NEW</b>		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website
Certificate of attendance to ARCO training (1 photocopy)		Training Association concerned
Passed the ARCO examination (test result being emailed to examinee)		FPA-PMID
Certificate of employment (1 original)		Employer
<b>RENEWAL</b>		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website
Certificate of attendance to two (2) symposia (1 each photocopy)		Training Association concerned
Certificate of employment (1 original)		Employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/ supporting documents	1. Receive the required documents and check the completeness  1.2 Issue Order of payment	PHP900	30 minutes	Agriculturist II FPA Provincial Office or Administrative Aide FPA Regional Office
2. Pay the corresponding fee	2. Issue Official Receipt and transmit the documents to Central Office  2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID  2.2 Evaluate documents, verify the data with the Agency records and prepare accreditation card  2.3 Review the documents  2.4 Approve/sign the card  2.5 Prepare transmittal and forward to FAD-Records for mailing  2.6 Mailing of accreditation card		3 days  1 hour  1 hour  1 hour  5 hours  30 minutes  2.5 days	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office  Ranulfo Taniajura Administrative Asst. I  Aleni Peach Gonzales Admin Officer II  Digna de Leon Planning Officer V  Wilfredo Roldan Executive Director  Aleni Peach Gonzales Admin Officer II  Ranulfo Taniajura Administrative Asst. I

3. Receive notification	2.7 Receive the accreditation card, record in the logbook and notify the client thru email/text/call that his/her accreditation card is ready for pick-up		1 hour	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
<b>TOTAL:</b>		<b>PHP900</b>	<b>6 days and 6 hours</b>	

## 2 - ACCREDITATION OF RESPONSIBLE CARE OFFICER (Walk-in @ PMID-CO)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course, passed the written examination, and complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. An ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who attended the training on responsible care officer conducted by the FPA training association and passed the ARCO examination	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>NEW</b>		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website
Certificate of attendance to ARCO training (1 photocopy)		Training Association concerned
Passed the ARCO examination (test result being emailed to examinee)		FPA-PMID
Certificate of employment (1 original)		Employer
<b>RENEWAL</b>		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website
Certificate of attendance to two (2) symposia (1 each photocopy)		Training Association concerned
Certificate of employment (1 original)		Employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/ supporting documents	1. Receive the required documents, check the completeness, and issue bill form	PHP900	20 minutes	Aleni Peach Gonzales Admin Officer II
2. Pay the corresponding fee	1.2 Issue Order of payment and Official Receipt (OR)		20 minutes	Rachiel Almonte Admin Asst. III and Jorelyn Mendoza Admin Officer I
3. Present the original OR to PMID	3. Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	3.1 Review the documents		1 hour	Digna de Leon Planning Officer V
	3.2 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	3.3 Receive the accreditation card, record in the logbook, and release the card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		20 minutes	Aleni Peach Gonzales Admin Officer II
4. Receive the card or the notification				
<b>TOTAL:</b>		<b>PHP900</b>	<b>1 day</b>	

### 3 - ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR

An agricultural certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor. A CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	<div>1. Persons employed in FPA licensed pest control operators (PCO) who attended the CPA training conducted by FPA training association and passed the CPA examination</div> <div>2. Persons employed in companies/agencies, plantations, golf courses and landscaping service companies who attended the CPA training conducted by FPA training association and passed the CPA examination and will serve as in-house agricultural fumigators/exterminators</div> <div>3. Owners of companies/farms who are engage in agricultural business who attended the CPA training conducted by FPA training association and passed the CPA examination and will serve as in-house fumigators/exterminators</div> <div>4. Persons employed in ISO/auditing companies who attended the CPA training conducted by FPA training association and passed the CPA examination and will be in-charge in the audit of fumigation of agricultural commodities of their companies' clients</div>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>NEW</b>			
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website	
Certificate of attendance to CPA training (1 photocopy)		Training Association concerned	
Passing the CPA examination (test result being emailed to examinee)		FPA-PMID	
Certificate of employment (1 original)		Employer	
SEC registration - for owners of companies/farms (1 photocopy)		Securities and Exchange Commission	
Certification as auditor including the agricultural product(s) fumigated which is the subject of the audit - in		Employer	



<p>case of person employed in ISO/auditing companies (1 original)</p> <p><b>RENEWAL</b></p> <p>Accomplished Application for Accreditation with 1x1 picture, white background (1 original)</p> <p>Certificate of attendance to two (2) symposia (1 each photocopy)</p> <p>Certificate of employment (1 original)</p> <p>Pest Control Report - in case of in-house fumigator and exterminator (1 original)</p> <p>Certification as auditor including the agricultural product(s) fumigated which is the subject of the audit - in case of person employed in ISO/auditing companies (1 original)</p>		<p>FPA office/website</p> <p>Training Association concerned</p> <p>Employer</p> <p>Employer</p> <p>Employer</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/supporting documents	1. Receive the required documents and check the completeness	PHP600	30 minutes	Agriculturist II FPA Provincial Office or Administrative Aide FPA Regional Office
	1.2 Issue Order of payment			
2. Pay the corresponding fee	2. Issue Official Receipt and transmit the documents to Central Office		3 days	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
	2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID		1 hour	Ranulfo Taniajura Administrative Asst. I
	2.2 Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II

3. Receive notification	2.3 Review the documents		1 hour	Digna de Leon Planning Officer V
	2.4 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	2.5 Prepare transmittal and forward to FAD-Records for mailing		30 minutes	Aleni Peach Gonzales Admin Officer II
	2.6 Mailing of accreditation card		2.5 days	Ranulfo Taniajura Administrative Asst. I
	2.7 Receive the accreditation card, record in the logbook and notify the client thru email/text/call that his/her accreditation card is ready for pick-up		1 hour	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
<b>TOTAL:</b>		<b>PHP600</b>	<b>6 days and 6 hours</b>	

## 4 - ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR (Walk-in clients @ PMID-CO)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor. A CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	<div>1. Persons employed in FPA licensed pest control operators (PCO) who attended the CPA training conducted by FPA training association and passed the CPA examination</div> <div>2. Persons employed in companies/agencies, plantations, golf courses and landscaping service companies who attended the CPA training conducted by FPA training association and passed the CPA examination and will serve as in-house agricultural fumigators/exterminators</div> <div>3. Owners of companies/farms who are engage in agricultural business who attended the CPA training conducted by FPA training association and passed the CPA examination and will serve as in-house fumigators/exterminators</div> <div>4. Persons employed in ISO/auditing companies who attended the CPA training conducted by FPA training association and passed the CPA examination and will be in-charge in the audit of fumigation of agricultural commodities of their companies' clients</div>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>NEW</b>			
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website	
Certificate of attendance to CPA training (1 photocopy)		Training Association concerned	
Passing the CPA examination (test result being emailed to examinee)		FPA-PMID	
Certificate of employment (1 original)		Employer	
SEC registration - for owners of companies/farms (1 photocopy)		Securities and Exchange Commission	

<p>Certification as auditor including the agricultural product(s) fumigated which is the subject of the audit - in case of person employed in ISO/auditing companies (1 original)</p> <p><b>RENEWAL</b></p> <p>Accomplished Application for Accreditation with 1x1 picture, white background (1 original)</p> <p>Certificate of attendance to two (2) symposia (1 each photocopy)</p> <p>Certificate of employment (1 original)</p> <p>Pest Control Report - in case of in-house fumigator and exterminator (1 original)</p> <p>Certification as auditor including the agricultural product(s) fumigated which is the subject of the audit - in case of person employed in ISO/auditing companies (1 original)</p>			<p>Employer</p> <p>FPA office/website</p> <p>Training Association concerned</p> <p>Employer</p> <p>Employer</p> <p>Employer</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/supporting documents	1. Receive the required documents, check the completeness, and issue bill form	PHP600	20 minutes	Aleni Peach Gonzales Admin Officer II
2. Pay the corresponding fee	2. Issue Order of payment and Official Receipt (OR)		10 minutes	Rachiel Almonte Admin Asst. III and Jorelyn Mendoza Admin Officer I
3. Present the original OR to PMID	3. Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	3.1 Review the documents		1 hour	Digna de Leon Planning Officer V

4. Receive the card or the notification	3.2 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	4. Receive the accreditation card, record in the logbook, and release the card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		30 minutes	Aleni Peach Gonzales Admin Officer II
<b>TOTAL:</b>		<b>PHP600</b>	<b>1 day</b>	

## 5 - ACCREDITATION OF FERTILIZER AND PESTICIDE RESEARCHERS

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

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

Fertilizer Researcher - plant nutrition

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

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

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Researchers employed in fertilizer and pesticide companies as in-house researchers who attended the F/P Researchers/Bioefficacy Training conducted by FPA training association and with an approved test protocol by the FPA technical evaluator as training output</li> <li>2. Researchers who attended the F/P Researchers/Bioefficacy Training conducted by FPA training association and with an approved test protocol by the FPA technical evaluator as training output and will conduct experiments to generate data to support F/P product registrations</li> </ol>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>NEW</b>  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)  Certificate of attendance to Researchers' training (1 photocopy)  Approved/evaluated test protocol (1 original)  Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for		FPA office/website  Training association concerned  Directly submitted to FPA-PMID by the training association concerned  Applicant

With at least 3 years' research experience on the discipline being applied for	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
<b>RENEWAL</b>	
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	FPA office/website
Certificate of attendance to two (2) symposia (1 each photocopy)	Training Association concerned
Certificate of employment (1 original)	Employer
Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
<b>EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE</b>	
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	FPA office/website
Certificate of attendance to Researchers' training (1 photocopy)	Training association concerned
Approved/evaluated test protocol (1 original)	Directly submitted to FPA-PMID by the training association concerned
Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper may be requested by the FPA.	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit application with complete information/supporting documents</p> <p>2. Pay the corresponding fee</p>	1. Receive the required documents and check the completeness	<i>First discipline</i> <b>PHP1,200</b>	30 minutes	Agriculturist II FPA Provincial Office or Administrative Aide FPA Regional Office
	1.2 Issue Order of payment	<i>Additional discipline (with separate ID)</i> <b>PHP1,200</b>		
	2. Issue Official Receipt and transmit the documents to Central Office	<i>Additional discipline (without separate ID)</i> <b>PHP400</b>	3 days	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
	2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID		1 hour	Ranulfo Taniajura Administrative Asst. I
	2.2 Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	2.3 Review the documents		1 hour	Digna de Leon Planning Officer V
	2.4 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	2.5 Prepare transmittal and forward to FAD-Records for mailing		30 minutes	Aleni Peach Gonzales Admin Officer II



	2.6 Mailing of certificate and accreditation card		2.5 days	Ranulfo Taniajura Administrative Asst. I
	2.7 Receive the certificate and accreditation card, record in the logbook and notify the client thru email/text/call that his/her accreditation card is ready for pick-up		1 hour	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
<b>TOTAL:</b>		First discipline = PHP1,200 . Additional discipline (with separate ID) = PHP1,200 . Additional discipline (without separate ID) = PHP400	6 days and 6 hours	

## 6 - ACCREDITATION OF FERTILIZER AND PESTICIDE RESEARCHERS (Walk-in @ PMID-CO)

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

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

Fertilizer Researcher - plant nutrition

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

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

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Researchers employed in fertilizer and pesticide companies as in-house researchers who attended the F/P Researchers/Bioefficacy Training conducted by FPA training association and with an approved test protocol by the FPA technical evaluator as training output</li> <li>2. Researchers who attended the F/P Researchers/Bioefficacy Training conducted by FPA training association and with an approved test protocol by the FPA technical evaluator as training output and will conduct experiments to generate data to support F/P product registrations</li> </ol>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>NEW</b>		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website
Certificate of attendance to Researchers' training (1 photocopy)		Training association concerned
Approved/evaluated test protocol (1 original)		Directly submitted to FPA-PMID by the training association concerned
Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for		Applicant

