

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

Validity: 3 years					
Office or Division	Fertilizer Regul	Fertilizer Regulations Division (FRD)			
Classification	Highly Technical				
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity				
VVIIO IIIAV			Manufacturer, Processor, Formulator, Bulk Blender, End-User, Institutional User, Exporter, Repacker, and		
CHECKLIST OF			WHERE TO SECURE		
REQUI	REMENTS				
Duly accemplish	and and natoria		For Local Products		
Application Form with documenta (1 original)		]	FPA-FRD or FPA Website		
report and evalute valid only within of issue] (1 original)	1 year after date nal)		FPA-FRD		
Production Proc [except for raw r (1 original)			Applicant		
Draft Label (1 or	riginal)		Applicant (refer to FPA Bluebook for the labeling requirements)		
			For Imported Products		
Duly accomplish notarized Applic [FPA-FRD-02] w documentary sta	ation Form vith	FP	A-FRD or FPA Website		
[test report and summary, valid	Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]		A-FRD		
Certificate of Analysis [COA] from the manufacturer Ma (1 photocopy)		Ма	nufacturer/Supplier		
Material Safety Data Sheet [MSDS] (1 photocopy)		Ма	nufacturer/Supplier		
Draft Label (1 or	riginal)	App	olicant (refer to FPA Bluebook for the labeling requirements)		
-					



CLIENT STEPS	AGENCY ACTION	FEES TO B	E 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	N	one		2 hours 30 mins	Senior Agriculturist FPA-FRD
			Local	Imported		
		Filing Fee Registration Fee	600	600		
	2 Jacuas Ordar	Inorganic	3600	6000		
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt	Soil Conditioner	1800	4200	00 :	Accounting Staff / Cashier FPA-FAD
3	(O.R.)	Raw Material	1800	4200	30 mins	
		Plant Growth Promoter	1800	4200		
		Specialty	1800	4200		
3. Presents OR to FRD Staff	3. Records OR number	N	one			Senior Agriculturist FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application *In case of				10.5 d	Senior AgriculturistF PA-FRD
*Submits compliance/ corrective action to FRD Staff	deficiences, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	N	one		(paused- clock)	Senior Agriculturist FPA-FRD
4. Waiting time	4.2 Reviews and recommends				2 d	Supervising Agriculturist & Division Chief FPA-FRD

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	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disap proval)	None	1 hour	Administrative Asst III FPA-FRD
	TOTAL:	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: 3 years						
Office or Division	Fertilizer Regulations Division (FRD)					
Classification	Highly Technica	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, an National Distributor						
	KLIST OF	WHERE TO SECURE				
REQUI	REMENTS					
Dudu i - l		For Local Products				
Application Form with documentar (1 original)		FPA-FRD or FPA Website				
report and evalu	1 year after date	EPA_ERD				
Production Prod (1 original)	ess Flowchart	Applicant				
Draft Label (1 or	iginal)	Applicant (refer to FPA Bluebook for the labeling requirements)				
Approved Exper Permit (1 photoc		Applicant (from original document issued by FPA-FRD)				
	Bioefficacy Data	FPA-RFU				
Two (2) bioeffications same crop (2 ori	•	FPA-Accredited Researcher				
		For Imported Products				
Duly accomplish notarized Applica [FPA-FRD-02] w documentary sta	ation Form vith amp (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 Proc (1 photocopy)	ess Flowchart	Manufacturer/Supplier				
Certificate of Analysis [COA] from the manufacturer Ma (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				
same crop (2		FPA-Accredited Researcher				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submits application w/ complete required documents	1.1 Checks completeness and receives document	None	2 hours	<i>Agriculturist I</i> FPA-FRD		
to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form		30 mins	117(11)		
2. Pays correspon- ding fees	2. Issues Order of Payment and Official Receipt (O.R.)	Local ImportedFiling Fee Registration Fee Inorganic600 36006000Soil Conditioner18004200Plant Growth Promoter18004200Specialty18004200	30 mins	Accounting Staff / Cashier FPA-FAD		
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD		
	4.1 Prepares data package 4.2 Submits data package for		2 d	Agriculturist I FPA-FRD Agriculturist I		
4. Waiting time	review of Technical Evaluator 4.3 External Technical Evaluator evaluates data package and prepares evaluation report	None	1.5 d 10 d	External Technical Evaluator		

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

validity. I year						
Office or Division	Fertilizer Regulati	Fertilizer Regulations Division (FRD)				
Classification	Highly Technical					
Type of Transaction	G2G - Governme	nt to	Government or G2B - Government to Business Entity			
Who may avail	Importer, Importe	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor				
CHECKLIST (	OF REQUIREMEN	TS	WHERE TO SECURE			
		F	or Local Products			
Application Form documentary state (1 original)	•		FPA-FRD or FPA Website			
report and evaluonly within 1 year (1 original)	atory analysis [test lation summary, va ar after date of issu	lid	FPA-FRD			
Production Proc (1 original)	ess Flowchart		Applicant			
Draft Label (1 or	Draft Label (1 original)		Applicant (refer to FPA Bluebook for the labeling requirements)			
Approved Exper (1 photocopy)	rimental Use Permi	t	Applicant (from original document issued by FPA-FRD)			
Endorsement of	Bioefficacy Data		FPA-RFU			
One (1) bioeffica crop (1 original)	acy data for the sar	ne	FPA-Accredited Researcher			
		Fo	r Imported Products			
Application Form with documenta (1 original)		FP/	PA-FRD or FPA Website			
after date of issu	evaluation only within 1 year ue] (1 original)	r FPA-FRD				
Production Proc (1 photocopy)	ess Flowchart	Manufacturer/Supplier				
Certificate of Analysis [COA] from the manufacturer (1 photocopy)  Manufacturer/Supplier			nufacturer/Supplier			
Material Safety [MSDS] (1 photo		Mar	nufacturer/Supplier			
Draft Label (1 or	riginal)		olicant (refer to FPA Bluebook for the labeling uirements)			



Approved Expe Permit (1 photo		Applicant (from original document issued by FPA-FRD)					
	f 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	1.1 Checks completeness and receives document	None		2 hours	<i>Agriculturist I</i> FPA-FRD		
Regulations Division (FRD)	1.2 Issues Bill form				30 mins		
		Filing Fee	<b>Local</b> 600	Imported 600			
	2. Issues Order of Payment and Official Receipt (O.R.)	Registration Fee Inorganic	1200	1800		Accounting Staff / Cashier FPA-FAD	
2. Pays corresponding fees		Soil Conditioner	600	1800	30 mins		
		Plant Growth Promoter	1200	1800			
		Specialty	1200	1800			
3. Presents OR to FRD Staff	3. Records OR number	No	ne			Agriculturist I FPA-FRD	
	4.1 Prepares data package				2 d	Agriculturist I FPA-FRD	
	4.2 Submits data package for review of Technical Evaluator				1.5 d	Agriculturist I FPA-FRD	
4. Waiting time	4.3 External Technical Evaluator evaluates data package and prepares evaluation report	No	one		10 d	External Technical Evaluator	
	4.4 Evaluates and processes the application				2 d	Agriculturist I FPA-FRD	



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

Validity: 3 years						
Office or Division	Fertilizer Regulat	Fertilizer Regulations Division (FRD)				
Classification	Highly Technical	Highly Technical				
Type of Transaction	G2G - Governme	ent 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 O	CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
			For Local Products			
Application Form with documenta (1 original)	•		FPA-FRD or FPA Website			
of Product Regis (1 photocopy)			Applicant (from original document issued by FPA-FRD)			
report and evalu	Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)		FPA_FRI			
	Production Process Flowchart (except for raw material) (1 original)		Applicant			
Draft Label (1 or	riginal)		Applicant (refer to FPA Bluebook for the labeling requirements)			
		F	or Imported Products			
notarized Applic	Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp		A-FRD or FPA Website			
Certificate of Pro			olicant (from original document issued by FPA-FRD)			
[test report and summary, valid	year after date of issue]		A-FRD			



	Certificate of Analysis [COA] from the manufacturer (1 photocopy)		Manufacturer/Supplier					
Material Safety [MSDS] (1 pho		Manufacturer/S	upplier					
Draft Label (1 o	original)	Applicant (refer requirements)	to FPA	Bluebook	for the labeling			
CLIENT STEPS	AGENCY ACTION	FEES TO B	E PAID	(PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submits application w/ complete required documents to Fertilizer Regulations	1.1 Checks completeness and receives document  1.2 Issues Bill form	None			2 hours 30 mins	Senior Agriculturist FPA-FRD		
Division (FRD)	TOTTI							
			Local	Imported				
		Registration Fee Inorganic	3000	5400				
	2. Issues Order of Payment and Official Receipt (O.R.)	Soil Conditioner	1800	4200				
2. Pays correspon-		Raw Material	1800	4200		Accounting Staff / Cashier		
ding fees		Plant Growth Promoter	1800	4200	30 mins	FPA-FAD		
		Specialty	1800	4200				
		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	N	one			Senior Agriculturist FPA-FRD		
4.Waiting time	4.1 Evaluates and processes the application				3.5 d	Senior Agriculturist FPA-FRD		
*Submits compliance/ corrective action to FRD Staff	*In case of deficiences, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	N	None		(paused- clock)	Senior Agriculturist FPA-FRD		



	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/ disapproval)	None	1 hour	Administrativ e Asst III FPA-FRD
	TOTAL:	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 Regul	latior	ns Division (FRD)		
Classification	Highly Technical				
Type of Transaction	G2G - Governr	nent	to Government or G2B - Government to Business Entity		
Who may avail		rter E	Manufacturer, Processor, Formulator, Bulk Blender, End-User, Institutional User, Exporter, Repacker, and		
CHECKLIST OF	REQUIREMEN	ITS	WHERE TO SECURE		
			For Local Products		
Duly accomplishe Application Form with documentary (1 original)	[FPA-FRD-F01] stamp		FPA-FRD or FPA Website		
Previously issued of Product Regist (1 photocopy)	•	ate	Applicant (from original document issued by FPA-FRD)		
report and evalua valid only within 1 issue] (1 original)	Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issuel (1 original)		FPA-FRD		
Production Proce (1 original)	ss Flowchart		Applicant		
Draft Label (1 ori	ginal)		Applicant (refer to FPA Bluebook for the labeling requirements)		
		F	or Imported Products		
notarized Applica [FPA-FRD-02] wit	Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp		-FRD or FPA Website		
Previously issued Certificate of Prod Registration [CPF (1 photocopy)	duct	Appl	icant (from original document issued by FPA-FRD)		
Passed confirmat [test report and end summary, valid on year after date of (1 original)	valuation nly within 1	FPA-FRD			
Certificate of Ana from the manufac (1 photocopy)		Man	ufacturer/Supplier		



Material Safety [MSDS] (1 pho		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	1.1 Checks completeness and receives document  1.2 Issues Bill	None	2 hours	Agriculturist I FPA-FRD		
Regulations Division (FRD)	form		30 mins			
2. Pays corresponding fees  3. Presents	2. Issues Order of Payment and Official Receipt (O.R.)	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		
OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD		
4.Waiting time	4.1 Evaluates and processes the application *In case of deficiences,		3.5 d	Agriculturist I FPA-FRD		
*Submits compliance/ corrective action to FRD Staff	FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	(paused- clock)	Agriculturist I FPA-FRD		



	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrativ e Asst III FPA-FRD
	TOTAL:	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	Highly Technical					
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity						
Who may avail							
CHECKLIST	OF REQUIREMENTS		WHERE TO SEC	URE			
For Local and Imported Products							
Application For Local or FPA-FI	ned and notarized m [FPA-FRD-F01 for RD-F02 for Imported documentary stamp	FPA-FRD or FPA	A Website				
Active Certificat Registration [CF	e of Product PR] (1 photocopy)	Applicant (from c	original document	issued by FPA-FRD)			
Draft Label (1 o		Applicant (refer to FPA Bluebook for the labeling requirements)					
(1 photocopy)	rimental Use Permit	Applicant (from original document issued by FPA-FRD)					
	f Bioefficacy Data	FPA-RFU					
crop (1 original)	acy data for the same	FPA-Accredited Researcher					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE			
1. Submits application w/ complete	1.1 Checks completeness and receives document		2 hours				
required documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form	None	30 mins	Agriculturist I FPA-FRD			
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			

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



## 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

validity. CO-letti	nus with Primary Registrant					
Office or Division	Fertilizer Regu	Fertilizer Regulations Division (FRD)				
Classification	Complex	Complex				
Type of Transaction	G2G - Govern	ment to Government or G2B - Gover	nment to Busine	ess Entity		
Who may avail		dlers: Manufacturer, Processor, Form User, Institutional User, Exporter, Re				
CHECKLIST O	F REQUIREME	NTS WHERE T	O SECURE			
		For Local and Imported Products				
Duly accomplish notarized Applic [FPA-FRD-F01 f FPA-FRD-F02 f Products] with d stamp (1 original	eation Form for Local or or Imported locumentary	FPA-FRD or FPA Website				
Active Certificate Registration [CF (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 (1 original)	TPA Letter	Primary registrant				
Draft Label (1 or	riginal)	Applicant (refer to FPA Bluebook for the labeling requirements)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
application w/ complete required	1.1 Checks completeness and receives document		2 hours	Supervising		
5	1.2 Issues Bill form	None	30 mins	Agriculturist FPA-FRD		



					1	*
		(LOCAL)	New	Renewal		
		Filing Fee	600	N/A		
		Registration Fee				
		Inorganic	3600	3000		
		Soil Conditioner	1800	1800		
		Raw Material	1800	1800		
		Taw Material	1000	1000		
		Plant Growth	1000	4000		
		Promoter	1800	1800		
		Specialty	1800	1800		
	2. Issues	(IMPORTED)	New	Renewal		
2. Pays	Order of	Filing Fee	600	N/A		Accounting
correspon-	Payment and		000	IN/A		Staff / Cashier
ding fees	Official Receipt	Registration Fee	0000	<b>5400</b>		FPA-FAD
	(O.R.)	Inorganic	6000	5400	30 mins	
		Soil Conditioner	4200	4200		
		Con Conditionor	1200	1200		
		<b>.</b>	4000	4000		
		Raw Material	4200	4200		
		Diamat Consultin				
		Plant Growth Promoter	4200	4200		
		Specialty	4200	4200		
		For Late Renewal				
		50% surcharge of				
		within 1-month after				
		100% surcharge of beyond 1-month at				
3. Presents		beyond 1-month a	iter expir	y date		Supervising
OR to FRD	3. Records OR	No	ne			Agriculturist
Staff	number					FPA-FRD
4.Waiting	4.1 Evaluates					Supervising
time	and processes				3.5 d	Agriculturist
unie	the application					FPA-FRD
	*In case of					
	deficiences,					
*Submits	FRD staff shall					
compliance/	prepare a	No	ne			Supervising
corrective	pending letter				(paused-	Agriculturist
action to	to be sent to				clock)	FPA-FRD
FRD Staff	the					
	client/applicant					
	for further					
	compliance					



1			T	٦
	4.2 Reviews and recommends		1 d	Division Chief FPA-FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Certificate of Product Registration (CPR)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
	TOTAL:	For New Application: Filing Fee + Registration Fee based on the type of product For Renewal: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 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.

	nal fertilizer product.						
Office or Division	Fertilizer Reg	Fertilizer Regulations Division (FRD)					
Classification	Highly Techr	Highly Technical					
Type of Transaction	G2G - Gover	nment to Gover	nment or	G2B - Gov	ernment to Bus	iness Entity	
Who may avail		orter End-User			mulator, Bulk B xporter, Repacl		
CHECKI	LIST OF EMENTS		W	HERE TO	SECURE		
Duly accomplis notarized Appli [FPA-FRD-F09 documentary s (1 original)	shed and cation Form )] with	FPA-FRD or FPA Website					
Trial Protocol (	1 original)	FPA-Accredite	d Resear	cher			
Field Layout (1		FPA-Accredite	d Resear	cher			
CLIENT STEPS	AGENCY ACTION	FEES TO	BE PAID	(PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits application w/ complete required	1.1 Checks completeness and receives document		Na		2 hours	Agriculturist I	
documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form		None		30 mins	FPA-FRD	
2. Pays correspondin g fees	2. Issues Order of Payment and Official Receipt (O.R.)	Application Fee	Local	Imported 1200	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 and endorses to External Technical Evaluator		None		2.5 d	Agriculturist I FPA-FRD	



	1.0=		1	
	4.2 External Technical Evaluator evaluates data package and prepares evaluation		10 d	External Technical Evaluator
	report 4.3 Integrates external evaluator's report *In case of		2 d	Agriculturist I FPA-FRD
*Submits compliance/ corrective action	deficiences, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance		(paused- clock)	Agriculturist I FPA-FRD
	4.4 Evaluates and processes the application		2 d	Supervising Agriculturist & Division Chief FPA-FRD
4. Waiting	4.5 Reviews and recommends		1 d	Division Chief FPA-FRD
time	4.6 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.7 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Experimenta I Use Permit (EUP)	5. Notifies client on the status of application (approval/disapproval)	None	1 hour	Administrative Asst IIIFPA- FRD
	TOTAL:	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

Office or Division	Fertilizer Regulations D	Fertilizer Regulations Division (FRD)		
Classification	Complex			
Type of Transaction	G2G - Government to 0	Government or G2B - Government to Business Entity		
Who may avail	Handler, Importer, Impo	nufacturer, Processor, Formulator, Bulk Blender, Bulk orter End-User, Institutional User, Indentor, Exporter, utor, and National Distributor		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
	F	or New Applicants		
General Requir	rements:			
Application Forr F04] with docum (1 original)	ned and notarized m [FPA-FRD-F03 or nentary stamp	FPA-FRD or FPA Website		
in the purpose]	Articles of nust include "fertilizer" (1 photocopy)	Security & Exchange Commission (SEC)		
(1 photocopy)	CDA Registration	Cooperative Development Authority (CDA)		
	orship – certificate of registration with DTI	Department of Trade & Industry (DTI)		
Notarized copy Capitalization (1		Applicant		
Specific Requi				
Distributorship Agreement/Certificate from Mother Company (1 photocopy) - for Importer/End-User, National/Area Distributor, and Repacker Only		Manufacturer/Supplier		
Mining Permit from DENR (if applicable) (1 photocopy) - for Processor only		DENR		
Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - for Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only		DENR		



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List of Bulk Handling equipment (1 original) - for Bulk Handler only		Applicant
Contract with Manufacturer/Supplier (1 photocopy) - for Indentor only		Manufacturer/Supplier
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - for Manufactu Processor, Formulator, Bulk Blend and Bulk Handler only		FPA-FRD or FPA-RFU
Recommendation from FPA Regional/Provincial Officer on the a of coverage (1 original) - except Indentor	area	FPA-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original) - exc Bulk Handler and Indentor	ept	FPA-RFU
Registration of Fertilizer Warehous (1 photocopy) - except Bulk Handle and Indentor		FPA-FRD or FPA-RFU
		For Renewal
General Requirements:		
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
Specific Requirements:		
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only	FPA	-FRD or FPA-RFU
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - except Indentor	FPA	-RFU
Risk Appraisal Checklist for Warehouse/Store (1 original) - except Indentor	FPA	-RFU
Registration of Fertilizer Warehouse (1 photocopy) - except Indentor	FPA	-FRD or FPA-RFU
I .		



OLIENT	AOFNOV			<b>N</b>
CLIENT	AGENCY	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
STEPS	ACTION 1.1 Checks	,	I IIVIE	RESPONSIBLE
1. Submits application w/	completeness			
complete	and receives		2 hours	
•	document			Agriculturist I
required documents to	document	None		Agriculturist I FPA-FRD
Fertilizer	1.2 Issues Bill			FFA-FND
Regulations	form		30 mins	
	101111			
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	Filing Fee per activity (for New Applicants only)  1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User  2. Importer, Importer End-user, National Distributor, Area 1800 Distributor, Exporter, Indentor License Fee based on declared capitalization (for New and Renewal)  1. Over P5M Capitalization  1st Activity 8400 Succeding 4800 Activities  2. Over P1M to P5M Capitalization  1st Activity 5400 Succeding Activities  3. Over P500T to P1M Capitalization  1st Activity 3600 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities  4. P500T & below Capitalization  1st Activity 1800 Succeding Activities	30 mins	Accounting Staff / Cashier FPA-FAD
3. Presents OR to FRD Staff	3. Records OR number	None		Agriculturist I FPA-FRD

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4 Maiting at times	4.1 Evaluates		ס ב ג	Senior
4.Waiting time	and processes the application		3.5 d	Agriculturist FPA-FRD
*Submits compliance/ corrective action to FRD Staff	*In case of deficiences, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance		(paused- clock)	Senior Agriculturist FPA-FRD
	4.2 Reviews and recommends	None	1 d	Supervising Agriculturist & Division ChiefFPA- FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of application (approval/disapproval)	None	1 hour	Administrativ e Asst III FPA-FRD
TOTAL:		For New Application: Filing Fee + License Fee based on declared capitalization For Renewal: 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				
Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Govern	nment to	Government or G2B - Government to Business Entity	
Who may avail	Fertilizer Dea	lers		
CHECKLIST OF	F REQUIREMI	ENTS	WHERE TO SECURE	
		F	or New Applicants	
Duly accomplishe Application Form documentary star	[FPA-FRD-F0		FPA-FRD or FPA Website	
For: Corporation/Partr registration and A Incorporation [mu in the purpose (1	articles of est include "ferf photocopy)		Security & Exchange Commission (SEC)	
Cooperative – CD (1 photocopy) Single Proprietors	_		Cooperative Development Authority (CDA)	
business name re (1 photocopy)	•		Department of Trade & Industry (DTI)	
Recommendation Regional/Provinci area of coverage	ial Officer on th	ne	FPA-RFU	
Risk Appraisal Ch Warehouse/Store			FPA-RFU	
Accredited Safety (1 photocopy)	Dispenser [A	SD] ID	Applicant (original issued by FPA-PMID or FPA-RFU)	
			For Renewal	
Duly accomplishe notarized Applica [FPA-FRD-F07] w documentary star (1 original)	tion Form vith	FPA-FI	RD or FPA Website	
Recommendation Regional/Provinci the area of covera (1 original)	ial Officer on	FPA-RFU		
Risk Appraisal Ch Warehouse/Store	(1 original)	FPA-RFU		
Accredited Safety [ASD] ID (1 photo		Applicant (original issued by FPA-PMID or FPA-RFU)		



CLIENT	AGENCY		PROCESSING	PERSON
STEPS	ACTION	FEES TO BE PAID (PHP)	TIME	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 II FPA-FRD
2. Pays correspon- ding fees	2. Issues Order of Payment and Official Receipt (O.R.)	Fertilizer Dealer/Repacker 1800  Member of Dealer's 1500 Association  Dealer of both Fertilizer 4000 and Pesticide  Member of Fertilizer and 9200 Pesticide Dealer's Association  Cooperative 50% discount on Dealer's fee  For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date	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 *In case of		2.5 d	Agriculturist IIFPA-FRD
*Submits compliance/ corrective action to FRD Staff	deficiences, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	None	(paused- clock)	Agriculturist II FPA-FRD

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4. Waiting time	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD
	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
TOTAL:		For New Application: License Fee based on type of dealership applied for For Renewal: 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				
Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to C	Government or G2B - Government to Business Entity		
Who may avail	Fertilizer Dealers			
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
		or New Applicants		
documentary stan	[FPA-FRD-F04] with	FPA-FRD or FPA Website		
For:				
	ership – SEC rticles of Incorporation ilizer" in the purpose	Security & Exchange Commission (SEC)		
Cooperative – CD (1 photocopy)	A Registration	Cooperative Development Authority (CDA)		
	hip – certificate of gistration with DTI	Department of Trade & Industry (DTI)		
Recommendation Regional/Provincia coverage (1 origin	al Officer on the area of	FPA-RFU		
Risk Appraisal Ch Warehouse/Store		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 Ch Warehouse/Store		FPA-RFU		



OUENT	NAME OF THE PARTY				
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 II FPA-FRD	
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	License Fee Fertilizer Dealer/Repacker 1800  Member of Dealer's Association 1500  Dealer of both Fertilizer and Pesticide 4000  Member of Fertilizer and Pesticide Dealer's 3200 Association  Cooperative 50% discount on Dealer's fee  For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date	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		2.5 d	Agriculturist II FPA-FRD	
*Submits compliance/ corrective action to FRD Staff	*In case of deficiences, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance	None	(paused- clock)	Agriculturist IIFPA-FRD	
4. Waiting time	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD	



	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
	TOTAL:	For New Application: License Fee based on type of dealership applied for For Renewal: 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 Contrac	tors			
CHECKLIST C	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
		For New and Renewal			
Duly accomplished Application Form   with documentary (1 original)	FPA-FRD-F08]	FPA-FRD or FPA Website			
Certificate of mem member of Accred Association (1 pho	lited otocopy)	Applicant			
Certificate of Atter Mango Contractor (1 photocopy)	Training	Applicant (original issued by FPA-PMID or FPA-RFU)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PH	HP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application w/ complete required	1.1 Checks completeness and receives document			2 hours	Agriculturist II
documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form	I NONG			FPA-FRD
2. Pays corresponding fees	2. Issues Order of Payment and Official Receipt (O.R.)	Member of	date	30 mins	Accounting Staff / Cashier FPA-FAD



				*
3. Presents OR	3. Records	None		Agriculturist II
to FRD Staff	OR number	110110		FPA-FRD
4.Waiting time	4.1 Evaluates and processes the application *In case of		2.5 d	Agriculturist II FPA-FRD
*Submits compliance/ corrective action to FRD Staff	deficiences, FRD staff shall prepare a pending letter to be sent to the client/ applicant for further compliance	None	(paused- clock)	Agriculturist II FPA-FRD
	4.2 Reviews and recommends		1 d	Supervising Agriculturist & Division Chief FPA-FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved License to Operate (LTO)	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
	TOTAL:	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

Validity: 1 year						
Office or Division	Fertilizer Regulations Division (FRD)					
Classification	Complex					
Type of Transaction	G2G - Government to 0	Government or G2B - Gove	ernment to Busine	ss Entity		
Who may avail		Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, Area Distributor, and National Distributor				
CHECKLIST O	F REQUIREMENTS	WHER	E TO SECURE			
documentary stam	FPA-FRD-F05] with p (1 original)	FPA-FRD or FPA Website	е			
coverage (1 origina	I Officer on the area of al)	FPA-RFU				
Risk Appraisal Che Warehouse/Store (		FPA-RFU				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
Submits     application w/     complete     required	1.1 Checks completeness and receives document		2 hours	Agriculturist I		
required documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form	None	30 mins	Agriculturist I FPA-FRD		
		Registration Fee				
		Fertilizer only 1200				
		Both Fertilizer and Pesticide 2400				
2. Pays corresponding	2. Issues Order of Payment and Official	For Late Renewal		Accounting		
fees	Receipt (O.R.)	50% surcharge of fees if renewed within 1-month after expiry date		Staff / Cashier FPA-FAD		
		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	4.1 Evaluates and processes the application		2.5 d	Senior Agriculturist FPA-FRD
*Submits compliance/ corrective action to FRD Staff	*In case of deficiences, FRD staff shall prepare a pending letter to be sent to the client/applicant for further compliance		(paused-clock)	Senior Agriculturist FPA-FRD
	4.2 Reviews and recommends	None	1 d	Supervising Agriculturist & Division Chief FPA-FRD
4. Waiting time	4.3 Final Review		1 d	Deputy Executive Director for Fertilizer FPA-OED
	4.4 Approval / Disapproval		1 d	Executive Director FPA-OED
5. Claims the approved Warehouse Registration Certificate	5. Notifies client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
	TOTAL:	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

standards set by the agency					
Office or Division	Fertilizer Regulations Division (FRD)				
Classification	Complex				
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity				
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker				
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE				
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					
CLIENT STEPS	AGENCY ACTION	FEES IN RE DAIN (DHD)			
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	Licensing Section 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	Licensing Section 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
	TOTAL:	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.

