

OFFICE ORDER

No. 4

Series of 2024


SUBJECT: DESIGNATION OF THE AUTHORIZED USERS OF THE FPA TRADE SYSTEM FOR THE LICENSING OF FERTILIZER HANDLERS

In view of the implementation of the FPA Trade System for the online issuance of License to Operate (LTO) as Fertilizer Handler, the personnel occupying the following positions are hereby designated as the focal persons in charge of the maintenance, data management, and review of the applications received through the system:

Roles	Access Control	FPA TRADE SYSTEM Focal Persons	
		Main	Alternate
System Administrator	<ul style="list-style-type: none"> Create User Accounts Generate Reports 	Information & Technology Officer, PMID	Information Systems Analyst II, PMID
Processor	<ul style="list-style-type: none"> Initial Review of applications Generate Reports 	Agriculturist II, FRD	Senior Agriculturist, FRD
Cashier	<ul style="list-style-type: none"> Verify payment 	Administrative Officer II, FAD	Administrative Assistant III, FAD
Reviewer	<ul style="list-style-type: none"> Review of applications Generate Reports 	Senior Agriculturist, FRD	Supervising Agriculturist, FRD
Recommending Approval	<ul style="list-style-type: none"> Review and recommend for approval 	Chief Agriculturist, FRD	Supervising Agriculturist, FRD
Approval	<ul style="list-style-type: none"> Review and Approve / disapprove 	Executive Director III, OED	Deputy Executive Director for Fertilizer, OED

This order shall take effect on March 1, 2024, and shall remain in force until revoked in writing.

Signed this 01 day of March 2024.


JULIETA B. LANSANGAN, MSA, MSES
Executive Director III