With at least 3 years' research experience on the discipline being applied for	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
<b>RENEWAL</b>	
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	FPA office/website
Certificate of attendance to two (2) symposia (1 each photocopy)	Training Association concerned
Certificate of employment (1 original)	Employer
Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
<b>EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE</b>	
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	FPA office/website
Certificate of attendance to Researchers' training (1 photocopy)	Training association concerned
Approved/evaluated test protocol (1 original)	Directly submitted to FPA-PMID by the training association concerned
Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper may be requested by the FPA.	Applicant
Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/supporting documents	1. Receive the required documents, check the completeness, and issue bill form	<i>First discipline</i> <b>PHP1,200</b>  <i>Additional discipline (with separate ID)</i> <b>PHP1,200</b>  <i>Additional discipline (without separate ID)</i> <b>PHP400</b>	20 minutes	Aleni Peach Gonzales Admin Officer II
2. Pay the corresponding fee	1.2 Issue Order of payment and Official Receipt (OR)		10 minutes	Rachiel Almonte Admin Asst. III and Jorelyn Mendoza Admin Officer I
3. Present the original OR to PMID	3. Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	3.1 Review the documents		1 hour	Digna de Leon Planning Officer V
	3.2 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director

4. Receive the card or the notification	4. Receive the accreditation card, record in the logbook, and release the card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		30 minutes	Aleni Peach Gonzales Admin Officer II
<b>TOTAL:</b>		<i>First discipline</i> <b>PHP1,200</b>  <i>Additional discipline (with separate ID)</i> <b>PHP1,200</b>  <i>Additional discipline (without separate ID)</i> <b>PHP400</b>	<b>1 day</b>	

## 7 - ACCREDITATION OF SAFETY DISPENSER

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. The accreditation is valid for 3 years.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<p>(1) Proprietors or employees of licensed fertilizer and pesticide dealers who attended the ASD training</p> <p>(2) Individual business operator (IBO) who attended the ASD training, does 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</p>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>NEW</b>  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)  Certificate of attendance to training (1 photocopy)			FPA office/website  Regional Offices concerned	
<b>RENEWAL</b>  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)			FPA office/website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/ supporting documents	1. Receive the required documents and check the completeness  1.2 Issue Order of payment	PHP600	30 minutes	Agriculturist II FPA Provincial Office or Administrative Aide FPA Regional Office

2. Pay the corresponding fee	2. Issue Official Receipt and transmit the documents to Central Office		3 days	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
	2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID		1 hour	Ranulfo Taniajura Administrative Asst. I
	2.2 Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	2.3 Review the documents		1 hour	Digna de Leon Planning Officer V
	2.4 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	2.5 Prepare transmittal and forward to FAD-Records for mailing		30 minutes	Aleni Peach Gonzales Admin Officer II
	2.6 Mailing of accreditation card		2.5 days	Ranulfo Taniajura Administrative Asst. I
4. Receive the notification	2.7 Receive the accreditation card, record in the logbook and notify the client thru email/text/call that his/her accreditation card is ready for pick-up		1 hour	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
<b>TOTAL:</b>		<b>PHP600</b>	<b>6 days and 6 hours</b>	

## 8 - ACCREDITATION OF SAFETY DISPENSER (Walk-in @ PMID-CO)

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. The accreditation is valid for 3 years.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<p>(1) Proprietors or employees of licensed fertilizer and pesticide dealers who attended the ASD training</p> <p>(2) Individual business operator (IBO) who attended the ASD training, does 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</p>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>NEW</b>  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)  Certificate of attendance to training (1 photocopy)  <b>RENEWAL</b>  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)			FPA office/website  Regional Offices concerned  FPA office/website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/supporting documents	1. Receive the required documents, check the completeness, and issue bill form	PHP600	20 minutes	Aleni Peach Gonzales Admin Officer II
2. Pay the corresponding fee	1.2 Issue Order of payment and Official Receipt (OR)		10 minutes	Rachiel Almonte Admin Asst. III and Jorelyn Mendoza Admin Officer I



3. Present the original OR to PMID	3. Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	3.1 Review the documents		1 hour	Digna de Leon Planning Officer V
	3.2 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	3.3 Receive the accreditation card, record in the logbook, and release the card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		30 minutes	Aleni Peach Gonzales Admin Officer II
<b>TOTAL:</b>		<b>PHP600</b>	<b>1 day</b>	

## 9 - ACCREDITATION OF TRAINING ASSOCIATION

Anchored on FPA's mandate to educate the agricultural sector 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 agriculture/crop protection related activities, to manage the conduct of trainings and symposia for certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers. The accreditation is valid for 1 year.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Organization/Association whose members are involved in crop protection activities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>NEW</b>				
Accomplished Application for Accreditation (1 original)			FPA office/website	
SEC Registration (1 photocopy)			Securities and Exchange Commission	
General Information Sheet (contains the roster of membership) (1 original)			Applicant	
Association Profile (1 original)			Applicant	
List of Trainors and their Qualifications (1 original)			Applicant	
Training Module (1 original)			Applicant	
<b>RENEWAL</b>				
Accomplished Application for Accreditation (1 original)			FPA office/website	
Overall training evaluation rating of at least Satisfactory (1 photocopy)			FPA-PMID	
Updated General Information Sheet of the association/organization (1 original)			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information and supporting documents	1. Receive the required documents and check the completeness;	None	30 minutes	Aleni Peach Gonzales Admin Officer II

2. Receive notification	2.2 Evaluate documents, verify the data with the Agency records and prepare the certificate		3 hours	Leonora Japon Admin Officer V
	1.2 Review the documents		1 hour	Digna de Leon Planning Officer V
	1.3 Approve/sign the certificate		1 hour	Wilfredo Roldan Executive Director
	1.4. Record the certificate and notify the client thru email/text		30 minutes	Aleni Peach Gonzales Admin Officer II
<b>TOTAL:</b>		<b>None</b>	<b>6 hours</b>	

## 10 - PROVISION OF INFORMATION MATERIALS TO WALK-IN CLIENTS

Information materials being provided by the Agency are: FPA Profile, PD 1144, Restricted and Banned Pesticides, Gabay sa Tamang Paggamit ng Abono at Pestisidyo, FPA Paalala Nos. 1-4, FOI People's Manual, Citizen's Charter, Weekly Newsbites and Guidelines in SPRT

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C/B/G - Government to Citizen/Business/Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request (1 original)			Requestor/FPA-PMID	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1. Receive the request, prepare the info materials	None	15 minutes	Aleni Peach Gonzales Admin Officer II or Jonsie Baysa Admin officer III
	1.2 Check the info materials			Leonora Japon/ Ivan Layag Admin Officer V
2. Receive the info materials	2. Release the info materials			Aleni Peach Gonzales Admin Officer II or Jonsie Baysa Admin officer III
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

## 11 - RESPONSE TO QUERIES RECEIVED THRU OFFICIAL EMAIL/LETTER

Queries related to FPA functions

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C/B/G - Government to Citizen/Business/Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request (1 original/email)			Person/office/company who would like to avail of the transaction	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email/ submit query	1. Acknowledge receipt, print the query and record in the tracking list  1.1 Evaluate the query if:  a) info is available at PMID b) Info shall be sourced from other divisions (not technical) c) Info is technical and to be provided by the regulatory divisions  1.2 Prepare the reply for queries (a) & (b) and forward query (c) to concerned division  1.3 Review the reply	None	1 day	Jonsie Baysa Admin Officer III
Receive the reply for non-technical query	1.4 Email the reply and update the status of request/ tracking list		45 minutes	Ivan Layag Admin Officer V
Receive the reply for technical related query	1.4 Concerned division reply the query		15 minutes	Jonsie Baysa Admin Officer III
			4 days	Concerned Division
<b>TOTAL:</b>		<b>None</b>	<b>5 days and 1 hour</b>	

## 12 - ADMINISTRATION OF FPA EXAM AND POSTING OF RESULT TO WEBSITE

The FPA administer examinations for Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO) after the attendance to the trainings. Passing the exam is one of the requirement in the issuance of accreditation for CPA and ARCO.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Training participants who completed the required training for CPA and ARCO			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Attendance Sheet to training (1 original)			To be provided by the training association concerned	
Examinee's Profile (1 original)			To be provided by the training association concerned	
Information when to take the removal exam			Examinee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrive at the exam venue	1. Check the examinee against the training's attendance sheet and the examinee's profile; administer the exam	None	10 minutes	PMID personnel concerned
	1.1 Check the test paper		3 days	Leonora Japon Admin Officer V
	1.2 Compute the rating, prepare the summary of test results and individual result of rating		1 day	Aleni Peach Gonzales Admin Officer II
	1.3 Review the test results		2 hours	Digna De Leon Planning Officer V
	1.4 Approve/sign the individual results of rating		2 hours	Wilfredo C. Roldan Executive Director

	1.5 Posting of the summary of test results to website and email the individual results of rating to each examinee		3 hours	Alvin Domondon Info Technology Officer I
<b>TOTAL:</b>		<b>None</b>	<b>5 days and 2 hour</b>	

# **PLANNING, MANAGEMENT AND INFORMATION DIVISION**

## **INTERNAL SERVICES**



### 13 - PROVISION OF IT ASSISTANCE

The Information and communication Unit of the PMID is in-charge of all IT related concerns of the Agency.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All FPA officials and employees including Contract of Service			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request			PMID-ICT-Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the ICT Unit of PMID	1. Receive the call, fill-up the request form and submit the the ICT Head for dispatching	None	10 minutes	Jaylord Tahilan/ Rajah Anareta Info System Analyst II
	1.1 Assignment of request		5 minutes	Alvin Domondon Info Technology Officer I
	1.2 Conduct interview with the requestor, check the equipment/ software for troubleshooting and Make recommendation, if applicable		1 day (reformat and installation of software)	Jaylord Tahilan/ Rajah Anareta Info System Analyst II
2. Accomplish client feedback portion	2. Request to accomplish the client feedback portion of the request		15 minutes	Jaylord Tahilan/ Rajah Anareta Info System Analyst II
<b>TOTAL:</b>		<b>None</b>	<b>1 day and 30 minutes</b>	

## 14 - POSTING AT THE FPA WEBSITE

It includes all posting whether new or updates of the existing information at the website

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Official and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved request by the authorized official			PMID-ICT Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request & documents to be posted	1. Receive approved request together with the copy of the document (s) to be posted, convert to pdf file and upload	None	30 minutes	Alvin Domondon Info Technology Officer I
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## 15 - PROVISION OF INFORMATION MATERIALS AND ACCREDITED SAFETY DISPENSER (ASD) MANUAL

The Information and communication Unit of the PMID is in-charge of all IT related concerns of the Agency.

