



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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MEMORANDUM CIRCULAR

NO. 26

Series of 2021

To : ALL CONCERNED

Subject : UPDATES IN THE ADMINISTRATION OF FPA EXAM

In pursuance to FPA's Quality Management System for pre-accreditation activity and to update/improve the system in exam administration for Agricultural Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO), the following procedures/steps shall be observed by all concerned:

Client Steps	Agency Actions	Processing Time	Responsible Person
1. Requested for a link to access the application form in google form	1. Provided the link individually or to the concerned FATA	5 minutes	Admin Officer III PMID 3/F, FPA Bldg.
2. Submit online duly accomplished application with 1x1 picture	2. Check the completeness of application: * If found complete, process it and prepare the Notice of Exam. * If not, inform the applicant of the lacking info.	1 day	Admin Officer III PMID 3/F, FPA Bldg.
	2.1 Issue the Notice	5 minutes	Planning Off V PMID, 3/F, FPA Building
3. Receive the Notice of Exam	3. Email the Notice	5 minutes	Admin Officer III PMID 3/F, FPA Bldg.
	3.1 Coordinate and email with the Regional Officers the list of examinees with approved date and time	1 day	Admin Officer III PMID 3/F, FPA Bldg.

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with empowered and prosperous farmers and fisherfolk*



Client Steps	Agency Actions	Processing Time	Responsible Person
4. Go to the exam place and take the online exam	4. Online exam administration	2.5 hours	Admin Officer III PMID 3/F, FPA Bldg.
5. Wait for the release of the result	5. Check the exam answers, compute the rating, and secure approval for eSignature of the Executive Director	3 days	Admin Officer III PMID 3/F, FPA Bldg.
	5.1 Review	25 minutes	Planning Officer V PMID 3/F, FPA Bldg.
	5.2 Receive the approval for eSignature	40 minutes	Executive Director 2/F, FPA Bldg.
	5.5 Prepare the result of rating	1 day	Admin Officer III PMID 3/F, FPA Bldg.
6. Browse the FPA website	6. Publication of exam passers at FPA website	10 minutes	Info Technology Officer I PMID, 3/F, FPA Building
TOTAL		6 days and 4 hours	

The applicants/examinees may submit their applications while still attending the training. However, for control measure purposes, the approval of the application is conditional, pending receipt from the FPA accredited training association (FATA) of a certification of participants who completed the training course and qualified to take the FPA exam based on the requirements prescribed in the FPA's Pesticide Regulatory Policies and Implementing Guidelines. The FATA shall submit said certification to PMID within 2 working days after end of training. The policy of "No FATA certification, no taking of exam" shall be strictly implemented.

Further, in a situation wherein exam taking/administration on the approved date is not possible due to a fortuitous event, the examinee and the concerned Regional Officer shall inform the PMID so that a new Notice will be issued.

This Circular takes effect immediately and supersedes previous issuances inconsistent herewith and shall remain in force unless otherwise revoked in writing.


WILFREDO C. ROLDAN
 Executive Director