

PESTICIDE REGULATIONS DIVISION

EXTERNAL SERVICES

ISSUANCE OF EXPERIMENTAL USE PERMIT

EUP is issued to registrants prior to conduct of any local field trials, which shall be done by FPA-accredited researchers following the FPA-approved protocols. Data generated from trials without EUP shall not be accepted for registration.

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP IB covers coded compounds and formulations in the initial stages of development to be tested in a licensed testing site (not necessarily owned by the company) outside the company research station. Data generated is used for research purposes only and is not intended for registration.

EUP II covers those pesticides, coded or branded in the pre-market stage and the bioefficacy and residue data generated may be used for registration purposes.

EUP III covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and residue data generation.

Amendment and Extension of Validity of EUP maybe allowed upon request and payment of necessary fee, provided the reasons are acceptable to FPA.

23. Issuance of Status Report

Upon receiving, each EUP application will undergo evaluation by FPA regulatory personnel. For EUP II, EUP III, and for certain cases of EUP amendment/extension, the application will require further assessment by technical evaluators.

The status of application will be communicated to the applicant through issuance of status report. However, for EUP IA & IB and EUP amendment/extension, status report will be issued only if there are technical issues/deficiencies. If none, EUP processing will automatically proceed to issuance of notice of approval.

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Highly Technical
Type of transaction:	G2B – Government service for business entities
Who may avail:	<ol style="list-style-type: none"> Local companies (i. e. a juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and Local subsidiaries of any foreign-based pesticide company <p>Note: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For EUP IA & IB , one (1) set of the following:	
1. Letter of Intent	Applicant
2. Accomplished FPA Form No. P-001 (Notice of Intent to Conduct Experiment), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
3. Trial protocol(s)	Applicant
4. SDS (Safety Data Sheet) of the pesticide to be tested	Applicant
5. Accomplished Bill Form	<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division
6. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
7. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For EUP II , two (2) sets of the following:	
1. Letter of Intent	Applicant
2. Accomplished FPA Form No. P-002 (Application for EUP),	Downloadable at http://fpa.da.gov.ph

notarized & with documentary stamp																							
3. Proposed product label	Applicant																						
4. Trial Protocol(s)	FPA Accredited Pesticide Researcher																						
5. Compliance to the data requirements detailed in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> , known as Green Book (all relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.) <ul style="list-style-type: none"> a. For conventional pesticides, refer to Table 2. <i>Data Requirement for Registration and Experimental Use Permit</i> (pages 52 to 61 of Green Book) b. For biorational pesticides, refer to Table 7. <i>Data Requirement for EUP for Biorational</i> (pages 109 to 110 of Green Book) c. For other agricultural chemicals, refer to page 21 of Green Book 	Applicant																						
6. Summary of data submitted (summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> , known as Green Book)	Applicant																						
7. Accomplished Bill Form	<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division																						
8. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)																						
9. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)																						
Important Notes: <ul style="list-style-type: none"> i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.) ii. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead. iii. To facilitate the evaluation process, items #1, #2, #3 and #6 (in the list of requirements above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below: <table border="1" style="margin-left: 20px;"> <tr> <td colspan="2">For conventional pesticides:</td> </tr> <tr> <td>1.0. General Information</td> <td rowspan="2">Merge in Folder 1</td> </tr> <tr> <td>2.0. Specification</td> </tr> <tr> <td>3.0. Bioefficacy (including trial protocol)</td> <td>Folder 2</td> </tr> <tr> <td>4.0. Toxicology</td> <td>Folder 3</td> </tr> <tr> <td>5.0. Human Exposure & Safety</td> <td>Folder 4</td> </tr> <tr> <td>6.0. Environmental Effects</td> <td rowspan="3">Merge in Folder 5</td> </tr> <tr> <td>7.0. Residue in Food (including SPRT protocol, if applicable)</td> </tr> <tr> <td>8.0. Environmental Fate & Transport</td> </tr> </table> <table border="1" style="margin-left: 20px;"> <tr> <td colspan="2">For biorational pesticides:</td> </tr> <tr> <td>1.0. General Information</td> <td rowspan="2">Merge in Folder 1</td> </tr> <tr> <td>2.0. Specification</td> </tr> <tr> <td>3.0. Bioefficacy (including trial protocol)</td> <td>Folder 2</td> </tr> </table>	For conventional pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy (including trial protocol)	Folder 2	4.0. Toxicology	Folder 3	5.0. Human Exposure & Safety	Folder 4	6.0. Environmental Effects	Merge in Folder 5	7.0. Residue in Food (including SPRT protocol, if applicable)	8.0. Environmental Fate & Transport	For biorational pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy (including trial protocol)	Folder 2	
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3.0. Bioefficacy (including trial protocol)	Folder 2																						
4.0. Toxicology	Folder 3																						
5.0. Human Exposure & Safety	Folder 4																						
6.0. Environmental Effects	Merge in Folder 5																						
7.0. Residue in Food (including SPRT protocol, if applicable)																							
8.0. Environmental Fate & Transport																							
For biorational pesticides:																							
1.0. General Information	Merge in Folder 1																						
2.0. Specification																							
3.0. Bioefficacy (including trial protocol)	Folder 2																						