<b>Division:</b>	PLANNING, MANAGEMENT AND INFORMATION DIVISION			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Official and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request			PMID-ICT Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/email request	1. Receive the request, prepare the info materials and forward to FAD for mailing/freight	None	30 minutes	Aleni Peach Gonzales Admin Officer II or Jonsie Baysa Admin officer III
	1.1 Mailing/Freight of info materials/manuals		1 day	Ranulfo Taniajura Administrative Asst. I
2. Receive the info materials/manuals			1 day and 7.5 hours	Agriculturist II FPA Provincial Office or Supervising Agriculturist FPA Regional Office
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	

# **FINANCE AND ADMINISTRATIVE DIVISION**

## **INTERNAL SERVICES**

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# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.1 Granting of Cash Advances

#### 1.1.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

<b>Office or Division</b>	Finance and Administrative Division (Budget and Accounting)	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2G - Government to Government Entity	
<b>Who may avail</b>	FPA Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Documentary Requirements common to all cash advances except for travels</u></b>		
1. Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)		OED
2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books		Accounting
3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more		Human Resource Section

<b><u>Additional Documentary Requirements</u></b>				
1. Approved contracts (for initial payment)		Human Resource Section		
2. Approved Payroll or list of payees indicating their net payments		Human Resource Section		
3. Approval /authority (presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/ wages/fringe benefits		Human Resource Section		
4. Daily time record (DTR) approved by the supervisor		Human Resource Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks. 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	5.1 Approval of LDDAP 5.2 Signing of advice to debit account.		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.1 Granting of Cash Advances

#### 1.1.2 Petty Cash Fund (PCF)

<b>Office or Division</b>	Finance and Administrative Division (Budget and Accounting)	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2G - Government to Government Entity	
<b>Who may avail</b>	FPA Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<b><u>Documentary Requirements common to all cash advances except for travels</u></b>		
1. Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)	OED	
2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books	Accounting	
3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more	Human Resource Section	
<b><u>Additional Documentary Requirements</u></b>		
1. Approved estimates of petty expenses for one month	Immediate Supervisor	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.1 Granting of Cash Advances

#### 1.1.3 Field/Activity Current Operating Expense (COE)

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Documentary Requirements common to all cash advances except for travels</u></b>		
1. Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)		OED
2. Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books		Accounting
3. Approved application for bond and/or Fidelity bond for the year for cash accountability of P5,001 or more		Human Resource Section
<b><u>Additional Documentary Requirements</u></b>		
1. Approved Budget for COE of the agency field office or agency activity in the field		Budget

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.1 Granting of Cash Advances

#### 1.1.4 Travelling Allowance

##### 1.1.4.1 Local Travel

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<u>Documentary Requirements</u>		
1. Office Order/ Travel Order approved in accordance with Section 3 of EO No. 298  1. Duly approved itinerary of travel 3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books  4. Post travel report	OED	
	Immediate Supervisor	
	Accounting	
	Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED



	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.1 Granting of Cash Advances

#### 1.1.4 Travelling Allowance

##### 1.1.4.2 Foreign Travel

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005 o 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		OED	
2. Duly approved itinerary of travel		Immediate Supervisor	

3. Letter of invitation of host/sponsoring country/agency/ organization	Payee
4. For plane fare, quotations of three travel agencies or its equivalent	Payee
5. Flight itinerary issued by the airline/ticketing office/travel agency	Payee
6. Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed	Payee
7. Document to show the dollar to peso exchange rate at the date of grant of cash advance	Payee
8. Where applicable, authority from the OP to claim representation expenses	Office of the President
9. In case of seminars/trainings	Payee
9.1 Invitation addressed to the agency inviting participants (issued by the foreign country)	OED
9.2 Acceptance of the nominees as participants (issued by the foreign country)	Payee
9.3 Programme Agenda and Logistics Information	Payee
10. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books	Accounting

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.2 Liquidation of Cash Advances

#### 1.2.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Documentary Requirements</u></b>		
1. Report of Disbursements certified correct by the accountable officer		Accounting
2. Approved payrolls/vouchers duly acknowledged/signed by the payee/s		Human Resource Section
3. Approved daily time records (DTRs) or Certificate of Service		Human Resource Section
4. Approved application for leave		Payee
5. In case of payment of personnel under the "job order" status, duly verified/accepted accomplishment report		Payee
6. Official Receipt (OR) in case of refund for unclaimed salaries		Payee
7. Authority from the claimant and identification documents, if claimed by person other than the payee		Payee

8. Such other pertinent supporting documents as are required by the nature of expense		Payee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.2 Liquidation of Cash Advances

#### 1.2.2 Petty Cash Fund

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Summary of Petty Cash Vouchers		Payee	
2. Report of Disbursements		Payee	
3. Petty Cash Replenishment Report		Payee	
4. Approved purchase request with certificate of Emergency Purchase, if necessary		Immediate Supervisor	
5. Bills, receipts, sales invoices		Vendor	
6. Certificate of inspection and acceptance		Payee	
7. Report of Waste Materials in case of replacement/repair		Payee	

8. Approved trip ticket, for gasoline expenses	Payee			
9. Canvass from at least three suppliers for purchases involving PI,000 and above, except for purchases made while on official travel	Payee			
10. Summary/Abstract of Canvass	Payee			
11. Petty Cash Vouchers duly accomplished and signed	Payee			
12. OR in case of refund	Payee			
13. For reimbursement of toll receipts <ul style="list-style-type: none"> <li>o Toll Receipts</li> <li>o Trip tickets</li> </ul>	Payee			
14. Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses	Payee			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.2 Liquidation of Cash Advances

#### 1.2.3 Field/Activity Current Operating Expenses

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<u>Documentary Requirements</u>		
1. Same requirements as those for salaries, petty operating expenses, other personal services, and maintenance and other operating expenses depending on the nature of expenses incurred		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None		Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.2 Liquidation of Cash Advances

#### 1.2.4 Travelling Expenses

##### 1.2.4.1 Local Travel

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee		Payee	
2. Certificate of appearance/attendance		Payee	
3. Copy of previously approved itinerary of travel		Payee	
4. Revised Itinerary of Travel, if the previous approved itinerary was not followed or supplemental Order or any proof supporting the change of schedule		Payee	
5. Revised Itinerary of Travel, if the previous approved itinerary was not followed		Payee	



6. 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 (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	OED
7. Liquidation Report	Payee
8. Reimbursement Expense Receipt (RER)	Payee
9. Certification of Expenses Not Requiring Receipts (CENRR)	Payee
10. OR in case of refund of excess cash advance	Payee
11. Certificate of Travel Completed	Payee
12. 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, if the travel allowances being claimed include the hotel room/lodging rate	Payee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 1.0 Cash Advances

### 1.2 Liquidation of Cash Advances

#### 1.2.4 Travelling Expenses

#### 1.2.4.2 Foreign Travel

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Paper/electronic plane tickets, boarding pass, boat or bus ticket		Payee	
2. Certificate of appearance/attendance for training/seminar / participation		Payee	
3. Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No. 248		Payee	
4. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298):		Payee	
4.1 Approval by the President		Office of the President	
4.2 Certification from the Head of Agency that it is absolutely necessary		OED	

4.3 Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel lodging bills and receipts)	Payee			
5. Revised Itinerary of Travel, if applicable	Payee			
6. Narrative report on trip undertaken/Report on Participation	Payee			
7. OR in case of refund of excess cash advance	Payee			
8. Certificate of Travel Completed	Payee			
9. Liquidation Report	Payee			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 2.0 Fund Transfers to Non-Government Organizations / People's Organizations (NGOs/Pos)

### 2.1 Release of Funds

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business		
Who may avail	Private Individual / Private Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Approved Summary of Budgetary Requirements detailing the items of expenditure/disbursement to be incurred in the program/project			
2. List of priority projects which may be implemented by the NGO/PO published in the newspaper, agency-web-site, bulletin board and the like			
3. Accreditation of the NGO/PO by the Bids and Awards Committee (BAC) of the grantee agency			
4. Results of evaluation of financial and technical capability of selected NGO/PO			
5. Performance security for infrastructure project			
6. NGO/PO proposal or application for funding accompanied by:			



6.1 Certificate of registration from Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE) as the case may be	PRIVATE INDIVIDUAL/BUSINESS
6.2 Authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA	PRIVATE INDIVIDUAL/BUSINESS
6.3 Audited financial reports for the past three years preceding the date of project implementation.	PRIVATE INDIVIDUAL/BUSINESS
6.4 Disclosure of other related business, if any	PRIVATE INDIVIDUAL/BUSINESS
6.5 Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project	
6.6 Complete project proposal approved/signed by officers	
6.7 List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation	
6.8 Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed MOA, and release funds	
7. Document showing that NGO/PO has equity equivalent to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project	
8. Certification from the Accountant that the previous cash advance granted to the NGO/PO has been liquidated, liquidation documents are post-audited and properly taken up in the books	

<p>9. Memorandum of Agreement (MOA) incorporating therein the following terms and provisions :</p>	
<p>o Project name, intended beneficiaries, benefits to be delivered, project cost estimates, brief description of project and its site/location;</p>	
<p>o Systems and procedures to implement the project such as, but not limited to, procurement of goods and services by the NGO/PO and their distribution which should be documented and coordinated with the GO's authorized officials and the respective barangays;</p>	
<p>o Time schedules for the releases of funds, periodic inspection/evaluation, reporting, monitoring requirements, date of commencement and date of completion (releases of funds after the initial fund transfer must be output based, that is, subsequent fund releases must be dependent on 100% delivery of physical status of the project corresponding to the previous funds received by the NGO/PO) ;</p>	
<p>o Submission of the required periodic financial and physical status reports (no subsequent fund transfer must be granted unless previous fund transfers have been liquidated and required physical status report has been submitted);</p>	
<p>o Specific period to liquidate the funds granted to NGO/PO with the GO;</p>	
<p>o In case of construction projects like school buildings, housing, and other similar structures, and acquisition of assets like vehicles and equipment, a stipulation of turnover of ownership of the infrastructure or fixed asset (in the procurement of any type of asset out of government funds, the <i>NGO/PO</i> shall conduct simple bidding or canvass to ensure the best terms and quality of purchase);</p>	

<ul style="list-style-type: none"> <li>o In case the asset shall be owned by a specific beneficiary, a stipulation that a Deed of Donation shall be executed by the GO after the completion of the project;</li> </ul>	
<ul style="list-style-type: none"> <li>o Monitoring and inspection of project implementation and verification of financial records and reports of the NGO/PO by the NGO;</li> </ul>	
<ul style="list-style-type: none"> <li>o Visitorial audit by the officials and personnel of the COA authorized to perform the audit under an approved office order;</li> </ul>	
<ul style="list-style-type: none"> <li>o Institution of legal action by the GO against the defaulting NGO/PO which fails to complete a project covered by the MOA, or for a material violation of the provisions of the MOA or of this Circular, and in any of these cases, its subsequent disqualification from applying for another project in any other GO;</li> </ul>	
<ul style="list-style-type: none"> <li>o In case of the dissolution of the recipient NGO/PO, voluntary or involuntary, the lien of the granting GO on its assets, in accordance with existing laws, to the extent of the unexpended or unutilized portion of the fund;</li> </ul>	
<ul style="list-style-type: none"> <li>o Maintenance by the NGO/PO of a separate savings/current account for each fund received from the GO; and</li> </ul>	
<ul style="list-style-type: none"> <li>o The return by the NGO/PO to the granting GO of any amount not utilized to complete the project, including interest, if any.</li> </ul>	
<p>10. Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29,2007</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 2.0 Fund Transfers to Non-Government Organizations / People's Organizations (NGOs/Pos)

