



Republic of the Philippines
Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City
Telephone Nos. (02) 8426-1572/ (02) 8920-8573

February 14, 2024

MEMORANDUM CIRCULAR

No. 05
Series of 2024

TO : ALL FPA OFFICIALS AND EMPLOYEES
ALL FPA STAKEHOLDERS
ALL CONCERNED
This Office

SUBJECT : REITERATION OF STRICT IMPLEMENTATION OF THE
FERTILIZER AND PESTICIDE AUTHORITY (FPA) SECURITY
POLICY: MEMORANDUM CIRCULAR NO. 22 AND NO. 31, SERIES
OF 2022

This is in reference to Memorandum Circular No. 22, Series of 2022, regarding the Strict Implementation of the Fertilizer and Pesticide Authority (FPA) Security Policy for All Individuals Entering the FPA Office Building, issued on 09 August 2022 (**Annex A**), and Memorandum Circular No. 31, Series of 2022, concerning the Addendum to FPA Memorandum Circular No. 22, Series of 2022, issued on 06 October 2022 (**Annex B**).

Please be reminded that all the security measures outlined in the aforementioned Memorandum Circulars shall consistently be implemented in the FPA office building, and failure to submit thereof will result in the denial of entry.

For strict compliance.

JULIETA B. LANSANGAN, MSA, MSES
Executive Director III

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

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TO THE DIRECTOR
OF THE UNIVERSITY OF CHICAGO
FROM THE DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSION ON THE
STRUCTURE OF THE
ATOMIC NUCLEUS
AND THE
ELEMENTARY PARTICLES

THE COMMISSION ON THE
STRUCTURE OF THE
ATOMIC NUCLEUS
AND THE
ELEMENTARY PARTICLES
WAS ORGANIZED BY
THE DEPARTMENT OF CHEMISTRY
IN 1957. IT HAS
THE HONOR TO ANNOUNCE
THE RESULTS OF ITS
WORK.

THE COMMISSION HAS
CONDUCTED A
THOROUGH
REVIEW OF THE
LITERATURE
ON THE
STRUCTURE OF THE
ATOMIC NUCLEUS
AND THE
ELEMENTARY PARTICLES
AND HAS
REACHED THE
CONCLUSIONS
STATED IN
THIS REPORT.

THE COMMISSION
ON THE
STRUCTURE OF THE
ATOMIC NUCLEUS
AND THE
ELEMENTARY PARTICLES
HAS THE HONOR
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THE RESULTS
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Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

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August 9, 2022

MEMORANDUM CIRCULAR

No. 22
Series of 2022

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

**SUBJECT : STRICT IMPLEMENTATION OF THE FERTILIZER AND
PESTICIDE AUTHORITY (FPA) SECURITY POLICY FOR ALL
INDIVIDUALS ENTERING THE FPA OFFICE BUILDING**

In reference to the Republic Act 10173, Data Privacy Act of 2012, and to ensure the safety and security of the FPA personnel, property, and official documents, the following security policies shall be implemented.

I. POLICY OVERVIEW

This policy sets out the parameters for all individuals entering the FPA office building and the assigned responsibility that each must take in doing so.

II. SCOPE AND APPLICABILITY

This policy applies to all FPA Personnel, Service Providers, Workplace Visitors and Personal Visitors of the FPA.

III. DEFINITION OF TERM

1. FPA Personnel- this refers to the FPA permanent employee personnel and the contract of service personnel.
2. Service Provider- this refers to the contracted security service personnel and utility service personnel.
3. Workplace Visitors - former FPA employees, contractors and all other stakeholders of the FPA.
4. Personal Visitors - employee's family, relatives, and friends.

IV. POLICY PROCESS

1. FPA in coordination with the security services provider shall implement the "NO ID, NO ENTRY POLICY" for security purposes.
2. The primary access to the FPA office is the main entrance doors of the main lobby.



