

**PLANNING, MANAGEMENT AND INFORMATION
DIVISION**

EXTERNAL SERVICES

56. ACCREDITATION OF RESPONSIBLE CARE OFFICER (Walk-in Client @ FPA Central Office)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course, passed the written examination, and complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. An ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/ representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - @ FPA Website/Office Picture - from Applicant
2. Certificate of attendance to ARCO training (1 photocopy)	Training association that managed the conduct of ARCO training
3. Test result (1 photocopy)	Being emailed to examinee/applicant
4. Certificate of employment (1 original)	Employer of Applicant
5. Bill Form	FPA-PMID, 3/F, FPA Building
6. Order of Payment	FPA Cashier, G/F FPA Bldg.
7. Official Receipt	FPA Cashier, G/F FPA Bldg.
RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - @ FPA Website/Office Picture - from Applicant
2. Certificate of attendance to two (2) symposia (1 each photocopy)	Training association that managed the conduct of the symposium
3. Certificate of employment (1 original)	Employer of Applicant
4. Bill Form	FPA-PMID, 3/F, FPA Building
5. Order of Payment	FPA Cashier, G/F FPA Bldg.
6. Official Receipt	FPA Cashier, G/F FPA Bldg.

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form			

2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	PHP900	30 minutes	Admin Officer G/F, FPA Building
	2. Receive the payment and issue Official Receipt (OR)			Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application		1 minute	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4.1 Verify the data with the Agency records, evaluate, and prepare accreditation card		59 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	4.2 Review the documents		1 hour	Planning Officer V PMID, 3rd Floor FPA Building
	4.3 Approve/sign the card		1 hour	Executive Director 2/F, FPA Building
5. Receive the card or the notification	5. Receive the accreditation card, record in the logbook, and release the card if the applicant or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		PHP900	4 hours	

57. ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR (Walk-in Client @ FPA Central Office)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor with any of (1) Crops; (2) Grains; (3) Ornamentals; (4) Raw Wood Materials; (5) Seed Crops; (6) Trees; (7) Turfs; (8) Wood Packaging Materials as area of activity of coverage . A CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<ol style="list-style-type: none"> 1. Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products. 2. Persons employed or owners of companies/institutions as in-house agricultural fumigators/exterminators. The activity of exterminators herein does not refer to urban/household pest application. 3. Persons who are active CPAs and have an license from the Civil Aviation Authority of the Philippines to operate /fly drone and uses it in the application of pesticides (Drone Controller). 4. Persons who are active CPAs or Accredited Responsible Care Officers (ARCOs), knowledgeable and fully conversant with drone operation as well as with procedures in case of pesticide exposure (Drone Spray Crew Supervisor).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to applicable CPA training (1 photocopy)	Training association that managed the conduct of ARCO training
3. Test result that passed the FPA exam (Fumigator and Exterminator) - (to be presented only)	Being emailed by FPA to examinee/applicant
4. Certificate of employment (COE) - (1 original)	Employer of Applicant
5. Proof of ownership in case the applicant is the owner of company and the one who signed the COE (1 photocopy)	Applicant
6. License from the Civil Aviation Authority of the Philippines (Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
7. Valid CPA accreditation (Drone Controller)	Can be verified to FPA-PMID, 3/F, FPA Building
8. Valid CPA or ARCO accreditation (Drone Spray Crew Supervisor)	Can be verified to FPA-PMID, 3/F, FPA Building
9. Bill Form	FPA-PMID, 3/F, FPA Building
10. Order of Payment	FPA Cashier, G/F FPA Bldg.
11. Official Receipt	FPA Cashier, G/F FPA Bldg.

RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to symposium (1 photocopy)	Training association that managed the conduct of the symposium
3. Certificate of employment (1 original)	Employer of Applicant
4. Proof of ownership in case of change in company (1 photocopy)	Applicant
5. Pest Control Report - in case of in-house fumigator and exterminator (1 original)	Employer of Applicant
6. License from the Civil Aviation Authority of the Philippines (Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
7. Valid CPA accreditation (Drone Controller)	Can be verified to FPA-PMID, 3/F, FPA Building
8. Valid CPA or ARCO accreditation (Drone Spray Crew Supervisor)	Can be verified to FPA-PMID, 3/F, FPA Building
9. Bill Form	FPA-PMID, 3/F, FPA Building
10. Order of Payment	FPA Cashier, G/F FPA Bldg.
11. Official Receipt	FPA Cashier, G/F FPA Bldg.