### 2.2 Implementation and Liquidation of Funds Released

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business	
Who may avail	Private Individual / Private Business	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Documentary Requirements</u></b>		
1. Final fund utilization report, indicating the summary of expenses and the status report of accomplishments , certified by the accountant , approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO		
2. Pictures of implemented projects		
3. Inspection report and certificate of project completion issued by the GO authorized representative		
4. List of beneficiaries with their signatures signifying their acceptance/ acknowledgment of the project/funds/goods/services received		
5. Proof of verification by the GO official of the validity of the documents submitted by the NGO/PO		

6. OR issued by the granting GO acknowledging return by the NGO/PO of any unutilized excess amount of cash advance, including interest, if any				
7. List of equipment/vehicles procured by the NGO/PO out of the project funds indicating its brief description, date acquired, acquisition cost and final disposition				
8. Warranty for procurement of equipment and projects				
9. In case of dissolution of the recipient NGO/PO, in addition to the OR acknowledging return of unutilized amount, copy of the vouchers paid by the NGO/PO				
10. Liquidation Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit



	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 2.0 Fund Transfers to Non-Government Organizations / People's Organizations (NGOs/Pos)

### 2.3 Staggered Release of Funds to NGO/PO

Office or Division	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business	
Who may avail	Private Individual / Private Business	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<b><u>Documentary Requirements</u></b>		
1. Duly approved Schedule of Fund Release to NGO/PO		
2. Interim Fund Utilization Report on the previous release certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures		
3. List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgment of the project funds/goods/services		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 3.0 Fund Transfers

### 3.1 Transfer of Funds to Implementing Agencies

#### 3.1.1 Transfer

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business		
Who may avail	Private Individual / Private Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Copy of MOA/Trust Agreement			
2. Copy of Approved Program of Work (for infrastructure project)			
3. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects)			
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		ACCOUNTING	
5. Copy of the OR issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities)		PRIVATE INDIVIDUAL/PRIVATE BUSINESS	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 3.0 Fund Transfers

### 3.1 Transfer of Funds to Implementing Agencies

#### 3.1.2 Implementation and Liquidation of Funds Released

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business		
Who may avail	Private Individual / Private Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Necessary supporting documents depending on the nature of transactions			
2. Copy of MOA/Trust Agreement			
3. Copy of OR upon receipt of funds transferred			
4. Copy of OR issued by the Source Agency evidencing refund of unexpended/unutilized balance of fund transfer			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 3.0 Fund Transfers

### 3.1 Transfer of Funds to Implementing Agencies

#### 3.1.2 Liquidation of Source Agency

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business		
Who may avail	Private Individual / Private Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the IA, and duly audited by the Auditor of the IA			
2. Copy of Credit Notice issued by the Auditor of the IA			
3. Copy of OR issued for the refund of unexpended/unutilized balance of fund transferred			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 3.0 Fund Transfers

### 3.2 From Trust Fund to the General Fund for Unspent Balance/Excess Amount

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2B / G2C - Government to Private Individual / Private Business		
Who may avail	Private Individual / Private Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Report of Checks Issued and Report of Disbursements certified correct by the Accountant, approved by the Head of the IA, and duly audited by the Auditor of the IA			
2. Copy of Credit Notice issued by the Auditor of the IA			
3. Copy of OR issued for the refund of unexpended/unutilized balance of fund transferred			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual

#### Claims

#### 4.1.1 First Salary

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Certified true copy of duly approved Appointment		Human Resource Section	
2. Assignment Order, if applicable		Immediate Supervisor	
3. Certified true copy of Oath of Office		Human Resource Section	
4. Certificate of Assumption		Human Resource Section	
5. Statement of Assets , Liabilities and Net Worth		Payee	
6. Approved DTR		Payee	
7. Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305)		Payee	
8. Payroll Information on New Employee (PINE) (for agencies with computerized payroll systems)		Human Resource Section	
9. Authority from the claimant and identification documents, if claimed by person other than the payee		Payee	

<b><u>Additional Requirements for transferees (from one government office to another)</u></b>				
1. Clearance from money, property and legal accountabilities from the previous office		Payee		
2. Certified true copy of 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		Payee		
3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld)		Payee		
4. Certificate of Available Leave Credits		Human Resource Section		
5. Service Record		Human Resource Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.2 Salary (if deleted from the payroll)

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Approved DTR		Payee	
2. Notice of Assumption		Human Resource Section	
3. Approved Application for Leave, Clearances, and Medical Certificate, if on sick leave for five days or more		Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.3 Salary of Casual/Contractual Personnel

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. For accredited agencies by the CSC (for first claim)			
1.1 Certified true copy of the pertinent contract/appointment/job order		Human Resource Section	
1.2 Copy of the Report of Personnel Actions (ROPA) of the pertinent contract/appointment marked received by the CSC		Human Resource Section	
2. For other agencies (for first claim)			
2.1 Certified copy of the pertinent contract/appointment/job order marked received by the CSC		Human Resource Section	
3. Accomplishment Report		Payee	
4. Approved DTR		Payee	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.4 Salary of Differential due to Promotion and/or Step Increment

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase		Human Resource Section	
2. Certificate of Assumption		Human Resource Section	
3. Approved DTR or certification that the employee has not incurred leave without pay		Human Resource Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.5 Last Salary

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Clearance from money, property and legal accountabilities		Finance and Administrative Division	
2. Approved DTR		Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.6 Salary due to heirs of deceased Employee

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Same requirements as those for last salary		Refer to 4.1.5	
2. Additional requirements:			
2.1 Death Certificate authenticated by National Statistics Office (NSO)		Heirs of deceased Employee	
2.2 Marriage Contract authenticated by NSO, if applicable		Heirs of deceased Employee	
2.3 Birth Certificates of surviving legal heirs authenticated by NSO		Heirs of deceased Employee	
2.4 Designation of next-of-kin		Heirs of deceased Employee	
2.5 Waiver of right of children 18 years old and above		Heirs of deceased Employee	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.1 Individual Claims

#### 4.1.6 Salary due to heirs of deceased Employee

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Certified true copy of approved application for leave		Payee	
2. Certified true copy of Maternity leave clearance		Payee	
3. Medical certificate for maternity leave		Payee	
<u><b>Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)</b></u>			
1. Medical certificate that the employee is physically fit to work		Payee	
2. Certificate of assumption		Human Resource Section	
3. Approved DTR		Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 4.0 Salary

### 4.2 General Claims through the Automated Teller Machine (ATM)

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Salary Payroll		Human Resource Section	
2. Payroll Register (hard and soft copy)		Human Resource Section	
3. Letter to the Bank to credit employees' account of their salaries or other claims		Human Resource Section	
4. Validated deposit slips		Cashier	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED



	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.1 Personnel Economic Relief Allowance (PERA)

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Same requirements as those for payment of salaries (4.1)		Refer to 4.1	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.2 Representation and Transportation Allowance

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. For Individual Claims			
1.1 Copy of Office Order/Appointment (1st payment)		Human Resource Section	
1.2 Certificate of Assumption (1st payment)		Human Resource Section	
1.3 Certification that the official/employee did not use government vehicle and is not assigned any government vehicle		Human Resource Section	
1.4 Certificate or evidence of service rendered or approved DTR		Human Resource Section	
1.5 Certification by the LCE, in case of LGUs, that the revised RATA rates is still within the PS limitation prescribed under Section 325(a) of RA No. 7160 (for initial claim)		OED	
2. For General Claims			
2.1 RATA Payroll		Human Resource Section	
2.2 Payroll Register (hard and soft copy)		Human Resource Section	
2.3 Letter to the Bank to credit employees' account of their RATA claims, if applicable		Human Resource Section	

2.4 Validated deposit slip, if applicable		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.3 Clothing/Uniform Allowance

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. For Individual Claims			
1.1 Certified true copy of approved appointment of new employees		Human Resource Section	
1.2 Certificate of Assumption of new employees		Human Resource Section	
1.3 Certificate of non-payment from previous agency, for transferees		Payee	
2. For General Claims			
2.1 Clothing/Uniform Allowance Payroll		Human Resource Section	
2.2 Payroll Register (hard and soft copy)		Human Resource Section	
2.3 Letter to the Bank to credit employees' account of their salaries or other claims		Human Resource Section	
2.4 Validated deposit slips		Cashier	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.4 Subsistence, Laundry and Quarters Allowance

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance		Human Resource Section	
2. Approved DTR		Payee	
3. Authority to collect (for initial claim)		Immediate Supervisor	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.5 Productivity Incentive Allowance (PIB)

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. For Individual Claims			
1.1 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory		Human Resource Section	
1.2 Certification from the Legal Office that the employee has no administrative charge		Human Resource Section	
2. General Claims			
2.1 PIB Payroll		Human Resource Section	
2.2 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 (except if the penalty meted out is only a reprimand)		Human Resource Section	
2.3 List of personnel dismissed within the year		Human Resource Section	
2.4 List of personnel on Absent Without Official Leave (AWOL)		Human Resource Section	

2.5 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory		Human Resource Section		
2.6 Payroll Register (hard and soft copy)		Human Resource Section		
2.7 Letter to the Bank to credit employees' account of their PIB claims		Human Resource Section		
2.8 Validated deposit slips		Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher.		2 days	Accounting Section

	2.4 Certification of the completeness of documents the amount claimed proper.			
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit



	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.6 Special Counsel Allowance

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u><b>General Requirements for All Types of Disbursement</b></u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u><b>Documentary Requirements</b></u>			
1. Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel		OED	
2. Certificate of Appearance issued by the Office of the Clerk of Court		Payee	
3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented		OED	
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 P-4,000 per month		OED	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.7 Honoraria

#### 5.7.1 Government Personnel involved in Government Procurement

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Office Order creating and designating the BAC composition and authorizing the members to collect honoraria		OED	
2. Minutes of BAC Meeting		BAC Secretariat	
3. Notice of award to the winning bidder of procurement activity being claimed		BAC	
4. Certification that the procurement involves competitive bidding		BAC	
5. Attendance Sheet listing names of attendees to the BAC meeting		BAC	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.7 Honoraria

#### 5.7.2 Governing Boards of Collegial Bodies

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Appointment / designation as member of the Board			
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			
3. Minutes of meeting and Attendance Sheet as certified by the Board Secretary			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.7 Honoraria

#### 5.7.3 Lecturer/Coordinator

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Office Order		OED	
2. Coordinator's report on lecturer's schedule		Assigned Coordinator	
3. Course Syllabus/Program of Lectures		Assigned Coordinator	
4. Duly approved DTR in case of claims by the coordinator and facilitators		Assigned Coordinator	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.7 Honoraria

#### 5.7.4 Special Projects

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<b><u>Documentary Requirements</u></b>			
1. Performance evaluation plan formulated by project management used as basis for rating the performance of members			
2. Office Order designating members of the special project			
3. Terms of Reference			
4. Certificate of completion of project deliverables			
5. Special Project Plan			
6. Authority to collect honoraria			
7. Certificate of acceptance by the agency head of the deliverables per project component			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.7 Honoraria

#### 5.7.5 Science and Technological Activities

Office or Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>General Requirements for All Types of Disbursement</u>			
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
<u>Documentary Requirements</u>			
1. Office Order			
2. Plan/Program of Activities			
3. Accomplishment Report/Certificate of completion of programmed activities			
4. Authority to collect honoraria			
5. Certificate of acceptance by the Agency Head of the deliverables/ project output			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.8 Hazard Duty Pay

<b>Office or Division</b>	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
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	
2. Duly accomplished time record of employees or travel report	
3. Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas	
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; and	

