



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY**

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July 16, 2019

MEMORANDUM CIRCULAR

NO. 013

Series of 2019

SUBJECT: GUIDELINES IN THE ACCREDITATION OF TRAINING ASSOCIATION

I. SCOPE AND APPLICATION

Anchored on FPA's mandate to educate the agricultural sector in the use of fertilizer, pesticide and other agricultural chemicals, the purpose of these Guidelines is to set rules in the admittance of new training associations and the renewal of accreditation of the existing training associations which manage the conduct of technical trainings and symposia on the following training programs:

1. Fertilizer and pesticide researchers
2. Accredited responsible care officers (ARCO)
3. Agricultural certified pesticide applicators (CPA)
 - a. Exterminator
 - b. Fumigator

This Circular shall cover associations/organizations obtaining accreditations from the FPA to become training providers. Once accredited, the association/organization shall be called "FPA Accredited Training Association (FATA)".

II. RESPONSIBILITIES OF FATA

1. To submit the training manual for the chosen training program for approval of the FPA;
2. To update the module and manual, as applicable;
3. To manage the conduct of the training program and symposium;
4. To provide competent resource persons as required in the program;
5. To evaluate applicants to the training program based on the criteria set forth by the FPA;



6. To provide the needed training materials, manuals, certificates, and other paraphernalia;
7. To collect reasonable fees to defray the cost of food, materials, resource speakers, among others;
8. To evaluate the participants' training performance and submit the same to FPA within one (1) month after the training; and
9. To submit to FPA the training, symposium and financial reports within one (1) month after the conduct of the training; and
10. To attend the annual meeting every January.

III. GUIDELINES

A. Training & Symposium

1. The FATA shall manage the conduct of trainings and symposia based on the agreed schedules, otherwise, an approval from the FPA is required.
2. The FATA shall submit the topics of the symposium within two (2) months prior to its conduct for FPA's comments/approval.
3. The FATA shall ensure that the symposium to be conducted is aligned with the chosen training program (i.e., if the chosen training program is CPA-Fumigator, then the symposium's topics shall be related to fumigation and the participants shall solely be CPA-Fumigators). However, if multiple training programs are to be conducted in a scheduled date, the FATA may combine the topics and participants.

B. Accreditation

☐ **NEW**

1. The association/organization shall submit the following documents for evaluation of the FPA:
 - a. Accomplished Application for Accreditation (Annex A)
 - b. SEC Registration
 - c. General Information Sheet (contains the roster of membership)
 - d. Association Profile
 - e. List of Trainors and their Qualifications
 - f. Training Module
2. The FPA shall inform the association/organization of the approval/disapproval of its application within 1 month from receipt of complete accreditation documents.

- 3. The training manual shall be submitted within two (2) months after the approval of accreditation from the FPA.
- 4. The training manual shall be approved by the FPA within one (1) month after its submission.
- 5. The Memorandum of Understanding (MOU) shall be signed by both parties within one (1) month after approval of the training manual.
- 6. The newly accredited training association shall attend the annual meeting to discuss and finalize the schedule of the trainings and symposia to be managed during the year. In line with this, the conduct of the trainings and symposia shall commence the year after the approval of accreditation.

☐ **RENEWAL**

A. Requirements

- 1. Overall training evaluation rating of at least Satisfactory; and
- 2. Updated General Information Sheet of the association/organization.

B. Bases of Evaluation

- 1. All examinees shall be requested to evaluate the training program, resource speakers, food and venue, and the FATA concerned prior to exam administration. Participant’s evaluation form is hereto attached as Annex “B”.
- 2. The Regional Office which has jurisdiction over the venue where the training was conducted shall likewise submit their respective evaluations of the FATA concerned (Form attached as Annex “C”).
- 3. The percentage of those who passed vis-à-vis the total number of takers shall also be considered as one of the bases of evaluation. The removal shall be included in the “passed” category once the examinee passed the removal exam. The ratings shall be as follows:

ARCO

<i>Passing Rate Range</i>	<i>Numerical Rating</i>	<i>Adjectival Rating</i>
91% - 100%	5	Excellent
81% - 90%	4	Very Satisfactory
71% - 80%	3	Satisfactory
61% - 70%	2	Unsatisfactory
≥ 60%	1	Poor

CPA

<i>Passing Rate Range</i>	<i>Numerical Rating</i>	<i>Adjectival Rating</i>
85.01.% - 100%	5	Excellent
70.01% - 85%	4	Very Satisfactory
55.01% - 70%.	3	Satisfactory
40.01% - 55%	2	Unsatisfactory
≥ 40%	1	Poor

4. The Planning, Management and Information Division (PMID) shall summarize the evaluation of every training conducted (Form attached as Annex “D”).
5. At the end of the year, an overall rating of each FATA shall also be summarized by PMID including the comments and suggestions from the participants and FPA Regional Officers (Form attached as Annex “E”). The FATA shall have at least an overall rating of **Satisfactory** to be eligible for the renewal of accreditation. If not, their accreditation shall be suspended for the ensuing year.