4.0. Toxicology	Folder 3			
5.0. Residue Data (including SPRT protocol, if applicable)	Merge in Folder 4			
6.0. Non-Target Organism Toxicology				
7.0. Environmental Fate & Expression				
For other agricultural chemicals:				
1.0. General Information	Merge in Folder 1			
2.0. Specification				
3.0. Bioefficacy (including trial protocol)	Folder 2			
4.0. Toxicology (Sections 4.1 to 4.5.1 only)	Folder 3			
For EUP III, two (2) sets of the following:				
1. Letter of Intent			Applicant	
2. Accomplished FPA Form No. P-002 (Application for EUP), notarized & with documentary stamp			Downloadable at http://fpa.da.gov.ph	
3. Proposed product label			Applicant	
4. Trial Protocol(s) for bioefficacy field trial			FPA Accredited Pesticide Researcher	
5. Trial Protocol(s) for SPRT, if applicable			FPA Accredited Pesticide Researcher	
6. Accomplished Bill Form			<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division	
7. Order of Payment			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
8. Official Receipt of Payment			FPA-Cashier (First floor, Window 2)	
Note: If the application involves SPRT, in addition to the bioefficacy field trial, provide three (3) sets of the listed requirements above.				
For Amendments and/or Extension of Validity of EUP, two (2) sets of the following:				
1. Letter of Intent			Applicant	
2. Accomplished FPA Form No. P-001 or P-002 (Notice of Intent to Conduct Experiment) or (Application for EUP), notarized & with documentary stamp			Downloadable at http://fpa.da.gov.ph	
3. Other necessary attachments, such as revised trial protocol, justification for amendment and/or extension, etc.			Applicant	
4. Accomplished Bill Form			<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division	
5. Order of Payment			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
6. Official Receipt of Payment			FPA-Cashier (First floor, Window 2)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents and do initial assessment of the application.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division

2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III Accounting Section</i>
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	<p>For EUP IA & IB: ₱1,500.00 x no. of product x no. of protocol x no. of season x no. of crop</p> <p>For EUP II & III: ₱3,000.00 x no. of product x no. of protocol x no. of season x no. of crop</p> <p>For Extension of EUP: ₱3,000.00 x no. of product x no. of protocol x no. of additional season x no. of crop</p> <p>For Amendment of EUP: ₱3,000.00</p> <p>For Amendment & Extension of EUP, whichever is greater will be the corresponding fee.</p> <p>Note: Season refers to wet and dry seasons. Trial duration that a) falls within January to June covers 1 season; b) falls within July to</p>	10 minutes	FPA-Cashier

		December covers 1 season. c) overlaps June and July, or December and January, covers 2 seasons.		
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for the issuance of status report (to be issued by FPA).	4.1. Record the payment, and the official receipt number. 4.2. Stamp the submitted documents to officially acknowledge receipt. 4.3. Encode all the application's pertinent information in the logbook and into the database.	None	1 hour	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	5.1. Do preliminary evaluation. ³ 5.2. Record the outgoing dossiers in the logbook and into the data base. ¹	None	2 day	<i>Administrative Aide IV & Chemist II</i> Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators. ¹	None	1 day	<i>Administrative Aide IV/ Agriculturist I</i> Pesticide Regulation Division
	6.2. Receive the dossier and sign in the logbook accordingly. ¹			Pesticide Regulatory Technical Evaluators
None	7.1. Evaluate the dossier and make recommendations ¹ 7.2. Send the evaluation report to FPA-PRD through email. ¹	None	14 days	Pesticide Regulatory Technical Evaluators
	7.3. Receive and record all incoming evaluation reports then update database. ¹	None		<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	8. Review and prepare a status report per application.	None	2 days	<i>Chemist II</i> Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division
7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
TOTAL		See remarks below. ²	20 days ³	

¹ Applicable only for applications that requires assessment by FPA Pesticide Technical Evaluators; Not applicable to EUP IA & IB applications.

- ² For **EUP IA & IB**: ₱1,500.00 x no. of product x no. of protocol x no. of season x no. of crop
For **EUP II & III**: ₱3,000.00 x no. of product x no. of protocol x no. of season x no. of crop
For **Extension of EUP**: ₱3,000.00 x no. of product x no. of protocol x no. of additional season x no. of crop
For **Amendment of EUP**: ₱3,000.00

For **Amendment & Extension of EUP**, whichever is greater will be the corresponding fee

Note: Season refers to wet and dry seasons. Trial duration that

- a. falls within January to June covers 1 season;
 - b. falls within July to December covers 1 season.
 - c. overlaps June and July covers 2 seasons
- ³ For EUP IA & IB and EUP amendment/extension, status report will be issued only if there are technical issues/deficiencies, 5 working days after date of receipt of application. If none, proceed to issuance of notice of approval.