5. Certification by the Division Chief, Laboratory Division attesting to the reported duration of actual exposure to hazardous environment by the concerned personnel.				
6. Approved DTR/Service Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.9 Longevity Pay

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<b><u>Documentary Requirements</u></b>		
1. Service Record	Human Resource Section	
2. Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay	Human Resource Section	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED



	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.10 Overtime Pay

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<u>Documentary Requirements</u>		
1. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work	Immediate Supervisor	
2. Overtime work program	Human Resorce Section	
3. Quantified Overtime accomplishment duly signed by the employee and supervisor	Payee	
4. Certificate of service or duly approved DTR	Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.11 Yearend Bonus (YEB) and Cash Gift (CG)

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. For Individual Claims	
1.1 Clearance from money, property and legal accountabilities	FAD
1.2 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	OED
2. General Claims	
2.1 YEB and CG Payroll	Human Resource Section
2.2 Payroll Register (hard and soft copy)	Human Resource Section
2.3 Letter to the Bank to credit employees account of their YEB and CG claims	Human Resource Section
2.4 Deposit slips	Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.12 Retirement Benefits

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
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	Human Resource Section
2. Retirement application	Payee
3. Office clearance from money/property accountability & administrative/ criminal liability	FAD
4. Statement of assets and liabilities	Payee
5. Retirement Gratuity Computation	Human Resource Section
6. Affidavit of Undertaking for authority to deduct accountabilities	Payee
7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019)	Payee
8. Certificate from the Office of Ombudsman indicating whether or not the retiree has a pending criminal or administrative case.	Payee



**Additional requirement in case of resignation**

1. Employee's letter of resignation duly accepted by the Agency Head

**Additional requirements in case of death of claimant**

1. Death certificate authenticated by National Statistics Office (NSO)

2. Marriage contract authenticated by NSO

3. Birth certificates of all surviving legal authenticated by NSO

4. Designation of next-of-kin

5. Waiver of rights of children 18 years old and above

6. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage

Payee

Heirs of Payee

Heirs of Payee

Heirs of Payee

Heirs of Payee

Heirs of Payee

Heirs of Payee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

## 1. PROCESSING OF CLAIMS

### 5.0 Allowances, Honoraria and Other Forms of Compensation

#### 5.13 Terminal Leave Benefits

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment	FAD
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)	Human Resource Section
3. Approved leave application	Payee
4. Complete service record	Payee
5. Statement of Assets, Liabilities and Net Worth (SALN)	Payee
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.	Payee
7. Computation of terminal leave benefits duly signed/certified by the accountant	Human Resource Section

8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency/LGU		Payee		
9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 30 19)		Payee		
10. In case of resignation, employee's letter of resignation duly accepted by the, Head of the Agency		Payee		
<i>Additional requirements in case of death of claimant</i>				
1. Death certificate authenticated by NSO		Heirs of Payee		
2. Marriage contract authenticated by NSO		Heirs of Payee		
3. Birth certificates of all surviving legal heirs authenticated by NSO		Heirs of Payee		
4. Designation of next-of-kin		Heirs of Payee		
5. Waiver of rights of children 18 years old and above		Heirs of Payee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account		.5 day	OED
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.14 Monetization

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Approved leave application (ten days) with leave credit balance certified by the Human Resource Office	Payee
2. Request for leave covering more than ten days duly approved by the Head of Agency	Payee
3. For monetization of 50 percent or more:	
3.1 Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs	Payee
3.2 Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc.	Payee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.15 Loyalty Cash Award/Incentive

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. For Individual Claims	
1.1 Service Record	Human Resource Section
1.2 Certificate of non-payment from previous office (for transferee)	Payee
1.3 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	Human Resource Section
2. For General Claims	
2.1 Loyalty Cash Award/Incentive Payroll	Human Resource Section
2.2 Payroll Register (hard and soft copy)	Human Resource Section
2.3 Letter to the Bank to credit employees' account of their salaries or other claims	Human Resource Section
2.4 Deposit slips	Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 5.0 Allowances, Honoraria and Other Forms of Compensation

### 5.16 Collective Negotiation Agreement (CNA) Incentive

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive	
2. Comparative statement of DBM approved level of operating expenses and actual operating expenses	
3. Copy of CNA	
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	
5. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 6.0 Other Expenditures

### 6.1 Utility Expense

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Statement of Account/Bill (for pre-audit purposes)	Payee
2. Invoice/Official Receipt or machine validated statement of account/bill (for post-audit purposes)	Payee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 6.0 Other Expenditures

### 6.2 Telephone/Communication Services

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Statement of Account/Bill	Payee
2. Invoice/Official Receipt or machine validated statement of account (for post audit activities)	Payee
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	OED

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 7.1 Extraordinary and Miscellaneous Expenses

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting	
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED	
5. Sufficient and relevant documents to establish validity of claim	Payee	
<u>Documentary Requirements</u>		
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	Payee	
2. Other supporting documents as are necessary depending on the nature of expense charged	Payee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED



	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.1 Infrastructure

#### 8.1.1.1 Advance Payment

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <p>- 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 :</p> <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> <p>- 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</p> <p>- indicating the monthly lease payment and period of lease for lease contracts</p>	
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p>	
4. 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	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional documentary requirements common to all infrastructure transactions</u></b>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	
2. Common to progress/final payments	
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	
<b><u>Additional Documentary Requirements</u></b>	
1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	

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				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.1 Infrastructure

#### 8.1.1.2 Variation Order/ Change Order/ Extra Work

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u><b>General Requirements for All Types of Disbursement</b></u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u><b>Basic Requirements for all types of procurement through Public Bidding</b></u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		



2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <p>- 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 :</p> <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> <p>- 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</p> <p>- indicating the monthly lease payment and period of lease for lease contracts</p>	
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p>	
4. 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	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional documentary requirements common to all infrastructure transactions</u></b>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	
2. Common to progress/final payments	
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	

<b><u>Additional Documentary Requirements</u></b>	
<i>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:</i>	
1. Copy of Approved Change Order (CO)/Extra Work Order (EWO)	
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	
3. Copy necessity/justification(s) for the need of such CO and/or EWO which 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	
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	
5. Copy of the approved detailed breakdown of contract cost for the variation order	
6. Copy of the COA Technical Evaluation Report for the original contract	
7. 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, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation orders	
8. Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost	

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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.1 Infrastructure

#### 8.1.1.3 Progress Payment

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	



<p>2.20 Detailed Breakdown of the Contract Cost:</p> <p>- 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 :</p> <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> <p>- 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</p> <p>- indicating the monthly lease payment and period of lease for lease contracts</p>	
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p>	
4. 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	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional documentary requirements common to all infrastructure transactions</u></b>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	
2. Common to progress/final payments	
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	
<b><u>Additional Documentary Requirements</u></b>	

1. Statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished .		Payee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.1 Infrastructure

#### 8.1.1.4 Final Payment

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <p>- 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 :</p> <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> <p>- 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</p> <p>- indicating the monthly lease payment and period of lease for lease contracts</p>	
<p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p>	
4. 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	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional documentary requirements common to all infrastructure transactions</u></b>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	
2. Common to progress/final payments	
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	
<b><u>Additional Documentary Requirements</u></b>	
1. As-Built plans	



2. Warranty security				
3. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid [DPWH Department Order (DO) No. 109 s. 1993 dated May 4, 1993 and DO No. 119 s. 1993 dated May 11, 1993]				
4. Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section

	3.1 Approval of claims			OED
	4.1 Check the signature of the approving authority from the disbursement voucher. 4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record. 4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.		1 day	Cashier Unit
	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.1 Infrastructure

#### 8.1.1.5 Release of Retention Money

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 : <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> </li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional documentary requirements common to all infrastructure transactions</u></b>	
1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money	
2. Common to progress/final payments	
2.1 Statement of Work Accomplished/Progress Billing	
2.2 Inspection Report by the Agency's Authorized Engineer	
2.3 Results of Test Analysis, if applicable	
2.4 Statement of Time Elapsed	
2.5 Monthly Certificate of Payment	
2.6 Contractor's Affidavit on payment of laborers and materials	
2.7 Pictures, before, during and after construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	

<b><u>Additional Documentary Requirements</u></b>				
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				
2. Certification from the end-user that the project is completed and inspected				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.2 Consulting Services

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 :</li> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional Documentary Requirements</u></b>	
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:	
1.1 If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables	
1.2 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	
1.3 Copy of the curriculum vitae of the consultants and staff	
2. Letter request for payment from the consultant	
3. Approved Consultancy Progress/ Final Reports, and/or output required under contract	
4. Progress/Final Billing	
5. Contract of Infrastructure Projects subject of Project Management Consultancy Services	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.3 Goods

#### 8.1.3.1 Supplies, Materials, Equipment and Motor Vehicles

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Basic Requirements for all types of procurement through Public Bidding</u></b>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	



<p>2.20 Detailed Breakdown of the Contract Cost:</p> <p>- 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 :</p> <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> <p>- 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</p> <p>- indicating the monthly lease payment and period of lease for lease contracts</p> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional Documentary Requirements</u></b>	
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:	
1.1 Certificate of Exclusive Distributorship, if applicable	
1.2 Samples and brochures/photographs, if applicable	
1.3 For imported items:	
a. Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details	
b. Home Consumption Value of the items	
c. Breakdown of the expenses incurred in the Importation	
2. 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.	
3. Results of Test Analysis, if applicable	

4. Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government [Administrative Order (AO) No. 200 dated November 21, 1990]	
5. Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative	
6. For equipment, Property Acknowledgment Receipt	
7. 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	
8. Request for purchase of supplies, materials and equipment duly approved by proper authorities	
9. In case of motor vehicles, (AO No. 233 dated August 1, 2008) authority to purchase from Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided (Sections 7 and 9)	
10. 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	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

## 1. PROCESSING OF CLAIMS

### 8.0 Procurement

#### 8.1 Procurement through Public Bidding

##### 8.1.3 Goods

8.1.3.2 General Support Services (janitorial, security, maintenance, garbage collection and disposal and similar services

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Basic Requirements for all types of procurement through Public Bidding</u></b>	
1. Authenticated photocopy of the approved APP and any amendment thereto	
2. Approved contract supported by the following 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:	
2.1 Invitation to Apply for Eligibility to Bid	
2.2 Letter of Intent	
2.3 Results of Eligibility Check/Screening	

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 :</li> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	



<p>5. Minutes of Pre-procurement Conference 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</p> <p>6. Bid Evaluation Report</p> <p>7. Ranking of short listed bidders for consulting services</p> <p>8. Post Qualification Evaluation Report</p> <p>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</p> <p>10. 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</p> <p>11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities</p>	
<b><u>Additional Documentary Requirements</u></b>	
<p>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</p> <p>1.1 For janitorial /security/maintenance services,</p> <p>1.1.1 appropriate approved documents indicating the following:</p> <p>a. The number of personnel involved and their corresponding rates/salary</p> <p>b. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit</p> <p>c. The type and number of equipment to be served (in case of visitorial maintenance service)</p> <p>1.1.2 The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)</p> <p>1.1.3 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</p>	

1.1.4 Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract)	
1.1.5 The population of the agency where the services are rendered (for security service controls)	
1.1.6 Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts)	
1.2 For Garbage Collection and Disposal	
1.2.1 Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used	
1.2.2 Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used	
1.2.3 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	
1.2.4 The designated dumpsite/location of dumpsite (if provided in a separate document)	
1.2.5 The measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled	
1.2.6 Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates	
1.2.7 In cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract	
1.3 For forwarding/shipping/hauling contract	
1.3.1 The type/kind and technical description of the mode of transportation used	
1.3.2 The point of origin and destination including the estimated distance/s if transported by land	