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form			
2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	PHP600	30 minutes	Admin Officer G/F, FPA Building
	2. Receive the payment and issue Official Receipt (OR)			Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application		1 minute	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4.1 Verify the data with the Agency records, evaluate, and prepare accreditation card		59 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	4.2 Review the documents		1 hour	Planning Officer V PMID, 3rd Floor FPA Building
	4.3 Approve/sign the card		1 hour	Executive Director 2/F, FPA Building

5. Receive the card or the notification	5. Receive the accreditation card, record in the logbook, and release the card if the applicant or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		PHP600	4 hours	

58. ACCREDITATION OF FERTIIZER AND PESTICIDE RESEARCHERS (walk-in Client @ FPA Central Office)

The fertilizer and pesticide (F/P) researchers conduct experiments to generate data to support F/P product registration. The research disciplines include:

Pesticide Researcher - entomology, plant pathology, weed science, nematology, statistics, pesticide toxicology and analytical chemistry, rodent control, plant physiology, supervised pesticide residue trial (SPRT), and other allied research disciplines

Fertilizer Researcher - plant nutrition

The applicants must apply for accreditation on the discipline well supported by their academic specialization, training, published research or current research undertakings, and years of research experience to indicate competence.

The accreditation is valid for two (2) years from the date of its issuance. Failure to renew the accreditation would automatically classify researcher to inactive status and therefore could not conduct research on efficacy trials for agrochemicals.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<p>1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</p> <p>2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to Researchers' training (1 photocopy)	Training association that managed the conduct of ARCO training
3. Approved/evaluated test protocol (1 original)	Directly submitted to FPA-PMID by the training association concerned. However, the applicant researcher is being informed by the FPA thru a letter.
4. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for	Applicant
5. With at least 3 years' research experience on the discipline being applied for	Applicant
6. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer of Applicant
7. Bill Form	FPA-PMID, 3/F, FPA Building
8. Order of Payment	FPA Cashier, G/F FPA Bldg.
9. Official Receipt	FPA Cashier, G/F FPA Bldg.

RENEWAL		
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to symposium (1 photocopy)		Training Association concerned
3. Certificate of employment (1 original)		Employer of Applicant
4. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for		Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality		Employer
6. Bill Form		FPA-PMID, 3/F, FPA Building
7. Order of Payment		FPA Cashier, G/F FPA Bldg.
8. Official Receipt		FPA Cashier, G/F FPA Bldg.
EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE		
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)		Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to Researchers' training (1 photocopy)		Training association concerned
3. Approved/evaluated test protocol (1 original)		Directly submitted to FPA-PMID by the training association concerned
4. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for		Applicant
5. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper(s) may be requested by the FPA.		Applicant
6. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality		Employer of Applicant
7. Bill Form		FPA-PMID, 3/F, FPA Building
8. Order of Payment		FPA Cashier, G/F FPA Bldg.
9. Official Receipt		FPA Cashier, G/F FPA Bldg.

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form			

2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	First discipline = PHP1,200	30 minutes	Admin Officer G/F, FPA Building
	2.1 Receive the payment and issue Official Receipt (OR)	Additional discipline (with separate ID) = PHP1,200 Additional discipline (without separate ID) = PHP400		Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application		1 minute	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4.1 Verify the data with the Agency records, evaluate, and prepare accreditation card		59 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	4.2 Review the documents		1 hour	Planning Officer V PMID, 3rd Floor FPA Building
	4.3 Approve/sign the card		1 hour	Executive Director 2/F, FPA Building
5. Receive the card or the notification	5. Receive the accreditation card, record in the logbook, and release the card if the applicant or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		First discipline = PHP1,200 Additional discipline (with separate ID) = PHP1,200 Additional discipline (without separate ID) = PHP400	4 hours	

59. ACCREDITATION OF SAFETY DISPENSER (Walk-in Client @ FPA-Central Office)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	(1) Proprietors or employees of licensed fertilizer and pesticide dealers (2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of attendance to training (1 photocopy)	Regional Office that conduct the ASD training
3. Bill Form	FPA-PMID, 3/F, FPA Building
4. Order of Payment	FPA Cashier, G/F FPA Bldg.
5. Official Receipt	FPA Cashier, G/F FPA Bldg.
RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Bill Form	FPA-PMID, 3/F, FPA Building
3. Order of Payment	FPA Cashier, G/F FPA Bldg.
4. Official Receipt	FPA Cashier, G/F FPA Bldg.

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form			
2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	PHP600	30 minutes	Admin Officer G/F, FPA Building
	2. Receive the payment and issue Official Receipt (OR)			Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application		1 minute	Admin Officer II PMID, 3rd Floor FPA Building

4. Wait for the issuance of accreditation card	4.1 Verify the data with the Agency records, evaluate, and prepare accreditation card		59 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	4.2 Review the documents		1 hour	Planning Officer V PMID, 3rd Floor FPA Building
	4.3 Approve/sign the card		1 hour	Executive Director 2/F, FPA Building
5. Receive the card or the notification	5. Receive the accreditation card, record in the logbook, and release the card if the applicant or notify the client thru email/text/call that his/her accreditation card is ready for pick-up		15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		PHP600	4 hours	