Office or Division	Fertilizer Regulations D	Fertilizer Regulations Division (FRD)			
Classification	Complex				
Type of Transaction	G2G - Government to 0	Government or G2E	3 - Government to	Business Entity	
Who may avail	Fertilizer Importers and	-			
	F REQUIREMENTS		WHERE TO SEC	URE	
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)		FPA-FRD or FPA			
Bill of Lading (1 pl		Manufacturer/Sup	•		
Commercial Invoid		Manufacturer/Sup	•		
Packing List (1 ph		Manufacturer/Sup	oplier		
Active Certificate (CPR) (1 photocol	of Product Registration py)	Applicant (from o	riginal document is	ssued by FPA-FRD)	
Laboratory taken	sis from a Third Party from the country of hipment (1 photocopy)	Manufacturer/Supplier			
PNP Permit [for N (1 photocopy)	itrates only]	Philippine National Police - Firearms and Explosives Office (PNP-FEO)			
Disposition report [for nitrates only] (	of previous importation 1 photocopy)	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits application w/ complete	1.1 Checks completeness and receives document		2 hours	A guia de mia e II	
documents to Fertilizer Regulations Division (FRD)	Fertilizer 1.2 Issues Bill form Regulations		30 mins	Agriculturist II FPA-FRD	
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	

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

Tias to be secured	d before any snipment is	made.			
Office or Division	Fertilizer Regulations Division (FRD)				
Classification	Complex				
Type of Transaction	G2G - Government to 0	Government or G2B - G	Sovernment to Bus	siness Entity	
Who may avail	Fertilizer Exporter				
CHECKLIST (	OF REQUIREMENTS	WH	IERE TO SECUR	E	
documentary star	[FPA-FRD-F13] with	FPA-FRD or FPA We	ebsite		
(CPR) (1 photoco	рру)	Applicant (from origin	al document issue	ed by FPA-FRD)	
Pro-forma Invoice		Applicant			
Sales Contract or (1 photocopy)	r Purchase Order	Buyer			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
Submits     application w/     complete	1.1 Checks completeness and receives document		2 hours		
required documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form	None	30 mins	Agriculturist II FPA-FRD	
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	
	4.1 Evaluates and processes the application		2 d	Agriculturist II FPA-FRD	
4.Waiting time	4.2 Reviews and recommends	None	1 d	Supervising Agriculturist & Division Chief FPA-FRD	
	4.3 Final Review		3 hours	Deputy Executive Director for Fertilizer FPA-OED	



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

Office or Division	Fertilizer Regulations Division (FRD)				
Classification	Complex	,			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity				
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor				
CHECKLIST OF	REQUIREMENTS	WHE	ERE TO SECURE		
Letter request indica (1 original)	ating the purpose	Applicant			
Pro-forma Invoice [it (1 photocopy)	fapplicable]	Manufacturer/Supplie	r		
Certificate of Analys (1 photocopy)	/sis [if applicable] Manufacturer/Supplier				
Material Safety Data (1 photocopy)	ta Sheet [if applicable] Manufacturer/Supplier				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits application w/ complete required documents to Fertilizer	1.1 Checks completeness and receives document	None	2 hours	<i>Agriculturist II</i> FPA-FRD	
Regulations Division (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	Accounting Staff / Cashier FPA-FAD	
3. Presents OR to FRD Staff	3. Records OR number	None	Agriculturist II FPA-FRD		
4.1 Evaluates and processes the application			Agriculturist II FPA-FRD		
4.Waiting time	4.2 Reviews and recommends	None	1 d	Supervising Agriculturist & Division Chief FPA-FRD	



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

FPA recognized	and accredited	laboratories.			
Office or Division	Fertilizer Reg	Fertilizer Regulations Division (FRD)			
Classification	Complex	Complex			
Type of Transaction	G2G - Gover	nment to Government or G2B - Govern	nment to Busin	ess Entity	
Who may avail		Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKL REQUIRE		WHERE TO SECURE			
Request for Ana [FPA-LSD-F01]	•	FPA-FRD or FPA Website			
Fertilizer Sample for solid organic, inorganic, and 5 organic/inorgani	, 250g for solid 00mL for liquid	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			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits sample and	1.1 Checks and receives the condition of the samples		30 mins		
required documents to Fertilizer Regulations Division (FRD)	1.2 Reviews the requested analysis of the sample	None	30 mins	Chemist II FPA-FRD	
	1.3 Issues Bill Form		30 mins		



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		MACRONUTRIENTS		
		Nitrate Fee N	1250	
		Nitrogen with Nitrate	1550	
		Available Phosphorus	400	
		Total Phosphorus	1220	
		Total Potassium	910	
		Calcium	1010	
		Magnesium	1610	
		Sulfur	400	
		MICRONUTRIENTS		
		Boron	1570	
		Cobalt	1370	
		Copper	1370	
		Iron	1330	
		Manganese	1370	
		Sodium	1380	
		Zinc	1330	
		Chloride	730	
		PLANT GROWTH REGULATORS		
		Amino Ethyl Hexanoate	3430	
	2. Issues Order of Payment and	Brassinolide	4660	
2. Pays		Gibberellic Acid	2960	Accounting Staff / Cashier FPA-FAD
corresponding		Indole-3-Butyric Acid	3660	
fees	Official	1-Naphthaleneacetic acid	3880	
	Receipt	Nitrophenol and Nitroguaiacol	5010	
	(O.R.)	Paclobutrazol	3340	
		Triacontanol	3470	
		MICROBIAL TESTS		
		Escherichia coli (E. Coli)	1050	
		Total Coliform	900	
		OTHERS		
		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	



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



# 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.

Office or Division	Fertilizer Regulations	Division (FRD)			
Classification	Simple				
Type of Transaction	G2G - Government to	Government or G2B -	Government to E	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 R	ST OF REQUIREMENTS WHERE TO SECURE				
Request for endorsement	<u> </u>	Applicant (through wa	alk-in or email)		
	f Analysis [COA] or Material Safety [MSDS] for imported fertilizers  Manufacturer/Supplier				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
Requests for endorsement (walk-in or through e-mail)	Receives the request	None	20 mins	Chemist II FPA-FRD	
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	Chemist II 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 Chemis			
	TOTAL:	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

validity. I year					
Office or Division	Fertilizer Regul	Fertilizer Regulations Division (FRD)			
Classification	Complex				
Type of Transaction	G2G - Governn	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			
CHECKLI REQUIREI		WH	IERE TO SECURE		
Test Report [valid on after date of issue] (1		FPA-Recognized Laboratory (or as forwarded by FPA-LSD)			
Certificate of Analysis Material Safety Data for imported fertilizers (1 photocopy)	Sheet [MSDS] s	- 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	Chemist II FPA-FRD	
2. Waiting time	2.1 Evaluates the test report and prepares the evaluation summary 2.2 Reviews and	None	4 d 1 d	Chemist II FPA-FRD  Division Chief	
3. Claims/receives (through email) the test report and evaluation summary	recommends  3. Notifies client that the test report and evaluation summary are ready for release	None	1 hr	FPA-FRD  Chemist II FPA-FRD	
	TOTAL:	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.

brand name, business name, address, etc.						
Office or Division	Fertilizer Regulations Division (FRD)					
Classification	Complex					
Type of Transaction	G2G - Government to C	Government or G2B - G	Sovernment to Bu	siness Entity		
Who may avail	Handler, Importer, Impo	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				
CHECKLIST O	F REQUIREMENTS	WI	HERE TO SECUI	RE		
Duly accomplished Application Form w (1 original)	and notarized vith documentary stamp	FPA-FRD or FPA We	ebsite			
Previously issued License/Permit/Cer	rtificate (1 original)	Applicant				
_	orm or board resolution t or any legal document of business name	Securities and Excha concerned	nge Commission	(SEC) or other office		
Updated Draft Laborated Product Registration	` •	Applicant				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submits application w/ complete	1.1 Checks completeness and receives document		2 hours			
required documents to Fertilizer Regulations Division (FRD)	1.2 Issues Bill form	None	30 mins	FRD Staff FPA-FRD		
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		1.5 d	FRD Staff FPA-FRD		
4. Waiting time	4.2 Reviews and recommends	None	1 d	Supervising Agriculturist & Division Chief FPA-FRD		



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

Office/Division:	FPA Central Offi	FPA Central Office – Pesticide Regulation Division			
Classification:	Highly Technical				
Type of transaction:	G2B – Governme	ent service for busi	iness entities		
Who may avail:	Law) registered do business in 2. Local subsidia *Foreign supplied liaison offices are *Companies ope	<ol> <li>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</li> <li>Local subsidiaries of any foreign-based pesticide company</li> <li>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</li> <li>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</li> </ol>			
CHECK	LIST OF REQUIRE	IST OF REQUIREMENTS WHERE TO SECURE			
One (1) set of the	following:				
Letter of Inte	nt		Ar	oplicant	
	d FPA Form No. P-001 (Notice of duct Experiment), notarized & with stamp				
3. Trial protoco	l(s)		Ar	oplicant	
4. SDS (Safety tested	Data Sheet) of the		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING PERSON TIME RESPONSIBLE		
		- Receiving of A	pplication		
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	



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Regulations Division (PRD) counter (First floor).	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.	₱1,500.00 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.	15 minutes	Cashier



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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
	Stage 2 – Ev	aluation and Prod	essing of EUP	
	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	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 database and into the tracking form.	None	7 days	Chemist II Pesticide Regulation Division
	4. Review the application, check the correctness of the printed permit and endorse the approval of EUP.	None	1 day	Division Chief/ Officer- in-charge Pesticide Regulation Division
	5. Endorse	None	4 hours	Deputy Executive



	approval/ disapproval of EUP.			Director for Pesticide
	6. Approves/ disapproves issuance of EUP.	None	1 day	Executive Director
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)	Chemist II Pesticide Regulation Division
	Stage 3 -	Releasing of App	roved EUP	
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	TOTAL	₱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.

Office	Division	FPA Central Office – Pesticide Regulation Division					
	Division: fication:	Highly Technical					
Type o		nigiliy recillical					
transa		G2B – Government service for business entities					
Who n	nay avail:	1. Local companies (i. e. a juridical person created u	nder the Philippine Law)				
		registered by the Securities and Exchange Comm					
		business in the Philippines and duly licensed by F					
		2. Local subsidiaries of any foreign-based pesticide	company				
		*Foreign cumplions or companies registered under the	SEC on regional				
		*Foreign suppliers or companies registered under the liaison offices are not allowed to apply for this service	•				
		*Companies operating in the Philippines under President					
		are not allowed to apply for this service.	derital Beoree No. 210				
		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
Two (2		e following:					
	Letter of In		Applicant				
2.	Accomplish	ned FPA Form No. P-002 (Application for EUP),	Downloadable at				
	notarized 8	k with documentary stamp	http://fpa.da.gov.ph				
	Draft produ		Applicant				
		of data (data summarized and formatted according to					
		f data requirements specified in FPA's <i>Pesticide</i>					
	•	Policies and Implementing Guidelines a.k.a. Green					
	Book)	oventional pesticides, refer to Table 2. <i>Data</i>					
		ement for Registration and Experimental Use Permit					
	•	es 52 to 61 of Green Book)  Applicant					
		r biorational pesticides, refer to Table 7. <i>Data</i>					
	Requirement for EUP for Biorational (pages 106 to 107 of						
	Green	Green Book)					
	c. For oth	For other agricultural chemicals, refer to page 23 of Green					
	Book)						
	•	data (all the relevant studies and pertinent					
		necessary to support/validate the claimed product	Applicant				
		on, toxicity, efficacy, etc.)	EDA Approdited				
0.	6. Trial Protocol(s) FPA Accredited Pesticide Researche						
Notes:			1 Johnson Robotatorio				
		vant studies and pertinent documents must be					
		pended in the dossiers (i.e. table of contents is					
		ear tags are in place, folders are labelled, etc.)					
		ta requirement is deemed not applicable, do not just	Applicant				
		Provide reason/justification, instead.	Αμμισατιτ				
		e the evaluation process, items #1 to #4 (listed					
		st be found on the first pages of each folder that will					
		ed. In addition, data requirements must be arranged					
	ın separate	e folders as shown below:					



For conventional pesticides:	
1.0. General Information 2.0. Specification	Merge in Folder 1
3.0. Bioefficacy (including trial protocol)	Folder 2
4.0. Toxicology	Folder 3
5.0. Human Exposure & Safety	Folder 4
6.0. Environmental Effects	
7.0. Residue in Food (including SPRT protocol, if applicable)	Merge in Folder 5
8.0. Environmental Fate & Transport	

Γ=			
For biorational pesticides:			
1.0. General Information	Merge in		
2.0. Specification	Folder 1		
3.0. Bioefficacy	Folder 2		
4.0. Toxicology	Folder 3		
5.0. Residue Data (including SPRT			
protocol, if applicable)	Merge in		
6.0. Non-Target Organism Toxicology Folder 4			
7.0. Environmental Fate & Expression			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Stage	1 - Receiving of	Application	
Submit all required documents to Pesticide Regulations	1. Check the completeness of the submitted documents.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division
Division (PRD) counter (First floor).	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



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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.	₱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 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	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



Stage 2 – S	Submission to Tec	hnical Evaluator	s
1. Do		iour Evaluator	
preliminary evaluation and prepare the dossiers for submission to technical evaluators.	None	1 day	Chemist II Pesticide Regulation Division
2. Record the outgoing dossiers in the logbook and into the database.	None	1 day	Administrative Aide IV/ Chemist II 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	Administrative Aide IV Pesticide Regulation Division
4. Do in-depth evaluation of the submitted dossier.	None	6 days	PesticideRegulatory Technical Evaluators
Stage 3 -	- Receiving of Eva	luation Reports	
1. Receive the evaluation reports from the technical evaluators and forward to Chemist II who is handling the application.	None	2 hours	Administrative Aide IV Pesticide Regulation Division
2. Receive and record the incoming evaluation reports into the database.	None	2 hours	Administrative Aide IV/ Chemist II Pesticide Regulation Division
3. Arrange and file the evaluation reports (per product) and study the comments,	None	1 day	Chemist II Pesticide Regulation Division



				<u>,                                      </u>
	recommendati on, 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
	Sta	age 4 – Processin	g of EUP	
	1. After receiving all the evaluation reports with recommending approval 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



	dotobooo and			
	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	Division Chief/ Officer-in- charge Pesticide Regulation Division
	5. Endorse approval/ disapproval of EUP.	None	4 hours	Deputy Executive Director for Pesticide
	6. Approves/ disapproves issuance of EUP.	None	1 day	Executive Director
	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)	Chemist II Pesticide Regulation Division
		- Releasing of A	Approved EUP	
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	TOTAL	₱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.

Office/Division:	EDA Control Offi	os Dostinido Dos	udation Division			
Classification:	FPA Central Office – Pesticide Regulation Division Highly Technical					
Type of transaction:	G2B – Government service for business entities					
Who may avail:	1. Local companies (i. e. a juridical person created under the Philippine Law)					
	registered by the Securities and Exchange Commission (SEC) to do					
	business in the Philippines and duly licensed by FPA; and					
	Local subsidiaries of any foreign-based pesticide company					
	*Foreign suppliers or companies registered under the SEC as regional					
	*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.					
		REQUIREMENTS	V.00.	WHERE TO SECURE		
Two (2) sets of th						
1. Letter of In				Applicant		
2. Accomplis	hed FPA Form No	. P-002 (Applicatio	n for EUP),	Downloadable at		
	& with documentar		,	http://fpa.da.gov.ph		
<ol><li>Draft produ</li></ol>	uct label			Applicant		
4. Trial Proto	col(s)			FPA Accredited		
				Pesticide Researcher		
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON		
	ACTION	PAID	TIME	RESPONSIBLE		
	Stage	e 1 - Receiving of	Application			
14011			/ Application			
1. Submit all	1. Check the		7 ppiloation	Administrative Aide IV/		
required	Check the completeness			Administrative Aide IV/ Chemist II		
required documents to	1. Check the completeness of the	None	15 minutes			
required documents to Pesticide	1. Check the completeness of the submitted			Chemist II		
required documents to Pesticide Regulations	1. Check the completeness of the submitted documents.			Chemist II Pesticide Regulation Division		
required documents to Pesticide Regulations Division (PRD)	Check the completeness of the submitted documents.     Do initial	None	15 minutes	Chemist II Pesticide Regulation Division  Chemist II		
required documents to Pesticide Regulations Division (PRD) counter (First	Check the completeness of the submitted documents.     Do initial assessment of			Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD)	Check the completeness of the submitted documents.     Do initial	None	15 minutes	Chemist II Pesticide Regulation Division  Chemist II		
required documents to Pesticide Regulations Division (PRD) counter (First	Check the completeness of the submitted documents.     Do initial assessment of	None	15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD) counter (First floor).	Check the completeness of the submitted documents.     Do initial assessment of the application.      Issue duly accomplished	None	15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from	Check the completeness of the submitted documents.     Do initial assessment of the application.     Issue duly accomplished Bill Form to	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II		
required documents to Pesticide Regulations Division (PRD) counter (First floor).	Check the completeness of the submitted documents.     Do initial assessment of the application.      Issue duly accomplished	None	15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the	Check the completeness of the submitted documents.     Do initial assessment of the application.     Issue duly accomplished Bill Form to	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application.	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application. 3. Secure Order	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.  4. Issue Order	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application.  3. Secure Order of Payment from	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.  4. Issue Order of Payment to	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation Division		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application.  3. Secure Order of Payment from the Accounting	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.  4. Issue Order	None None None	15 minutes  15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation Division  Administrative Assistant		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application. 3. Secure Order of Payment from the Accounting Section (First	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.  4. Issue Order of Payment to	None None	15 minutes 15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation Division  Administrative Assistant III		
required documents to Pesticide Regulations Division (PRD) counter (First floor).  2. Receive the accomplished Bill Form from the person receiving the application.  3. Secure Order of Payment from the Accounting	1. Check the completeness of the submitted documents. 2. Do initial assessment of the application. 3. Issue duly accomplished Bill Form to applicant.  4. Issue Order of Payment to	None None None	15 minutes  15 minutes	Chemist II Pesticide Regulation Division  Chemist II Pesticide Regulation Division  Administrative Aide IV/ Chemist II Pesticide Regulation Division  Administrative Assistant		



4 Day	5. Wait for the	₽2 000 00 v no		,
4. Pay corresponding	applicant to	₱3,000.00 x no. of product x no.		
fee to the	return.	of protocol x no.		
Cashier (First	return.	of season x no.		
floor, Window 2)				
and secure the		of crop		
		Note: Season		
official receipt.		refers to wet		
		and dry		
		seasons. Trial		
		duration that		
		g) falls within		
		January to	15 minutes	Cashier
		June covers 1		
		season;		
		h) falls within		
		July to		
		December		
		covers 1		
		season.		
		i) overlaps June		
		and July		
		covers 2		
		seasons.		
5. Return to	6. Record the			
PRD counter for	paid fees,			
the recording of	along with the			
official receipt	official receipt			
number and for	number.			Administrative Aide IV/
stamping of the	7. Stamp, as	None	15 minutes	Chemist II
receiving copy.	received, the			Pesticide Regulation Division
	submitted			DIVISION
	documents as well as the			
	applicant's			
	receiving copy.  8. Encode all			
	the			
	application's			Administrative Aide IV/
	pertinent			Chemist II
	information in	None	30 minutes	Pesticide Regulation
	the logbook			Division
	and into the			
	database.			
	Stage 2 – S	Submission to Tec	hnical Evaluator	S
	1. Do			
	preliminary			
	evaluation and			Chemist II
	prepare the	None	1 day	Pesticide Regulation
	dossiers for			Division
	submission to			
	technical			



	1			
	evaluators.			
	2. Record the			
	outgoing			Administrative Aide IV/
	dossiers in the	<b>.</b>	۱ پر	Chemist II
	logbook and	None	1 day	Pesticide Regulation
	into the			Division
	database.			_ = :: :=:::
	3. With travel			
	_			
	order,			
	distribute the			
	dossiers to			Administrative Aide IV
	each specific	None	1 day	Pesticide Regulation
	evaluators.	110110	. aay	Division
	Make sure the			Division.
	logbook is			
	properly signed			
	by the receiver.			
	4. Do in-depth			
	evaluation of			PesticideRegulatory
	the submitted	None	6 days	Technical Evaluators
	dossier.			
		· Receiving of Eva	luation Reports	
	1. Receive the	TROUGHTING OF EVE	naution Reports	
	evaluation			
	reports from			
	the technical	NI	0 1	Administrative Aide IV
	evaluators and	None	2 hours	Pesticide Regulation
	forward to			Division
	Chemist II who			
	is handling the			
	application.			
	2. Receive and			
	record the			Administrative Aide IV/
	incoming	None	O bours	Chemist II
	evaluation	None	2 hours	Pesticide Regulation
	reports into the			Division
	database.			
	3. Arrange and			
	file the			
	evaluation			
	reports (per			
	product) and			Chemist II
	study the	None	1 day	Pesticide Regulation
	comments,		_	Division
	recommendati			
	on, and			
	suggestions of			
	the technical			
	evaluators.			
1. Receive the	4. Notify the		4 hours	Administrative Aide IV/
notification and	applicant	None	4 hours	Chemist II
if there are there	through email		(paused-clock)	Pesticide Regulation Division
L		l .	l .	



