



Republic of the Philippines

Department of Agriculture

**Fertilizer and Pesticide Authority**

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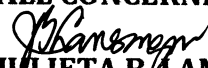
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13 January 2023

**MEMORANDUM**

**TO : ALL FERTILIZER AND PESTICIDE AUTHORITY (FPA) OFFICERS,  
EMPLOYEES AND ALL CONTRACT OF SERVICE PERSONNEL  
ALL STAKEHOLDERS  
ALL CONCERNED**

**FROM :   
JULIETA B. LANSANGAN  
Officer in Charge**

**SUBJECT : GUIDELINES FOR THE RELEASE AND ISSUANCE OF FPA'S  
OFFICIAL DOCUMENTS AND DATA**

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**I. RATIONALE**

The rationale of this Memorandum is to comply with the pertinent laws and jurisprudence regarding the issuance of official documents and data.

Elementary is the rule that the right of the people to information on matters of public concern is not an absolute right for it is subject to such limitations as may be provided by law.

Moreover, it must be borne in mind that Public office is a public trust. Thus, this MC.

**II. APPLICABLE LAWS, JURISPRUDENCE, MEMORANDUM, AND REGULATIONS**

• **Article III section 7 of 1987 Constitution**

*"The right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used a basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law."*

• **Article XI section 1 of 1987 Constitution**

*"Public office is a public trust. Public officer and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives."*



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- **Implementing Rules and Regulations of Republic Act No. 10173, Otherwise Known as the “Data Privacy Act Of 2012” (Rule IV)**

*“The processing of personal data shall be allowed, subject to compliance with the requirements of the Act and other laws allowing disclosure of information to the public, and adherence to the principles of transparency, legitimate purpose and proportionality.”*

### III. CONCLUSION:

Prior to issuance of any document or data, all FPA officers, employees and contract of service personnel, stakeholders and all concerned are hereby directed to observe the following procedure, to wit:

1. Any request for official documents and/or data shall be in writing, addressed to the Executive Director/Officer-in-Charge and sent through email at [fpacentral77@gmail.com](mailto:fpacentral77@gmail.com);
2. The purpose of the request shall be clearly and expressly stated;
3. The requesting party must state his full name, address and contact information in the request;
4. The requesting party must attach a valid government-issued ID as proof of his identity;
5. PMID Officer/s (Data Protection Officer) shall evaluate the request whether to grant the same; and
6. If, after evaluation, PMID officer/s finds that the request is lawful and satisfies all of the above requirements, the requested documents and/or data shall be released to the requesting party within fifteen (15) working days from the receipt of the request;
7. Else, the PMID officer/s who evaluate the request must notify the requesting party that his or her request is denied and the reason of its denial within the same period.

For your information and guidance. Thank you.