1.3.3 The estimated weight and volume of cargoes involved				
2. Accomplishment Report				
3. Request for payment				
4. Contractor's Bill				
5. Certificate of Acceptance				
6. Record of Attendance/Service				
7. Proof of remittance to concerned government agency and/or GOCCs [BIR/Social Security System (SSS)/Pag-Ibig]				
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				
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.3 Goods

#### 8.1.3.3 Rental Contracts

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>General Requirements for All Types of Disbursement</u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u>Basic Requirements for all types of procurement through Public Bidding</u>		
1. Authenticated photocopy of the approved APP and any amendment thereto		
2. Approved contract supported by the following 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:		
2.1 Invitation to Apply for Eligibility to Bid		
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 : <ul style="list-style-type: none"> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> </ul> </li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	



5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional Documentary Requirements</u></b>	
1. Additional documents under Annexes L, Nand 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.	
1.1 For privately-owned office/building	
1.1.a. Complete copy of the building floor plans indicating in shaded colors the rentable space	
1.1.b. 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	
1.1.c 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.	
1.1.d Copy of the Master of Deed Declaration and Restrictions in case of lease/rental of office condominiums	
1.2 For equipment rental/lease/purchase contract	
1.2.a Agency evaluation of equipment utilization	

1.2.b Pertinent data of area of operation				
2. List of prevailing comparable property within vicinity				
3. Vicinity map				
4. Request for payment				
5. Bill/Invoices				
6. Certificate of occupancy (space/building)				
7. 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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.3 Goods

#### 8.1.3.2 Repair and Maintenance of Aircraft, Equipment and Motor Vehicles

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Basic Requirements for all types of procurement through Public Bidding</u></b>	
1. Authenticated photocopy of the approved APP and any amendment thereto	
2. Approved contract supported by the following 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:	
2.1 Invitation to Apply for Eligibility to Bid	
2.2 Letter of Intent	
2.3 Results of Eligibility Check/Screening	

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 :</li> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional Documentary Requirements</u></b>	
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:	
1.1.a 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	
1.1.b Copy of the latest service bulletin, in case of aircraft	
1.1.c Report of waste materials	
1.1.d Copy of document indicating the history of repair	
2. Post-inspection reports	
3. Warranty Certificate	
4. Request for payment	
5. Bill/Invoices	
6. Certificate of Acceptance	
7. Pre-repair inspection reports	



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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.1 Procurement through Public Bidding

#### 8.1.3 Goods

#### 8.1.3.5 Advertising Expenses

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Basic Requirements for all types of procurement through Public Bidding</u></b>	
1. Authenticated photocopy of the approved APP and any amendment thereto	
2. Approved contract supported by the following 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:	
2.1 Invitation to Apply for Eligibility to Bid	
2.2 Letter of Intent	
2.3 Results of Eligibility Check/Screening	

2.4 Bidding Documents enumerated under Section 17.1 of 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	
2.5 Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) P1.0 million and above]	
2.6 Agenda and/or Supplemental Bulletins, if any	
2.7 Bidders Technical and Financial Proposals	
2.8 Minutes of Bid Opening	
2.9 Abstract of Bids	
2.10 Post-Qualification Report of Technical Working Group	
2.11 BAC Resolution declaring winning bidder	
2.12 Notice of Post Qualification	
2.13 BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract	
2.14 Notice of Award	
2.15 Performance	
2.16 Program of Work and Detailed Estimates	
2.17 Notice to Proceed, indicating the date of receipt by the contractor	
2.18 Detailed Breakdown of the ABC	
2.19 Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time	

<p>2.20 Detailed Breakdown of the Contract Cost:</p> <ul style="list-style-type: none"> <li>- 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 :</li> <li>• Schedule of basic rates certified by the consultant with a sworn statement</li> <li>• Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> <li>• 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</li> <li>- 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</li> <li>- indicating the monthly lease payment and period of lease for lease contracts</li> </ul> <p>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</p> <p>3.1 Newspaper clippings of advertisement (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)</p> <p>3.2 Printout copy of advertisement posted in PhilGEPS</p> <p>3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</p> <p>3.4 Printout copies of advertisement posted in agency website, if any</p> <p>4. 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</p>	

5. Minutes of Pre-procurement Conference 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	
6. Bid Evaluation Report	
7. Ranking of short listed bidders for consulting services	
8. Post Qualification Evaluation Report	
9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	
10. 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	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
<b><u>Additional Documentary Requirements</u></b>	
1. Bill/Statement of Account	
2. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.2 Procurement through Alternative Modes

#### 8.2.1 Limited Source Bidding

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Basic Requirements Common to All Purchases under alternative mode</u></b>		
1. Documents to be submitted within five days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009 :		
1.1 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)		

1.2 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 of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 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	
1.5 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	
2. Approved Procurement Plan	
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	
4. 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	
5. 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	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	

7. 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	
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	
<b><u>Additional Documentary Requirements</u></b>	
1. Specific requirements to be submitted within five days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	
1.1 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	
1.2 Winning bidder's offer or proposal	
1.3 Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding	
1.4 Notice of Award	
2. 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	
3. 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	
4. Bid security (required under Section 54.4 IRR-A, RA No. 9184)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.2 Procurement through Alternative Modes

#### 8.2.2 Direct Contracting

	Finance and Administrative Division (Budget and Accounting)
Classification	Complex
Type of Transaction	G2G - Government to Government Entity
Who may avail	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Basic Requirements Common to All Purchases under alternative mode</u></b>	
1. Documents to be submitted within five days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009 :	
1.1 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)	

1.2 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 of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 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	
1.5 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	
2. Approved Procurement Plan	
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	
4. 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	
5. 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	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	

7. 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	
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	
<b><u>Additional Documentary Requirements</u></b>	
1. Specific requirements to be submitted within five (5) days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009.	
1.1 Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale	
1.2 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	
1.3 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	
1.4 Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards	
2. 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	
3. 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	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

## 1. PROCESSING OF CLAIMS

### 8.0 Procurement

#### 8.2 Procurement through Alternative Modes

##### 8.2.3 Repeat Order

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u><b>General Requirements for All Types of Disbursement</b></u>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<u><b>Basic Requirements Common to All Purchases under alternative mode</b></u>		
1. Documents to be submitted within five days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009 :		
1.1 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)		

1.2 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 of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 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	
1.5 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	
2. Approved Procurement Plan	
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	
4. 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	
5. 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	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	

7. 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				
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree				
<b><u>Additional Documentary Requirements</u></b>				
1. Specific requirements to be submitted within five days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:				
1.1 Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public bidding				
1.2 Certification from the Purchasing Department/Office that the supplier has complied with all the requirements under the original contract				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.2 Procurement through Alternative Modes

#### 8.2.4 Shopping

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Basic Requirements Common to All Purchases under alternative mode</u></b>		
1. Documents to be submitted within five days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009 :		
1.1 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)		



1.2 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 of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 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	
1.5 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	
2. Approved Procurement Plan	
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	
4. 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	
5. 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	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	

7. 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				
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree				
<b><u>Additional Documentary Requirements</u></b>				
1. Specific requirements to be submitted within five days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:  1.1 Price quotations from at least three bonafide and reputable manufacturers /suppliers/distributors  1.2 Abstract of canvass				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section

	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.2 Procurement through Alternative Modes

#### 8.2.5 Negotiated Procurement

	Finance and Administrative Division (Budget and Accounting)	
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>		
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
<b><u>Basic Requirements Common to All Purchases under alternative mode</u></b>		
1. Documents to be submitted within five days from the execution of the contract as required under COA Circular No . 2009-001 dated February 12, 2009 :		
1.1 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)		

1.2 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 of RA No. 9184	
1.3 Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies	
1.4 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	
1.5 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	
2. Approved Procurement Plan	
3. Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities	
4. 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	
5. 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	
6. Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC	

7. 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	
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree	
<b><u>Additional Documentary Requirements</u></b>	
1. Specific requirements to be submitted within five days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:	
1.1 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	
1.1.a Abstract of submitted Price Quotation	
1.1.b BAC Resolution recommending award of contract to Lowest	
1.1.c Calculated Responsive Bid (LCRB)	
2. Additional requirements for each case:	
2.1 In case of two failed biddings	
2.1.a Agency's offer for negotiations with selected suppliers, contractors or consultants	
2.1.b Certification of BAC on the failure of competitive bidding for the second time	
2.1.c Evidence of invitation of observers in all stages of the negotiation	
2.1.d Eligibility documents in case of infrastructure projects	
2.2 In emergency cases	
2.2.a Justification as to the necessity of purchase	
2.3 In case of take-over of contracts	
2.3.a Copy of terminated contract Reasons for the termination	

<p>2.3.b 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</p> <p>2.4 In case of small value procurement</p> <p>2.4.a Letter/invitation to submit proposals</p> <p>2.5 For adjacent or contiguous projects</p> <p>2.5.a Original contract and any document indicating that the same resulted from competitive bidding</p> <p>2.5.b Scope of work which should be related or similar to the scope of work of the original contract</p> <p>2.5.c Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section



	<p>2.1 Review of completeness of supporting documents.</p> <p>2.2 Review of computation and verification of cash availability.</p> <p>2.3 Recording of accounting entries in the Disbursement Voucher.</p> <p>2.4 Certification of the completeness of documents the amount claimed proper.</p>		2 days	Accounting Section
	3.1 Approval of claims			OED
	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit

	5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/ Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments .		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account		.5 day	Cashier Unit
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 8.0 Procurement

### 8.3 For procurement through ADA or direct payment

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses	
2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier	
3. Confirmation from the bank that the account of the supplier has already been credited (for post audit purposes)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	

# 1. PROCESSING OF CLAIMS

## 9.0 Human Resource Development and Training Program

	Finance and Administrative Division (Budget and Accounting)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government Entity
<b>Who may avail</b>	FPA Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b><u>General Requirements for All Types of Disbursement</u></b>	
1. Certificate of Availability of Funds issued by the Chief Accountant (DV)	Accounting
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)	Responsible Officer
4. Approval of expenditure by Head of Office or his authorized representative (DV)	OED
5. Sufficient and relevant documents to establish validity of claim	Payee
<b><u>Documentary Requirements</u></b>	
1. Budget estimates approved by the Head of Agency	Budget
2. Schedule of training approved by the Head of the Agency	Human Resource section
3. Same requirements under procurement depending on the nature of expense and the mode of procurement adopted	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claims with its corresponding supporting documents to the person in charged	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of availability of allotment per responsibility center. 1.4 Recording of obligation to the Registry of Allotment, Obligations and Disbursement (RAOD) and Registry of Budget Utilization and Disbursement (RBUD). 1.5 Certification of Obligation Request Status (ORS).	None	2 days	Budget Section
	2.1 Review of completeness of supporting documents. 2.2 Review of computation and verification of cash availability. 2.3 Recording of accounting entries in the Disbursement Voucher. 2.4 Certification of the completeness of documents the amount claimed proper.		2 days	Accounting Section
	3.1 Approval of claims			OED