60. ACCREDITATION OF TRAINING ASSOCIATION

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers. The accreditation is valid for 1 year.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2B - Government to Business
Who may avail	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. SEC Registration (1 photocopy)	Securities and Exchange Commission
3. General Information Sheet (contains the roster of membership) (1 original)	Applicant
4. Association Profile (1 original)	Applicant
5. List of Trainors and their Qualifications (1 original)	Applicant
6. Training Module (1 original)	Applicant
RENEWAL	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. Overall training evaluation rating of at least Satisfactory	A copy of training evaluation is being provided by PMID, FPA
3. Updated General Information Sheet of the association/ organization (1 original)	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submits application with complete information and supporting documents	1. Receive the required documents and check the completeness and record in the incoming database	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1 Verify data with agency records and prepare certificate		1 hour	Admin Officer II PMID, 3rd Floor FPA Building
	1.2 Review the documents		1 hour	Planning Officer V PMID, 3rd Floor FPA Building
	1.3 Approve/sign the certificate		1 hour	Executive Director 2/F, FPA Building
2. Receive the notification	1.4 Record the certificate and notify the training association thru email/text		30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		None	4 hours	

61. PROVISION OF INFORMATION MATERIALS

Information materials being provided by the Agency are: FPA Profile, PD 1144, Restricted and Banned Pesticides, Gabay sa Tamang Paggemit ng Abono at Pestisidyo, FPA Paalala Nos. 1-4, FOI People's Manual, Citizen's Charter, Weekly Newsbites, and Guidelines in SPRT.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2C/B/G - Government to Citizen/Business/Government
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or Request (1 original)	Letter - Client Request Form - PMID, FPA

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit request	1. Receive the request 1.2 Prepare the info materials Note: Some of the info materials are reproduced/ printed in-house.	None	10 minutes to 4 hours depending on the number of copies requested	Admin Officer II / Information Officer PMID, 3rd Floor FPA Building
2. Receive the info materials	2. Release the info materials			
TOTAL		None	10 minutes to 4 hours depending on the number of copies requested	

62. RESPONSE TO QUERY OR REQUEST OF INFORMATION RECEIVED AT FPA OFFICIAL EMAIL (fpacentral77@gmail.com)

Query or request of information wherein the data is available at PMID

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2C/B/G - Government to Citizen/Business/Government
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter/Query (1 original/email)	Person/office/company who would like to avail of this service

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Email query/request for info 2. Wait for reply	1. Acknowledge receipt, print the query and record in the tracking list	None	30 minutes	Information Officer II 3/F, PMID, FPA Building
	1.1 Evaluate the query if falls under:		30 minutes	
	(a) simple - info requested is available at PMID			
	(b) complex - Info requested shall be provided by other divisions			
	(c) highly technical - Info requested is technical which will be evaluated and provided by the regulatory division(s)			
	1.2 Forward (b) and (c) to concerned division		10 minutes (not included in the total)	
	1.3 Prepare the reply for (a)		2 days	
	1.4 Review the reply for (a)	1 hour	Information Officer III 3/F, PMID, FPA Building	
2. Receive reply	2. Send the reply for (a) Note: Frontline services for (b) and (c) shall be completed by the concerned division(s) where the query was forwarded.		30 minutes	Information Officer II 3/F, PMID, FPA Building
TOTAL		None	2 days and 2.5 hours	

63. ADMINISTRATION OF FPA EXAM AND RELEASE OF PASSERS VIA FPA WEBSITE

The FPA administer examinations to the participants of Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO) Trainings. Passing the exam is one of the requirement in the accreditation of individuals who want to become CPA or ARCO.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	Training participants who completed the required training for CPA and ARCO

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Attendance to training	To be provided by the training association concerned
2. Examinee's Profile with picture which was submitted to training association (1 original)	To be provided by the training association concerned
3. FPA approved date and venue of the removal exam in case of removal exam takers	FPA-PMID, 3/F, FPA Building

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Arrive at the exam venue	1. Make a roll call based on the examinee's profile, check the examinee against the training's attendance sheet and give seating arrangement.	None	30 minutes	Assigned PMID personnel Note: Exam administrators are on a rotation basis
2. Take the exam	2. Administer the exam		2 hours	
3. Wait for the release of the result	3 Check the test paper		5 days	Admin Officer V PMID 3/F, FPA BLDG.
	3.1 Compute the rating, prepare the summary of test results and individual result of rating		1 day	Admin Officer II PMID, 3/F, FPA BLDG.
	3.2 Review		45 minutes	Planning Officer V PMID, 3rd Floor FPA Building
	3.3 Approval		30 minutes	Executive Director 2/F, FPA Building
4. Browse the FPA website	4. Publication of exam passers at FPA website		15 minutes	Info Technology Officer I PMID, 3rd Floor FPA Building
TOTAL		None	6 days and 4 hours	