24. Evaluation of Additional Dossier

If the results of the previous evaluation indicate significant scientific/technical issues, data gaps, and/or deficiencies (as indicated in the previous status report issued by FPA), the applicant shall be given an opportunity to submit any additional information/data/documents to resolve the issue.

The questions, comments, and/or recommendation of FPA and its technical evaluators must be addressed by the applicant by submitting additional dossier(s) which may be:

a. Correction/revision of the previously submitted data, justification, response to FPA's questions/comments, etc.	No filing fee.
b. New additional data to comply with the prescribed data requirement.	With filing fee of ₱ 4,000.00

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Highly Technical			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants with pending EUP applications due to scientific/technical issues, data gaps and/or deficiencies.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Two (2) sets of the following:				
1. Cover letter	Applicant			
2. Copy of Status Report previously issued by FPA	Applicant			
3. Additional dossier(s) to address the questions, comments, and/or recommendation of FPA, and its technical evaluators	Applicant			
4. Accomplished Bill Form (if new additional data)	<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division			
5. Order of Payment (if new additional data)	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)			
6. Official Receipt of Payment (if new additional data)	FPA-Cashier (First floor, Window 2)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents and do initial assessment of the application.	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application. ⁴	2. Issue duly accomplished <i>Bill Form</i> to applicant. ⁴	None	10 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section ⁴ (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier. ⁴	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and	3.2. Receive payment from the applicant and issue official receipt. ⁴	₱4,000.00 if new additional data ³	10 minutes	FPA-Cashier

secure the official receipt. ⁴				
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. ⁴ 6. Wait for the issuance of status report (to be issued by FPA).	4.1. Record the payment, and the official receipt number. ⁴ 4.2. Stamp the submitted documents to officially acknowledge receipt. 4.3. Encode all the application's pertinent information in the logbook and into the database.	None	1 hour	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	5.1. Do preliminary evaluation. 5.2. Record the outgoing dossiers in the logbook and into the data base.	None	2 days	<i>Administrative Aide IV & Chemist II</i> Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators.	None	1 day	<i>Administrative Aide IV/ Agriculturist I</i> Pesticide Regulation Division
	6.2. Receive the dossier/s and sign in the logbook accordingly.			Pesticide Regulatory Technical Evaluators
None	7.1. Evaluate the dossier and make recommendations. 7.2. Send the evaluation report to FPA-PRD through email.	None	14 days	Pesticide Regulatory Technical Evaluators
	7.3. Receive and record all incoming evaluation reports, then update database.	None		<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	8. Review and prepare a status report for each application.	None	2 days	<i>Chemist II</i> Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division
7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
TOTAL		₱4,000.00 if new additional data ⁴	20 days (less 30 minutes if NOT new additional data ⁴)	

⁴ If the additional dossier submitted has NO corresponding fee, then client steps #2 to #5 are not applicable, hence less 30 minutes in the total processing time.

25. Issuance of Notice of Approval

When the applicant has satisfactorily complied all the requirements, as indicated in the status reports issued by FPA, EUP will be processed. A notice of approval will be issued to the applicant once the EUP has been duly signed by the authority and is ready for release.

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who satisfactorily complied all the requirements for EUP.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
1. Status reports previously issued by FPA			Pesticide Regulation Division	
2. Accomplished FPA Form No. P-002 or P-001, notarized & with documentary stamp (if there are changes in the final trial details, such as the duration, location, researchers, etc.) ⁵			Applicant	
3. Cover letter ⁵			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit (personally at the office or through email) <u>requirement #2 and #3 listed above</u> , if there are changes in the final trial details, such as the duration, location, researchers, etc. ⁵ 2. Wait for the issuance of notice of approval.	1. Receive and check the completeness of the submission. ⁵	None	30 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	2. Consolidate all evaluation reports, and status reports related to the application. Then review and do overall assessment of the application.	None	2 days	<i>Chemist II</i> Pesticide Regulation Division
None	3.1. Assign EUP code, encode all the necessary information and print the EUP. 3.2. Accomplish Tracking Form for monitoring of transmittal.	None	2 days	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
None	4.1. Review the application, check the correctness of the printed EUP and endorse the approval of EUP.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division
None	4.2. Endorse approval of EUP.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
None	4.3. Approve issuance of EUP.	None	1 day	<i>Executive Director</i>

	5.1. Receive the signed EUP from the Office of Executive Director. 5.2. Provide copy of approved EUP to FOCU (Field Operations and Coordinating Unit) for monitoring.	None	3 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
	5.3. Update the logbooks and database for tracking and monitoring.	None	30 minutes	
3. Acknowledge receipt of notice of approval. Then schedule a visit to FPA office for the releasing of approved EUP.	6. Issue notice of approval to the applicant through email.	None	4 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
TOTAL		None	7 days (less 30 minutes if there are no changes in the final trial details) ⁵	

⁵ Client step #1 (with 30-minute processing time) is only applicable if there are changes in the final trial details that would require revised Application Form No. P-022. If these requirements are sent only through email. The original document must be submitted during releasing of approved EUP.