	<p>4.1 Check the signature of the approving authority from the disbursement voucher.</p> <p>4.2 Verify and Maintain Check and Advices to Debit Account Disbursement Record.</p> <p>4.3 Preparation of List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>4.4 Recording to Report of cheques Issued and Report of Advice to Debit Account Issued.</p>		1 day	Cashier Unit
	<p>5.1 Verify and Check the Name of the Payee and the Amount to be paid.</p> <p>5.2 Review and Certify the List of Due and Demandable Accounts Payable (LDDAP-ADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks</p> <p>5.3 Preparation of Journal Entry Voucher.</p> <p>5.4 Indexing of payments.</p> <p>5.5 Posting of Payments .</p>		1 day	Accounting Section
	6.1 Approval of LDDAP		.5 day	OED
	6.2 Signing of Advice to Debit Account			
	6.1 Transmittal to LBP		.5 day	Cashier Unit
<b>TOTAL:</b>			7 days	



## 2. REQUEST FOR CERTIFICATION , SERVICE RECORDS, AND OTHER DOCUMENTS

<b>Office or Division</b>	Finance and Administrative Division (Personnel Section)	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G - Government-to-Government Entity	
<b>Who may avail</b>	FPA Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><u>Documentary Requirements</u></b>		
Signed and properly accomplished Document Request Form (DRF)		Human Resources Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
		Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost		
1. Submit the duly accomplished Document Request Form (DRF)	1) Receive the duly Accomplished Request Form  2) Check for completeness of details and signatures  3) Prepare requested documents  4) Release requested documents to the FPA Employees	NONE	NONE	NONE	1 day if the supporting documents are complete	Human Resource Section
TOTAL:					1 day	

### 3. APPLICATION FOR LEAVE

<b>Office or Division</b>	Finance and Administrative Division (Personnel Section)	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2G - Government-to-Government Entity	
<b>Who may avail</b>	FPA Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><u>Documentary Requirements</u></b>		
1. Duly Accomplished CSC Form 6, revised 1998		Human Resources Section
2. Medical Certificate (if needed)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
		Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost		
1. Submit Application for leave duly signed by the employees together with supporting documents if necessary	1) Receive Application for leave duly signed by the employees together with supporting documents if necessary 2) Check for completeness of details and signatures and availability of leave credits 3) Accomplished and signed Leave Credit Balances on the Application for Leave 4) Release the Application for Leave to the Office of the Director for Approval	NONE	NONE	NONE	3 days if the supporting documents are complete	Human Resource Section
TOTAL:					3 days	

#### 4. PREPARATION OF GENERAL PAYROLL AND VERIFICATION OF DOCUMENT

Office or Division	Finance and Administrative Division (Personnel Section)	
Classification	Complex	
Type of Transaction	G2G - Government-to-Government Entity	
Who may avail	FPA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>Documentary Requirements</u>		
1. Approved Daily Time Record (DTR)		Human Resources Section
2. Updated Ledger for GSIS & PAG-IBIG Loans, NOSA, NOSI (if any)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
		Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost		
1. Submit the Documentary Requirements needed	1. Prepare Payroll 2. Check for completeness of details and signatures 3. Release payroll for signature of authorized officials	NONE	NONE	NONE	7 days if the supporting documents are complete	Human Resource Section
<b>TOTAL:</b>					<b>7 days</b>	

## 5. RECRUITMENT, HIRING AND PLACEMENT OF PERSONNEL

Office or Division	Finance and Administrative Division (Personnel Section)					
Classification	Highly Technical					
Type of Transaction	G2G - Government-to-Government Entity					
	G2C - Government-to-Citizen					
Who may avail	FPA Officials and Employees					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
<b><u>Initial Documentary Requirements;</u></b>				Applicant		
1. Application Letter;						
2. Duly accomplished Personal Data Sheet;						
3. Copy of Scholastic Records;						
4. Copy of Certificate of Eligibility;						
5. IPCR for the last rating period (if government Employee);						
6. Copy of Certificate of Trainings and Seminars						
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
		Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost		
1. Submit the Documentary Requirements needed	1.Publication of Vacant Positions/s thru Bulletin Board, Agency Website, CSC Bulletin of Vacant Position	NONE	NONE	NONE	30 days deliberation process after days publication to CSC Website. Subject ot CSC rules and regulations	Human Resource Staff and Placement and Selection Board (PSB)
	2. Acknowledgment and Pre-assessment of Job Application					
	3. Schedule Written Test (IQ/Abstract/Technical) for Qualified Applicants					

4. Schedule and Conduct PSB panel interview/PSB Deliberation for Applicants who passed the Examination					
5. Prepare Comparative Assessment					
6. Conduct complete Background Investigation					
7. Prepare List of considered applicant/s and Memorandum to Executive Director (the Appointing Authority) for final consideration/selection					
8. Preparation and approval of Appointment of successful Applicant/s					
9. Oath taking and assumption to duties					
<b>TOTAL:</b>				<b>30 days</b>	

## 6. REQUEST FOR QUOTATION OF GOODS / SERVICES (Below PhP 50,000.00) - CANVASS

<b>Office or Division</b>	Finance and Administrative Division (General Services Section)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail</b>	Vendor/Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Request (PR), Request for Quotation (RFQ); Summary of Quotation; Approved Purchase Order (PO)/Job Order (JO)		FPA Officials and Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Canvass for the price quotation of goods/services as per approved PR	1.1 Receive/check the details and signatures of the approved Purchase Request (PR).	None	3 days	<i>Administrative Officer III and Administrative Officer V</i>
	1.2 Prepare Request for Quotation (RFQ) as per approved PR.			
	1.3 Do the canvass for price quotation from at least 3 suppliers.			
	1.4 Prepare Summary of Quotation based on the RFQs.			
	1.5 Purchase the goods with the lowest quoted/canvass price.			
	<i>In case there is a need to issue PO/JO, actions are as follows:</i>			



	1.6 Prepare Purchase Order (PO)/Job Order (JO) in favor of the supplier with the lowest quoted price for approval of the Head of the Agency.			
	1.7 Have the PO/JO signed by the qualified supplier and wait for the delivery of the goods/ services within the specified period.			
<b>TOTAL:</b>			3 days	

## 7. RECORDING OF INCOMING AND OUTGOING DOCUMENTS

<b>Office or Division</b>	Finance and Administrative Division (General Services Section)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2B-Government to Business			
<b>Who may avail</b>	FPA Official and Employees; Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Incoming Documents		FPA-RFU Officials and Employees; and Clients		
2. Outgoing Documents		FPA-CO Officials and Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Incoming Documents	1.1 Receive incoming documents through mail or personal delivery from FPA-RFU officials/employees and clients.	None	2 hours	Administrative Aide
	1.2 Sorting of the documents according to divisions/addressees.			
	1.3 Encoding of details of the documents received into the computer/log book.			
	1.4 Distribute the documents to respective divisions/addressees.			
2. Outgoing Documents	2.1 Receiving of documents from FPA Officials and Employees in the central office.	None	2 hours	Administrative Aide
	2.2. Sorting of documents according to addressees/ FPA-RFU officials and employees.			

	2.3 Prepare the documents for mailing or through courier.			
	2.4 Sending of documents to respective FPA-RFU officials/employees.			
<b>TOTAL:</b>			4 hours	

## 8. ISSUANCE OF VEHICLE TRIP TICKET

<b>Office or Division</b>	Finance and Administrative Division (General Services Section)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	FPA Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Vehicle Request		Requesting Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request for Vehicle	1) Receive the Approved Vehicle Request 2) Check for completeness of details and signatures 3) Prepare the Vehicle Trip Ticket 4) Have it signed by the authorized signatory 5) Release to the requesting section/unit and to the Driver	None	within 2 hours if service vehicle is available	<i>Administrative Officer III and Administrative Officer V</i>
<b>TOTAL:</b>			2 hours	

## 9. ACCEPTANCE OF GOODS/SERVICES; ISSUANCE OF PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) / INVENTORY CUSTODIAN SLIP (ICS); AND PREPARATION OF DISBURSEMENT VOUCHER

<b>Office or Division</b>	Finance and Administrative Division (General Services Section)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B - Government to Business Entity			
<b>Who may avail</b>	Vendor/Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchase Request (PR)		FPA Officials and Employees		
2. Approved Purchase Order (PO)/Job Order(JO)/Contract		Office of the Executive Director/BAC and Vendor/Supplier		
3. Delivery Receipt		Vendor/Supplier		
4. Sales Invoice (SI)		Vendor/Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Delivery of goods or services	1) Check for the completeness of required documents 2) Check to deliveries if compliant against the PR, PO/JO/Contract 3) Receive the goods/services if compliant to the PR, PO/JO/ Contract 4) Prepare the IAR for inspection of the acceptance of the requesting division/unit 5) Request for COA inspection 6) Issuance of PAR/ ICS for PPE 7) Prepare the DV and have it signed in box A 8) Submit to Accounting unit	None	3 days	<i>Administrative Officer III and Administrative Officer V</i>
<b>TOTAL:</b>			3 days	

## **REGIONAL FIELD UNITS**

### **EXTERNAL SERVICES**

## 1 - ISSUANCE OF LICENSE TO OPERATE (LTO) AS AREA DISTRIBUTOR

The License to Operate (LTO) as Area Distributor is issued to any person or business entity who intends to distribute fertilizer, pesticide and other agricultural chemicals within a specific area of coverage. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date. The business establishment, including its warehouse, shall be inspected first to check whether it complies with the minimum standards set by FPA. Therefore, applicant shall also secure Warehouse Registration from FPA.

Office or Division:	Regional Field Unit (RFU)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business Entity		
Who may avail:	Any person or business entity who intends to do business in fertilizer and pesticides. In case of pesticide, the applicant shall have passed the Accredited Responsible Care Officer (ARCO) Training or the business entity shall have an ARCO personnel.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>Common for both Fertilizer and Pesticide Area Distributor (New/Renewal)</b>			
1 original copy of duly accomplished and notarized application form		Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office	
1 documentary stamp		BIR	
1 copy of SEC registration for Corporation, DTI for Single Proprietorship, CDA for Cooperative		SEC/DTI/CDA	
1 copy of Risk Appraisal for Warehouse/Store		FPA Provincial/Regional Officer	
1 copy of Certificate of Registration of Warehouse		FPA Provincial/Regional Officer	
1 copy of Official Receipt		FPA Provincial/Regional Officer	
<b>For Pesticide Area Distributor only</b>			
1 copy of valid ARCO ID		FPA	
<b>For Fertilizer Area Distributor only</b>			
1 copy of Recommendation from Provincial/Regional Officer covering the area		FPA Provincial/Regional Officer	
<b>Additional requirement for new application</b>			
1 original copy of notarized Certificate of Capitalization for Fertilizer Area Distributor only		Applicant	

1 copy of BIR Registration for Pesticide Area Distributor only  1 copy of Distributorship Agreement/Certificate from the Manufacturer/Supplier  <b>Additional requirement for renewal</b>  1 copy of audited Financial Statement/Income Tax Return			BIR	
			Manufacturer/Supplier	
			BIR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents  1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II
2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee* Over P5M Capitalization 1ST Activity 8400  Additional Activity 4800  Over P1M to P5M Capitalization 1ST Activity 5400  Additional Activity 3600	10 mins	Agriculturist II



<p>3. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer</p>	<p>3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**</p>	<p>Over P500T to P1M Capitalization 1ST Activity 3600</p> <p>Additional Activity 1800</p> <p>P500 T &amp; Below Capitalization 1ST Activity 1800</p> <p>Additional Activity 850</p> <p>Filing Fee for new applications 1800</p> <p>None</p>	<p>1 day</p>	<p>Agriculturist II</p>
<p>4. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer</p>	<p>4. Administrative Aide prints and receives the application documents at the Regional Office</p> <p>4.1 Regional Officer evaluates and processes the applications</p>	<p>None</p> <p>None</p>	<p>1 hr</p> <p>4 hrs</p>	<p>Administrative Aide</p> <p>Supervising Agriculturist</p>

	4.2 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	4.3 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	4.4 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide
5. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	5. Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II

<b>TOTAL:</b>	<b>For new application = filing fee + license fee For renewal = license fee + surcharge (if applicable)</b>	<b>6 days and 5 hours</b>	
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\*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

\*\*Original application documents shall be mailed to the Regional Office

\*\*\*Administrative Aide shall provide the Central Office a copy of signed certificate

## 2 - ISSUANCE OF LICENSE TO OPERATE (LTO) AS DEALER/DEALER REPACKER

The License to Operate (LTO) as Dealer is issued to any person or business entity who intends to retail fertilizer, pesticide and other agricultural chemicals to end-users/farmers. On the other hand, LTO as Dealer-repacker is issued to Fertilizer Dealer only who intends to repack and sell fertilizers in small packaging allowed following the standards set by the agency. The validity of license is three (3) years and shall be renewed within 3 months before the expiry date. One (1) LTO shall be applied per dealer store/establishment. Each dealer store shall have an Accredited Safety Dispenser (ASD) personnel. Therefore, applicant shall secure first the requirements for ASD.

