



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
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February 4, 2022

**MEMORANDUM CIRCULAR**

No. 7  
Series of 2022

**TO : REGIONAL FIELD UNITS**  
**PESTICIDE REGULATIONS DIVISION**  
**FERTILIZER REGULATIONS DIVISION**  
**PLANNING, MANAGEMENT AND INFORMATION DIVISION**  
**FIELD OPERATIONS AND COORDINATION UNIT**

**SUBJECT : DISPOSITION OF THE ISSUED STOP USE, STOP MOVE, STOP SALE, AND**  
**HOLD (SUMS) ORDER**

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In view of strengthening the enforcement activities of the agency and to ensure that violations are properly monitored and addressed appropriately, the following procedures on the disposition of the issued SUMS Order by the Regional Field Units (RFUs) shall be implemented:

**I. Purpose**

This document describes the step-by-step procedure for the issuance of the SUMS Order. It defines the system for recording, reporting, monitoring, and implementing sanctions on the issued SUMS Order by the RFUs.

**II. Scope**

This Order shall cover all the issued SUMS Orders by the RFUs resulting from their monitoring activities, Clean-Up drive operations, and other field-related activities.

**III. Form and Control Number**

Only Form FPA-FOCU-F13 (see **Annex "A"**) shall be allowed to be used by the RFUs on the issuance of SUMS Order. The issuing officer shall assign a control number following this Order: Year-Region-Provincial Code (see **Annex "B"**)-0000 ex. 2022-CAR-BEN-0001.



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#### IV. Submission of Report

The Supervising Agriculturist covering the area shall report the issued SUMS order to the Central Office, through the Field Operations and Coordination Unit (FOCU), within twenty-four (24) hours from issuance.

FOCU shall record and forward the report to the Office of the Executive Director (OED) and Legal Officer for determination of proper sanctions/penalties for the violation committed.

#### V. Imposition of Sanctions/Penalties

Only the Central Office, through the OED, shall have the authority to impose sanctions/penalties based on the gravity of the offense. The OED shall copy furnish the FOCU and other divisions concerned on the imposed sanctions/penalties for monitoring purposes.

#### VI. Resolution/Settlement

Upon determination that the issue has been resolved or the imposed sanctions or penalties have been settled, the OED shall issue an Order lifting the SUMS Order previously issued, and this shall be coordinated with the RFUs, through FOCU. The FPA field personnel shall then inform the involved establishments of the lifting of the SUMS Order.

FOCU shall maintain a record of all SUMS Orders issued by the RFUs and monitor the status of actions for each violation.

This Circular shall take effect immediately and shall remain valid unless otherwise revoked in writing.

For your reference and guidance.

  
**WILFREDO C. ROLDAN**  
Executive Director



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ANNEX B

Luzon			Mindanao			Visayas		
Province	Region	Code	Province	Region	Code	Province	Region	Code
Ilocos Norte	I	ILN	Zamboanga del Norte	IX	ZAN	Aklan	VI	AKL
Ilocos Sur	I	ILS	Zamboanga del Sur	IX	ZAS	Antique	VI	ANT
La Union	I	LUN	Zamboanga Sibugay	IX	ZSI	Capiz	VI	CAP
Pangasinan	I	PAN	Bukidnon	X	BUK	Guimaras	VI	GUI
Batanes	II	BTN	Camiguin	X	CAM	Iloilo	VI	ILI
Cagayan	II	CAG	Lanao del Norte	X	LAN	Negros Occidental	VI	NEC
Isabela	II	ISA	Misamis Occidental	X	MSC	Bohol	VII	BOH
Nueva Vizcaya	II	NUV	Misamis Oriental	X	MSR	Cebu	VII	CEB
Quirino	II	QUI	Davao de Oro	XI	COM	Negros Oriental	VII	NER
Aurora	III	AUR	Davao del Norte	XI	DAV	Siquijor	VII	SIG
Bataan	III	BAN	Davao del Sur	XI	DAS	Biliran	VIII	BIL
Bulacan	III	BUL	Davao Occidental	XI	DVO	Eastern Samar	VIII	EAS
Nueva Ecija	III	NUE	Davao Oriental	XI	DAO	Leyte	VIII	LEY
Pampanga	III	PAM	Cotabato	XII	NCO	Northern Samar	VIII	NSA
Tarlac	III	TAR	Sarangani	XII	SAR	Samar	VIII	WSA
Zambales	III	ZMB	South Cotabato	XII	SCO	Southern Leyte	VIII	SLE
Batangas	IV-A	BTG	Sultan Kudarat	XII	SUK			
Cavite	IV-A	CAV	Agusan del Norte	XIII	AGN			
Laguna	IV-A	LAG	Agusan del Sur	XIII	AGS			
Quezon	IV-A	QUE	Dinagat Islands	XIII	DIN			
Rizal	IV-A	RIZ	Surigao del Norte	XIII	SUN			
Marinduque	IV-B	MAD	Surigao del Sur	XIII	SUR			
Occidental Mindoro	IV-B	MDC	Basilan	BARMM	BAS			
Oriental Mindoro	IV-B	MDR	Lanao del Sur	BARMM	LAS			
Palawan	IV-B	PLW	Maguindanao	BARMM	MAG			
Romblon	IV-B	ROM	Sulu	BARMM	SLU			
Albay	V	ALB	Tawi-Tawi	BARMM	TAW			
Camarines Norte	V	CAN						
Camarines Sur	V	CAS						
Catanduanes	V	CAT						
Masbate	V	MAS						
Sorsogon	V	SOR						
Abra	CAR	ABR						
Apayao	CAR	APA						
Benguet	CAR	BEN						
Ifugao	CAR	IFU						
Kalinga	CAR	KAL						
Mountain Province	CAR	MOU						
Metro Manila	NCR	NCR						