26. Issuance of Approved EUP

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who already received the notice of approval.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
1. Copy of the notice of approval issued by FPA			Applicant	
2. Accomplished FPA Form No. P-002, notarized & with documentary stamp (if there are changes in the final trial details, such as the duration, location, researchers, etc.) ⁶			Applicant	
3. Cover letter ⁶			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the copy of the notice of approval to Pesticide Regulations Division (PRD) counter (First floor). 2. Submit requirement #2 and #3 listed above, if applicable.	1. Prepare the FPA's receiving copy and make sure it is duly signed by the receiver.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
3. Receive the signed EUP.	2. Release the signed EUP.	None	15 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
TOTAL		None	30 minutes	

⁶ Applicable if the applicant previously submitted soft copies through email, but not yet submitted the original document.

ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION

Issuance of Certificate of Product Registration ensures that pesticides, and other agricultural chemicals meet the prescribed standards before they are imported, manufactured, formulated, distributed, and sold in the Philippines.

Standards are set by FPA to ensure product quality, suitability, bioefficacy, and safety to end-users and to the environment. Registration involves stringent process of evaluation with the end point that benefits outweigh the risks in the use of the product.

Conditional registration has a validity of one (1) year while full registration has a validity of three (3) years.

a. New proprietary pesticides

This category covers all new pesticide products to be registered using data with proprietary nature. This includes:

- i. New end-use product containing new or currently registered active ingredient
- ii. New end-use product containing combinations of:
 - New active ingredients
 - Currently registered active ingredients
 - New active ingredients + currently registered active ingredients

b. New generic pesticides

This category covers all new pesticide products to be registered on the basis of other registrant's data (which has already lapsed the 8-year proprietary data protection) and/or using international reviews, provided the product is identical or substantially similar to any currently registered pesticide, or differ only in ways that would not significantly increase the risk of unreasonable adverse effects.

c. New pesticides under Third-Party Authorization (TPA)

This category covers all pesticide products to be registered 1) citing another registrant's data (which are still under proprietary data protection) and 2) coming from the same supplier of that original registrant.

Third party authorization may also be allowed for registration of generic products coming from the same supplier of that original registrant.

d. Label Expansion

This covers the expansion of use/claims of a registered pesticide product. This involves additional crops and/or additional target pests in the product label

e. Renewal

Renewal of registration may be filed three (3) months before its expiry date. Application for renewal filed within one (1) month after expiry date of its registration shall be subjected to 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge, every year. Similarly, a separate application for renewal shall be filed for each formulated product and active ingredient.

f. Amendment of Registration

This refers to the modification in the registration of a registered product, such as change in brand name, formulation, use rate, PHI, MRL, name of source, etc.

27. Issuance of Status Report

Upon receiving, each application will undergo evaluation by FPA regulatory personnel. For registration of new generic & new proprietary pesticides, and for certain cases of registration amendment, the application will require further assessment by technical evaluators.

The status of application will be communicated to the applicant through issuance of status report. However, for renewal and registration under TPA, status report will be issued only if there are technical issues/deficiencies. If none, processing will automatically proceed to issuance of notice of approval.

Office/Division:	FPA Central Office – Pesticide Regulation Division	
Classification:	Highly Technical	
Type of transaction:	G2B – Government service for business entities	
Who may avail:	<p>3. Local companies (i. e. a juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and</p> <p>4. Local subsidiaries of any foreign-based pesticide company</p> <p>Note: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For new proprietary pesticides, two (2) sets of the following:		
1. Letter of Intent		Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
4. Proposed product label		Applicant
<p>5. Compliance to the data requirements detailed in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i>, known as Green Book (This refers to all relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.)</p> <p>d. For conventional pesticides, refer to Table 2. <i>Data Requirement for Registration and Experimental Use Permit</i> (pages 52 to 61 of Green Book)</p> <p>e. For biorational pesticides, refer to Table 5 and Table 6 for the data requirements for registration of biochemical control agents and microbial pest control agents, respectively (pages 100 to 108 of Green Book)</p> <p>f. For other agricultural chemicals, refer to page 21 of Green Book.</p>		Applicant
6. Summary of data submitted (summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> , known as Green Book)		Applicant
7. Copy of approved EUP for the trials conducted (attached in the terminal report of local bioefficacy trials)		Applicant
8. Proof of registration in other countries where relevant, if applicable		Regulatory Agency of other countries where relevant
9. Reviews of data done by other countries and international organizations, if available		Relevant countries and international organizations