Office or Division:	Regional Field Unit (RFU)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business Entity		
Who may avail:	Any person or business entity who intends to engage in retailing of fertilizer, pesticide and other agricultural chemicals to end-users/farmers.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>Common for both Fertilizer and Pesticide Dealer and Dealer-repacker (New/Renewal)</b>		Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office	
1 original copy of duly accomplished and notarized application form			
1 documentary stamp		BIR	
1 copy of Recommendation from Provincial/Regional Officer covering the area		FPA Provincial/Regional Officer	
1 copy of Risk Appraisal for Warehouse/Store or Inspection Report		FPA Provincial/Regional Officer	
1 copy of Official Receipt		FPA Provincial/Regional Officer	
1 copy of valid ASD ID		FPA	
1 copy of Certificate of Membership from Accredited Agro-Dealers' Association, if applicable		Accredited Dealers' Association	
<b>Additional documents for New application</b>			
1 copy of SEC registration for Corporation, DTI for Single Proprietorship, CDA for Cooperative		SEC/DTI/CDA	
List of products to be sold		Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents  1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	
2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	<b>License Fee* Dealers/Dealer-repacker</b>  Dealers of both Fertilizer and Pesticide 4000  Fertilizer Dealer/Repacker 1800  Pesticide Dealer 2500  Member of Dealer 's Association 20% discount  Cooperative 50% discount	10 mins	Agriculturist II
3. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II

4. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	4.1 Regional Officer evaluates and processes the applications	None	4 hr	Supervising Agriculturist
	4.2 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	4.3 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	4.4 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hr	Administrative Aide
5. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	5. Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II

	6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II
<b>TOTAL:</b>		<b>For new application = license fee For renewal = license fee + surcharge (if applicable)</b>	<b>6 days and 5 hours</b>	

\*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

\*\*Original application documents shall be mailed to the Regional Office

\*\*\*Administrative Aide shall provide the Central Office a copy of signed certificate

### 3 - ISSUANCE OF LICENSE TO OPERATE (LTO) AS MANGO FLOWER INDUCER/CONTRACTOR

The License to Operate (LTO) as Mango Flower Inducer/Contractor is issued to any person/entity who enters into a contract with a mango grower to service his/her trees (from flower induction to harvesting) for a fee or on a sharing basis. The validity of license is three (3) years and shall be renewed within 3 months before the expiry date. Applicant shall be undergoing a Mango Contractor Training before applying for a license.

<b>Office or Division:</b>	Regional Field Unit (RFU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Any person/entity who enters into a contract with a mango grower			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 original copy of duly accomplished and notarized application form			Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office	
1 documentary stamp			BIR	
1 copy of Official Receipt			FPA Provincial/Regional Officer	
1 copy of Certificate of Attendance to Mango Contractor Training			FPA	
1 copy of Certificate of Membership from Accredited Association, if applicable			Accredited Association	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents  1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II



2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	<b>License Fee*</b> Mango Contractor 1200  Member of Accredited Association 600	10 mins	Agriculturist II
3. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
4. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	4.1 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	4.2 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	4.3 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	4.4 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide

5. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	5. Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II
<b>TOTAL:</b>		<b>For new application = license fee For renewal = license fee + surcharge (if applicable)</b>	<b>6 days and 5 hours</b>	

\*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

\*\*Original application documents shall be mailed to the Regional Office

\*\*\*Administrative Aide shall provide the Central Office a copy of signed certificate

## 4 - ISSUANCE OF REGISTRATION OF FERTILIZER AND PESTICIDE WAREHOUSE

Warehouse registration certificate is a pre-requisite to License to Operate (LTO) as Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals. Warehouse establishment shall be inspected by FPA Provincial/Regional Officer covering the area and shall meet the minimum standards set by the agency. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date.

<b>Office or Division:</b>	Regional Field Unit (RFU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>Common for both Fertilizer and Pesticide Warehouse (New/Renewal)</b>  1 original copy of duly accomplished and notarized application form  1 documentary stamp  1 copy of Recommendation from Provincial/Regional Officer covering the area  1 copy of Risk Appraisal for Warehouse/Store  1 copy of Official Receipt			Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office  BIR  FPA Provincial/Regional Officer  FPA Provincial/Regional Officer  FPA Provincial/Regional Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents  1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II

2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	Registration Fee*  Fertilizer 1200  Pesticide 2000  Both 2400	10 mins	Agriculturist II
3. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
4. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	4.1 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	4.2 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	4.3 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	4.4 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide

5. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	5. Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/ notification from the Provincial Officer	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II
<b>TOTAL:</b>		<b>For new application = license fee For renewal = license fee + surcharge (if applicable)</b>	<b>6 days and 5 hours</b>	

\*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

\*\*Original application documents shall be mailed to the Regional Office

\*\*\*Administrative Aide shall provide the Central Office a copy of signed certificate

## 5 - ISSUANCE OF INSPECTION REPORT/WAREHOUSE RISK APPRAISAL REPORT

Inspection Report/Warehouse Risk Appraisal Report is a document issued to owner of the establishment which indicates whether the establishment inspected conforms with the minimum standards set by the agency. The report is a pre-requisite to License to Operate and Warehouse Registration.

<b>Office or Division:</b>	Regional Field Unit (RFU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business Entity			
<b>Who may avail:</b>	Any person or business entity who intends to obtain LTO as Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User, Dealer/Dealer-repacker of fertilizer, pesticide and other agricultural chemicals.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1 original copy of duly accomplished Request for Inspection Form			Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the accomplished Request for Inspection Form to Provincial Officer	1. Receives and records the request submitted by the clients  1.1 Provincial Officer discusses the minimum standards set by the FPA for each establishment	None	1 hr	Agriculturist II
2. Client waits for the notification from the Provincial Officer	2. Provincial Officer arranges his/her schedule (taking into consideration all his/her prior activities) for possible schedule of inspection	None	2 days	Agriculturist II

3. Client confirms and waits for the schedule of the inspection	2.1 Provincial Officer notifies the client on the possible schedule of the inspection  3. Provincial Officer finalizes the schedule of the inspection as confirmed by the applicant  3.1 Provincial goes to the establishment on the set schedule	None	4 days	Agriculturist II
4. Client accompanies the Provincial Officer during the inspection	4. Provincial Officer inspect the establishment based on the standard set by the FPA  4.1 Provincial Officer discusses the observations to the client	None	3.5 hrs	Agriculturist II
5. Client signs the Inspection Report/Risk Appraisal Report	5. Provincial Officer issues the Inspection Report/Risk Appraisal Report	None	30 mins	Agriculturist II
<b>TOTAL:</b>		<b>None</b>	<b>6 days and 5 hours</b>	

## FEEDBACK AND COMPLAINTS MECHANISMS

How to send a feedback?	<p>Answer the client feedback form and drop it at the designated drop box of the division concerned, or email us at <a href="mailto:fpacentral77@gmail.com">fpacentral77@gmail.com</a></p>
How feedback is processed?	<p>Every Friday, the assigned personnel of the concerned Division opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-up, clients may contact the following telephone numbers:</p> <p>426-1572 - ( Office of the Executive Director )            922-3368 - ( Pesticide Regulations Division )            441-1601 - ( Fertilizer Regulations Division )            920-8573 - ( Planning, Management and Information Division )            920-8449 - ( Laboratory Services Division )            927-3647 - ( FOCU )            920-8238 - ( Admin )            426-5058 - ( Accounting )</p>
How to file complaint?	<p>Answer the client Complaint Form and submit it to the office of the Executive Director or email it at <a href="mailto:fpa.oed@gmail.com">fpa.oed@gmail.com</a>.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained</li> <li>- Incident</li> <li>- Evidence</li> </ul> <p>For inquiries and follow-up, clients may contact the following telephone numbers:</p> <p>426-1572 - ( Office of the Executive Director )</p>
How complaints are processed?	<p>The Complaints Officer opens the complaints drop box on daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The Complaints Officer will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.            The Complaints Officer will give the feedback to the client.</p> <p>For inquiries and follow-up, clients may contact the following telephone numbers:</p> <p>426-1572 - ( Office of the Executive Director )</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>            : 1-ARTA(2782)            PCC : 8888            CCB : 0908-881-6565(SMS)</p>



## List of Offices

Office	Address	Contact Information
<b>HEAD OFFICE</b>	FPA Building, Bureau of Animal Industry Compound, Barangay Vasra, Visayas Avenue, Diliman, Quezon City	920-8573
<b>REGIONAL OFFICES</b>		
CAR	2 <sup>nd</sup> Floor Caoili Bldg, Km10 Shilan, La Trinidad	0919-367-2777
REGION I	Soils Laboratory, Department of Agriculture, San Fernando, La Union	0928-709-3682
REGION II	Door 6, 2 <sup>nd</sup> Floor, NCS Bldg, Div. Rd. San Gabriel, Tuguegarao City	0928-709- 3691 / 0917-134-5376
REGION III	DA Regional Office, San Fernando,Pampanga	(045) 961-6811
REGION IV	DA STIARC, Maraouy Lipa City ,Batangas	(043) 981- 3048
REGION V	DA San Agustin, Pili Camarines Sur	0928-709-3628
REGION VI	Department of Agriculture Field Unit VI Parola, Iloilo City	0920-608-2414/ 0928-709-3723/ 0932-429-5169
REGION VII	DA-RFO 7 MES Complex MaguikayMandaue City	(032) 420- 2371
REGION VIII	2 <sup>nd</sup> Flr. Rm 4 CEBU CFI Community Cooperative Guinapondan, Palo Leyte	0936-370-2626/ 0928-494-2327
REGION IX	Caperig Bldg Sabate St Sto Niño Pagadian City	0907-730-4893
REGION X	Ajland Dev't Corp. Cugman, Cagayan De Oro City	(088) 850-1261
REGION XI	Suite No. 9 Granland Businesses Center R. Castillo St. Agdao, Davao City	(082) 224-4101 / 0928-709-3679
REGION XII	2nd Floor KL Lucena Realty Bldg. Alunan Ave. Koronadal City	0928-709- 3705
CARAGA	Door 3 SBR Apartment, Fernandez Homesite, Libertad, Butuan City	0918-964-2816