The overall rating shall be the average of all trainings conducted within the year except for 2019 which covers the second semester only. The standard overall rating scale shall be as follows:

Range	Adjectival Rating
5.00	Excellent
4.00 - 4.99	Very Satisfactory
3.00 - 3.99	Satisfactory
2.00 - 2.99	Unsatisfactory
1.00 - 1.99	Poor

6. The overall rating/result of evaluation shall be presented and discussed during the annual meeting every January. A complete set shall be provided to the concerned FATA.
7. The MOU shall be signed by both parties within two (1) month after the annual meeting.

IV. VALIDITY

The validity of accreditation is one (1) year, renewable every January.

V. SEPARABILITY CLAUSE

In case any provision of this Circular is declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

VI. EFFECTIVITY

This Circular shall take effect immediately.

APPROVED:

A handwritten signature in black ink, appearing to be 'W. Roldan', written over a horizontal line.

WILFREDO C. ROLDAN
Executive Director



Document title

**APPLICATION FOR ACCREDITATION
TRAINING ASSOCIATION**

Form no.	FPA-PMID - 11
Revision no.	0
Date	10.07.2019
Author	L.C Japon
Approved by	D.M De Leon
Page	1 of 1

Control No. _____

☐ New☐ Renewal

TRAINING PROGRAM AND SYMPOSIUM TO BE CONDUCTED:

☐ Accredited Responsible Care Officer
☐ Fertilizer and Pesticide Researcher☐ Agricultural Certified Pesticide Applicator
☐ Fumigator
☐ Exterminator
☐ Drone Controller/Crew

Name of Association/Organization																						
Address																						
Email Address																						
Contact No.																						
<p><i>I hereby certify that the above information is correct to the best of my knowledge.</i></p> <p>_____</p> <p>Signature over Printed Name and Position of Representative</p>																						
Requirements to be attached to this application	<table><thead><tr><th></th><th>New</th><th>Renewal</th></tr></thead><tbody><tr><td>1. SEC Registration</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2. General Info Sheet</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>3. Association/Organization Profile</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4. List of Trainors and Qualifications</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>5. Training Module</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>6. Overall Training Evaluation Rating of at least Satisfactory</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></tbody></table>		New	Renewal	1. SEC Registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. General Info Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Association/Organization Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. List of Trainors and Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Training Module	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Overall Training Evaluation Rating of at least Satisfactory	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<p>FOR FPA USE ONLY:</p> <p>Received by/Date:</p> <p>_____</p>																						



Document title

Participant's Training Evaluation

Form no.	FPA-PMID - 08
Revision no.	1
Date	09.24.2019
Author	J.D Baysa
Approved by	D.M De Leon
Page	1 of 1

No. _____

Name of participant: _____

Name of Training Association: _____ Training Program: _____

Date Covered: _____ Venue: _____

Direction:PLEASE PUT CHECK MARK**RATING SCALE:****1-POOR****2-UNSATISFACTORY****3-SATISFACTORY****4-VERYSATISFACTORY****5-OUTSTANDING****I. EVALUATION OF THE TRAINING**

Program Design/ Delivery	1	2	3	4	5
A. Relevance/ Attainment of the Objectives					
B. Presentation/ Delivery of Topics					
C. Usefulness of Learning Materials					
D. Participants' Involvement					

II. EVALUATION OF THE RESOURCE SPEAKERS

Name of Resource Speaker	EXPERTISE/ MASTERY OF THE TOPIC					CLARITY					METHODS/SKILLS IN IMPARTING KNOWLEDGE				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1.															
2.															
3.															
4.															
5.															
6.															

III. FOOD AND VENUE

1	2	3	4	5

IV. TRAINING ASSOCIATION(Overall assessment on the management of the conducted training program)

1	2	3	4	5

V. COMMENTS/SUGGESTIONS

THANK YOU FOR YOUR COOPERATION.