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			
		age 4 – Processin	a of EUP	
	1. After receiving <u>all</u> the evaluation reports <u>with</u> recommending <u>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 database and into the tracking form.	None	3 days	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	4. Review the application, check the correctness of the printed	None	4 hours	Division Chief/ Officer-in- charge Pesticide Regulation Division



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	permit and endorse the approval of EUP.			
	5. Endorse approval/ disapproval of EUP.	None	4 hours	Deputy Executive Director for Pesticide
	6. Approves/ disapproves issuance of EUP.	None	1 day	Executive Director
	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)	Chemist II Pesticide Regulation Division
	Stage 5	- Releasing of A	Approved EUP	
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	TOTAL	₱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

Office/Division:

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:

FPA Central Office – Pesticide Regulation Division

- a. New active ingredients
- b. Currently registered active ingredients
- c. New active ingredients + currently registered active ingredients

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



other countries where relevant, II applicable  9. Reviews of data done by other countries and international organizations, if available  10. Any authorization necessary to cite previously submitted data  11. 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".)  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.  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:  For conventional pesticides:  1.0. General Information Merge in 2.0. Specification Folder 1  3.0. Bioefficacy (with attached copy of approved EUP)  4.0. Toxicology Folder 3  5.0. Human Exposure & Safety Folder 4  6.0. Environmental Effects  7.0. Residue in Food (including SPRT  where relevant Relevant countries and international organizations and international organizations. Authorized original registrant  Applicant  Applicant  Applicant	<ul> <li>(pages 52 to 61 of Green Book)</li> <li>e. For biorational pesticides, refer to Table data requirements for registration of biological pest control agents Green Book)</li> <li>f. For other agricultural chemicals, refer to Book)</li> <li>6. Complete data (all the relevant studies and necessary to support/validate the claimed toxicity, efficacy, etc.)</li> <li>7. Copy of approved EUP for the trials conducterminal report of local bioefficacy trials)</li> <li>8. Proof of registration in other countries whe applicable</li> </ul>	e 5 or Table 6 for the ochemical control (pages 97 to 105 of to page 23 of Green dipertinent documents product specification, licted (attached in the	Applicant  Regulatory Agency of other countries				
6. Complete data (all the relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.)  7. Copy of approved EUP for the trials conducted (attached in the terminal report of local bioefficacy trials)  8. Proof of registration in other countries where relevant, if applicable  9. Reviews of data done by other countries and international organizations, if available  10. Any authorization necessary to cite previously submitted data  11. 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".)  Notes:  1. 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.)  1ii. 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:  For conventional pesticides:  1.0. General Information Merge in separate folders as shown below:  For conventional pesticides:  1.0. General Information Merge in Folder 1  3.0. Bioefficacy (with attached copy of approved EUP)  4.0. Toxicology Folder 3  5.0. Human Exposure & Safety Folder 4  6.0. Environmental Effects  7.0. Residue in Food (including SPRT Febre 1)	<ul> <li>6. Complete data (all the relevant studies and necessary to support/validate the claimed toxicity, efficacy, etc.)</li> <li>7. Copy of approved EUP for the trials conduterminal report of local bioefficacy trials)</li> <li>8. Proof of registration in other countries whe applicable</li> </ul>	product specification,	Applicant  Regulatory Agency of other countries				
terminal report of local bioefficacy trials)  8. Proof of registration in other countries where relevant, if applicable  9. Reviews of data done by other countries and international organizations, if available  10. Any authorization necessary to cite previously submitted data  11. 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".)  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. 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:    For conventional pesticides:	terminal report of local bioefficacy trials)  8. Proof of registration in other countries whe applicable	•	Regulatory Agency of other countries				
other countries where relevant, II applicable  9. Reviews of data done by other countries and international organizations, if available  10. Any authorization necessary to cite previously submitted data  11. 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".)  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.  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:  For conventional pesticides:  1.0. General Information Merge in 2.0. Specification Folder 1  3.0. Bioefficacy (with attached copy of approved EUP)  4.0. Toxicology Folder 3  5.0. Human Exposure & Safety Folder 4  6.0. Environmental Effects  7.0. Residue in Food (including SPRT  where relevant Relevant countries and international organizations and international organizations. Authorized original registrant  Applicant  Applicant  Applicant	applicable	ere relevant, if	other countries				
and international organizations, if available  10. Any authorization necessary to cite previously submitted data  11. 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".)  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.  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:    For conventional pesticides:   1.0. General Information   Merge in 2.0. Specification   Folder 1   Applicant	Reviews of data done by other countries a		where relevant				
11. 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".)  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.  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:  For conventional pesticides:  1.0. General Information Merge in 2.0. Specification Folder 1  3.0. Bioefficacy (with attached copy of approved EUP)  4.0. Toxicology Folder 3  5.0. Human Exposure & Safety Folder 4  6.0. Environmental Effects  7.0. Residue in Food (including SPRT Merge in Folder 5	•	nd international	and international				
11. 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".)  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.  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:    For conventional pesticides:	10. Any authorization necessary to cite previous	usly submitted data	•				
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.  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:    For conventional pesticides:	and client steps in a separate table, under "Facilitation of Submission of Pesticide Sa Evaluation of Laboratory Test Results".)	and client steps in a separate table, under the service named "Facilitation of Submission of Pesticide Samples for Analysis &					
protocol it applicable)	provided, ear tags are in place, folders are ii. When a data requirement is deemed not a put "N/A". Provide reason/justification, inst iii. To facilitate the evaluation process, items must be found on the first pages of each for submitted. In addition, data requirements is separate folders as shown below:  For conventional pesticides:  1.0. General Information  2.0. Specification  3.0. Bioefficacy (with attached copy of approved EUP)  4.0. Toxicology  5.0. Human Exposure & Safety  6.0. Environmental Effects	e labelled, etc.) applicable, do not just tead. #1 to #4 (listed above) older that will be must be arranged in  Merge in Folder 1  Folder 2  Folder 3  Folder 4					



For biorational pesticides:	
1.0. General Information 2.0. Specification	Merge in Folder 1
3.0. Bioefficacy	Folder 2
4.0. Toxicology	Folder 3
<ul><li>5.0. Residue Data (with attached copy of approved EUP, if applicable)</li><li>6.0. Non-Target Organism Toxicology</li></ul>	Merge in Folder 4
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	1. Check the completeness of the submitted documents.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division		
Division (PRD) counter (First floor).	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  \$\P\$4,500.00 per  new active  ingredient  +  \$\P\$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	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
	Stage 2 – S	ubmission to Tech	nical Evaluators	
	1. Do preliminary evaluation and prepare the dossiers for submission to technical evaluators.  2. Record the	None	1 day	Chemist II Pesticide Regulation Division
	outgoing dossiers in the logbook and into the database.	None	1 day	Administrative Aide IV/ Chemist II 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	Administrative Aide IV Pesticide Regulation Division
	4. Do in-depth evaluation of the submitted dossier.	None	6 days	PesticideRegulatory Technical Evaluators
		Receiving of Evalu	uation Reports	
	Receive the evaluation	None	2 hours	Administrative Aide IV Pesticide Regulation



	reports from			Division
	the technical			2.7.6.6.1
	evaluators and			
	forward to			
	Chemist II who			
	is handling the			
	application.			
	2. Receive and			
	record the			Administrative Aide IV/
	incoming			Chemist II
	evaluation	None	2 hours	Pesticide Regulation
	reports into the			Division
	database.			
	3. Arrange and			
	file the			
	evaluation			
	reports (per			
	product) and			
	study the		4 1	Chemist II
	comments,	None	1 day	Pesticide Regulation
	recommendati			Division
	on, and			
	suggestions of			
	the technical			
	evaluators.			
1. Receive the	4. Notify the			
notification and	applicant			
if there are there	through email			
are any	when:			
deficiencies	a. there are			
and/or data	any			
gaps, schedule	deficiencies			
a visit to FPA	and/or data			
office for further	gaps that			Administrative Aide IV/
discussion.	would need	None	4 hours	Chemist II
	clarification,	NONE	(paused-clock)	Pesticide Regulation
	justification,			Division
	and/or			
	additional			
	supporting			
	data			
	b. the dossier			
	submitted			
	satisfies the			
	requirement			
8		sing of Certificate of	T Product Regist	ration
	1. After			
	receiving <u>all</u> the			Chemist II
	evaluation	None	3 days	Pesticide Regulation
	reports with		,	Division
	recommending			
	approval and			



T.			
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
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	Division Chief/ Officer- in-charge Pesticide Regulation Division
5. Endorse disapproval/ approval to issue CPR.	None	4 hours	Deputy Executive Director for Pesticide
6. Approves/ disapproves the issuance of CPR.	None	1 day	Executive Director
7. Notify applicant of the approval/ disapproval of their application, through email.	None	2 days (paused-clock)	Administrative Aide IV/ Chemist II Pesticide Regulation Division



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



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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
6. Receive the CPR and letter of appoval 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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	TOTAL	Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registation)	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.

Office/Division:	FPA Central Office – Pesticide F	Regulations Division			
Classification:	Highly Technical				
Type of transaction:	G2B – Government service for b	ousiness entities			
Who may avail:	<ul> <li>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</li> <li>4. Local subsidiaries of any foreign-based pesticide company</li> <li>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</li> <li>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</li> </ul>				
	T OF REQUIREMENTS	WHERE TO SECURE			
Two (2) sets of the 1	<u> </u>	Applicant			
	ed FPA Form No. P-012	Арріісані			
(Application Ingredient), stamp	for Registration of Active notarized & with documentary	Downloadable at http://fpa.da.gov.ph			
(Application	shed FPA Form No. P-022 on for Registration of Pesticide notarized & with documentary  Downloadable at http://fpa.da.gov.ph				
(as detailed	neral Information & Specification in FPA's <i>Pesticide Regulatory</i> In Implementing Guidelines	Applicant			
according to specified in	of data submitted (formatted to the data requirements in FPA's Pesticide Regulatory and Implementing Guidelines)  Applicant				
	Product stewardship program Applicant				
	ft product label Applicant				
(See the red separate tal "Facilitation Samples for	nts for confirmatory analysis quirements and client steps in a ble, under the service named of Submission of Pesticide Analysis & Evaluation of Test Results".)	Applicant			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stage 1		
1. Submit all required documents to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completenes s of the submitted documents. And do initial assessment of the application.	None	30 minutes	Chemist II / Chemist III Pesticide Regulations Division
2. Receive the accomplished Bill Form from the person receiving the application.	2. Issue duly accomplish ed <i>Bill Form</i> to applicant.	None	15 minutes	Chemist II / Chemist III Pesticide Regulations Division
3. Secure Order of Payment from the Accounting Section (First floor, Window 1).	3. Issue Order of Payment to applicant.	None	15 minutes	Administrative Assistant III 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.	<ul> <li>5. Record the paid fees, along with the official receipt number.</li> <li>6. Stamp, as received, the submitted documents as well as the applicant's receiving copy.</li> </ul>	None	15 minutes	Administrative Aide IV / Chemist II / Chemist III Pesticide Regulations Division
	7. Encode all the	None	15 minutes	Administrative Aide IV



			T
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	Chemist III Pesticide Regulations Division
9.Receive and evaluate pesticide data	None	6 days	Pesticide Registration Technical Evaluator University of the Philippines, Los Baños
	Stage 2		
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 communicat ed to the applicant.	None	3 days	Chemist III 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	Chemist III Pesticide Regulations Division



	3. Record the			
	processed			
	CPR into the			
	database			
	and into the			
	tracking			
	form. 4. Check the			
	correctness			
	of the			
	printed CPR			Division Chief /
	and letter of			Officer-in-Charge
	approval.	None	3 hours	Pesticide
	Then,			Regulations Division
	endorse the			DIVISION
	approval to			
	issue CPR.			
	5. Endorse			Deputy Executive
	disapproval/	None	2 hours	Director for
	approval to issue CPR.			Pesticide
	6. Approves/			
	disapproves	N.1	4.1	F (' B'(
	the issuance	None	1 day	Executive Director
	of CPR.			
5. Receive	7. Notify			
notification and	applicant of			
schedule a visit to FPA office to	the			Oh a m'a ( 11 /
pick up the	approval/			Chemist II / Chemist III
approved EUP	disapproval/ deficiency of	None	2 days	Pesticide
or to submit	their	None	(paused-clock)	Regulations
necessary	application,			Division
data/document s to address	through			Bivioloti
the	email.			
deficiencies.				
		Stage 3		
6. Receive the	8. Issue duly			Chemist II /
accomplished	accomplish			Chemist III
Bill Form from	ed <i>Bill</i> <i>Form</i> to	None	15 minutes	Pesticide
the person releasing the	applicant.			Regulations
CPR.	αρριισατίτ.			Division
7. Secure <i>Order</i>	9. Issue			
of Payment	Order of			
from the	Payment to			Administrative
Accounting	applicant.	None	15 minutes	Assistant III
Section (First				Accounting Section
floor, Window				
1). 8. Pay	10. Wait for	Conditional	15 minutes	Cashier
O. 1 4y	IO. VValt 101	Conditional	10 minutes	Jasilioi



corresponding registration fee to the Cashier (First floor, Window 2) and secure the official receipt.	the applicant to return.	Registration  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  Full Registration  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	Administrative Aide IV / Chemist II / Chemist III Pesticide Regulations Division
12. Receive CPR or Denial of Registration	12. Releases CPR or Denial of Registration	None	15 minutes	Administrative Aide IV / Chemist II / Chemist III Pesticide Regulations Division
	TOTAL	Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registation)	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.

Office/Division:	FPA Central Of	fice – Pesticide R	egulation Divisior	1		
Classification:	Highly Technica	Highly Technical				
Type of transaction:	G2B – Governn	G2B – Government service for business entities				
Who may avail:	Law) register to do busines 6. Local subsid  *Foreign supplie liaison offices a *Companies op 218 are not allo	<ol> <li>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</li> <li>Local subsidiaries of any foreign-based pesticide company</li> <li>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</li> <li>*Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</li> </ol>				
	IST OF REQUIRE	MENTS	WHERE	TO SECURE		
One (1) set of the	<u> </u>					
1. Letter of I			Α	pplicant		
(Application	shed FPA Form No. on for Registration of ), notarized & with	of Active	Downloadable at http://fpa.da.gov.ph			
(Application	shed FPA Form No on for Registration on notarized & with do	at http://fpa.da.gov.ph				
	ertificate of Produc m the original regis		Д	Applicant		
Registran	y Authorization Let t or Source of Pesti	cide	Applicant			
7. Safety Da	tewardship progran ta Sheet (SDS) of t			applicant		
8. Draft prod		EEEC TO DE		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
	AG II G II	Stage 1				
6. Submit all	2. Check the					
required documents to Pesticide Regulations Division (PRD) counter (First	completeness of the submitted documents. And do initial assessment of	None	30 minutes	Chemist II/Chemist III Pesticide Regulations Division		
floor).	the					



	application.			
7. Receive the accomplished Bill Form from the person receiving the application.	2. Issue duly accomplished Bill Form to applicant.	None	15 minutes	Chemist II/Chemist III Pesticide Regulations Division
8. Secure Order of Payment from the Accounting Section (First floor, Window 1).	3. Issue Order of Payment to applicant.	None	15 minutes	Administrative Assistant III 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	Cashier
10. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy.	<ul> <li>8. Record the paid fees, along with the official receipt number.</li> <li>9. Stamp, as received, the submitted documents as well as the applicant's receiving copy.</li> </ul>	None	15 minutes	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulations Division
	10.Encode all the application's pertinent information into the logbook and into the database.	None	15 minutes	Administrative Aide IV Pesticide Regulations Division
		Stage 2		
	9. Evaluate the submitted data and all pertinent documents. *Any deficiency	None	8 days	Chemist II/Chemist III Pesticide Regulations Division





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



number.				
12. Receive CPR or Denial of Registration	12. Releases CPR or Denial of Registration	None	15 minutes	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulations Division
	TOTAL	Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registation)	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

Office/Division:	FPA Central Office – Pesticide Regulation Division					
Classification:	Highly Technical					
Type of transaction:	G2B – Government service for business entities					
Who may avail:				pesticide product that is		
		d under his/her co	mpany.	W///		
T (0) 1 (11		REQUIREMENTS		WHERE TO SECURE		
Two (2) sets of the	<u> </u>			A 1: 4		
1. Letter of In		D 000 / A 1: 4: -	f	Applicant		
		. P-022 (Applicatio		Downloadable at		
_		duct), notarized &	With	http://fpa.da.gov.ph		
documenta						
3. Draft produ		o trials conducted		Applicant		
	•	ne trials conducted (data summarized	l and formatted	Applicant		
according	to the table of data Re <i>gulatory Policie</i> :	a requirements spe s and Implementing	cified in FPA's	Applicant		
	to the table of data	ata summarized an a requirements spe		Applicant		
7. Terminal re	eport of the local b	pioefficacy trials co	nducted	FPA Accredited Pesticide Researcher		
8. Terminal re	eport of the SPRT	conducted, if appli	icable.	FPA Accredited Pesticide Researcher		
properly a provided, e ii. When a da	ppended in the do ear tags are in pla ata requirement is	pertinent document ssiers (i.e. table of ce, folders are labe deemed not applic stification, instead.	contents is elled, etc.) able, do not just	Applicant		
CLIENT STEPS		FEES TO BE		PERSON		
	ACTION	PAID	TIME	RESPONSIBLE		
4 0.4 11 11	Stage 1 – Receiving of Application					
1. Submit all	1. Check the			Administrative Aide IV/		
required	completeness	None	15 minutos	Chemist II		
documents to Pesticide	of the submitted	None	15 minutes	Pesticide Regulation		
Regulations	documents.			Division		
Division (PRD)	2. Do initial					
counter (First floor).	assessment of the application.	None	15 minutes	Chemist II Pesticide Regulation Division		
2. Receive the accomplished	3. Issue duly accomplished	None	15 minutes	Administrative Aide IV/ Chemist II		



		<u></u>		7
Bill Form from	Bill Form to			Pesticide Regulation
the person	applicant.			Division
receiving the				
application.				
3. Secure <i>Order</i>	4. Issue Order			
of Payment from	of Payment to			
the Accounting	applicant.			Administrative Assistant
Section (First	3.pp	None	15 minutes	IV
floor, Window				Accounting Section
1).				
4. Pay	5. Wait for the			
corresponding	applicant to			
fee to the	return.			
Cashier (First		₱3,000.00 per		
floor, Window 2)		product/ per	15 minutes	Cashier
and secure the		crop/pest		
official receipt.		0.00,000		
·				
C Detume to	C December the			
5. Return to	6. Record the			
PRD counter for	paid fees,			
the recording of	along with the			
official receipt	official receipt			
number and for	number.			Administrative Aide IV/
stamping of the	7. Stamp, as	None	15 minutes	Chemist II
receiving copy.	received, the	140110	10 1111114100	Pesticide Regulation
	submitted			Division
	documents as			
	well as the			
	applicant's			
	receiving copy.			
	8. Encode all			
	the			
	application's			Administrative Aide IV/
	pertinent	None	20 minutos	Chemist II
	information in	None	30 minutes	Pesticide Regulation
	the logbook			Division
	and into the			
	database.			
	+	ubmission to Tec	hnical Evaluator	S
	1. Do			
	preliminary			
	evaluation and			
	prepare the	NI-	4 -1	Chemist II
	dossiers for	None	1 day	Pesticide Regulation
	submission to			Division
	technical			
	evaluators.			
	2. Record the			Administrative Aide IV/
	outgoing	None	1 day	Chemist II
	dossiers in the	140110	, day	Pesticide Regulation
				. stated i togulation



	T			7
	logbook and			Division
	into the			
	database.			
	3. With travel			
	order,			
	distribute the			
	dossiers to			Administrative Aide IV
	each specific	None	1 day	Pesticide Regulation
	evaluators.		,	Division
	Make sure the			
	logbook is			
	properly signed			
	by the receiver.			
	4. Do in-depth			
	evaluation of	None	6 days	Pesticide Regulatory
	the submitted		,	Technical Evaluators
	dossier.	D		
		Receiving of Eva	iluation Reports	
	1. Receive the			
	evaluation			
	reports from			A
	the technical	Nama	0 6 5	Administrative Aide IV
	evaluators and	None	2 hours	Pesticide Regulation Division
	forward to			Division
	Chemist II who			
	is handling the application.			
	2. Receive and			
	record the			Administrative Aide IV//
	incoming			Administrative Aide IV/ Chemist II
	evaluation	None	2 hours	Pesticide Regulation
	reports into the			Division
	database.			
	3. Arrange and			
	file the			
	evaluation			
	reports (per			
	product) and			
	study the	N.	4 1	Chemist II
	comments,	None	1 day	Pesticide Regulation
	recommendati			Division
	on, and			
	suggestions of			
	the technical			
	evaluators.			
1. Receive the	4. Notify the			
notification and	applicant			A description of the Add Date
if there are there	through email		1 hours	Administrative Aide IV/
are any	when:	None	4 hours	Chemist II Pesticide Regulation
deficiencies	a. there are		(paused-clock)	Division
and/or data	any			DIVIDIOII
gaps, schedule	deficiencies			



	-			,
a visit to FPA	and/or data			
office for further	gaps that			
discussion.	would need			
	clarification,			
	justification,			
	and/or			
	additional			
	supporting			
	data			
	b. the dossier			
	submitted			
	satisfies the			
	requirement			
		sing of Certificate	of Product Pagi	etration
	1. After	ing of octanicate	or r roudet regi	
	receiving <u>all</u> the evaluation			
	reports with			
	recommending			
	approval and			
	when all the			Chemist II
	requirements	None	3 days	Pesticide Regulation
	are satisfactory	110110	o dayo	Division
	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			Administrative Aide IV/
	the letter of	None	3 days	Chemist II
		INOTIC	3 days	Pesticide Regulation
	approval.  3. Record the			Division
	processed			
	CPR in the			
	logbook,			
	database, and			
	in the tracking			
	form.			
	4. Review the			Division Chief/ Officer-in-
	application and		_	charge
	check the	None	4 hours	Pesticide Regulation
	correctness of			Division
	the printed			2



	T		T	,
	CPR and letter of approval. Then, endorse the approval of the application for product registration  5. Endorse approval/ disapproval of the application	None	4 hours	Deputy Executive Director for Pesticide
	for product			
	registration 6. Approves/ disapproves the application for product registration	None	1 day	Executive Director
	7. Notify applicant of the approval/ disapproval of their application, through email. 8. Encode details of the product registration into the "List of registered pesticide products".	None	2 days (paused-clock)	Administrative Aide IV/ Chemist II Pesticide Regulation Division
		ng of Certificate	of Product Regis	tration
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
	TOTAL	₱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.

Office/Division:	FPA Central Off	FPA Central Office – Pesticide Regulation Division			
Classification:	Highly Technica	l			
Type of transaction:	G2B – Governm	G2B – Government service for business entities			
Who may avail:	<ol> <li>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</li> <li>Local subsidiaries of any foreign-based pesticide company</li> <li>*Foreign suppliers or companies registered under the SEC as regional</li> </ol>				
	*Companies ope	re not allowed to aperating in the Philip wed to apply for thi	pines under	Presidential Decree No.	
CHECKLI	IST OF REQUIRE			ERE TO SECURE	
One (1) set of the fo					
1. Letter of Int				Applicant	
(Application Ingredient), stamp	ed FPA Form No.  for Registration of notarized & with o	of Active documentary	Downloadable at http://fpa.da.gov.ph		
(Application Product), no	ed FPA Form No. n for Registration o otarized & with do	of Pesticide cumentary stamp	Downloadable at http://fpa.da.gov.ph		
	eviously issued Ce gistration (CPR)	rtificate of	Applicant		
	wardship program	1	Applicant		
6. Safety Data	a Sheet (SDS) of t	he product	Applicant		
7.Copy of FPA	A-approved produc	ct label		Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE	
		Stage 1			
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	



the accomplished Bill Form from the person receiving the application.	2. Issue duly accomplished Bill Form to applicant.	None	15 minutes	Chemist II / Chemist III Pesticide Regulations Division
13. Secure Order of Payment from the Accounting Section (First floor, Window 1).	3. Issue <i>Order of</i> Payment 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.	Conditional Registration  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  Full Registration  Product: Category I & II - ₱15,000.00 Category III & IV - ₱7,000.00  Active Ingredient: Category I & II - ₱20,000.00 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	
	นลเลมลงธ.	Stage 2		
	19. Evaluate the submitted data and all pertinent documents. *Any deficiency found upon evaluation will be communicated to the applicant.	None	8 days	Chemist II / Chemist III 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	Chemist II Pesticide Regulations Division
	22. Check the correctness of the printed CPR and endorse the approval to issue CPR.	None	3 hours	Chemist III and Division Chief/ Officer-in-charge Pesticide Regulations Division
	23. Endorse disapproval/	None	3 hours	Deputy Executive Director for Pesticide



	approval of to issue CPR.  24. Approves/			
	disapproves issuance of CPR.	None	1 day	Executive Director
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	Chemist II Pesticide Regulations Division
8. Receive CPR or Denial of Registration	8. Releases CPR or Denial of Registration	None	15 minutes	Administrative Aide IV / Chemist II / Chemist III Pesticide Regulations Division
	TOTAL	Corresponding Filing Fee + Registration Fee (depending on Toxicity Category and Validity of Registation)	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.

