



January 17, 2018

MEMORANDUM CIRCULAR NO. 02

Series of 2018

TO : ALL FERTILIZER HANDLERS
ALL SUPERVISING AGRICULTURISTS
ALL CONCERNED PERSONNEL
This Office

**SUBJECT : TEMPORARY DISCONTINUATION OF THE PROCESSES FOR THE
ISSUANCE OF PRODUCT REGISTRATION AND LICENSES AT THE
FERTILIZER REGULATIONS DIVISION**


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As part of the initiative for continual improvement of the regulatory services at the Fertilizer Regulations Division (FRD), please be informed that effective **January 22- February 2, 2018**, **submission of application, making follow-ups on the status of application, processing and releasing of all regulatory documents will be discontinued temporarily by the FRD, except for:**

1. *Filing of application for product registration and licenses that will expire on January 22- February 2, 2018;*
2. *Filing, processing and releasing of Certificate for Value Added Tax (VAT) exemption; and*
3. *Other certifications related to importation.*

This is to give ample time for all FRD staff to organize the filing of its existing document for easy retrieval and to update the status of all incoming and pending applications.

As such, all fertilizer handlers, supervising agriculturists of the regional offices of the FPA, other FPA personnel and all concerned companies and individual, are hereby requested to refrain from submitting application or making follow-up on the status of their application for product registration and licenses during these dates. Normal operation of the registration and licensing sections of FRD will resume on **February 5, 2018**.

Thank you as we look forward to your usual support to the FPA.

  
**WILFREDO C. ROLDAN**  
Executive Director