10. Any authorization necessary to cite previously submitted data	Authorized original registrant																																				
11. Accomplished Bill Form	<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division																																				
12. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)																																				
13. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)																																				
<p>Important Notes:</p> <ul style="list-style-type: none"> i. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.) ii. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead. iii. To facilitate the evaluation process, items #1, #2, #3, #4, and #6 (listed above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">For conventional pesticides:</td> </tr> <tr> <td>1.0. General Information</td> <td rowspan="2">Merge in Folder 1</td> </tr> <tr> <td>2.0. Specification</td> </tr> <tr> <td>3.0. Bioefficacy (with attached copy of approved EUP)</td> <td>Folder 2</td> </tr> <tr> <td>4.0. Toxicology</td> <td>Folder 3</td> </tr> <tr> <td>5.0. Human Exposure & Safety</td> <td>Folder 4</td> </tr> <tr> <td>6.0. Environmental Effects</td> <td rowspan="3">Merge in Folder 5</td> </tr> <tr> <td>7.0. Residue in Food (including SPRT protocol, if applicable)</td> </tr> <tr> <td>8.0. Environmental Fate & Transport</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">For biorational pesticides:</td> </tr> <tr> <td>1.0. General Information</td> <td rowspan="2">Merge in Folder 1</td> </tr> <tr> <td>2.0. Specification</td> </tr> <tr> <td>3.0. Bioefficacy</td> <td>Folder 2</td> </tr> <tr> <td>4.0. Toxicology</td> <td>Folder 3</td> </tr> <tr> <td>5.0. Residue Data (with attached copy of approved EUP, if applicable)</td> <td rowspan="3">Merge in Folder 4</td> </tr> <tr> <td>6.0. Non-Target Organism Toxicology</td> </tr> <tr> <td>7.0. Environmental Fate & Expression</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">For other agricultural chemicals:</td> </tr> <tr> <td>1.0. General Information</td> <td>Merge in Folder 1</td> </tr> <tr> <td>2.0. Specification</td> <td></td> </tr> <tr> <td>3.0. Bioefficacy (including trial protocol)</td> <td>Folder 2</td> </tr> </table>		For conventional pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy (with attached copy of approved EUP)	Folder 2	4.0. Toxicology	Folder 3	5.0. Human Exposure & Safety	Folder 4	6.0. Environmental Effects	Merge in Folder 5	7.0. Residue in Food (including SPRT protocol, if applicable)	8.0. Environmental Fate & Transport	For biorational pesticides:		1.0. General Information	Merge in Folder 1	2.0. Specification	3.0. Bioefficacy	Folder 2	4.0. Toxicology	Folder 3	5.0. Residue Data (with attached copy of approved EUP, if applicable)	Merge in Folder 4	6.0. Non-Target Organism Toxicology	7.0. Environmental Fate & Expression	For other agricultural chemicals:		1.0. General Information	Merge in Folder 1	2.0. Specification		3.0. Bioefficacy (including trial protocol)	Folder 2
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4.0. Toxicology (Sections 4.1 to 4.5.1 only)	Folder 3	
For new generic pesticides, two (2) sets of the following:		
1. Letter of Intent		Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
4. Compliance to the data requirement for <i>Section 1 & 2 - General Information & Specification</i> (as detailed in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> , known as Green Book) (This refers to all relevant studies and pertinent documents necessary to support/validate the claimed product specification) <ul style="list-style-type: none"> a. For conventional pesticides, and other agricultural chemicals, refer to Table 2. <i>Data Requirement for Registration and Experimental Use Permit</i> (page 52 of Green Book) b. For biorational pesticides, refer to Table 5 and Table 6 for the data requirements for registration of biochemical control agents and microbial pest control agents, respectively (page 100 of Green Book) 		Applicant
5. Summary of data submitted (formatted according to the data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i>)		Applicant
6. Product stewardship program		Applicant
7. Proposed product label		Applicant
8. Accomplished Bill Form		<i>Administrative Aide IV/ Chemist II/ Chemist III</i> FPA-Pesticide Regulation Division
9. Order of Payment		<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
10. Official Receipt of Payment		FPA-Cashier (First floor, Window 2)
For pesticides under Third-Party Authorization (TPA), one (1) set of the following:		
1. Letter of Intent		Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp		Downloadable at http://fpa.da.gov.ph
4. Copy of Certificate of Product Registration (CPR) from the original registrant		Applicant
5. Third-Party Authorization Letter from Original Registrant or Source of Pesticide		Applicant
6. Product stewardship program		Applicant
7. Safety Data Sheet (SDS) of the product		Applicant
8. Proposed product label		Applicant
9. Accomplished Bill Form		<i>Administrative Aide IV/ Chemist II/ Chemist III</i> FPA-Pesticide Regulation Division
10. Order of Payment		<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
11. Official Receipt of Payment		FPA-Cashier (First floor, Window 2)