Document title

EVALUATION OF FPA ACCREDITED TRAINING ASSOCIATION (FATA)

Form no.	FPA-PMID - 09
Revision no.	0
Date	09.19.2019
Author	L.C Japon
Approved by	D.M De Leon
Page	1 of 1

Name of FATA	
Training Program	
Date Covered	
Venue	

I. Overall assessment on the management of the conducted training program

Please encircle

Poor	1	2	3	4	5	Excellent
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II. Overall Comments/Suggestions

FATA members:

PAE
PMCPFI/PACPA
PAPFI
KAPESTCOPI

Submitted by:

Regional Officer



Document title

TRAINING EVALUATION SUMMARY

Form no.	FPA-PMID - 10
Revision no.	1
Date	09.24.2019
Author	L.C Japon
Approved by	D.M De Leon
Page	1 of 4

TITLE OF TRAINING	
VENUE	
DATE	
FPA ACCREDITED TRAINING ASSOCIATION (FATA)	

I. EVALUATION OF THE TRAINING

Program/Design Delivery	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. Relevance/Attainment of the Objectives						
B. Presentation/Delivery of Topics						
C. Usefulness of Learning Materials						
D. Participants' Involvement						
Average Rating						

II. EVALUATION OF THE RESOURCE SPEAKERS

1. Ms.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC	0	0	0	0	0	
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						



Document title

TRAINING EVALUATION SUMMARY

Form no.	FPA-PMID - 10
Revision no.	1
Date	09.24.2019
Author	L.C Japon
Approved by	D.M De Leon
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2. Mr.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC						
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						

3. Ms.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC						
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						

4. Mr.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC	0	0	0	0	0	
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						



Document title

TRAINING EVALUATION SUMMARY

Form no.	FPA-PMID - 10
Revision no.	1
Date	09.24.2019
Author	L.C Japon
Approved by	D.M De Leon
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5. Mr.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC						
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						

6. Mr.	RATING SCALE					Rating
	1	2	3	4	5	
	POOR	UNSATISFACTORY	SATISFACTORY	VERY SATISFACTORY	OUTSTANDING	
A. EXPERTISE/MASTERY OF THE TOPIC						
B. CLARITY						
C. METHODS/SKILLS IN IMPARTING KNOWLEDGE						
Average Rating						

III. FOOD AND VENUE

IV. TRAINING ASSOCIATION (Overall assessment on the management & supervision of the training program)



Document title

TRAINING EVALUATION SUMMARY

Form no.	FPA-PMID - 10
Revision no.	1
Date	09.24.2019
Author	L.C Japon
Approved by	D.M De Leon
Page	4 of 4

V. COMMENTS/SUGGESTIONS

A. FROM FPA REGIONAL OFFICER

B. FROM TRAINING PARTICIPANTS

OVERALL RATING

Total Number of Participant = 0 Total Number of Respondents = 0

I. Average- Program/Design Delivery	0.00	II. Average -Resource Persons	0.00
A. Relevance/Attainment of the Object	0.00	1. Ms.	0.00
B. Presentation/Delivery of Topics	0.00	2. Mr.	0.00
C. Usefulness of Learning Materials	0.00	3. Ms.	0.00
D. Participants' Involvement	0.00	4. Mr.	0.00
		5. Mr.	0.00
		6. Mr.	0.00
III. Food & Venue	0.00	IV. Training Association	0.00

RATING - PARTICIPANTS	0.00
RATING - REGIONAL OFFICE	0.00
RATING - PASSING MARK	0.00
OVERALL RATING	0.00

Prepared by:

Noted by:

Signature over Printed Name & Position

Signature over Printed Name & Position



Document title

OVERALL TRAINING EVALUATION RATING

Form no.	FPA-PMID - 12
Revision no.	0
Date	10.08.2019
Author	L.C Japon
Approved by	D.M De Leon
Page	1 of 1

Period: _____

FPA ACCREDITED TRAINING
ASSOCIATION (FATA)

I. TRAININGS CONDUCTED

Date/Place	TRAINING PROGRAM				
	ARCO	Researcher	CPA-F	CPA-E	CPA-D

II. SUMMARY OF RATINGS

Training Program	TRAINING NUMBER					Average Rating
	1	2	3	4	5	
	Rating	Rating	Rating	Rating	Rating	
ARCO						
F/P Researchers						
CPA - Fumigator						
CPA - Exterminator						
CPA - Drone Applicator						
OVERALL RATING						
ADJECTIVAL RATING						

Standard Overall Rating Scale

Range	Adjectival Rating
5	Excellent
4.00 - 4.99	Very Satisfactory
3.00 - 3.99	Satisfactory
2.00 - 2.99	Unsatisfactory
1.00 - 1.99	Poor

Prepared by:

Reviewed by:

Signature over Printed Name & Position

Signature over Printed Name & Position