Office/Division:	FPA Central O	ffice – Pesticide I	Regulation Division	on	
Classification:	Highly Technic	al			
Type of transaction:	G2B – Govern	G2B – Government service for business entities			
Who may avail:	Philippine Land Commission licensed by 10. Local subside *Foreign supplications of the commission of t	<ul> <li>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</li> <li>10. Local subsidiaries of any foreign-based pesticide company</li> <li>*Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service.</li> </ul>			
				residential Decree	
CHECKI	No. 218 are no	t allowed to apply		TO SECURE	
One (1) set of the	· · · · · · · · · · · · · · · · · · ·	INITIALIA	VVIICKE	. TO SECURE	
1. Accomp F2 (Pes	lished FPA Form I ticide Request for	Analysis)	Downloadable a	at http://fpa.da.gov.ph	
	de sample to be an am analytical grade S)	3			
b. If for mL s c. If tec	mulated product, 5 ample (FP) hnical grade mate		А	pplicant	
	ole (TGM) ite of Analyis (CoA	) of AGS, TGM	A	pplicant	
4. Method	of Analysis, if nece	essary	A	pplicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
		Stage 1			
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	Chemist II / Chemist III Pesticide Regulations Division	
17. Receive the	Issue duly     accomplishe	None	15 minutes	Chemist II / Chemist III	



accomplished Bill Form from the person receiving the application.	d <i>Bill Form</i> to applicant.			Pesticide Regulations Division
18. Secure  Order of  Payment from the Accounting Section (First floor, Window 1).	3. Issue <i>Order</i> of <i>Payment</i> to applicant.	None	15 minutes	Administrative Assistant III 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	Administrative Aide IV / Chemist II / Chemist III 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)	Chemist II Pesticide Regulations Division



laboratories.			
idbordtories.	Stage 2		
26. Receive laboratory test results from FPA LSD or other FPA- recognized laboratories.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulations Division
27. Evaluate laboratory test results then prepare & print evaluation report.	None	16 days	Chemist II Pesticide Regulations Division
28. Check and review the correctness of the printed evaluation report.	None	3 hours	Chemist III, Division Chief/ Officer-in- charge 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	Chemist II Pesticide Regulations Division
TOTAL	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 F	Regulation Division			
Classification:	Complex				
Type of	G2B – Government service for business entities				
transaction:					
Who may avail:	Pest Control Operators				
CHECKLIS	T OF REQUIREMENTS	WHERE TO SECURE			
One (1) set of the f	ollowing must be submitted				
to FPA:					
I. For New Applicant					
	d and notarized application form	FPA-PRD / website			
(FPA form No. P-18					
	n / Partnership - Copy of SEC	Applicant			
Registration and Art	icles of				
Incorporation					
•	opy of CDA Registration.				
	hip - Copy of Certificate of				
Registration of Busin					
	ome Tax Return (ITR) and	Applicant			
Financial Statement					
	/ Inspection report from FPA	FPA-FOCU / RFU			
Regional / Provincia					
5. Photocopy of CP/		FPA-PMID			
	e Occupational Health and	Applicant			
	r Certified Pesticide Applicators				
(CPA's) and Technic					
	prough physical examination				
2) Laboratory tests \					
	moglobin, Hematocrit,				
platelet count.	d differential, reticulocyte and				
b) Chest X-ray					
c) Urinalysis					
d) Fecalysis					
,	itoring – BUN, creatinine, uric				
,	kaline phosphatase, total				
cholesterol, SGOT a					
3) Certificate of "Fit					
II. For Renewal:	<del></del>				
	or new application (as listed				
-	mitted during the renewal,				
,	registration, wherein only one				
page certificate is re	•				
. •	on shall be filed at least one (1)				
	oiry 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 period shall be subjected to a 100% surcharge per year. In addition, the following has to be submitted:

1. Monthly Pest Control Operation Report.

1. Monthly Pest Control Operation Report.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 defeciencies, 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		4 hrs.	Deputy
		None		Executive Director
	Approval / Disapproval	None	4 hrs.	Executive Director
5. Receives	Releases license (LTO)		1 hr.	Admin. Assistant
license (LTO)	Records released license	None		
			Total: 7 days	



#### 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

Office (Divisions	LEDA O L LOW D COL	D 10 D:::
Office/Division: Classification:	FPA Central Office – Pesticide	e Regulation Division
	Complex G2B – Government service fo	er business entities
Type of transaction:	G2B	n business entitles
Who may avail:	Drone spraying operator	
	OF REQUIREMENTS	WHERE TO SECURE
	ollowing must be submitted	WHERE TO SESSIVE
to FPA:		
I. For New Applicant	:	FPA-PRD / Website
1. Duly accomplishe	d and notarized application	
form (FPA form No.	P-180)	
· ·	n / Partnership -Copy of	Applicant
SEC Registration an	nd Articles of	
Incorporation		
	opy of CDA Registration.	
	hip - Copy of Certificate of	
Registration of Busin	ness Name with סוום ome Tax Return (ITR) and	Applicant
Financial Statement	, ,	Applicant
	/ Inspection report from FPA	FPA-FOCU / RFU
Regional / Provincia	•	
•	ne Controller (DC) and Spray	FPA-PMID
Operation Crew (SC	C) ID.	
•	e Occupational Health and	Applicant
1	r Drone Controller (DC) &	
Spray Operation Cr	` ,	A
	orough physical examination.	Applicant
2) Laboratory tests v	moglobin, Hematocrit,	Applicant
	d differential, reticulocyte and	
platelet count.	d differential, reliculocyte and	
b) Chest X-ray		
c) Urinalysis		
d) Fecalysis		
,	toring – BUN, creatinine, uric	
•	kaline phosphatase, total	
cholesterol, SGOT a		A .: .
3) Certificate of "Fit	to vvork".	Applicant
II. For Renewal:	for new application (as	Applicant
-	be submitted during the	
	the SEC registration,	
	page certificate is required.	
	on shall be filed at least one	
	expiry date. Application for	
` '	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:

Monthly Pest Control Operation Report.				
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTION	PAID	TIME	RESPONSIBLE
2. Submits application with complete required documents	1.1. Check 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 defeciencies, 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 reviews	None	4 hrs.	Deputy Executive Director
	Approval / Disapprov al	None	4 hrs.	Executive Director
5. Receives license (LTO)	Releases license (LTO)  Records released license	None	1 hr.	Admin. Assistant
			Total: 7 days	



Agriculturist II

2 hrs.

#### 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.

page certificate is required. Application for renewal				
above) shall be submitted during the renewal, except for the SEC registration, wherein only one				
-	• •	olication (as listed		
II. For Renewal:				
are not accepta	ibie)			
order & check. are not accepta	•	Out-of-Town checks		
8. Payment of lice	nse fee for thre	ee (3) years in money	Applicant	
7. Good Houseke	•		FPA-FOCU / RF	·U
province 6. List of registered	d nesticide pro	ducts to be sold	Applicant	
Certificate of mem		ne association in the		
5. For members of		lers Association -	Applicant	
Safety Dispenser's	•	on - Copy of Accredited	FPA-PIVIID	
b. Recommendation		on Convert Approximate	FPA-PMID	
a. Report on inspe		es		
3. To be secured f			FPA-FOCU / RF	∙U
<ul><li>c. Single Proprieto</li><li>Registration of Bus</li></ul>				
b. Cooperative - C				
Registration and A			, applicant	
2. For: a. Corporat		nip - Copy of SEC	Applicant	
documentary stam FPA Form No. P-1				
Dealership License		al copy) with		
1. Duly accomplish	ned and notariz	zed "Application for	FPA-PRD	
FPA:  I. For New Applica	ınts:			
	following mu	ist be submitted to		
	LIST OF REQ		WHERE T	O SECURE
	pesticides a	ınd other agricultural che	emicals.	
Who may avail:	• •	/partnership/corporation	•	siring to sell
transaction:	G2D - G0V6	erriment service for busin	iess citules	
Classification: Type of	Complex	ernment service for busir	and optition	
Office/Division:		l Office – Pesticide Regu	liation Division	

None

1. Submits

Checks



application with complete required documents	completeness and receives document.		30 mins	
2. Pays corresponding fees.	Issues order of payment and Official Receipt (OR).	a. Agricultural Pesticide Dealer ₱ 2, 500.00 Member of dealer association ₱ 2, 000.00 b. Dealer of both Fertilizers/Pesticides -₱4,000.00 Member of dealer association ₱ 3, 200.00 c. Cooperative - 50% of license fee A license is required for each dealership branch / outlet.	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 defeciencies 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	



# 13. ISSUANCE OF LICENSE FOR AGRICULTURAL PESTICIDE HANDLERS (WITHOUT OCCUPATIONAL HEALTH & SAFETY) REQUIREMENTS

All persons / entities who shall engage in the business of importing, distributing, exporting, supplying of pesticides and other agricultural chemicals.

Validity: 1 year

Office/Division:	FPA Central Office – Pesticide R	egulation Division
Classification:	Complex	
Type of	G2B – Government service for be	usiness entities
transaction:		
Who may avail:	Pesticides handlers: Importer, Ex	rporter, National Distributor, Area
	Distributor, Indentor, Local Subsi	
CHECKLIS	T OF REQUIREMENTS	WHERE TO SECURE
One (1) set of the f FPA:	ollowing must be submitted to	
I. For New Applicant	ts	
General requireme		
	d and notarized application form	FPA-PRD / Website
	documentary stamps.	
	50 – for Importer, Indentor &	
Exporter		
	60 – for National Distributor	
	60-A – for Area Distributor	
	70 – for Supplier & local	
subsidiary	50.0 D 400. ( )	
	50 & P-160 – for Importer-	
National Distributor		Applicant
2. For:	porchin Conv. of SEC	Applicant
•	nership - Copy of SEC	
_	icles of Incorporation. py of CDA Registration.	
•	ship - copy of certificate of	
	ness Name with DTI.	
registration of busin	1655 Name with DTI.	
3. Copy of latest Fin	ancial Statements (FS) / ITR	Applicant
Specific Requireme	,	
II. For Renewal:		
* All requirements	for new application (as listed	
above) shall be	submitted during the renewal,	
except for the S	EC registration, wherein only	
one page certific		
	ewal filed within one (1)	
	expiry date of its license shall	
_	a 50% surcharge while those	
	id period shall be subjected to	
a 100% surcharg	ge per year.	
<u>Importer</u>		FDA FOOLL / DELL
	/ Inspection report from FPA	FPA-FOCU / RFU
Regional / Provin	cial Officer.	



required	receives			
with complete	ess and	None		Agriculturist
application	completen		<u> 4 1115.</u>	Agriculturist
1. Submits	1.1 Check the	Stage 1	2 hrs.	Senior
ACTION PAID			TIME	RESPONSIBLE
CLIENT STEPS AGENCY FEES TO BE			PROCESSING	PERSON
relevant Regulatory Agency of the importing				
4. Letter from the Department of Agriculture or			Applicant	
is made only after satisfaction of local demand.				
intended to be exported to ensure that exportation				
	3. The supply-demand analysis of the product/s			
the manufactu				
		:/certification from	FPA-PRD & App	olicant
	•	Officer (ARCO) ID		
	Responsible Ca	re Officer (RCO) /	FPA-PMID	
Exporter				
warehouse/s.	- J I. S. 10 17 01 PO	<del></del>		
2. Certificate of r		sticide	FPA-PRD	
Manufacturer/		Certification from	FPA-PRD & App	Jiicarit
Representative		Cortification for		olioont
Indentor / Supplie		iary /		
4. Registration of			FPA-PRD	
		Officer (ARCO) ID		
	3. Photo copy of Responsible Care Officer (RCO) /			
	(TPA) pesticide supplier.			
pesticide supp	olier / Third Party	Authorization		
		ertification from the	Applicant	
	vincial Officer.	•		
1. Recommenda	tion / Inspection	report from FPA	FPA-FOCU / RF	·U
Area Distributor	2.1.00.010.			
6. List of Area Di			Applicant	
the manufactu				J J. G. 11
	•	: / certification from	FPA-PRD & Apr	olicant
4. Registration of			FPA- PRD	
	•	Officer (ARCO) ID	1 1 7 T   WII	
\ / I		re Officer (RCO) /	FPA-PMID	
(TPA) pesticid	olier / Third Party	Aumonzation		
•	•	ertification from the	Applicant	
Regional / Pro			A I:	
1. Recommenda	•	report from FPA	FPA-FOCU / RF	·U
National Distribu				
Manufacturer /				
		t / Certification from	FPA-PRD and A	pplicant
4. Registration of			FPA-PRD	
Accredited Re	Accredited Responsible Care Officer (ARCO) ID			
3. Photo copy of	Responsible Ca	re Officer (RCO) /	FPA-PMID	
(TPA) pesticid				
-	olier / Third Party		Терноат	
2. Distributorship	agreement / Ce	ertification from the	Applicant	



documents to	documents		30 mins	
	Bill Form			
documents to PRD.  2. Pays     Corresponding Fees	documents 1.2. Issues Bill Form 2. Issues Order of Payment and Official Receipt	A. Filing fee/activity for new applications 1. Pesticide Manufacturer, Formulator, Repacker, Extruder, Importer-End- User, Institutional User ₱ 7,500.00 Other Activities	30 mins.	Accounting Staff / Cashier
		1st activity ₱ 5,500.00 Succeeding activities		



		capitalization 1st activity		
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 deficiences inform the company (thru phone) for compliance of the requirements	None	4 days	Senior Agriculturist
	Reviews and Recommend s.	None	1 day & 4 hrs.	Chemist IV / Division Chief
	Final reviews	None	4 hrs.	Deputy Executive Director
	Approval /		4hrs.	Executive



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



# 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

Office/Division:	FPA Central Office – Pesticide Reg	ulation Division			
Classification:	Highly technical	MIGHOLI DIVISION			
	G2B – Government service for business entities				
Type of transaction:	G2D - Government service for business entitles				
	Pesticide Handlers: Manufacturer, Formulator, Repacker, Extuder,				
Who may avail:					
CHECKLI	Importer End-User / Institutional Us ST OF REQUIREMENTS	WHERE TO SECURE			
	•	WHERE TO SECURE			
FPA:	ollowing must be submitted to				
I. For New Applicant					
General Requirement					
	d and notarized application form	FPA-PRD / Website			
, , ,	documentary stamps.				
a. FPA form No. P.	•				
	110 - for Manufacturer, Formulator				
& Extruder					
	150 - for Importer, End User /				
Institutional User					
2. For:		Applicant			
•	nership - Copy of SEC Registration				
and Articles of Incor					
	py of CDA Registration.				
	ship - copy of certificate of				
Registration of Busin	ness Name with DTI.				
3. Copy of latest Fin	ancial Statements (FS) / ITR	Applicant			
Specific Requiremen	,	• • • • • • • • • • • • • • • • • • • •			
II. For Renewal:					
*All requirements	for new application (as listed				
-	submitted during the renewal,				
_	EC registration, wherein only				
one page certific					
	ewal filed within one (1) month				
	date of its license shall be	FPA-FOCU/RFU			
	0% surcharge while those filed				
	riod shall be subjected to a	FPA-PMID			
100% surcharge					
_	ulator/Repacker/Extruder	FPA-PRD			
	/ Inspection report from FPA	FPA-PRD & Applicant			
Regional / Provin					
_	sponsible Care Officer (RCO) /	Applicant			
	onsible Care Officer (ARCO) ID				
-	istration of pesticide warehouse/s	Applicant			
	ion / contract / certification from the	Applicant			



manufacturer /	supplier.
manada o	Cuppiici.

- 5. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) with DENR.
- 6. Production process / Flowchart.
- 7. Written Authority to repack / formulate / extrude from the supplier.
- 8. Compliance of FPA Manual on Occupational and Technical Safety of Pesticide.
- a. Occupational Health and Safety Program (OHSP)
- b. Medical Health Examinations and certificate of "Fit to Work" of workers
- 9. Pre/Post-licensing inspection by the Pesticide Safety Audit Team.
- 10. Annual Capacity and Output.
- \* 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.

#### Importer End-User / Institutional User

- Recommendation/ Inspection report from FPA Regional / Provincial Officer
- 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 manufacturer / supplier.
- 5. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) with DENR.
- 6. Compliance of FPA Manual on Occupational and Technical Safety of Pesticide.
  - a. Occupational Health and Safety Program (OHSP)
  - b. Medical Health Examinations and certificate of "Fit to Work" of workers
- 7. Pre/Post-licensing inspection by the Pesticide Safety Audit Team.
- 8. Authorization letter from pesticide company who register the product.
- \* 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.

**Applicant** 

FPA-PRD

Applicant

FPA-FOCU / RFU

**FPA-PMID** 

FPA-PRD & Applicant

**Applicant** 

**Applicant** 

FPA-PMID

**Applicant** 

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Action	Stage 1	11012	ILOI OIIOIDEE
Submits     application     with complete     required	1. Check completenes s receives documents &	None	2 hrs.	Senior Agriculturist



documents to	request letter			
PRD.	for			
	inspection.			
0.0		A = 11		4:
2. Pays Correspondin g fees.		A. Filing fee/activity for new applications 1. Pesticide Manufacturer, Formulator, Repacker, Extruder, Importer-End- User, Institutional User ₱ 7,500.00 Other Activities ₱ 2,000.00  B. Licenses Fees - For Pesticide Handlers based on the company's capitalization annually (subscribed/paid- up capital plus retained earnings.)  1. Over ₱5M capitalization 1st activity ₱ 8,500.00 Succeeding	30 mins. 30 mins.	Accounting Staff / Cashier
		activities		
		capitalization 1st activity		
		₱ 5,500.00 Succeeding activities		
		4,000.00		



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



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
			Total: 16 days	



### 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.

Office/Division:	FPA Central Office – Pesticide Regulation Division				
Classification:	Simple				
Type of	G2B – Government service for business entities				
transaction:					
Who may avail:	Any licensed Handlers with corresponding Product Registration /				
CHECKIE	EUP.	WILEDE TO SECURE			
	OF REQUIREMENTS	WHERE TO SECURE			
to FPA:	ollowing must be submitted				
	norizing Importation of	Applicant			
Pesticides (CAIP);					
	f importer license				
	f Certificate of Product				
•	PR) or Experimental Use				
Permit (EUP)					
•	er specifying the:				
The state of the s	% purity if technical material or				
_	edient if formulated product				
b. Unit price					
c. Quantity	tormo				
d. Payment e. Country d					
f. Destinatio					
4. Pro-forma In					
5. Bill of lading	VOICE				
6. Processing F	- ees				
II. For Amendment of		Applicant			
	st indicating the changes /	, ippliesin			
amendment					
2. Photo-copy of is	ssued CAIP				
3. New Proforma					
III. Export Permit		Applicant			
1. Photocopy	of exporters license				
2. Photocopy	of Certificate Product				
Registration	(CPR) or Experimental Use				
Permit (EUP	,				
·	etter specifying the:				
The state of the s	6 purity if technical material or				
_	ient if formulated product				
b. Quantity					
c. Batch num					
d. Country of	=				
e. Destinatio	n				



- 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.
- 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.
- 6. Processing Fee
- IV. Issuance of other Certifications
  - 1. Request letter indicating the use / purpose of the product.
  - 2. Material Safety Data Sheet (MSDS).
  - 3. Product brochure.

4. Processing Fee

**Applicant** 

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
Submits applicants with complete required documents	Check completeness and receives document Issues Bill Form	Stage 1 None	1 hr.	Admin. Assistant/ Agriculturist II
Pays corresponding fees	Issues Order of Payment & Official Receipt (OR)	CAIP Issuance a) General Use ₱ 750.00 b) Red Labelled & Restricted Use ₱ 3,000.00 Amendment Certificatio ₱ 750.00 Certification ₱ 350.00 Export Permit ₱ 1,500.00	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,		3 hrs.	Senior
	Export permit, other certification and amendments	None		Agriculturist / Chemist IV
	Recommends approval			Division Chief
	Final Reviews	None	3 hrs.	Deputy Executive Director
	Approval / Disapproval			Executive Director
Receives CAIP / Export / Other Certificate /	Releases CAIP / Export / Other Certificate /		30 mins.	Amin. Assistant
Amendment	Amendment Record released	None		
	CAIP		Total: 3 days	



## 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

Office/Division:	FPA Central O	FPA Central Office – Pesticide Regulation Division				
Classification:	Complex					
Type of	G2B – Governi	G2B – Government service for business entities				
transaction:						
Who may avail:		ller: Importer, Nation				
		Exporter, Manufactuer, Formulator, Repacker, Extruder, Importer-End				
CHECK	User/Institution		WHEDET	O SECURE		
	e following must		WHERE	O SECURE		
FPA:	e lollowing mast	be submitted to				
1. Duly accomplis	hed and notarized	application form				
FPA Form No. 14	0 (original copy) w	ith documentary				
stamps.						
	on/ Inspection repo	ort from FPA				
Regional / Province	cial Officer					
For renewal:			EDV DDD	) / Website		
	ts for new applica	ation (as listed	FFA-FKL	) I AACDOIIG		
-		•	FPA-FC	CU/RFU		
above) shall be submitted during the renewal.				700/1110		
,	Renewal of application shall be filed at least one (1)					
·	cation shall be fil	led at least one (1)				
Renewal of appli	cation shall be fil expiry date. App					
Renewal of appli		lication for				
Renewal of appli month before its renewal filed wit date of its licens	expiry date. App hin one (1) month e shall be subjec	lication for after the expiry ted to a 50%				
Renewal of appli month before its renewal filed wit date of its licens	expiry date. App hin one (1) month e shall be subject those filed after t	lication for a after the expiry ted to a 50% the said	DD00500NIO	DEDOON		
Renewal of appli month before its renewal filed wit date of its licens	expiry date. App hin one (1) month e shall be subject those filed after t AGENCY	lication for a after the expiry ted to a 50% he said FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while	expiry date. App hin one (1) month e shall be subject those filed after t	lication for a after the expiry ted to a 50% the said FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while	expiry date. App hin one (1) month e shall be subject those filed after t AGENCY ACTION	lication for a after the expiry ted to a 50% he said FEES TO BE	TIME	RESPONSIBLE		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the	lication for a after the expiry ted to a 50% the said FEES TO BE PAID		RESPONSIBLE Senior		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while	expiry date. App hin one (1) month e shall be subject those filed after t AGENCY ACTION	lication for a after the expiry ted to a 50% the said FEES TO BE PAID	TIME	RESPONSIBLE		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness	lication for a after the expiry ted to a 50% the said FEES TO BE PAID	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the	lication for a after the expiry ted to a 50% the said FEES TO BE PAID	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted	lication for a after the expiry ted to a 50% the said FEES TO BE PAID	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the	lication for after the expiry ted to a 50% he said FEES TO BE PAID Stage 1	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives	lication for after the expiry ted to a 50% he said FEES TO BE PAID Stage 1	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.	lication for after the expiry ted to a 50% he said FEES TO BE PAID Stage 1	TIME 2 hrs.	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill	lication for after the expiry ted to a 50% he said FEES TO BE PAID Stage 1	TIME	Senior Agriculturist		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD	expiry date. App hin one (1) month e shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form	lication for after the expiry ted to a 50% he said  FEES TO BE PAID Stage 1	TIME 2 hrs. 30 mins.	Senior Agriculturist FPA-PRD		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD	expiry date. App hin one (1) month e shall be subject those filed after to AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form  2. Issues Order	rafter the expiry ted to a 50% he said FEES TO BE PAID Stage 1  None	TIME 2 hrs.	Senior Agriculturist FPA-PRD		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD  2. Pays Correspondin	expiry date. Apphin one (1) monthe shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form  2. Issues Order of Payment and	rafter the expiry ted to a 50% he said FEES TO BE PAID Stage 1  None  Registration Fee Pesticide only –	TIME 2 hrs. 30 mins.	Senior Agriculturist FPA-PRD		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD	expiry date. Apphin one (1) monthe shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form  2. Issues Order of Payment and official receipt	rafter the expiry ted to a 50% he said  FEES TO BE PAID Stage 1  None  Registration Fee Pesticide only – 2,000	TIME 2 hrs. 30 mins.	Senior Agriculturist FPA-PRD  Accounting Staff / Cashier		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD  2. Pays Corresponding Fees	expiry date. Apphin one (1) monthe shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form  2. Issues Order of Payment and	rafter the expiry ted to a 50% he said FEES TO BE PAID Stage 1  None  Registration Fee Pesticide only –	TIME 2 hrs. 30 mins.	Senior Agriculturist FPA-PRD  Accounting Staff / Cashier		
Renewal of applimenth before its renewal filed wit date of its licens surcharge while  CLIENT STEPS  1. Submits application with complete required documents to PRD  2. Pays Corresponding Fees (ground flr.	expiry date. Apphin one (1) monthe shall be subject those filed after the AGENCY ACTION  1. Checks the completeness of the submitted documents and receives the application.  Issues Bill Form  2. Issues Order of Payment and official receipt	rafter the expiry ted to a 50% he said  FEES TO BE PAID Stage 1  None  Registration Fee Pesticide only – 2,000	TIME 2 hrs. 30 mins.	Senior Agriculturist FPA-PRD  Accounting Staff / Cashier		



