



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY
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September 16, 2021

Memorandum Circular No. 25
Series of 2021

TO : ALL FERTILIZER STAKEHOLDERS
FERTILIZER REGULATIONS DIVISION
THIS OFFICE

SUBJECT : APPLICATION PROCEDURE AT THE FPA HEAD OFFICE -
FERTILIZER REGULATIONS DIVISION DURING THE GENERAL
COMMUNITY QUARANTINE

In line with FPA Memorandum Circular No. 23 series of 2021, the Fertilizer Regulations Division (FRD) under the Fertilizer and Pesticide Authority (FPA) Head Office will now issue bill forms with affixed e-signatures. This is to allow applicants to directly proceed to the cashier for the payment of their applications. Once the payment has been done, clients must not proceed to the receiving counter as face-to-face transactions other than payments are still suspended as per the aforementioned memorandum. Clients must immediately email the scanned copy of their official receipt to the respective process owner's email address to facilitate the processing of their application for regulatory document such as License to Operate (LTO), Certificate of Product Registration (CPR), VAT Exemption Certificates, and Permits. For the confirmatory analysis of samples for product registration, clients must still send their samples via courier once they have been given confirmation to do so via email. As such, all stakeholders are advised to email their application to the respective process owner email addresses for appropriate action.

This memorandum shall take effect during the duration of the GCQ up until it is lifted.

For your guidance and strict compliance.


WILFREDO C. ROLDAN
Executive Director



Management
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ISO 9001:2015



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