



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 20, 2023

MEMORANDUM CIRCULAR

NO. 3

SERIES OF 2023

**TO : ALL PESTICIDE STAKEHOLDERS
ALL FPA PERSONNEL
ALL CONCERNED**

**SUBJECT : BUSINESS TRANSACTION SCHEDULE AT THE PESTICIDE
REGULATIONS DIVISION (PRD)**


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As part of continual improvement of the delivery of pesticide-related services, specifically addressing the current workload and additional pesticide regulations concerns, the Pesticide Regulations Division (PRD) **shall be strictly implementing** the business transaction schedule below effective **March 1, 2023**:

| Service                                                                                                   | Transaction Schedule                                            |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Product Registration, Experimental Use Permit, License, and Receiving of Sample for Confirmatory Analysis | <i>Tuesday, Wednesday, &amp; Thursday</i><br>9:00 AM – 12:00 NN |
| Certificate Authorizing Importation of Pesticides (CAIP) and Other Certifications                         | <i>Monday to Friday</i><br>9:00 AM – 12:00 NN                   |

As such, all pesticide stakeholders are hereby directed to transact business at the PRD office only on the specified day and time only. No application will be received and no issuance will be released, if not within the prescribed transaction schedule. Follow-ups and inquiries will also be accommodated within the transaction schedule only.

Likewise, all pesticide stakeholders are reminded to ensure the completeness of all the requirements to be submitted for ease of transaction and avoid delays in processing the application.

Immediate dissemination of this issuance is desired.

  
**JULIETA B. LANSANGAN**  
Officer-In-Charge



Management  
System  
ISO 9001:2015