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 deficiences 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
			Total: 7 days	



### 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.

Office or Division	Laboratory Services Division (LSD)
Classification	Highly Technical
Type of Transaction	G2G - Government to Government
Who may avail	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
Submit request for laboratory	Check the condition of the sample	none	15 minutes	Admin Asst. III, LSD
analysis	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	2. Release the	none	1 hour	Admin Asst. III,
approved	approved laboratory			LSD
laboratory test	test report			
report				
	Total:	as determined by FRD staff	20 days	



## 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.

Office or Division	Laboratory Services Division (LSD)			
Classification	Highly Technical			
Type of Transaction	G2G - Government to Government			
Who may avail	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
Submit request for laboratory analysis	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	Release the approved laboratory test report	none	1 hour	Admin Asst. III, LSD
	Total:	as determined by PRD staff	20 days	



### 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.

Office or Division	Laboratory Services Division (LSD)
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen, G2B - Government to Business Entity
Who may avail	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	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



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2. Pay	2. Issue Order of	Macronutrients Total N (NO3 Free)	1,250.00	30 minutes	Accounting
corresponding	Payment (OP)	Total N (w/ NO3)	1,550.00		Staff and
fees	and Official	Ammoniacal N	1,100.00		Cashier Staff,
	Receipt (OR)	Nitrate N	910.00		FAD
	receipt (Ort)	Available P2O5	400.00		ו אט
		Total P2O5	1,220.00		
		Total K2O	910.00		
		Calcium	1,010.00		
		Sulfur	400.00		
		Magnesium	1,610.00		
		Micronutrients			
		Aluminum	1,390.00		
		Boron	1,570.00		
		Cobalt	1,370.00		
		Copper	1,370.00		
		Iron	1,330.00		
		Manganese	1,370.00		
		Molybdenum	1,540.00		
		Sodium	1,380.00		
		Zinc	1,330.00		
		Heavy metals			
		(for special cases			
		only)			
		Arsenic	1,540.00		
		Cadmium	1,420.00		
		Lead	1,470.00		
		Mercury	1,540.00		
		Di			
		Plant Growth			
		Regulators (PGRs) Amino ethyl	3,430.00		
		hexanoate	3,430.00		
		Tiexarioate			
		Brassinolide	4,660.00		
		Gibberellic acid	2,960.00		
		Indole-3-butyric	3,660.00		
		acid			
			0.000.00		
		1-	3,880.00		
		Naphthaleneacetic acid			
		Nitrophenols and			
		nitroguaiacol	5,010.00		
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
		Paclobutrazol	3,340.00		
		Triacontanol	3,470.00		
		Othors			
		Others Divrot	220.00		
		Biuret Chloride	330.00 730.00		
		Free acidity	530.00		
		Free Phosphoric	760.00		
		acid			
		GC Analysis	3,360.00		
		HPLC Analysis	3,130.00		
		Moisture Content	240.00		
		Organic Matter	350.00		
		pH Specific growity	320.00		
		Specific gravity	550.00		
		Microbial Testing:			
		E. Coli	1,050.00		
		Total Coliform	900.00		



	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
	Total:	depends on the test parameters requested for analysis	20 days	



### 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.

Office or Division	Laboratory Services Division (LSD)
Classification	Highly Technical
Type of Transaction	G2C - Government to Citizen, G2B - Government to Business Entity
Who may avail	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
Submit request for laboratory	Check the condition of the sample	none		5 minutes	Admin Asst. III, LSD
analysis	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)	Chemical Analysis GC Analysis HPLC Analysis Impurities Determination Dithiocarbamate	3,360.00 3,130.00 4,550.00 2,400.00	30 minutes	Accounting Staff and Cashier Staff, FAD



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	2.1 Fill-out Test	Physico- Chemical Analysis Boiling Point Bulk Density Flash Point Melting Point Moisture Content pH Specific Gravity none	700.00 300.00 600.00 700.00 240.00 320.00 550.00	30 minutes	Admin Asst. III,
	Parameter Results Form				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
	Total:	depends on the parameter requested to analysis	rs for	20 days	



### 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.

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



	Total:	PhP 450.00	7 days	
3. Receive the PP	3. Release the approved PP	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
2. Pay corresponding fee	2. Issue Bill Form	none	15 minutes	Chemist II, LSD
	1.5 Inform the client that the PP is ready for pick-up	none	2 days (includes waiting time)	Chemist II, LSD
	1.4 Approve the PP	none	2 hours and 45 minutes	Executive Director, LSD
	1.2 Prepare the Permit to Purchase (PP) 1.3 Review the PP	none	1 day 4 hours	Chemist II, LSD  Chemist V, LSD



# 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Permit to Purchase Methyl Bromide (1 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	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



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	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
	Total:	PhP 450.00	7 days	



#### 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Initial Assessment and Reassessment (Renewal) - Government Laboratory		
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	



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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
Initial Assessment and Re	assessment (Renewal) - Private Laboratory
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

<sup>\*</sup>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	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	none	1 hour	LRC Assessment Team, FPA
	assessment			
	Total:	Government Laboratory - Free Private Laboratory - Php 10,000.00	20 days	



# 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.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	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
New and Renewal - Gove	ernment and Private Laboratory
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)	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
	Total:	none	11 days	



# 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.

Office or Division	FPA Laboratory Recognition Committee
Classification	Highly Technical
Type of Transaction	G2G - Government to Government, G2B - Government to Business Entity
Who may avail	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
New and Renewal - Gov	vernment and Private Laboratory
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
Submit     application for     laboratory     recognition	Check the completeness of submitted documents	none	1 hour	LRC Secretariat, FPA
recognition	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
	Total:	none	13 days	



## 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PIP Single E	vent and Stacked Trait Product
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	30 minutes	Accounting Staff, Cashier, FAD
		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.		
	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
	Total:	depending on the number of product, crop, protocol, and season covered	20 days	



## 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PIP Single Event a	and Stacked Trait Product
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
Submit application for EUP	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



	Total:	PhP 4,000.00	20 days	
3. Receive the EUP Status Report	3. Release the EUP Status Report	none	1 hour	BCT Secretariat, FPA
	2.7 Approve the EUP	none	2 hours	Executive Director, FPA
	2.6 Review the EUP	none	4 hours	FPA BCT Chairperson
	·			Secretariat, FPA
	2.3 Evaluate EUP data requirements  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.  2.5 Prepare the EUP	none	14 days and 4 hours  2 days  4 hours	BRTE, FPA  BCT, FPA
	2.2 Submit EUP data requirements for review by the BRTE	none	1 day	FPA BCT Secretariat, FPA
	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



# 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Type I- PIP Single Event (New)			
Duly accomplished and notarized FPA prescribed PIP Application Form (1 original and 4 photocopies)	FPA Biotect 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		



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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
	Stacked Trait Product (New)
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



	<b>4</b>
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
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
	Total:	depending on the number of protein and transformation event	20 days	



## 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Type I- PIP Single Event (New)				
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			
Type II- PIP	Stacked Trait Product (New)			
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
Submit application for product registration	1. Check the completeness of submitted application documents	none	15 minutes	FPA BCT Secretariat, FPA



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	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)	Conditional Registration Protein/Active Ingredient: 7,000.00 Product/Transformation event: 5,000.00	30 minutes	Accounting Staff and Cashier, FAD
		Full Registration Protein/Active Ingredient: 20,000 Product/Transformation Event: 15,000		
4. Present OR and receive the CPR	4. Record the OR and release the CPR	none	15 minutes	BCT Secretariat, FPA
	Total:	depending on the number of protein and transformation event and the resubmission for evaluation	20 days	



## 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.

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

CHECKLIST OF	WHERE TO SECURE			
REQUIREMENTS  Type I- PIP Single Event (Renewal)				
	Type I- FIF Single Event (Iteliewai)			
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 peformance, residue, toxicological data, if necessary (1 original)	Registrant Company			
Type II- PIP Stacked Trait Product (Renewal)				
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 peformance, residue, toxicological data, if necessary (1 original)	Registrant Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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)	RegistrationProtein/Active Ingredient: 7,000.00Product/Transformation event: 5,000.00Full RegistrationProtein/Active Ingredient: 20,000.00Product/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
	Total:	depending on the number of protein and transformation event	13 days	



# 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, indentor/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

employees of pesticide		
Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indentor/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who attended the training on responsible care officer conducted by the FPA training association and passed the ARCO examination		
UIREMENTS	WHERE TO SECURE	
reditation with 1x1 inal)	FPA office/website	
training (1 photocopy)	Training Association concerned	
Passed the ARCO examination (test result being emailed to examinee)		
Certificate of employment (1 original)		
RENEWAL		
Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		
Certificate of attendance to two (2) symposia (1 each photocopy)		
Certificate of employment (1 original)		
	ea distributor, indentor/trace of indentor/trace of indentor/trace end-user/institutional use are officer conducted by amination  UIREMENTS  reditation with 1x1 inal)  o training (1 photocopy)  est result being emailed inal)  reditation with 1x1 inal)  reditation with 1x1 inal)	



	10-1101/10-101			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/ supporting documents	Receive the required documents and check the completeness      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		3 days	Agriculturist II FPA Provincial Office or Supervising
	2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID		1 hour	Agriculturist FPA Regional Office 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

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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
	TOTAL:	PHP900	6 days and 6 hours	



#### 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, indentor/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

Division:	PLANNING, MANAGEMENT AND INF	FORMATION DIVISION	
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indentor/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who attended the training on responsible care officer conducted by the FPA training association and passed the ARCO examination		
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
NEW			
	lication for Accreditation with 1x1 ground (1 original)	FPA office/website	
Certificate of attend	dance 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	
RENEWAL			
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	TOTAL:	PHP900	1 day	



## 3 - ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR

**Division:** 

Classification: Compley

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.

PLANNING, MANAGEMENT AND INFORMATION DIVISION

Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
	Persons employed in FPA licensed pest control operators (PCO) who attended the CPA training conducted by FPA training association and passed the CPA examination		
	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		
Who may avail:	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		
	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 agricultura commodities of their companies' clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
NEW Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website	
Certificate of attend	dance 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	



case of person employed in ISO/auditing companies (1 original)

#### **RENEWAL**

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** 

Pest Control Report - in case of in-house fumigator and exterminator (1 original)

Employer

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)

**Employer** 

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete information/supporting documents	Receive the required documents and check the completeness      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



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	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 0and 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
3. Receive notification				
	TOTAL:	PHP600	6 days and 6 hours	



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

Division:

Classification:

Complex

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.

PLANNING, MANAGEMENT AND INFORMATION DIVISION

Type of Transaction:	G2C - Government to Citizen			
Trunousus.	Persons employed in FPA licensed pest control operators (PCO) who attended the CPA training conducted by FPA training association and passed the CPA examination			
Who may avail:	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			
	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			
	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			
CHECKLIST OF REQUIREMENTS				
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE		
NEW	LIST OF REQUIREMENTS			
NEW Accomplished App	lication for Accreditation with 1x1 ground (1 original)			
NEW Accomplished App picture, white back	lication for Accreditation with 1x1	WHERE TO SECURE		
NEW  Accomplished App picture, white back  Certificate of attention	lication for Accreditation with 1x1 ground (1 original)	FPA office/website		
NEW  Accomplished App picture, white back  Certificate of attendance  Passing the CPA e	lication for Accreditation with 1x1 ground (1 original) dance to CPA training (1 photocopy) examination (test result being emailed	FPA office/website  Training Association concerned		
NEW  Accomplished App picture, white back Certificate of attended to examinee)  Certificate of employees to examine the examine the examine to examine the examine the examine the examine the examine the examine the examine th	lication for Accreditation with 1x1 ground (1 original) dance to CPA training (1 photocopy) examination (test result being emailed	FPA office/website  Training Association concerned  FPA-PMID		



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)

**Employer** 

#### **RENEWAL**

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

Pest Control Report - in case of in-house fumigator and exterminator (1 original)

**Employer** 

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)

**Employer** 

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON RESPONSIBLE
		BE PAID	TIME	RESPONSIBLE
1. Submit application with complete information/supporting documents	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



	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
	TOTAL:	PHP600	1 day	



### 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.

Division:	PLANNING, MANAGEMENT AND INFORMATION DIVISION		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	<ol> <li>Researchers employed in fertilizer and pesticide companies as in-house researchers who attended the F/P Researchers/Bioefficacy Training connducted by FPA training association and with an approved test protocol by the FPA technical evaluator as training output</li> <li>Researchers who attended the F/P Researchers/Bioefficacy Training connducted 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>		
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
NEW			
Accomplished Appl picture, white back	lication for Accreditation with 1x1 ground (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

Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality **Applicant** 

**Employer** 

#### **RENEWAL**

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)

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

Employer

**Applicant** 

Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality

**Employer** 

## EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE

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/sup porting documents	Receive the required documents and check the completeness      Issue Order of payment	First discipline PHP1,200  Additional discipline (with separate ID) PHP1,200  Additional discipline(without separate ID)	30 minutes	Agriculturist II FPA Provincial Office or Administrative Aide FPA Regional Office  Agriculturist II FPA Provincial
2. Pay the corresponding fee	2. Issue Official Receipt and transmit the documents to Central Office	PHP400	3 days	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
TOTAL:	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.

Division:	PLANNING, MANAGEMENT AND INF	FORMATION DIVISION	
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	<ol> <li>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>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>		
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE	
NEW			
Accomplished Appl picture, white back	lication for Accreditation with 1x1 ground (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	
specialization, train	ich includes information on academic lings, published research or current ngs, for the discipline being applied for	Applicant	



With at least 3 years' research experience on the discipline being applied for

Certification - in case of in-house researchers where publication of researches are not allowed due to

**Applicant** 

Employer

**RENEWAL** 

confidentiality

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** 

EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE

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	AGENCY	FEES TO BE PAID	PROCESSING	PERSON
STEPS	ACTION		TIME	RESPONSIBLE
1. Submit application with complete information/sup porting documents	1. Receive the required documents, check the completeness, and issue bill form	First discipline PHP1,200  Additional discipline (with separate ID) PHP1,200  Additional discipline(without	20 minutes	Aleni Peach Gonzales Admin Officer II
2. Pay the corresponding fee	1.2 Issue Order of payment and Official Receipt (OR)	separate ID) PHP400	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
	TOTAL:	First discipline PHP1,200  Additional discipline (with separate ID) PHP1,200  Additional discipline(without separate ID) PHP400	1 day	



### 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.

Division:	PLANNING, MANAGE	MENT AND INF	ORMATION DIVI	SION	
Classification:	Complex				
Type of	G2C - Government to C	G2C - Government to Citizen			
Transaction:					
Who may avail:	<ul> <li>(1) Proprietors or employees of licensed fertilizer and pesticide dealers who attended the ASD training</li> <li>(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</li> </ul>				
CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE	
NEW  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)			FPA office/website		
Certificate of atte	endance to training (1 photo	ocopy)	Regional Offices concerned		
RENEWAL  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		FPA office/website			
CLIENT	AGENCY ACTION	FEES TO	PROCESSING	PERSON BESDONSIBLE	
STEPS		BE PAID	TIME	RESPONSIBLE	
1. Submit application with complete information/	Receive the required documents and check the completeness			Agriculturist II FPA Provincial Office	



	TOTAL:	PHP600	6 days and 6 hours	
	TOTAL	DUDGGG	C days and	
4. Receive the notification	2.7 Receive the accreditation card, record in the logbook and notifiy 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
	2.6 Mailing of accreditation card		2.5 days	Ranulfo Taniajura Administrative Asst. I
	2.5 Prepare transmittal and forward to FAD-Records for mailing		30 minutes	Aleni Peach Gonzales Admin Officer II
	2.4 Approve/sign the card		5 hours	Wilfredo Roldan Executive Director
	2.3 Review the documents		1 hour	Digna de Leon Planning Officer V
	2.2 Evaluate documents, verify the data with the Agency records and prepare accreditation card		1 hour	Aleni Peach Gonzales Admin Officer II
	2.1 Central Office Records (FAD-GS) receive, record and forward the documents to PMID		1 hour	Ranulfo Taniajura Administrative Asst. I
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



### 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.

Division:	PLANNING, MANAGEN	MENT AND INF	ORMATION DIVIS	SION		
Classification:	Complex					
Type of Transaction:	G2C - Government to C	G2C - Government to Citizen				
Who may avail:	(2) Individual business not have a permanent s dispense registered fer carried/owned by a lice	<ul> <li>(1) Proprietors or employees of licensed fertilizer and pesticide dealers who attended the ASD training</li> <li>(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</li> </ul>				
CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE		
NEW  Accomplished Application for Accreditation with 1x1 picture, white background (1 original)			FPA office/website			
Certificate of atte	endance to training (1 photo	осору)	Regional Offices concerned			
RENEWAL						
	oplication for Accreditation ckground (1 original)	with 1x1	FPA office/website			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit application with complete information/sup porting documents	completeness, and		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  3.1 Review the documents  3.2 Approve/sign the card		1 hour 1 hour 5 hours	Aleni Peach Gonzales Admin Officer II  Digna de Leon Planning Officer V  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	PHP600	30 minutes	Aleni Peach Gonzales Admin Officer II



### 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.

Division		AENT AND INC	ODMATION DIV	OLON		
Division: Classification:	PLANNING, MANAGER	MENT AND INF	ORMATION DIVIS	SION		
Type of		Complex G2B - Government to Business				
Transaction:	G2D - Government to L	GZB - Government to Business				
	Organization/Association	Organization/Association whose members are involved in crop protection				
Who may avail:	activities					
CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE		
NEW						
Accomplished Ap	oplication for Accreditation	(1 original)	FPA office/websi	te		
SEC Registration	ı (1 photocopy)		Securities and Ex	xchange Commission		
General Informat membership) (1	ion Sheet (contains the ros original)	ster of	Applicant			
Association Profi	le (1 original)		Applicant			
List of Trainors a	nd their Qualifications (1	original)	Applicant			
Training Module	(1 original)		Applicant			
RENEWAL						
Accomplished Ap	oplication for Accreditation	(1 original)	FPA office/website			
Overall training e (1 photocopy)	valuation rating of at least	Satisfactory	FPA-PMID			
Updated General Information Sheet of the association/ organization (1 original)		Applicant				
CLIENT STEPS				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		



Record the ificate and notify the nt thru email/text		30 minutes	Aleni Peach Gonzales Admin Officer II
ificate and notify the		30 minutes	Gonzales
Approve/sign the ificate		1 hour	Wilfredo Roldan Executive Director
Review the uments		1 hour	Digna de Leon Planning Officer V
Evaluate uments, verify the a with the Agency ords and prepare the ificate		3 hours	Leonora Japon Admin Officer V
	uments, verify the a with the Agency ords and prepare the ificate  Review the uments  Approve/sign the ificate	uments, verify the a with the Agency ords and prepare the ificate  Review the uments  Approve/sign the ificate	ments, verify the a with the Agency ords and prepare the ificate  Review the uments  Approve/sign the ificate  1 hour



### 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

Division:	PLANNING, MANAGE	PLANNING, MANAGEMENT AND INFORMATION DIVISION				
Classification:	Simple	Simple				
Type of	G2C/B/G - Government	t to Citizen/Bus	iness/Governmen	t		
Transaction:						
Who may avail:	All					
CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE		
Request (1 origin	nal)		Requestor/FPA-I	PMID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit request	Receive the request, prepare the info materials	None	15 minutes	Aleni Peach Gonzales Admin Oficer 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 Oficer II or Jonsie Baysa Admin officer III		
	TOTAL:	None	15 minutes			



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

Queries related to FPA functions

Classification: Type of Transaction: Who may avail: All   All   CHECKLIST OF REQUIREMENTS   Person/office/company who would to avail of the transaction   Person of the transaction   Person of the transaction   Person of the transaction   Person o	Division:	PLANNING, MANAGEMENT AND INFORMATION DIVISION					
Type of Transaction: Who may avail: Who may avail:  Request (1 original/email)  CLIENT STEPS  1. Email/ submit 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  Receive the reply for technical query  Receive the reply for technical query  Receive the reply for technical related query  Receive the reply for technical related query  TOTAL:  None  WHERE TO SECURE  Person/office/Company who would to avail of the transaction  PROCESSING PERSON RESPONSIBL  None  PROCESSING PERSON RESPONSIBL  None  1 day  Jonsie Baysa Admin Officer In the query if the provided by the regulatory divisions (not 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  1.4 Email the reply and update the status of request/ tracking list  Receive the reply for request/ tracking list  Receive the reply for request/ tracking list  Receive the reply for reply the query  TOTAL:  None  5 days and							
Transaction:  Who may avail:  CHECKLIST OF REQUIREMENTS  Request (1 original/email)  CLIENT STEPS  1. AGENCY ACTION FEES TO BE PAID  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  Receive the reply for non-technical query  Receive the reply for technical related query  Receive the reply for technical related query  TOTAL:  None  WHERE TO SECURE  Person/office/company who would to avail of the transaction  Person/office/company who would to avail of the transaction  Replace To Secure  Person/office/company who would to avail of the transaction  Replace To Secure  Person/office/company who would to avail of the transaction  Person/office/company who would to avail of the transaction  Responsible  Person/office/company who would to avail of the transaction  Person/office/company who would to avail of the transaction  Responsible  Person/office/company who would to avail of the transaction  Person/office/company who would to avail of the transaction  Responsible  Person/office/company who would to avail of the transaction  Person/office/company who would to avail of the transaction  Responsible  Person/office/company who would to avail of the transaction  Indeed Total Stansaction  Person/office/company who would to avail of the transaction  Person/office/company who wail the s			<b>'</b>				
Request (1 original/email)  Request (1 original/email)  CLIENT STEPS  AGENCY ACTION FEES TO BE PAID  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  Receive the reply for questy tracking list  Receive the reply for technical query  Receive the reply for technical reply for queries (a) & (b) and forward query (c) to concerned divison reply the query  Receive the reply for technical query  Receive the reply for technical related query  TOTAL: None 5 days and							
Request (1 original/email)   Person/office/company who would to avail of the transaction   PROCESSING   PERSON   PROCESSING   PERSON   PROCESSING   PERSON   PROCESSING   PERSON   PROCESSING   PERSON   PROCESSING   PERSON   PER	Who may avail:	All					
CLIENT STEPS  AGENCY ACTION FEES TO BE PAID  1. Email/ submit query 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 Admin Officer I  1.4 Email the reply and update the status of request/ tracking list  Receive the reply for technical query  Receive the reply for technical related query  TOTAL:  None  to avail of the transaction PROCESSING TPROCESSING TPROCESSING THEST OF TIME  RESPONSIBL  None  1 day  Jonsie Baysa Admin Officer I  I van Layag Admin Officer I  1.4 Email the reply and update the status of request/ tracking list  Admin Officer I  1. Acknowledge receipt, print the query  I day  TOTAL:  None  5 days and	CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE		
CLIENT STEPS  AGENCY ACTION BE PAID  1. Email/ submit query  1. Acknowledge receipt, print the query and record in the tracking list  1.1 Evaluate the query lif:  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  Receive the reply for nontechnical query  Receive the reply for technical query  Receive the reply for technical related query  TOTAL:  None  None  1 day  Jonsie Baysa Admin Officer of the provided by the regulatory divisions  1 day  Jonsie Baysa Admin Officer of the provided by the reply and update the status of request/ tracking list  Admin Officer of the provided by the reply for technical query  TOTAL:  None  S days and	Request (1 origin	al/email)		Person/office/cor	npany who would like		
1. Email/ submit query 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  Receive the reply for nontechnical query  Receive the reply for technical related query  TOTAL:  None  1 day  Jonsie Baysa Admin Officer I  1 s minutes  Jonsie Baysa Admin Officer I  1 day  Admin Officer I  1 day  Jonsie Baysa Admin Officer I  1 day  Admin Officer I  1 day  Jonsie Baysa Admin Officer I  1 day  Ad	, , ,	•		to avail of the tra	nsaction		
1. Email/ submit query submit 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  Receive the reply for nontechnical query  Receive the reply for technical reply for technical related query  TOTAL:  None  1 day  Jonsie Baysa Admin Officer is admin of the puery if the query  Admin Officer is admin of the puery if the query if the query is and provided by the receipt in the puery if the query if	CLIENT	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
submit query  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  Receive the reply for non-technical query  Receive the reply for request/ tracking list  Receive the reply for technical related query  TOTAL:  None  Admin Officer In	STEPS		BE PAID	TIME	RESPONSIBLE		
for queries (a) & (b) and forward query (c) to concerned division  1.3 Review the reply  Receive the reply for non-technical query  Receive the reply for technical related query  TOTAL:  None  None  Ivan Layag  Admin Officer  Is minutes  Admin Officer  Admin Of		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	None	1 day	Jonsie Baysa Admin Officer III		
Receive the reply for non-technical query  Receive the request/ tracking list  Receive the reply for request/ tracking list  1.4 Concerned divison reply for technical related query  TOTAL:  None  15 minutes  Jonsie Baysa Admin Officer list  4 days  Concerned Divisor  5 days and		for queries (a) & (b) and forward query (c) to concerned division		45 minutos	, ,		
reply for non-technical query update the status of request/ tracking list  Receive the reply for reply for technical related query  TOTAL: None 5 days and		1.5 Neview the reply		45 minutes	Aumin Omcer v		
reply for technical related query  TOTAL: None 5 days and	reply for non-	update the status of		15 minutes	Jonsie Baysa Admin Officer III		
•	reply for technical			4 days	Concerned Division		
		TOTAL:	None	5 days and			
1 hour				1 hour			