For label expansion , two (2) sets of the following:	
1. Letter of Intent	Applicant
2. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
3. Proposed product label	Applicant
4. Copy of approved EUP for the trials conducted	Applicant
5. Summary of bioefficacy data (data summarized and formatted according to the table of data requirements specified in FPA's <i>Pesticide Regulatory Policies and Implementing Guidelines</i> a.k.a. Green Book)	Applicant
6. Summary of residue data (data summarized and formatted according to the table of data requirements specified in FPA's Green Book), if applicable	Applicant
7. Terminal report of the local bioefficacy trials conducted	FPA Accredited Pesticide Researcher
8. Terminal report of the SPRT conducted, if applicable.	FPA Accredited Pesticide Researcher
9. Accomplished Bill Form	<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division
10. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
11. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
Important Notes:	
i. If the application includes residue data and/or results of SPRT, in addition to the bioefficacy data, provide three (3) sets of the listed requirements above.	
ii. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.)	
iii. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead.	
For renewal , one (1) set of the following:	
1. Letter of Intent	Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
4. Copy of previously issued Certificate of Product Registration (CPR)	Applicant
5. Product stewardship program	Applicant
6. Safety Data Sheet (SDS) of the product	Applicant
7. Copy of FPA-approved product label	Applicant
8. Accomplished Bill Form	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> FPA-Pesticide Regulation Division
9. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
10. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For amendment of registration , two (2) sets of the following:	
1. Letter of intent	Applicant
2. Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp, <u>only if there is/are any changes in the originally submitted application forms</u>	Downloadable at http://fpa.da.gov.ph
3. Accomplished FPA Form No. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp, <u>only if there is/are any changes in</u>	Downloadable at http://fpa.da.gov.ph

the originally submitted application forms				
4. Other necessary data/documents to support the application		Applicant		
5. Accomplished Bill Form		Administrative Aide IV/ Chemist II/ Chemist III FPA-Pesticide Regulation Division		
6. Order of Payment		Administrative Assistant III FPA-Accounting Section (First floor, Window 1)		
7. Official Receipt of Payment		FPA-Cashier (First floor, Window 2)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check the completeness of the submitted documents and do initial assessment of the application.	None	30 minutes	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	Administrative Assistant III Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	<p>Filing fee for pesticide product registration: ₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product</p> <p>Filing fee for label expansion: ₱3,000.00 per crop/pest</p> <p>Resubmission fee for amendment of registration: ₱4,000.00</p> <p>Filing fee for renewal:</p> <p>1. Conditional Registration</p> <p>Product ₱ 5,000.00 (Cat. I & II) ₱ 3,000.00 (Cat. III & IV) Active Ingredient</p>	10 minutes	FPA-Cashier

		₱ 7,000.00 (Cat. I & II) ₱ 5,000.00 (Cat. III & IV) 2. Full Registration Product ₱ 15,000.00 (Cat. I & II) ₱ 7,000.00 (Cat. III & IV) Active Ingredient ₱ 20,000.00 (Cat. I & II) ₱ 15,000.00 (Cat. III & IV)		
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for the issuance of status report (to be issued by FPA).	4.1. Record the payment, and the official receipt number. 4.2. Stamp the submitted documents to officially acknowledge receipt. 4.3. Encode all the application's pertinent information in the logbook and into the database.	None	1 hour	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	5.1. Do preliminary evaluation. ³ 5.2. Record the outgoing dossiers in the logbook and into the data base. ¹	None	2 day	<i>Administrative Aide IV & Chemist II/ Chemist III</i> Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators. ¹	None	1 day	<i>Administrative Aide IV/ Agriculturist I</i> Pesticide Regulation Division
	6.2. Receive the dossier and sign in the logbook accordingly. ¹			Pesticide Regulatory Technical Evaluators
None	7.1. Evaluate the dossier and make recommendations ¹ 7.2. Send the evaluation report to FPA-PRD through email. ¹	None	14 days	Pesticide Regulatory Technical Evaluators
	7.3. Receive and record all incoming evaluation reports then update database. ¹	None		<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	8. Review and prepare a status report per application.	None	2 days	<i>Chemist II/ Chemist III</i> Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division

7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
TOTAL		See remarks below. ²	20 days ³	

¹ Applicable only for applications that requires assessment by FPA Pesticide Technical Evaluators; Not applicable to renewal of registration and registration under TPA.

² a. Filing fee for **pesticide product registration** (new proprietary & new generic pesticides, and pesticides under TPA)

₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product

b. Filing fee for **label expansion:**

₱3,000.00 per crop/pest

c. Filing fee for **renewal of registration**

Conditional Registration (Extension)

Product

₱ 5,000.00 (Cat. I & II)

₱ 3,000.00 (Cat. III & IV)

Active Ingredient

₱ 7,000.00 (Cat. I & II)

₱ 5,000.00 (Cat. III & IV)

Full Registration

Product

₱ 15,000.00 (Cat. I & II)

₱ 7,000.00 (Cat. III & IV)

Active Ingredient

₱ 20,000.00 (Cat. I & II)

₱ 15,000.00 (Cat. III & IV)

d. Filing fee for **amendment of registration:** ₱4,000.00

³ For renewal and registration under TPA, status report will be issued only if there are technical issues/deficiencies, 5 working days after date of receipt of application. If none, proceed to issuance of notice of approval.