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3. Should there be an official meeting which will be attended by the workplace visitors, the division/unit concerned shall provide the security guard on duty a notice of meeting/forum for reference.
4. The following responsibilities shall be taken by the FPA personnel and service providers, workplace and personal visitors, and security guards:

4.1 FPA PERSONNEL AND SERVICE PROVIDER

- 4.1.1 All FPA personnel and service provider must always wear their office and frontliner IDs both in the Central and Regional Field Offices.
- 4.1.2 New officials and employees including COS personnel who have not been issued with FPA office ID/frontliner ID or temporary ID must present a valid ID upon entrance in the FPA premises.
- 4.1.3 FPA personnel who forgot to bring his/her ID may be allowed to enter the building premises but shall be recorded in the logbook by the security guard.
- 4.1.4 All FPA personnel whom the workplace visitors and personal visitors have visited shall signify his/her confirmation by affixing his/her signature in the "Visitor's Slip" form (**Annex 'A'**) with the indicated date and time of entry and the time out of the workplace and personal visitors.

4.2 WORKPLACE AND PERSONAL VISITORS

- 4.2.1 No workplace and personal visitors should be allowed to access the FPA building from the rear service access or emergency access.
- 4.2.2 Workplace and personal visitors shall be required by the guard on duty to provide a valid ID, indicate in the logbook his/her name and signature, date and time of entry, purpose, and name of FPA officials and employees to visit.
- 4.2.3 **ALL WORKPLACE and PERSONAL VISITORS** of FPA official and employees shall be issued with **VISITOR'S PASS ID (Annex 'B')** by the security guard which **SHALL BE ALWAYS WORN** while within the FPA premises. The said visitor's pass ID should be returned to the security guard when signing out from the logbook and before leaving the FPA premises.
- 4.2.4 The workplace and personal visitors shall be given a "Visitor's Slip" form (**Annex 'A'**) and shall fill out his/her name and signature, date and time of entry, purpose of visit, and the name of the FPA officials and employees to visit. This form shall be signed by the FPA officials and employees whom they visited and submit to the security guard before leaving the FPA premises.

4.3 SECURITY GUARD

- 4.3.1 Entry of all workplace and personal visitors shall be properly cleared/coordinated with the officials/employees/divisions concerned. The security guard shall validate the appointment of the workplace and personal visitors and secure the confirmation of availability of the concerned FPA official/employee with the

assigned representative prior to entry and coordinate the designated place to give proper direction to the workplace and personal visitors.

- 4.3.2 The security guard shall require the workplace and personal visitors to indicate in the logbook his/her name and signature, time of entry, purpose, and name of FPA officials and employees to visit.
- 4.3.3 After the workplace and personal visitors' appointment/meeting with the concerned FPA officials and employees, the security guard shall return the ID being presented by the workplace and personal visitors and take the Visitor's Pass ID and Visitor's Slip duly filled up and signed by the concerned FPA officials and employees.
- 4.3.4 The security guard shall submit the Visitor's Slip form to the General Services Section every day at 5:00 pm for proper repository.

This Circular takes effect immediately and supersedes previous issuances inconsistent herewith and shall remain in force unless otherwise revoked.



MYER G. MULA, Ph.D.
Officer-in-Charge



FERTILIZER AND PESTICIDE AUTHORITY

**VISITOR'S
PASS**

10



FERTILIZER AND PESTICIDE AUTHORITY

**VISITOR'S
PASS**

10



October 6, 2022

MEMORANDUM CIRCULAR

No. 31
Series of 2022

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

**SUBJECT : ADDENDUM TO FPA MEMORANDUM CIRCULAR NO. 22
SERIES OF 2022: Strict Implementation of the Fertilizer and
Pesticide Authority (FPA) Security Policy for All Individuals
Entering the FPA Office Building**

In reference to the Republic Act 10173, Data Privacy Act of 2012, and to ensure the safety and security of the FPA personnel, property, and official documents, Memorandum Circular No. 22, Series of 2022 is hereby amended to include the following:


4.2 WORKPLACE AND PERSONAL VISITORS

- 4.2.5 Mandatory bag/package inspection upon entry and random bag inspection upon exit.
- 4.2.6 All visitors/clients will be subject to search upon entry.
- 4.2.7 All visitors/clients shall have a confirmed appointment to be validated by the security guard and subject to availability of the concerned FPA official/employee.
- 4.2.8 A representative of the concerned FPA official/employee shall escort all visitors/clients to the respective office/division.

Failure to submit to the aforementioned security measures will result in the denial of entry.

All other provisions in the FPA Memorandum Circular No. 22, Series of 2022 shall remain enforced.

This Circular takes effect immediately and supersedes previous issuances inconsistent herewith and shall remain in force unless otherwise revoked.


MYER G. MULA, Ph. D.
Officer-in-Charge



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