## 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.

Division:	PLANNING, MANAGE	PLANNING, MANAGEMENT AND INFORMATION DIVISION				
Classification:	Complex					
Type of Transaction:		G2C - Government to Citizen				
Who may avail: Training participants who completed the required training for CPA and AF						
CHEC	KLIST OF REQUIREMEN	ITS	WHERE	TO SECURE		
Attendance Shee	et to training (1 original)		To be provided b association conc			
Examinee's Profi	le (1 original)		To be provided b association conc			
Information wher	to take the removal exam		Examinee			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
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
TOTAL:	None	5 days and 2 hour	



# 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.

Division:	PLANNING, MANAGEN	PLANNING, MANAGEMENT AND INFORMATION DIVISION				
Classification:	Complex					
Type of	G2C - Government to C	O Citizen				
Transaction:						
Who may avail:	All FPA officials and em					
	KLIST OF REQUIREMEN	TS		RE TO SECURE		
Request	A OFNOV A OTION	FFFO TO	PMID-ICT-Uni			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE		
1. Call the ICT Unit of PMID	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				
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			
	TOTAL:	None	1 day and 30 minutes			



### 14 - POSTING AT THE FPA WEBSITE

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

Division:	PLANNING, MANAGE	PLANNING, MANAGEMENT AND INFORMATION DIVISION					
Classification:	Complex						
Type of	G2C - Government to C	Citizen					
Transaction:							
Who may avail:	All Official and Employe	ees					
CHEC	KLIST OF REQUIREMEN	ΓS	WHE	RE TO SECURE			
Approved reques	t by the authorized official		PMID-ICT Uni	t			
CLIENT	AGENCY ACTION	FEES TO	PROCESSI	PERSON			
STEPS		BE PAID	NG TIME	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	Receive approved quest together with e copy of the cument (s) to be sted, convert to pdf  Receive approved Alvin Domondon Info Technology Officer I					
	TOTAL:	None	30 minutes				



# 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.

Division:	PLANNING, MANAGEI	PLANNING, MANAGEMENT AND INFORMATION DIVISION					
Classification:	Simple	Simple					
Type of	G2G - Government to 0	Government					
Transaction:							
Who may avail:	All Official and Employe	ees					
CHEC	KLIST OF REQUIREMEN	TS	WHE	RE TO SECURE			
Request			PMID-ICT Uni	t			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG 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 Oficer II or Jonsie Baysa Admin officer III			
	1.1 Mailing/Freight of info materials/manuals						
2. Receive the info materials/manu als		1 day and 7.5 hours  FPA Provincial Office or Supervising Agriculturist FPA Regional Office					
_	TOTAL:	None	3 days				



## FINANCE AND ADMINISTRATIVE DIVISION

### **INTERNAL SERVICES**



- 1.0 Cash Advances
  - 1.1 Granting of Cash Advances
    - 1.1.1 Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses

Office or	Finance and Administrative Division (Budget and Accounting)				
Division	, J				
Classification	Complex				
Type of Transaction	G2G - Government to Govern	nment Entity			
Who may avail	FPA Officials and Employees	6			
CHECKLIST (	OF REQUIREMENTS	WHERE TO SECURE			
	ments for All Types of				
<u>Disbursement</u>					
Certificate of A the Chief Account	vailability of Funds issued by ant (DV)	Accounting			
	wful and sufficient allotment certified by authorized	Head of Representing Office/ Authorized Representative			
	saction and conformity with ulations (DV/ ORS)	Responsible Officer			
	penditure by Head of Office representative (DV)	OED			
5. Sufficient and i	relevant documents to of claim	Payee			
<u>Documentary Re</u> cash advances e	equirements common to all except for travels				
by the Head of the authorized representation	accountable officer issued e Agency or his duly entative indicating the tability and purpose of cash I cash advance)	OED			
Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books		Accounting			
3. Approved appl Fidelity bond for th accountability of F	-	Human Resource Section			



Additional Docu	mentary Requirements			
1. Approved contra	acts (for initial payment)	Human Reso	ource Section	
2. Approved Payro their net payments	oll or list of payees indicating	Human Reso	ource Section	
legislative enactm	rity (presidential directive or ent) or legal basis to pay any s/ wages/fringe benefits	Human Resource Section		
Daily time recorsupervisor	d (DTR) approved by the	Human Reso	ource 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
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

TOTAL:	7 0	days	
6.1 Transmittal to LBP	.5	day (	Cashier Unit
5.1 Approval of LDDAP 5.2 Signing of advice to debit account.	.5	5 day	OED
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



- 1.0 Cash Advances
  - 1.1 Granting of Cash Advances
    - 1.1.2 Petty Cash Fund (PCF)

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 Emp	ployees	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
	nents for All Types		
of Disbursement			
Certificate of Avissued by the Chie	•	Accounting	
2. Existence of lav allotment duly obliq authorized officials	gated as certified by	Head of Representing Office/ Authorized Representative	
3. Legality of trans with laws, rules or ORS)	saction and conformity regulations (DV/	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	
Documentary Requirements common			
to all cash advance	ces except for		
travels	accountable officer		
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	
Additional Docum	<u>nentary</u>		
<u>Requirements</u>			
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. 3.1 Approval of claims		2 days	Accounting Section OED

4.1 Check the signature of the approving authority from the disbursemet 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 . 6.1 Approval of LDDAP	1 day	Accounting Section
6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Emplo	yees	
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
General Requir	ements for All Types		
of Disburseme	<u>nt</u>		
	Availability of Funds nief Accountant (DV)	Accounting	
	lawful and sufficient bligated as certified by als (ORS)	Head of Representing Office/ Authorized Representative	
	ansaction and conformity or regulations (DV/	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	
Documentary Requirements			
common to all cash advances except			
for travels			
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	
Additional Doc	<u>umentary</u>		
Requirements  1. Approved Bu	dget for COE of the		
· ·	ce or agency activity in	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
				OED

payment 5.5 Posti Payment 6.1 Appr 6.2 Signi to Debit	ng of s . oval of LDDAP ng of Advice	.5 day .5 day	OED Cashier Unit
payment 5.5 Posti Payment 6.1 Appri 6.2 Signi	king of s. ng of s . oval of LDDAP ng of Advice	.5 day	OED
payment 5.5 Posti Payment	king of s. ng of ss.		
the Namand the paid. 5.2 Reviet the List of Demand. Payable ADA)/Ad Checks I Cancelle Checks 5.3 Prepudournal E	ssued and d (ACIC)/ aration of	1 day	Accounting Section
from the voucher. 4.2 Verify Check as Debit Action Disburse 4.3 Preparent of Due and Demand Payable ADA)/Ad Checks I Cancelle Checks 4.4 Record Report of Issued and Advice to Account	e of the g authority disbursemet y and Maintain and Advices to count ment Record. aration of List able Accounts (LDDAP-vice of ssued and d (ACIC)/ ording to f cheques and Report of Debit Issued.	1 day	Cashier Unit



- 1.0 Cash Advances
  - 1.1 Granting of Cash Advances
    - 1.1.4 Travelling Allowance
      - 1.1.4.1 Local Travel

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 Er	nployees		
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
General Require Types of Disbur				
issued by the Ch	Availability of Funds ief Accountant (DV)	Accounting		
allotment duly ob by authorized off		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		
Documentary R	<u>equirements</u>			
Office Order/ Travel Order     approved in accordance with Section     of EO No. 298		OED		
Duly approved itinerary of travel		Immediate Supervisor		
3. Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books		Accounting		
4. Post travel rep	port	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

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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 1.0 Cash Advances
  - 1.1 Granting of Cash Advances
    - 1.1.4 Travelling Allowance
      - 1.1.4.2 Foreign Travel

Office or	rigit travel		
Division	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to G	sovernment Entity	
Who may avail	FPA Officials and Emplo	pyees	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
General Requirem Disbursement	nents for All Types of		
Certificate of Avissued by the Chief		Accounting	
2. Existence of law allotment duly oblic authorized officials	gated as certified by	Head of Representing Office/ Authorized Representative	
	eaction and conformity regulations (DV/ ORS)	Responsible Officer	
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 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	
Duly approved itinerary of travel		Immediate Supervisor	

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3. Letter of invitation of host/sponsoring country/agency/ organization	Payee
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. 3.1 Approval of claims		2 days	Accounting Section OED

4.1 Check the signature of the approving authority from the disbursemet 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 Advice to Debit Account Issued. 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 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. 6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account 6.1 Transmittal to LBP  TOTAL: 7 days				
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 .  6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account 6.1 Transmittal to LBP  Accounting Section  1 day Accounting Section  Accounting Section  5 day  OED	signature of the approving authority from the disbursemet voucher.  4.2 Verify and Maintain Check and Advices to Debit Account Disbursemen 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
LDDAP 6.2 Signing of Advice to Debit Account  6.1 Transmittal to LBP  .5 day  OED  .5 day  Cashier Unit	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		1 day	_
	LDDAP 6.2 Signing of Advice to		.5 day	OED
TOTAL: 7 days	6.1 Transmittal to LBF		.5 day	Cashier Unit
	TOTAL	:	7 days	



- 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	Einance and Administrative Division (Budget and Accounting)		
Classification	Finance and Administrative Division (Budget and Accounting)		
Type of	Complex		
Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Emplo		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
0 15 :			
<u>General Requiremant</u> <u>Disbursement</u>	ents for All Types of		
<u>Disbursement</u>			
Certificate of Available the Chief Account	ailability of Funds issued atant (DV)	Accounting	
Existence of lawfallotment duly obligated authorized officials	ated as certified by	Head of Representing Office/ Authorized Representative	
	action and conformity egulations (DV/ ORS)	Responsible Officer	
4. Approval of expe	enditure by Head of zed representative (DV)	OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requ	<u>uirements</u>		
Report of Disburs     by the accountable of	sements certified correct officer	Accounting	
2. Approved payroll acknowledged/signed	•	Human Resource Section	
Approved daily ti     Certificate of Service	me records (DTRs) or e	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 ( for unclaimed salari	OR) in case of refund es	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

of expense				
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



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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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Emplo	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE
General Requirem Disbursement	ents for All Types of	
Certificate of Av by the Chief Account	ailability of Funds issued ntant (DV)	Accounting
2. Existence of law allotment duly oblig authorized officials	ated as certified by	Head of Representing Office/ Authorized Representative
	action and conformity regulations (DV/ ORS)	Responsible Officer
Approval of expenditure by Head of Office or his authorized representative (DV)		OED
Sufficient and relevant documents to establish validity of claim		Payee
Documentary Requirements		
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 replacement/repair	Materials in case of	Payee



				W T
8. Approved trip ticket, for gasoline expenses		Payee		
9. Canvass from at least three suppliers for purchases involving PI,OOO and above, except for purchases made while on official travel		Payee		
10. Summary/Abstr	act of Canvass	Payee		
11. Petty Cash Vou	•	Payee		
12. OR in case of refund		Payee		
13. For reimbursement of toll receipts o Toll Receipts o Trip tickets		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
	1.1 Check			

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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 1.0 Cash Advances
  - 1.2 Liquidation of Cash Advances
    - 1.2.3 Field/Activity Current Operating Expenses

Office or Division	Finance and Administ	rative 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	
	·		
General Requireme	ents for All Types of		
<u>Disbursement</u>			
Certificate of Available the Chief Account	ailability of Funds issued Itant (DV)	Accounting	
Existence of lawfallotment duly obligated authorized officials	ated as certified by	Head of Representing Office/ Authorized Representative	
	action and conformity egulations (DV/ ORS)	Responsible Officer	
4. Approval of expe	enditure by Head of zed representative (DV)	OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requ	<u>uirements</u>		
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			



OLIENT OTERS	ACENOV ACTION	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	PAID	TIME	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



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Admini	strative Division (Budget and Accounting)	
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
General Requirements Disbursement	s for All Types of		
Certificate of Available     by the Chief Accountan	•	Accounting	
Existence of lawful a allotment duly obligated authorized officials (OF)	l as certified by	Head of Representing Office/ Authorized Representative	
Legality of transaction     with laws, rules or regular		Responsible Officer	
4. Approval of expending Office or his authorized		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee		Payee	
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	



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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
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



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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



	T	,
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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 1.0 Cash Advances
  - 1.2 Liquidation of Cash Advances
    - 1.2.4 Travelling Expenses
      - 1.2.4.2 Foreign Travel

Office or Division	I	trative Division (Budget and Accounting)
Classification	Complex	
Type of Transaction	G2G - Government to Government Entity	
Who may avail	FPA Officials and Em	ployees
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
General Requirer of Disbursement	ments for All Types	
Certificate of Avissued by the Chie	vailability of Funds f Accountant (DV)	Accounting
authorized officials	gated as certified by s (ORS)	Head of Representing Office/ Authorized Representative
3. Legality of trans conformity with lav regulations (DV/ O	vs, rules or PRS)	Responsible Officer
	penditure by Head of rized representative	OED
5. Sufficient and restablish validity o	elevant documents to f claim	Payee
Documentary Red	<u>quirements</u>	
Paper/electroni boarding pass,	•	Payee
2. Certificate of appearance/attendarining/seminar/		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

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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.		Accounting Section
3.1 Approval of claims		OED
4.1 Check the signature of the approving authority from the disbursemet 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

TOTAL:	7 days	
6.1 Transmittal to LBP	.5 day	Cashier Unit
6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account	.5 day	OED
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



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

# 2.1 Release of Funds Office or Division

Office or Division		tive Division (Budget and Accounting)		
Classification	Finance and Administrative Division (Budget and Accounting)			
	Complex G2B / G2C - Government to Private Individual / Private Business			
Type of Transaction				
Who may avail	Private Individual / Private Business			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabithe Chief Accountant (D)	•	Accounting		
Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulations	_	Responsible Officer		
4. Approval of expenditule his authorized represent	•	OED		
5. Sufficient and relevar establish validity of claim		Payee		
Documentary Requires	<u>ments</u>			
1. Approved Summary Requirements detailing expenditure/disburseme program/project	the items of			
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 technical capability of se				
5. Performance security project	for infrastructure			
6. NGO/PO proposal or accompanied by:	application for funding			



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	



9. Memorandum of Agreement (MOA) incorporating therein the following terms and provisions :	
o Project name, intended beneficiaries, benefits to be delivered, project cost estimates, brief description of project and its site/location;	
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;	
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);	
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);	
o Specific period to liquidate the funds granted to NGO/PO with the GO;	
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>NGOIPO</i> shall conduct simple bidding or canvass to ensure the best terms and quality of purchase);	



	<u> </u>
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;	
o Monitoring and inspection of project implementation and verification of financial records and reports of the NGO/PO by the NGO;	
o Visitorial audit by the officials and personnel of the COA authorized to perform the audit under an approved office order;	
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;	
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;	
o Maintenance by the NGO/PO of a separate savings/current account for each fund received from the GO; and	
o The return by the NGO/PO to the granting GO of any amount not utilized to complete the project, including interest, if any.	
10. Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29,2007	



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 disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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		
General Requirements	for All Types of			
<u>Disbursement</u>				
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 transactio laws, rules or regulation		Responsible Officer		
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Require	<u>ments</u>			
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 unutilizedlexcess 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 NGOiPO, 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

2.1 Review of completeness of supporting documer 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	2 days	Accounting Section
3.1 Approval of clair	S		OED
4.1 Check the signature of the approving authority from the disburseme voucher.  4.2 Verify and Maintain Check and Advices to Debit Account Disburseme Record.  4.3 Preparation of L of Due and Demandable Account Payable (LDDAPADA)/Advice of Checks Issued and Cancelled (ACIC)/Checks  4.4 Recording to Report of Cheques Issued and Report of Advice to Debit Account Issued.	nt st ts	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	1 day	Accounting Section
LDDAP 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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		
General Requirements	s for All Types of			
<u>Disbursement</u>				
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting		
Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulation	•	Responsible Officer		
4. Approval of expendit or his authorized repres		OED		
5. Sufficient and releval establish validity of clair		Payee		
Documentary Require	<u>ments</u>			
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. 3.1 Approval of claims		2 days	Accounting Section OED



4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 3.0 Fund Transfers
  - 3.1 Transfer of Funds to Implementing Agencies
    - 3.1.1 Transfer

3.1.1 Transier			
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 / Priva	T	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
General Requirements <u>Disbursement</u>	for All Types of		
Certificate of Available     the Chief Accountant (Diese		Accounting	
2. Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		Responsible Officer	
4. Approval of expenditule his authorized represent	•	OED	
5. Sufficient and relevant establish validity of claim		Payee	
Documentary Requires	<u>ments</u>		
1. Copy of MOA/Trust A	greement		
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



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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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			
<u> </u>	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabilithe Chief Accountant (D.)	•	Accounting		
2. Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulation		Responsible Officer		
4. Approval of expenditure his authorized represent	•	OED		
5. Sufficient and releval establish validity of clain		Payee		
Documentary Requires	<u>nents</u>			
Necessary supporting documents depending on the nature of transactions				
Copy of MOA/Trust Agreement				
3. Copy of OR upon receipt of funds transferred				
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



4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 / Priva	vate Business			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
General Requirements	for All Types of				
<u>Disbursement</u>					
Certificate of Availabithe Chief Accountant (D)	•	Accounting			
Existence of lawful arduly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative			
3. Legality of transaction laws, rules or regulations		Responsible Officer			
4. Approval of expenditule his authorized represent	•	OED			
Sufficient and relevant documents to establish validity of claim		Payee			
Documentary Requirer	<u>ments</u>				
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					
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

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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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			
<u> </u>	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availab the Chief Accountant (D	-	Accounting		
Existence of lawful a duly obligated as certifie (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative		
Legality of transactio laws, rules or regulation	_	Responsible Officer		
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and releval     establish validity of clain		Payee		
Documentary Requires	<u>ments</u>			
Report of Checks Iss Disbursements certified Accountant, approved b and duly audited by the      Copy of Credit Notice	correct by the y the Head of the IA, Auditor of the IA			
of the IA  3. Copy of OR issued for unexpended/unutilized by 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. 3.1 Approval of claims		2 days	Accounting Section OED



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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			
	REQUIREMENTS	WHERE TO SECURE		
	<u> </u>			
General Requirements <u>Disbursement</u>	s for All Types of			
Certificate of Availab the Chief Accountant (D	-	Accounting		
2. Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulation		Responsible Officer		
4. Approval of expendit or his authorized repres	•	OED		
5. Sufficient and releva establish validity of clair		Payee		
Documentary Requirements				
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 Assump	otion	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 of (PINE) (for agencies with systems)		Human Resource Section		
9. Authority from the cla documents, if claimed b payee		Payee		



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Additional Requirements for transferees (from one government office to another)				
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 (Cert Payment/Tax Withheld)	-	Payee		
4. Certificate of Availabl	e Leave Credits	Human Re	source 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

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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 disbursemet 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

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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
TOTAL:	7 days	



- 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	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availab     the Chief Accountant (D		Accounting	
Existence of lawful a duly obligated as certifice (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative  Responsible Officer	
Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Require	<u>ments</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	



AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
	PAID	TIME	RESPONSIBLE
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
	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).  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	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).  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.	signature and supporting documents.  1.2 Check the computation.  1.3 Verification of availability of allotment per responsibility center.  1.4 Recording of abbligation 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).  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.



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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	Finance and Administrative Division (Budget and Accounting)			
	Complex G2G - Government to Government Entity			
Type of Transaction Who may avail	FPA Officials and Employees			
	REQUIREMENTS	WHERE TO SECURE		
OTILORLIST OF	NEQUINEWENT 5	WHERE TO SECORE		
General Requirements Disbursement	for All Types of			
Certificate of Availabithe Chief Accountant (D)	•	Accounting		
Existence of lawful arduly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulations		Responsible Officer		
4. Approval of expenditule his authorized represent		OED		
5. Sufficient and relevant establish validity of claim		Payee		
Documentary Requirements				
For accredited agenci claim)	es by the CSC (for first			
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		



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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 disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availab     the Chief Accountant (D	•	Accounting		
Existence of lawful a duly obligated as certifice (ORS)		Head of Representing Office/ Authorized Representative		
Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirements				
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		
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. 3.1 Approval of claims		2 days	Accounting Section OED

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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availab the Chief Accountant (D	-	Accounting		
2. Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirements				
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
	amount claimed			OED

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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 I		WHERE TO SECURE	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availabi the Chief Accountant (D)	•	Accounting	
Existence of lawful arduly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		Responsible Officer	
4. Approval of expenditule his authorized represent		OED	
5. Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
1. Same requirements as	s those for last salary	Refer to 4.1.5	
2. Additional requiremen	ts:		
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	



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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



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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Assounting)			
Classification	Finance and Administrative Division (Budget and Accounting)			
	Complex  C2C Covernment to Covernment Entity			
Type of Transaction Who may avail	G2G - Government to Government Entity FPA Officials and Employees			
_	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
OTILOTICITOT OF	IL QUILLIILII I	WHERE TO DECORE		
General Requirements Disbursement	for All Types of			
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		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirements				
Certified true copy of approved application for leave		Payee		
Certified true copy of Maternity leave clearance		Payee		
3. Medical certificate for maternity leave		Payee		
Additional Requirements for Unused  Maternity Leave (upon assumption before the expiration of the 60-day maternity leave)				
Medical certificate that physically fit to work	t the employee is	Payee		
2. Certificate of assumpt	iion	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



4.1 Check the signature of the approving authority from the disbursemet 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 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. 6.1 Approval of LDDAP	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
TOTAL:	7 days	



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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting		
Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative		
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. 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. 3.1 Approval of claims		2 days	Accounting Section OED



4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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		
	REQUIREMENTS	WHERE TO SECURE	
General Requirements	for All Types of		
Disbursement			
Certificate of Availabithe Chief Accountant (D)	•	Accounting	
2. Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations	•	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	
Documentary Requirer	<u>nents</u>		
1. Same requirements a salaries (4.1)	s those for payment of	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

4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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)

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 I	REQUIREMENTS	WHERE TO SECURE	
<b>General Requirements</b>	for All Types of		
<u>Disbursement</u>			
Certificate of Availabithe Chief Accountant (D)	•	Accounting	
2. Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		Responsible Officer	
4. Approval of expenditure his authorized represent	-	OED	
5. Sufficient and relevar establish validity of claim		Payee	
Documentary Requires	<u>ments</u>		
1. For Individual Claims			
1.1 Copy of Office (payment)	Order/Appointment (1st	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 depos	sit 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



4.1 Check the signature of the approving authority		
from the disbursemet 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 . 6.1 Approval of	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
TOTAL:	7 days	



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	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availabilithe Chief Accountant (D.)		Accounting	
2. Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulation		Responsible Officer	
4. Approval of expenditure his authorized represent	,	OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
1. For Individual Claims			
1.1 Certified true co appointment of new emp		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	



AGENCY ACTION	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 OED
	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).  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	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). 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.	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). 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.