28. Evaluation of Additional Dossier

If the results of the previous evaluation indicate significant scientific/technical issues, data gaps, and/or deficiencies (as indicated in the previous Status Report issued by FPA), the applicant shall be given an opportunity to submit any additional information/data/documents to resolve the issue.

The questions, comments, and/or recommendation of FPA and its technical evaluators must be addressed by the applicant by submitting additional dossier(s) which may be:

c. Correction/revision of the previously submitted data, justification, response to FPA's questions/comments, etc.	No filing fee.
d. New additional data to comply with the prescribed data requirement.	With filing fee of ₱ 4,000.00

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Highly Technical			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants with pending applications for registration due to scientific/technical issues, data gaps and/or deficiencies.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Two (2) sets of the following:				
7. Cover letter			Applicant	
8. Copy of Status Report previously issued by FPA			Applicant	
9. Additional dossier(s) to address the questions, comments, and/or recommendation of FPA, and its technical evaluators			Applicant	
10. Accomplished Bill Form (if new additional data)			<i>Administrative Aide IV/ Chemist II/ Chemist III</i> FPA-Pesticide Regulation Division	
11. Order of Payment (if new additional data)			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
12. Official Receipt of Payment (if new additional data)			FPA-Cashier (First floor, Window 2)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1. Check the completeness of the submitted documents and do initial assessment of the application.	None	30 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and	3.2. Receive payment from the applicant and issue official receipt.	₱ 4,000.00 if new additional data ³	10 minutes	FPA-Cashier

secure the official receipt.				
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. ⁴ 6. Wait for the issuance of status report (to be issued by FPA).	4.1. Record the payment, and the official receipt number. ⁴ 4.2. Stamp the submitted documents to officially acknowledge receipt. 4.3. Encode all the application's pertinent information in the logbook and into the database.	None	1 hour	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	5.1. Do preliminary evaluation. 5.2. Record the outgoing dossiers in the logbook and into the data base.	None	2 days	<i>Administrative Aide IV & Chemist II/ Chemist III</i> Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators.	None	1 day	<i>Administrative Aide IV/ Agriculturist I</i> Pesticide Regulation Division
	6.2. Receive the dossier/s and sign in the logbook accordingly.			Pesticide Regulatory Technical Evaluators
None	7.1. Evaluate the dossier and make recommendations. 7.2. Send the evaluation report to FPA-PRD through email.	None	14 days	Pesticide Regulatory Technical Evaluators
	7.3. Receive and record all incoming evaluation reports, then update database.	None		<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	8. Review and prepare a status report for each application.	None	2 days	<i>Chemist II/ Chemist III</i> Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division
7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulation Division
TOTAL		₱ 4,000.00 if new additional data ⁴	20 days (less 30 minutes if NOT new additional data ⁴)	

⁴ If the additional dossier submitted has NO corresponding fee, then client steps #2 to #5 are not applicable, hence less 30 minutes in the total processing time.

29. Issuance of Notice of Approval

When the applicant has satisfactorily complied all the requirements, as indicated in the status reports issued by FPA, CPR will be processed. A notice of approval will be issued to the applicant once the CPR has been duly signed by the authority, and is ready for release.

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who satisfactorily complied all the requirements for registration.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
4. Status reports previously issued by FPA			Pesticide Regulation Division	
5. Results of the pesticide confirmatory analysis (<i>Evaluation of Laboratory Test Results</i>) which must be compliant to the product specification.			Pesticide Regulation Division	
6. Proposed product label (if there is/are any amendment/s in the originally proposed product label) ⁵			Applicant	
7. Accomplished FPA Form No. P-012 and/or FPA Form No. P-022, (notarized & with documentary stamp) only if there is/are any amendment/s in the originally submitted application forms ⁴			Applicant	
8. Cover letter (to go along with item #3 and/or #4 listed above) ⁵			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit (personally at the office or through email) requirements #3 to #5 listed above, if applicable. ⁵ 2. Wait for the issuance of notice of approval.	1. Receive and check the completeness of the submission. ⁵	None	30 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	2. Consolidate all evaluation reports, and status reports related to the application. Then review and do overall assessment of the application.	None	2 days	<i>Chemist II/ Chemist III</i> Pesticide Regulation Division
None	3.1. Assign FPA registration number accordingly, encode all the necessary information and print CPR and final status report. 3.2. Accomplish Tracking Form for monitoring of transmittal.	None	2 days	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
None	4.1 Review the application, check the correctness of the printed CPR/final status report.	None	4 hours	<i>Division Chief/ Officer-in-charge</i> Pesticide Regulation Division

