



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://fpa.da.gov.ph>

February 10, 2022

**MEMORANDUM CIRCULAR**

No. 9  
**SERIES of 2022**

**TO : ALL FPA OFFICIALS AND EMPLOYEES  
ALL OTHERS CONCERNED  
This Office**

**SUBJECT : FERTILIZER AND PESTICIDE AUTHORITY (FPA) NEW NORMAL  
WORKFORCE PLAN: REVISED GUIDELINES ON SERVICE  
CONTINUITY**

In line with Republic Act No. 11469 also known as the "Bayanihan to Heal As One Act" the FPA acknowledges the need to establish, implement and maintain appropriate procedures for managing the immediate consequences of the COVID-19 pandemic with due regard to the welfare of employees and clients, operational options for responding to incidents, prevention of further loss of lives and disruption to the economy, and recovery.

This Memorandum Circular is issued to provide operational actions and protocols that will be undertaken by the FPA at the Central Office and its Field Offices in response to the COVID-19 pandemic and any related incident, and to ensure continuity of operations through the restoration of mission essential functions.

The FPA'S New Normal Workforce Plan: Revised Guidelines on Service Continuity was consistent with the applicable issuances of the Department of Agriculture (DA) and other relevant government entities such as the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID), Department of Health (DOH), and Civil Service Commission (CSC).

This Memorandum Circular shall take effect immediately and shall remain in force until revoked in writing.

All orders, memoranda and issuances inconsistent herewith are deemed revoked.

  
**WILFREDO C. ROLDAN**  
Executive Director



Management System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 9108851180



tbo-fad

*A food-secure and resilient Philippines*

*with empowered and prosperous farmers and fisherfolk*



FPA