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4.1 Check the signature of the approving authority from the disbursemet 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 Advice to Debit Account Issued.	1 day	Cashier Unit
5.1 Verify and Check the Name of the Payer 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
TOTAL	7 days	



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		
General Requirements Disbursement	s for All Types of			
Certificate of Availab the Chief Accountant (D		Accounting		
Existence of lawful a duly obligated as certifie (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative		
3. Legality of transactio laws, rules or regulation		Responsible Officer		
4. Approval of expendit his authorized represent	ure by Head of Office or tative (DV)	OED		
5. Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Require	<u>ments</u>			
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		



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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. 3.1 Approval of claims		2 days	Accounting Section OED



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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		
General Requirements Disbursement	s for All Types of			
	pility of Funds issued by	Accounting		
2. Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative		
Legality of transaction laws, rules or regulation		Responsible Officer		
4. Approval of expendi or his authorized repres		OED		
5. Sufficient and releval establish validity of claim		Payee		
Documentary Require	<u>ements</u>			
1. For Individual Claims	3			
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 fro that the employee he charge	om the Legal Office nas no administrative	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 personn year	el dismissed within the	Human Resource Section		
2.4 List of personn Official Leave (AWOL)	el on Absent Without	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

2.8 Validated deposit slips		Castilei			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E	
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	

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2.4 Certification of the completeness of documents the amount claimed proper.		
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4.1 Check the signature of the approving authority from the disbursemet 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	OED 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)/	1 day	Accounting Section
Checks 5.3 Preparation of Journal Entry Voucher. 5.4 Indexing of payments. 5.5 Posting of Payments.		
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
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation5.6 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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Available     the Chief Accountant (Diese Chief Accountant)	•	Accounting		
Existence of lawful and duly obligated as certifier (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulations		Responsible Officer		
4. Approval of expenditure his authorized represent	•	OED		
5. Sufficient and relevant establish validity of claim		Payee		
Documentary Requires	<u>ments</u>			
Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel		OED		
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		



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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. 3.1 Approval of claims		2 days	Accounting Section



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 (Rudget and Accounting)		
	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to	·	
Who may avail	FPA Officials and Em		
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE	
General Requirement <u>Disbursement</u>	nts for All Types of		
Certificate of Available issued by the Chief Available	_	Accounting	
Existence of lawful allotment duly obligate authorized officials (Control of the control of	ed as certified by	Head of Representing Office/ Authorized Representative	
3. Legality of transac with laws, rules or reg		Responsible Officer	
4. Approval of expend Office or his authorized (DV)		OED	
5. Sufficient and relevent stablish validity of class		Payee	
Documentary Requirements			
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	
Certification that the procurement involves competitive bidding		BAC	
5. Attendance Sheet listing names of attendees to the BAC meeting		BAC	



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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



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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Emplo	yees		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availab     the Chief Accountant (D		Accounting		
Existence of lawful and duly obligated as certified (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative		
3. Legality of transactio laws, rules or regulation		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirements				
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				
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. 3.1 Approval of claims		2 days	Accounting Section OED

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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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	•	WHERE TO SECURE	
General Requirements	for All Types of		
Disbursement	TOT All Types of		
Certificate of Availab the Chief Accountant (D	•	Accounting	
Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
1. Office Order		OED	
2. Coordinator's report on lecturer's schedule		Assigned Coordinator	
3. Course Syllabus/Program of Lectures		Assigned Coordinator	
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

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 5.0 Allowances, Honoraria and Other Forms of Compensation
  - 5.7 Honoraria
    - 5.7.4 Special Projects

5.7.4 Special Project			
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 Emplo	ı Taramanın İstanbarın İstanbarın İstanbarın İstanbarın İstanbarın İstanbarın İstanbarın İstanbarın İstanbarın	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
General Requirements Disbursement	for All Types of		
Certificate of Availab the Chief Accountant (D	,	Accounting	
Existence of lawful a duly obligated as certifie (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative	
3. Legality of transactio laws, rules or regulation		Responsible Officer	
4. Approval of expendit his authorized represent	ure by Head of Office or tative (DV)	OED	
5. Sufficient and releval establish validity of clain		Payee	
Documentary Requires	<u>ments</u>		
Performance evaluation plan formulated by project management used as basis for rating the performance of members			
Office Order designating members of the special project			
3. Terms of Reference			
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			



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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



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4.1 Check the signature of the approving authority from the disbursemet 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.  5.1 Verify and Check	1 day	Cashier Unit
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
TOTAL:	7 days	



- 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	
<b>General Requirements</b>	for All Types of		
<u>Disbursement</u>			
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	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
1. Office Order			
2. Plan/Program of Activities			
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

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation 5.8 Hazard Duty Pay

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 I	REQUIREMENTS	WHERE TO SECURE	
General Requirements Disbursement	for All Types of		
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 laws, rules or regulations		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	
Documentary Requirements			
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 strifetom/embattled/disease infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption      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
				OED



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L:	7 days	
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5.0 Allowances, Honoraria and Other Forms of Compensation 5.9 Longevity Pay

old Edingevity Flay	Finance and Administrative Division (Budget and Accounting)			
Classification	Complex			
Type of Transaction	G2G - Government to G	-		
Who may avail	FPA Officials and Emplo			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
0	Co. All Torrace	T		
General Requirements Disbursement	tor All Types of			
Certificate of Availab the Chief Accountant (D	•	Accounting		
Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transactio laws, rules or regulation		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requires	<u>ments</u>			
Service Record		Human Resource Section		
2. Certification issued be that the claimant has no days of vacation leave w	t incurred more than 15	Human Resource Section		



CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCT ACTION	BE PAID	TIME	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 disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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 G	<u> </u>		
Who may avail	FPA Officials and Emplo			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
General Requirements	s for All Types of			
<u>Disbursement</u>				
Certificate of Availab the Chief Accountant (D	-	Accounting		
Existence of lawful a duly obligated as certifie (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative		
Legality of transactio laws, rules or regulation	•	Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Require	<u>ments</u>			
Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work		Immediate Supervisor		
2. Overtime work progra	am	Human Resorce Section		
3. Quantified Overtime signed by the employe		Payee		
4. Certificate of service	or duly approved DTR	Payee		



AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 OED
	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). 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	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). 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.	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).  2.1 Review of completeness of supporting documents. 2.2 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.

4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation

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

J. 11 Teateria Donas (	(YEB) and Cash Giπ (CG)			
	Finance and Administrative Division (Budget and Accounting)			
Classification	Complex			
Type of Transaction	G2G - Government to Government Entity			
Who may avail	FPA Officials and Emplo			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
General Requirements Disbursement	for All Types of			
Certificate of Availab the Chief Accountant (D		Accounting		
Existence of lawful and duly obligated as certified (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative		
3. Legality of transactio laws, rules or regulation		Responsible Officer		
4. Approval of expendit his authorized represent		OED		
5. Sufficient and releval establish validity of clain		Payee		
Documentary Requires	ments			
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 Pa	ayroll	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



4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation5.12 Retirement Benefits

(Budget and Accounting) Entity		
Entity		
Entity		
G2G - Government to Government Entity FPA Officials and Employees		
WHERE TO SECURE		
presenting Office/ Authorized tive		
e Officer		
Payee		
Human Resource Section		
Payee		
FAD		
Payee		
Human Resource Section		
Payee		
Payee		
Payee		
-		



## <u>Additional requirement in case of resignation</u>

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

# <u>Additional requirements in case of death of claimant</u>

- 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
Tiells of Fayee
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

Heirs of Payee

		<b>*</b>
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	2 days	Accounting Section
proper.  3.1 Approval of claims		OED
4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation

5.13 Terminal Leave Benefits

5.13 Ferminal Leave Benefits				
	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		
General Requirements	s for All Types of			
<u>Disbursement</u>				
Certificate of Available     the Chief Accountant (E	oility of Funds issued by	Accounting		
2. Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulation		Responsible Officer		
4. Approval of expendit or his authorized repres	•	OED		
5. Sufficient and releval establish validity of clair		Payee		
Documentary Require	ments_			
Clearance from mone accountability from the Regional Office of last a	Central Office and from	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 appli	cation	Payee		
4. Complete service rec	cord	Payee		
5. Statement of Assets, Worth (SALN)	Liabilities and Net	Payee		
6. Certified photocopy of Salary Adjustment (I highest salary received last appointment is not	NOSA) showing the if the salary under the	Payee		
7. Computation of termi signed/certified by the a	-	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
Additional requirements in case of death of claimant	
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



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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 disbursemet 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



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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
TOTAL:		7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation 5.14 Monetization

	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	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availab the Chief Accountant (D	•	Accounting	
Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transactio laws, rules or regulation	•	Responsible Officer	
4. Approval of expendit his authorized represent		OED	
5. Sufficient and releval establish validity of clain		Payee	
Documentary Requires	<u>ments</u>		
Approved leave application (ten days) with leave credit balance certified by the Human Resource Office		Payee	
Request for leave covering more than ten days duly approved by the Head of Agency		Payee	
3. For monetization of 5	0 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. 3.1 Approval of claims		2 days	Accounting Section OED

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation

5.15 Loyalty Cash Award/Incentive

5.15 Loyalty Cash Aw	Finance and Administrative Division (Budget and Accounting)		
Classification	Complex		
Type of Transaction	G2G - Government to Government Entity		
Who may avail	FPA Officials and Employees		
	REQUIREMENTS	WHERE TO SECURE	
General Requirements	for All Types of		
Disbursement			
Certificate of Availab the Chief Accountant (D	,	Accounting	
2. Existence of lawful and duly obligated as certified (ORS)	nd sufficient allotment ed by authorized officials	Head of Representing Office/ Authorized Representative	
3. Legality of transactio laws, rules or regulation		Responsible Officer	
4. Approval of expendit his authorized represent	ure by Head of Office or tative (DV)	OED	
5. Sufficient and releval establish validity of clain		Payee	
Documentary Requirements			
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	
Z. i Bopcok onpo			



CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	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

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



5.0 Allowances, Honoraria and Other Forms of Compensation

5.16 Collective Negotiation Agreement (CNA) Incentive

	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	
General Requirements Disbursement	for All Types of		
Certificate of Availabithe Chief Accountant (D)	-	Accounting	
2. Existence of lawful arduly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations	,	Responsible Officer	
4. Approval of expenditule his authorized represent	•	OED	
5. Sufficient and relevar establish validity of claim		Payee	
Documentary Requirements			
Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive			
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



4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



6.0 Other Expenditures

6.1 Utility Expense

	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	
General Requirements Disbursement	s for All Types of		
Certificate of Available     the Chief Accountant (E	oility of Funds issued by	Accounting	
2. Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer	
Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Documentary Requirements			
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



4.1 Check the signature of the approving authority from the disbursemet 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 Advice to Debit Account Issued.  5.1 Verify and Check the Name of the Payee and the Amount to be paid. 5.2 Review and Cancelled (ACIC)/ Checks Issued and Report of 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. 6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account 6.1 Transmittal to LBP  TOTAL: Totals				
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. 6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account 6.1 Transmittal to LBP  Table 1  Accounting Section  1 day Accounting Section  1 day Section  Accounting Section  5 day OED	sig app from vot 4.2 Ma Add Acc Dis Re 4.3 of I De Acc (LD of C Ca Ch 4.4 Re Iss Add	nature of the proving authority on the disbursemet ucher. Verify and intain Check and vices to Debit count sbursement cord. Preparation of List Due and mandable counts Payable DAP-ADA)/Advice Checks Issued and ncelled (ACIC)/ecks Recording to port of cheques ued and Report of vice to Debit count Issued.	1 day	Cashier Unit
6.1 Approval of LDDAP 6.2 Signing of Advice to Debit Account 6.1 Transmittal to LBP  .5 day  OED  .5 day  Cashier Unit	the Pay Am 5.2 Ce and Acc (LE of 0 Ca Ch 5.3 Jou Voi 5.4 pay 5.5	Name of the yee and the nount to be paid. Review and rtify the List of Due d Demandable counts Payable DAP-ADA)/Advice Checks Issued and ncelled (ACIC)/ecks Preparation of urnal Entry ucher. Indexing of yments. Posting of	1 day	
LBP .5 day Casnier Unit	6.1 LD Sig	Approval of DAP 6.2 Ining of Advice to	.5 day	OED
			.5 day	Cashier Unit
		TOTAL:	7 days	



6.0 Other Expenditures
6.2 Telephone/Communication Services

0:2 Telephone/Germin	6.2 Telephone/Communication 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				
General Requirements for All Types of <u>Disbursement</u>						
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting				
Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative				
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				
Sufficient and relevant documents to establish validity of claim		Payee				
Documentary Requirements						
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



4.1 Check the		1
signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



7.1 Extraordinary and Miscellaneous Expenses

	Finance and Administrative Division (Budget and Accounting)			
Classification	Finance and Administrative Division (Budget and Accounting)			
	Complex C3C Covernment to Covernment Entity			
Type of Transaction Who may avail	G2G - Government to Government Entity			
CHECKLIST OF	FPA Officials and Employees  REQUIREMENTS WHERE TO SECURE			
OHLONLIST OF	REQUIREIVIENTS	WHERE TO SECORE		
Conoral Boguiromanta	for All Types of			
General Requirements Disbursement	TOT All Types of			
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting		
Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative		
Legality of transaction and conformity with laws, rules or regulations (DV/ ORS)		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirements				
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



		<b>*</b>
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	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
TOTAL:	7 days	



- 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	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availabithe Chief Accountant (D)	,	Accounting	
2. Existence of lawful arduly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		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	
Basic Requirements for all types of procurement through Public Bidding			
Authenticated photocopy of the approved APP and any amendment thereto			
2. Approved contract sup documents which are red Circular No. 2009-001 do and COA Memorandum February 28, 2005 to be 's Office within five days the contract:	quired under COA ated February 12, 2009 No . 2005-027 dated submitted to the Auditor		
2.1 Invitation to Арр	oly for Eligibility to Bid		
2.2 Letter of Intent			
2.3 Results of Eligit	pility Check/Screening		



2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



2.20 Detailed Breakdown of the Contract	
Cost:	
- including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects indicating the following, among others, for consultancy services:	
Schedule of basic rates certified by the consultant with a sworn statement  Opening of the billing.	
<ul> <li>Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
- indicating the monthly lease payment and period of lease for lease contracts	
Copy of Advertisement of Invitation to Bid/Request for expression of interest	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
Additional documentary requirements	
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	
<ul><li>2.6 Contractor's Affidavit on payment of laborers and materials</li><li>2.7 Pictures, before, during and after</li></ul>	
construction of items of work especially the embedded items	
2.8 Photocopy of vouchers of all previous payments	
2.9 Certificate of completion	
Additional Documentary Requirements	
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	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

T T		
4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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	
	REQUIREMENTS	WHERE TO SECURE
General Requirements Disbursement	for All Types of	
Certificate of Availabithe Chief Accountant (D)	•	Accounting
Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction laws, rules or regulations		Responsible Officer
4. Approval of expenditule his authorized represent		OED
5. Sufficient and relevar establish validity of claim		Payee
Basic Requirements for		
procurement through I		
Authenticated photoco     APP and any amendment		
2. Approved contract support documents which are reconstructed in Circular No. 2009-001 dand COA Memorandum	pported by the following quired under COA ated February 12, 2009 No . 2005-027 dated submitted to the Auditor	
2.1 Invitation to App	ply for Eligibility to Bid	
2.2 Letter of Intent		
2.3 Results of Eligil	bility Check/Screening	



	## ***********************************
2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	
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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	



	<b>Y</b>
2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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</li> </ul>	
<ul> <li>a sworn statement</li> <li>Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
- 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	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
3. Copy of Advertisement of Invitation to Bid/Request for expression of interest	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	



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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	
Additional documentary requirements common to all infrastructure transactions	
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	



Additional Documentary Requirements	
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:	
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	
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. 3.1 Approval of claims		2 days	Accounting Section OED



T -		<b>1</b>
4.1 Check the signature of the approving authority from the disbursemet 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 Advice to Debit	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
TOTAL:	7 days	



- 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
General Requirements	for All Types of	
<u>Disbursement</u>		
Certificate of Availabithe Chief Accountant (D)	•	Accounting
Existence of lawful are duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction laws, rules or regulations	_	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
Basic Requirements for all types of procurement through Public Bidding		
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 Eligil	bility Check/Screening	



2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



2.20 Detailed Breakdown of the Contract Cost:	
- including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects indicating the following, among others, for consultancy services:	
Schedule of basic rates certified by the consultant with a sworn statement	
<ul> <li>Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
3. Copy of Advertisement of Invitation to Bid/Request for expression of interest	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
Additional documentary requirements	
common to all infrastructure transactions	
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	
Additional Documentary Requirements	



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
			I	l



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	Section
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	1 day	Accounting
4.1 Check the signature of the approving authority from the disbursemet 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



- 8.0 Procurement
  - 8.1 Procurement through Public Bidding
    - 8.1.1 Infrastructure
      - 8.1.1.4 Final Payment

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
General Requirements	for All Types of	
<u>Disbursement</u>		
Certificate of Availabithe Chief Accountant (D)	•	Accounting
Existence of lawful are duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction laws, rules or regulations		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
Basic Requirements for	•	
procurement through I		
Authenticated photocol		
APP and any amendmen		
2. Approved contract sup		
documents which are red Circular No. 2009-001 da	-	
and COA Memorandum		
February 28, 2005 to be submitted to the Auditor		
's Office within five days		
the contract:		
2.1 Invitation to App	oly for Eligibility to Bid	
2.2 Letter of Intent		
2.3 Results of Eligil	oility Check/Screening	



2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
Copy of Advertisement of Invitation to Bid/Request for expression of interest	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
Additional documentary requirements common to all infrastructure transactions	
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	
Additional Documentary Requirements	
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 tum over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency	

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 disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Emplo	yees		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabithe Chief Accountant (D)	,	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		
Basic Requirements for all types of procurement through Public Bidding				
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 App	oly for Eligibility to Bid			
2.2 Letter of Intent				
2.3 Results of Eligil	bility Check/Screening			



2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> <li>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
<ul> <li>9. Printout copy of posting of Notice of Award,</li> <li>Notice to Proceed and Contract of award in the PhilGEPS</li> <li>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</li> </ul>	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
Additional documentary requirements	
common to all infrastructure transactions	
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	
<ul><li>2.8 Photocopy of vouchers of all previous payments</li><li>2.9 Certificate of completion</li></ul>	
2.3 Sertificate of completion	



Additional Documentary Requirements
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

2. Certification from the end-user that the project is completed and inspected

is completed and inspec	iteu			
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

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 8.0 Procurement
  - 8.1 Procurement through Public Bidding
    - 8.1.2 Consulting Services

0.1.2 Consuming Co	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
General Requirements for All Types of		
<u>Disbursement</u>		
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction laws, rules or regulations		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
Basic Requirements for all types of procurement through Public Bidding		
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 App	oly for Eligibility to Bid	
2.2 Letter of Intent		
2.3 Results of Eligibility Check/Screening		



2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> <li>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	



<ul> <li>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</li> <li>6. Bid Evaluation Report</li> <li>7. Ranking of short listed bidders for consulting</li> </ul>	
services	
8. Post Qualification Evaluation Report	
<ul><li>9. Printout copy of posting of Notice of Award,</li><li>Notice to Proceed and Contract of award in the PhilGEPS</li><li>10. Evidence of Invitation of three observers in</li></ul>	
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	
Additional Documentary Requirements	
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	
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	



		FEES		
CLIENT STEPS	AGENCY ACTION	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

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4.1 Check the signature of the approving authority from the disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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	
General Requirements for All Types of			
<u>Disbursement</u>			
Certificate of Availabithe Chief Accountant (D)	•	Accounting	
Existence of lawful are duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		Responsible Officer	
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Basic Requirements for all types of procurement through Public Bidding			
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			



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2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease</li> <li>payment and period of lease for lease contracts</li> <li>3. Copy of Advertisement of Invitation to</li> <li>Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	



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<ul> <li>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</li> <li>6. Bid Evaluation Report</li> <li>7. Ranking of short listed bidders for consulting</li> </ul>	
services	
8. Post Qualification Evaluation Report	
<ul><li>9. Printout copy of posting of Notice of Award,</li><li>Notice to Proceed and Contract of award in the PhilGEPS</li><li>10. Evidence of Invitation of three observers in</li></ul>	
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	
Additional Documentary Requirements	
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	



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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



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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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

disposal and similar serv		
	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
General Requirements for All Types of		
<u>Disbursement</u>		
Certificate of Available     the Chief Accountant (D	•	Accounting
Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative
3. Legality of transaction laws, rules or regulation		Responsible Officer
Approval of expenditure by Head of Office or his authorized representative (DV)		OED
5. Sufficient and relevant documents to establish validity of claim		Payee
Basic Requirements for all types of procurement through Public Bidding		
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 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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</li> </ul>	
<ul> <li>a sworn statement</li> <li>Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
- indicating the monthly lease payment and period of lease for lease contracts  3. Copy of Advertisement of Invitation to	
Bid/Request for expression of interest  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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
<ul> <li>9. Printout copy of posting of Notice of Award,</li> <li>Notice to Proceed and Contract of award in the PhilGEPS</li> <li>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</li> </ul>	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
Additional Documentary Requirements	
1. Additional documents under Annexes H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of	
1.1 For janitorial /security/maintenance services,	
1.1.1 appropriate approved documents indicating the following:	
a. The number of personnel involved and their corresponding rates/salary	
b. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit	
c. The type and number of equipment to be served (in case of visitorial maintenance service)	
1.1.2 The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)	
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	



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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 ncluding 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	

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



	 	*
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 disbursemet 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



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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
TOTAL:	7 days	



- 8.0 Procurement
  - 8.1 Procurement through Public Bidding
    - 8.1.3 Goods
      - 8.1.3.3 Rental Contracts

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	Finance and Administrative Division (Budget and Accounting)			
Classification	Complex			
Type of Transaction	G2G - Government to Government Entity			
Who may avail	FPA Officials and Emplo	yees		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
<b>General Requirements</b>	for All Types of			
<u>Disbursement</u>				
Certificate of Availabithe Chief Accountant (D)	•	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 laws, rules or regulations		Responsible Officer		
4. Approval of expenditule his authorized represent	•	OED		
5. Sufficient and relevan		Payee		
Basic Requirements for	r all types of			
procurement through I	Public Bidding			
Authenticated photoco				
APP and any amendmen				
2. Approved contract sup				
documents which are red Circular No. 2009-001 da				
and COA Memorandum				
February 28, 2005 to be submitted to the Auditor				
's Office within five days from the execution of				
the contract:				
2.1 Invitation to App	oly for Eligibility to Bid			
2.2 Letter of Intent				
2.3 Results of Eligibility Check/Screening				



	<b>*</b>
2.4 Bidding Documents enumerated under Section 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



	<u> </u>
2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> <li>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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	
<ul> <li>9. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</li> <li>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</li> </ul>	
11. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities	
Additional Documentary Requirements	
1. Additional documents under Annexes L, Nand 0 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	



				1999
1.2.b Pertinent data	a of area of operation			
List of prevailing comvicinity	parable property within			
3. Vicinity map				
4. Request for payment				
5. Bill/Invoices				
6. Certificate of occupa	ncy (space/building)			
7. Such other documen and/or to the mode of p considered necessary i and in the technical evaluation.	n the auditorial review			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Check completeness of signature and supporting documents. 1.2 Check the computation. 1.3 Verification of			

 	 	•
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 disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Administrat	ive Division (Budget and Accounting)	
Classification	Finance and Administrative Division (Budget and Accounting)		
Type of Transaction	Complex  C2C Covernment to Covernment Entity		
Who may avail	G2G - Government to Government Entity  FPA Officials and Employees		
	REQUIREMENTS	WHERE TO SECURE	
OTILOTICITOT OF	IL QUITE III III	WHERE TO DESCRE	
General Requirements for All Types of Disbursement			
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	
Basic Requirements for all types of procurement through Public Bidding			
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 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



