



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.  
Tel. Nos. 8920-8573, 8441-1601, 8922-3368  
E-mail add: fpacentral77@gmail.com | Website: <http://pa.da.gov.ph>

January 31, 2022

**MEMORANDUM CIRCULAR**  
**No. 5**  
**Series of 2022**

**TO : ALL LICENSED FERTILIZER MANUFACTURERS, PROCESSORS, FORMULATORS, AND BULK BLENTERS**

**SUBJECT : SUBMISSION OF MONTHLY PRODUCTION, SALES AND INVENTORY REPORT EVERY THIRD (3<sup>RD</sup>) WORKING DAY AFTER END OF EACH MONTH**

Pursuant to Presidential Decree No. 1144, the Fertilizer and Pesticide Authority is mandated to assure the agricultural sector of adequate supplies of fertilizer at reasonable prices, rationalize the manufacture and marketing of fertilizer. Chapter 8, Section 8.2.3 of the Fertilizer Regulatory Policies, and Implementing Guidelines states that any person or handler who sells or offers for sale, delivers, or offers to deliver, any fertilizer or related product/subject to P.D. 1144, shall upon request of any FPA representative, duly designated by the Executive Director, to furnish with the Fertilizer Production, Sales/Prices, and Inventory Reports. Thus, FPA has the authority to obtain complete access to all pertinent information on the operations of the industry, including the production, sales/prices, and inventory.

In this regard, all licensees engaged in the production of fertilizer product/s are required to submit monthly production, sales/prices, and inventory report. The data that you will provide us will be very important reference to augment the agriculture problem on the rising prices of fertilizers by promoting local fertilizer production. The attached Production and Sales Report Form must be completely filled-out and submitted within three (3) working days after end of each month through [fpa.frd.license@gmail.com](mailto:fpa.frd.license@gmail.com). Failure to comply with the submission will deter the issuance of license for renewal as stipulated in the Fertilizer Regulatory Policies and Implementing Guidelines.

This Memorandum shall take effect on January 31, 2022, and shall supersede all other issuances inconsistent herewith.

Copy of this Memorandum shall be posted at the FPA website and shall be emailed to the licensed handlers covered by this Circular.

  
**WILFREDO C. ROLDAN**  
Executive Director

cc: Dr. Myer G. Mula, DEDF  
Ms. Julieta B. Lansangan, Chief, FRD



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Document Title

# MONTHLY PRODUCTION & SALES REPORT

Form No. FPA-FRD-F11  
 Revision No. 03  
 Date 01.19.2022  
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**Name of Company:**  
**Name of Fertilizer:**  
**Year Covered:**

**FPA Registration No.**  
**Guaranteed Analysis:**  
**Unit (in kg or L):**

MONTH	Beginning Inventory (Previous Month)	PRODUCTION	TOTAL STOCKS	SALES		Ending Inventory (Current Month)	AVERAGE PRICE PER PACK/BOTTLE
				Domestic	Export		
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Submitted by:

Signature above printed name

Date

Position/Designation