



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

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January 26, 2022

MEMORANDUM CIRCULAR

No. 4

Series of 2022

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

**SUBJECT : USE OF THE FIELD OPERATIONS COORDINATION UNIT (FOCU)
FORMS**

In view of the continuous improvement of the quality management system and updating of the FOCU, the RFUs, and this Office's Operations Manual, please be advised that the FOCU shall be using the following forms effective January 26, 2022:

| CODE | NAME OF FORM |
|--------------|-------------------------------------------------------------------------------|
| FPA-FOCU-F01 | Regional Field Unit Monthly Licenses Issued Form |
| FPA-FOCU-F02 | Regional Field Unit Monthly Summary of Monitoring Form |
| FPA-FOCU-F03 | Inspection Request Form |
| FPA-FOCU-F04 | Citizen/Client Satisfaction Survey |
| FPA-FOCU-F05 | Monthly Monitoring and Validation Report of Pesticide Spraying in Plantations |
| FPA-FOCU-F06 | Sample Acknowledgement Receipt Form |
| FPA-FOCU-F07 | Regional Fertilizer Price Monitoring Form |
| FPA-FOCU-F08 | Provincial Fertilizer Price Monitoring Form |
| FPA-FOCU-F09 | Risk Appraisal Checklist |
| FPA-FOCU-F10 | Regional Pesticide Prices Form |
| FPA-FOCU-F11 | Regional Fertilizer Stock Inventory Form |
| FPA-FOCU-F12 | Regional Field Unit Monthly Accomplishment Report Form |
| FPA-FOCU-F13 | SUMS Order Form |
| FPA-FOCU-F14 | Inspection Sheet |

For your information and guidance.


WILFERDO C. ROLDAN
Executive Director



Management System
ISO 9001:2015



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