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2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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> </ul>	
Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> <li>3. Copy of Advertisement of Invitation to Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any	
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 in 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  Additional Documentary Requirements 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
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  Additional Documentary Requirements  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
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  Additional Documentary Requirements  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
supplies, materials and equipment duly approved by proper authorities  Additional Documentary Requirements  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. 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
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
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



	<u> </u>	
4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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)	
Classification	Complex	
Type of Transaction	G2G - Government to G	overnment Entity
Who may avail	FPA Officials and Emplo	yees
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
General Requirements for All Types of Disbursement		
Certificate of Availability of Funds issued by the Chief Accountant (DV)		Accounting
Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (ORS)		Head of Representing Office/ Authorized Representative
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
Basic Requirements for all types of procurement through Public Bidding		
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 17.1of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services  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	



2.20 Detailed Breakdown of the Contract Cost:	
- 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> <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</li> </ul>	
a sworn statement         • Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costsl/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts	
- indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/ maintenance services	
<ul> <li>indicating the monthly lease payment and period of lease for lease contracts</li> <li>Copy of Advertisement of Invitation to Bid/Request for expression of interest</li> </ul>	
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)	
3.2 Printout copy of advertisement posted in PhilGEPS	
3.3 Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places	
3.4 Printout copies of advertisement posted in agency website, if any 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	



<ul> <li>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</li> <li>6. Bid Evaluation Report</li> <li>7. Ranking of short listed bidders for consulting services</li> </ul>	
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	
Additional Documentary Requirements	
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

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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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Emplo	•	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availab the Chief Accountant (D	•	Accounting	
Existence of lawful all duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transactio laws, rules or regulation		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	
Basic Requirements Common to All Purchases under alternative mode			
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)			



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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 ofRA 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	



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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	
Additional Documentary Requirements	
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)	
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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



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4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



- 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 Empl	oyees	
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availab the Chief Accountant (D		Accounting	
Existence of lawful a duly obligated as certific officials (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulation		Responsible Officer	
Approval of expenditure by Head of Office or his authorized representative (DV)		OED	
Sufficient and relevant documents to establish validity of claim		Payee	
Basic Requirements Common to All Purchases under alternative mode			
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)			



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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 ofRA 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	



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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	
Additional Documentary Requirements	
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 subdealers 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	



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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



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signapp from vol. 4.2 Ma Adv Acc Dis Rec 4.3 of E Den Acc (LD of C Can Che 4.4 Rep Issu Adv	Check the nature of the proving authority in the disbursemet ucher. Verify and intain Check and vices to Debit count bursement cord. Preparation of List Due and mandable counts Payable DAP-ADA)/Advice Checks Issued and incelled (ACIC)/ecks Recording to port of cheques ued and Report of vice to Debit count Issued.		1 day	Cashier Unit
the Pay Am 5.2 Cer and Acc (LD of C Car Che 5.3 Jou Voice 5.4 pay 5.5	Verify and Check Name of the yee and the lount to be paid. Review and rtify the List of Due d Demandable counts Payable DAP-ADA)/Advice Checks Issued and ncelled (ACIC)/ ecks Preparation of urnal Entry ucher. Indexing of yments. Posting of yments.		1 day	Accounting Section
LDI Sig	Approval of DAP 6.2 ning of Advice to bit Account		.5 day	OED
6.1 LBF	Transmittal to		.5 day	Cashier Unit
	TOTAL:		7 days	



- 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	
General Requirements	for All Types of		
<u>Disbursement</u>			
Certificate of Availabithe Chief Accountant (D)		Accounting	
Existence of lawful and duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative	
3. Legality of transaction laws, rules or regulations		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	
Basic Requirements Common to All Purchases under alternative mode			
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 ofRA 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	
<ol> <li>Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC</li> </ol>	



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	
Additional Documentary Requirements	
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

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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	2 days	Accounting Section
claimed proper.  3.1 Approval of claims		OED
4.1 Check the signature of the approving authority from the disbursemet 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



- 8.0 Procurement
  - 8.2 Procurement through Alternative Modes
    - 8.2.4 Shopping

о.д. ч опорринд	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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabilithe Chief Accountant (D.)		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		
Sufficient and relevant documents to establish validity of claim		Payee		
Basic Requirements Common to All Purchases under alternative mode				
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 Orde duly approved by the off accepted by the supplier must be clearly indicated time or date of delivery ibe counted from the date purchase order/letter order.	r (date of acceptance d, especially when the s dependent on or will e of acceptance of the			



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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 ofRA 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	



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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	
Additional Documentary Requirements	
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

1.2 Austract of Carryass				
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

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complesuppo 2.2 Recomples verification availal 2.3 Recounthe Disvouch 2.4 Cecomple docum	ecording of nting entries in sbursement	2 days	Accounting Section
3.1 Ap	proval of claims		OED
4.1 Ch signat approv from th vouch 4.2 Ve Check Debit A Disbut 4.3 Pr of Due Dema Payab ADA)/A Check Cance Check 4.4 Re Repor Issued Advice	reck the ure of the ving authority ne disbursemet er. erify and Maintain and Advices to Account rement Record. eparation of List e and ndable Accounts ale (LDDAP-Advice of as Issued and elled (ACIC)/	1 day	Cashier Unit



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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
TOTAL:	7 days	



- 8.0 Procurement
  - 8.2 Procurement through Alternative Modes
    - 8.2.5 Negotiated Procurement

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	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		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabithe Chief Accountant (D)		Accounting		
Existence of lawful are duly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulations		Responsible Officer		
4. Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Basic Requirements C				
Purchases under alternative mode				
1. Documents to be sub- from the execution of the under COA Circular No . February 12, 2009 :	e contract as required			
1.1 Purchase Orde duly approved by the off accepted by the supplier must be clearly indicated time or date of delivery is be counted from the date purchase order/letter order.	date of acceptance d, especially when the s dependent on or will of acceptance of the			



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 ofRA 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	
Additional Documentary Requirements	
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	



- 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
  - 2.4 In case of small value procurement
  - 2.4.a Letter/invitation to submit proposals
  - 2.5 For adjacent or contiguous projects
- 2.5.a Original contract and any document indicating that the same resulted from competitive bidding
- 2.5.b Scope of work which should be related or similar to the scope of work of the original contract
- 2.5.c Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay

gam.e emppage, acialy				
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

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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 disbursemet 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



8.0 Procurement

8.3 For procurement through ADA or direct payment

•	Finance and Administrative Division (Budget and Accounting)			
Classification	Complex			
Type of Transaction	G2G - Government to Government Entity			
Who may avail	FPA Officials and Emplo	,		
	REQUIREMENTS	WHERE TO SECURE		
General Requirements	for All Types of			
<u>Disbursement</u>				
Certificate of Availabithe Chief Accountant (D)	-	Accounting		
Existence of lawful arduly obligated as certifie (ORS)		Head of Representing Office/ Authorized Representative		
3. Legality of transaction laws, rules or regulations		Responsible Officer		
Approval of expenditure by Head of Office or his authorized representative (DV)		OED		
Sufficient and relevant documents to establish validity of claim		Payee		
Documentary Requirer	<u>ments</u>			
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





9.0 Human Resource Development and Training Program

	Finance and Administrative Division (Budget and Accounting)				
Classification	Complex				
Type of Transaction	G2G - Government to Government Entity				
Who may avail	FPA Officials and Emplo				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Conoral Boguiromento	for All Types of				
General Requirements Disbursement	TOT All Types of				
Certificate of Availabithe Chief Accountant (D)	,	Accounting			
2. Existence of lawful and duly obligated as certified (ORS)		Head of Representing Office/ Authorized Representative			
3. Legality of transaction laws, rules or regulations		Responsible Officer			
4. Approval of expenditure his authorized represent	-	OED			
5. Sufficient and relevar establish validity of clain		Payee			
Documentary Requires	<u>nents</u>				
Budget estimates approved by the Head of Agency		Budget			
2. Schedule of training a the Agency	pproved by the Head of	Human Resource section			
3. Same requirements undepending on the nature mode of procurement ac	of expense and the				



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	



T - T		
4.1 Check the signature of the approving authority from the disbursemet 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 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 6.2 Signing of Advice to Debit Account	.5 day	OED
6.1 Transmittal to LBP	.5 day	Cashier Unit
TOTAL:	7 days	



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

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



		FEES TO BE PAID				
CLIENT STEPS	AGENCY ACTION	Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost	PROCESSING TIME	PERSON RESPONSIBLE
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
		1 day				



### 3. APPLICATION FOR LEAVE

Office or Division Fi	Finance and Administrative Division (Personnel Section)			
<b>Classification</b> S	Simple			
Type of Transaction G	62G - Government-to-Government	Entity		
Who may avail	PA Officials and Employees			
CHECKLIST O	OF REQUIREMENTS	WHERE TO SECURE		
Documentary Requirement     1. Duly Accomplished CSC     2. Medical Certificate (if need)	C Form 6, revised 1998	Human Resources Section		



		FEES TO BE PAID				
CLIENT STEPS	AGENCY ACTION	Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost	PROCESSING TIME	PERSON RESPONSIBLE
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 Enti	ty				
Who may avail	FPA Officials and Employees					
CHECKL	ECKLIST OF REQUIREMENTS WHERE TO SECURE					
<u>Documentary Require</u>	Documentary Requirements					
1. Approved Daily Time Record (DTR)						
2. Updated Ledger for GSIS & PAG-IBIG Loans, NOSA, Human Resources Section						
NOSI (if any)						

		FE	ES TO BE PA	ID		
CLIENT STEPS	AGENCY ACTION	Primary Transactio n cost per step	Other Transactio n Cost per step	Substantial complianc e cost	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Documentary Requirements needed	Prepare Payroll     Check for     completeness of details     and signatures     Relase payroll for     signature of authorized     officials	NONE	NONE	NONE	7 days if the supporting documents are complete	Human Resource Section
		7 days				



### **5. RECRUITMENT, HIRING AND PLACEMENT OF PERSONNEL**

Office or Division	Finance and Administrative Division (Personnel Section)				
Classification	Highly Technical				
Type of	G2G - Government-to-Government Entity				
Transaction	G2C - Government-to-Citizen				
Who may avail	FPA Officials and Employees				
C	CHECKLIST OF REQUIREMENTS	WHER	RE TO SECURE		
Initial Documentary Requirements;					
1. Application Letter;					
2. Duly accomplished	d Personal Data Sheet;				
3. Copy of Scholastic Records;			Applicant		
4. Copy of Certificate of Eligibility;  Applicant			Applicant		
5. IPCR for the last rating period (if government Employee);					
6. Copy of Certificate	of Trainings and Seminars				

		F	EES TO BE PA	ID		
CLIENT STEPS	AGENCY ACTION	Primary Transaction cost per step	Other Transaction Cost per step	Substantial compliance cost	PROCESSING TIME	PERSON RESPONSIBLE
Submit the     Documentary     Requirements	1.Publication of Vacant Positions/s     thru Bulletin Board, Agency Website,     CSC Bulletin of Vacant Position     2. Acknowledgment and Preassessment of Job Application	NONE	NONE	NONE	30 days deliberation process after days publication to CSC Website.	Human Resource Staff and Placement and Selection
needed	3. Schedule Written Test (IQ/Abstract/Technical) for Qualified Applicants	NONE NONE			Subject ot CSC rules and regulations	Board (PSB)



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 appplicant/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			
	TOTAL:	30 days	



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

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

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1.6 Prepare Purchase Order (PO)/Job Order (JO) in favor of the supplier with the lowest quoted price for approval 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.		
TOTAL:	3 days	



#### 7. RECORDING OF INCOMING AND OUTGOING DOCUMENTS

Office or Division	Finance and Administrative Division (General Services Section)							
Classification	Simple	Simple						
Type of Transaction	G2G - Government to G	overnment; G2B-G	overnment to Bus	iness				
Who may avail	FPA Official and Employ	rees; Clients						
CHECKLIST	OF REQUIREMENTS	W	HERE TO SECU	RE				
1. Incoming Dod	cuments	FPA-RFU Official	s and Employees;	and Clients				
2. Outgoing Do	cuments	FPA-CO Officials	and Employees					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Incoming Documents	1.1 Receive incoming documents through mail or personal delivery from FPA-RFU officials/employees and clients.  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.	None	2 hours	Administrative Aide				
2. Outgoing Documents	2.1 Receiving of documents from FPA Officials and Employees in the central office.  2.2. Sorting of documents according to addressees/ FPA-RFU officials and employees.	None	2 hours	Administrative Aide				



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



### 8. ISSUANCE OF VEHICLE TRIP TICKET

Office or Division	Finance and Administrative Division (General Services Section)				
Classification	Simple				
Type of Transaction	G2G - Government to Government				
Who may avail	FPA Official and Employees				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
1. Vehicle Request		Requesting Division			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Administrative Officer III and Administrative Officer V
	TOTAL:	·	2 hours	



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

Office or Division	Finance and Administrative Division (General Services Section)			
Classification	Simple			
Type of Transaction	G2B - Government to	Business Entity		
Who may avail	Vendor/Supplier			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Approved Purchase F	Request (PR)	FPA Officials and Employees		
2. Approved Purchase Order (PO)/Job Office of the Executive Director/BAC and				
Order(JO)/Contract Vendor/Supplier				
3. Delivery Receipt Vendor/Supplier				
4. Sales Invoice (SI)		Vendor/Supplier		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
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	Administrative Officer III and Administrative Officer V
	TOTAL:		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	Regional Field Unit (RFU)				
Office or Division:	Regional Field Offit (RFO)				
Classification:	Complex				
Type of	G2B - Government to Business Entity				
Transaction:	G2D - Government to business Entity				
Transaction:	Any person or business entity who intend	ls to do business in fertilizer and			
Who may avail:	pesticides. In case of pesticide, the applic				
Time may aram	Responsible Care Officer (ARCO) Trainir				
	an ARCO personnel.	.9			
CHEC	KLIST OF REQUIREMENTS	WHERE TO SECURE			
	Fertilizer and Pesticide Area				
Distributor (New/F	Renewal)				
		Application form may be secured at			
	uly accomplished and notarized	any of the following: FPA Website,			
application form		FPA Provincial/Regional Office, and FPA Central Office			
		11 A Gential Office			
1 documentary star	mp	BIR			
,	•				
1 copy of SEC regi	stration for Corporation, DTI for Single	SEC/DTI/CDA			
Proprietorship, CD	A for Cooperative				
4 (5:1.4					
1 copy of Risk App	raisal for Warehouse/Store	FPA Provincial/Regional Officer			
1 copy of Certificate	e of Registration of Warehouse	FPA Provincial/Regional Officer			
l copy of continout	o or region anon or viaronous	Trivit revincian regional emeci			
1 copy of Official R	eceipt	FPA Provincial/Regional Officer			
	·				
For Pesticide Area	a Distributor only				
1 convertically ADO	20 ID				
1 copy of valid AR0	טו ט	FPA			
For Fertilizer Area	Distributor only				
4	and the form Description 1970				
	endation from Provincial/Regional Officer	FPA Provincial/Regional Officer			
covering the area					
Additional require	ement for new application				
	otarized Certificate of Capitalization for	Applicant			
Fertilizer Area Dist	ributor only				



1 copy of BIR Registration for Pesticide Area Distributor only

BIR

1 copy of Distributorship Agreement/Certificate from the Manufacturer/Supplier

Manufacturer/Supplier

#### Additional requirement for renewal

1 copy of audited Financial Statement/Income Tax Return

**BIR** 

CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON DESDONSIBLE
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



				<u> </u>
		Over P500T to P1M Capitalization 1ST Activity 3600 Additional Activity		
		1800		
		P500 T & Below Capitalization 1ST Activity 1800		
		Additional Activity 850		
		Filing Fee for new applications 1800		
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	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
from the Provincial Officer	4.1 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist



			<u> </u>
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. Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
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
	Aide prepares the certification  4.3 Regional Officer reviews and signs the certificate  4.4 Administrative Aide mails the signed certificate to Provincial Officer***  5. Provincial Officer waits for the delivery of the certificate  6. Provincial Officer receives and records certificate from the Regional Officer  6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is	Aide prepares the certification  4.3 Regional Officer reviews and signs the certificate  4.4 Administrative Aide mails the signed certificate to Provincial Officer***  5. Provincial Officer waits for the delivery of the certificate  6. Provincial Officer receives and records certificate from the Regional Officer  6.1 Provincial Officer  6.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is	Aide prepares the certification  4.3 Regional Officer reviews and signs the certificate  4.4 Administrative Aide mails the signed certificate to Provincial Officer***  5. Provincial Officer waits for the delivery of the certificate  6. Provincial Officer receives and records certificate from the Regional Officer  6.1 Provincial Officer  None 30 mins  Officer delivery of the certificate to the clients or notifies the clients that certificate is



TOTAL:	For new application	6 days and 5	
	=	hours	
	filing fee + license		
	fee		
	For renewal =		
	license fee +		
	surcharge		
	(if applicable)		

<sup>\*</sup>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

<sup>\*\*\*</sup>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	G2B - Government to Business Entity				
Transaction:	-				
NA/II	Any person or business entity who intend				
Who may avail:	pesticide and other agricultural chemicals  KLIST OF REQUIREMENTS	where to secure			
СПЕСІ	KLIST OF REQUIREMENTS	WHERE TO SECURE			
Common for both Dealer-repacker (I	Fertilizer and Pesticide Dealer and New/Renewal)	Application form may be secured at any of the following: FPA Website,			
1 original copy of d application form	uly accomplished and notarized	FPA Provincial/Regional Office, and FPA Central Office			
1 documentary star	тр	BIR			
1 copy of Recommo	endation from Provincial/Regional Officer	FPA Provincial/Regional Officer			
1 copy of Risk App Report	raisal for Warehouse/Store or Inspection	FPA Provincial/Regional Officer			
1 copy of Official R	eceipt	FPA Provincial/Regional Officer			
1 copy of valid ASE	O ID	FPA			
1 copy of Certificate of Membership from Accredited Agro- Dealers' Association, if applicable		Accredited Dealers' Association			
Additional docum	ents for New application				
1 copy of SEC registration for Corporation, DTI for Single Proprietorship, CDA for Cooperative		SEC/DTI/CDA			
List of products to be sold		Applicant			



	4.0.00/			5
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIEPS	ACTION		I IIVIE	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	License Fee* Dealers/Dealer- repacker  Dealers of both Fertilizer	10 mins	Agriculturist II
	the prescribed timeframe	and Pesticide 4000		
		Fertilizer Dealer/Repacker 1800		
		Pesticide Dealer 2500		
		Member of Dealer 's Association 20% discount		
		Cooperative 50% discount		
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	Administrative     Aide prints and	None	1 hr	Administrative Aide
processing, approval, and release of certificate/ notification	receives the application documents at the Regional Office			Aldo
from the Provincial Officer	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
TOTAL:	For new application = license fee For renewal = license fee + surcharge (if applicable)	6 days and 5 hours	

<sup>\*</sup>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

<sup>\*\*\*</sup>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.

Contractor Train	ing before applying	for a license.				
Office or Division:	Regional Field U	Regional Field Unit (RFU)				
Classification:	Complex					
Type of	<u> </u>	ent to Business Entity				
Transaction:						
Who may avail		y who enters into a contr				
CHI	ECKLIST OF REQU	IREMENTS	WHERE T	O 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 Officia	l Receipt		FPA Provincial/Regional Officer			
1 copy of Certific	cate of Attendance to	o Mango Contractor	FPA			
1 copy of Certific Association, if a	cate of Membership policable	from Accredited	Accredited Assoc	iation		
CLIENT STEPS				PERSON RESPONSIBLE		
1. Client submits application w/ complete required documents to	1. Receives the application documents from the clients and check for completeness of					



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* 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	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
from the Provincial Officer	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



	TOTAL:	For new application = license fee For renewal = license fee + surcharge (if applicable)	6 days and 5 hours	
notification from the Provincial Officer	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
6. Client waits for the processing, approval, and release of certificate/	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
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

<sup>\*</sup>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

<sup>\*\*</sup>Original application documents shall be mailed to the Regional Office

<sup>\*\*\*</sup>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.

Office or Division:	Regional Field U	Init (RFU)			
Classification:	Complex	Complex			
Type of Transaction:		ent to Business Entity			
Who may avail	•	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk- blender, and Institutional-User of fertilizer, pesticide and other agricultural			
СН	ECKLIST OF REQU	IREMENTS	WHERE T	O SECURE	
Common for both Fertilizer and Pesticide Warehouse (New/Renewal)  1 original copy of duly accomplished and notarized			Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and		
application form	•		FPA Central Offic	•	
1 documentary	1 documentary stamp			BIR	
1 copy of Recommendation from Provincial/Regional Officer covering the area			FPA Provincial/Regional Officer		
1 copy of Risk A	1 copy of Risk Appraisal for Warehouse/Store		FPA Provincial/Regional Officer		
1 copy of Officia	ıl Receipt		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/	4. Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
notification from the Provincial Officer	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	6. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
Provincial Officer	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
	TOTAL:	For new application = license fee For renewal = license fee + surcharge (if applicable)	6 days and 5 hours	

<sup>\*</sup>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

<sup>\*\*\*</sup>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.

Office or	Regional Field U	Init (RFII)		
Division:	1 togionai i iola o	regional riola onit (rei o)		
Classification:	Complex	Complex		
Type of	G2B - Governme	ent to Business Entity		
Transaction:				
Who may avail:		usiness entity who intend		
		acturer, Formulator, Proc		
		r, Dealer/Dealer-repacke	er of fertilizer, pestic	cide and other
CIII	agricultural chen		WILDET	O SECURE
Спі	ECKLIST OF REQU	IKEWENIS		O SECURE
Form		Request for Inspection	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office	
CLIENT	AGENCY	FEES TO BE PAID	PROCESSING	PERSON
STEPS	ACTION		TIME	RESPONSIBLE
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	None	4 days	Agriculturist II
4.Client accompanies the Provincial Officer during the inspection	3.1 Provincial goes to the establishment on the set schedule  4. Provincial Officer inspect the establishment based on the standard set by the FPA	None	3.5 hrs	Agriculturist II
5. Client signs the Inspection Report/Risk Appraisal Report	4.1 Provincial Officer discusses the observations to the client  5. Provincial Officer issues the Inspection Report/Risk Appraisal Report	None	30 mins	Agriculturist II
	TOTAL:	None	6 days and 5 hours	



How to send a feedback   Answer the client feedback form and drop it at the designated drop box of the division concerned, or email us at fpacentral?7@gmail.com   Every Friday, the assigned personnel of the concerned Division opens the drop box and compiles and records all feedback submitted.   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.   The answer of the office is then relayed to the citizen.   For inquiries and follow-up, clients may contact the following telephone numbers:   How feedback   426-1572 - ( Office of the Executive Director )   922-3368 - ( Pesticide Regulations Division )   441-1601 - ( Fertilizer Regulations Division )   920-847 - ( FOCU )   920-847 - ( FOCU )   920-849 - ( Laboratory Services Division )   927-3847 - ( FOCU )   920-8238 - ( Adrounting )   Answer the client Complaint Form and submit it to the office of the Executive Director or email it at fpa.oed@gmail.com.   Complaints can also be filed via telephone. Make sure to provide the following information:   Name of person being complained   Incident   Evidence   Evidence   For inquiries and follow-up, clients may contact the following telephone numbers:   426-1572 - ( Office of the Executive Director )   The Complaints Officer opens the complaints drop box on daily basis and evaluates each complaint to the relevant office for their explanation.   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.   For inquiries and follow-up, clients may contact the following telephone numbers:   426-1572 - ( Office of the Executive Director )   The Complaints Officer will give the feedback to the client.   For inquiries and follow-up, clients may contact the following telephone numbers:   426-1572 - ( Office of the Executive Director )		FEEDBACK AND COMPLAINTS MECHANISMS
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426-1572 - ( Office of the Executive Director )		For inquiries and follow-up, clients may contact the following telephone numbers:
		426-1572 - ( Office of the Executive Director )
Contact ARTA: complaints@arta.gov.ph		
Information of : 1-ARTA(2782)		, ,
CCB, PCC, PCC: 8888 ARTA CCB: 0908-881-6565(SMS)		



### **List of Offices**

Office	Address	Contact Information
HEAD OFFICE	FPA Building, Bureau of Animal Industry Compound, Barangay Vasra, Visayas Avenue, Diliman, Quezon City	920-8573
REGIONAL OFFICES		
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> FIr. 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

