



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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January 14, 2022

MEMORANDUM CIRCULAR
No. 3
Series of 2022

TO : REGIONAL FIELD UNITS (RFUs)
FERTILIZER AND PESTICIDE INDUSTRY AND
STAKEHOLDERS
THIS OFFICE

SUBJECT : USE OF THE NEW GOOGLE ELECTRONIC MAIL ADDRESSES
OF THE FIELD OPERATIONS COORDINATION UNIT (FOCU)

In view of improving the communication system and organization of requests and other concerns facilitated between the Field Operations Coordination Unit (FOCU), the Regional Field Units, our stakeholders, and this Office, please be advised that the Field Operations Coordination Unit (FOCU) shall be using the following new Google Electronic Mail Addresses effective January 17, 2022:

EMAIL ADDRESS	PURPOSE
fpa.focu.fieldsums@gmail.com	All SUMS order related documents
fpa.focu.fieldreports@gmail.com	All reports related documents (weekly prices, fertilizer stock inventory, monthly accomplishment, status of handlers, IPCR, DPCR)
fpa.focu.fieldlicense@gmail.com	All licenses related documents (copy of certificates)
fpa.focu.fieldfinance@gmail.com	All financial related documents (TEV, PR, vouchers, contracts, office rentals, etc.)
fpa.focu.inspection@gmail.com	All inspection related documents
fpa.focu.asdtraining@gmail.com	All ASD training documents
fpa.focu.general@gmail.com	All other documents not included in the abovementioned emails (MEMOs, invitations, etc.)

For your information and guidance.


WILFREDO C. ROLDAN
Executive Director

FPA-PMID
By: AMON
Date: 1/25/22

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with empowered and prosperous farmers and fisherfolk