None	4.2. Endorse issuance of CPR.	None	4 hours	<i>Deputy Executive Director for Pesticide</i>
None	4.3. Approve product registration and sign the CPR and final status report.	None	1 day	<i>Executive Director</i>
	5.1. Receive the signed CPR/final status report from the Office of Executive Director.	None	3 hours	<i>Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division</i>
	5.2. Update the logbooks and database for tracking and monitoring.	None	30 minutes	
3. Acknowledge receipt of notice of approval. Then schedule a visit to FPA office to personally receive the CPR.	6. Issue notice of approval to the applicant through email.	None	4 hours	<i>Administrative Aide IV/ Chemist II Pesticide Regulation Division</i>
TOTAL		None	7 days	

⁵ If soft copy of these requirements were submitted through email, the original document must be submitted during releasing of CPR & final status report.

30. Issuance of CPR and Final Status Report

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who already received the notice of approval of their application for product registration.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
4. Copy of the notice of approval issued by FPA			Applicant	
5. Proposed product label (if there is/are any amendment/s in the originally proposed product label) ⁶			Applicant	
6. Accomplished FPA Form No. P-012 and/or FPA Form No. P-022, (notarized & with documentary stamp) only if there is/are any amendment/s in the originally submitted application forms ⁵			Applicant	
7. Cover letter (to go along with item #3 and/or #4 listed above) ⁶			Applicant	
8. Accomplished Bill Form ⁷			<i>Administrative Aide IV/ Chemist II/ Chemist III</i> FPA-Pesticide Regulation Division	
9. Order of Payment ⁷			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
10. Official Receipt of Payment ⁷			FPA-Cashier (First floor, Window 2)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the copy of the notice of approval to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check completeness of the submission.	None	30 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application. ⁷	2. Issue duly accomplished <i>Bill Form</i> to applicant. ⁷	None	10 minutes	
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section ⁷ (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier. ⁷	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt. ⁷	3.2. Receive payment from the applicant and issue official receipt. ⁷	Registration Fees ⁷ Conditional Registration Product ₱ 5,000.00 (Cat. I & II) P 3,000.00 (Cat. III & IV) Active Ingredient ₱ 7,000.00 (Cat. I & II)	20 minutes	FPA-Cashier

		₱ 5,000.00 (Cat. III & IV) Full Registration Product ₱ 15,000.00 (Cat. I & II) ₱ 7,000.00 (Cat. III & IV) Active Ingredient ₱ 20,000.00 (Cat. I & II) ₱ 15,000.00 (Cat. III & IV)		
5. Return to PRD counter for the recording of official receipt number. ⁷	4.1. Record the payment and the official receipt number. ⁷		10 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division</i>
6. Sign the receiving copy and receive the original CPR and final status report.	4.2 Release the CPR and final status report and secure signed receiving copy.	None	10 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division</i>
TOTAL		See remarks below. ⁸	1 hour and 30 minutes (less 50 minutes if renewal of registration)	

⁶ Applicable if the applicant previously submitted soft copies through email, but not yet submitted the original document.

⁷ Client steps #2 to #5 (with 50-minute processing time) are not applicable for renewal since fees for renewal is settled during submission of application; Also not applicable to amendment of registration, except in special circumstance.

⁸ Registration fee shall rely on the validity of registration granted, and on the toxicity category of the product and of the active ingredients.

For Conditional Registration:

Product

₱ 5,000.00 (Cat. I & II)

₱ 3,000.00 (Cat. III & IV)

Active Ingredient

₱ 7,000.00 (Cat. I & II)

₱ 5,000.00 (Cat. III & IV)

For Full Registration:

Product

₱ 15,000.00 (Cat. I & II)

₱ 7,000.00 (Cat. III & IV)

Active Ingredient

₱ 20,000.00 (Cat. I & II)

₱ 15,000.00 (Cat. III & IV)

PESTICIDE CONFIRMATORY ANALYSIS

To confirm the declared product specification, pesticide products are analysed in the laboratory by determination of active ingredient content. This is done by FPA-Laboratory Services Division (LSD) and other FPA-recognized laboratories.

31. Endorsement of Pesticide Samples to FPA-LSD and to other FPA-recognized laboratories

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who will submit pesticide samples for pesticide confirmatory analysis, which is one of the requirements for product registration, and licensing.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
1. Accomplished FPA Form No. FPA-LSD-F2 (Pesticide Request for Analysis)			Downloadable at http://fpa.da.gov.ph	
2. Pesticide sample to be analyzed: a. 1 gram analytical grade standard (AGS) b. If formulated product, 500 grams or mL sample (FP) c. If technical grade material, 10 grams sample (TGM)			Applicant	
3. Certificate of Analysis (CoA) of AGS, TGM & FP			Applicant	
4. Method of Analysis, if necessary			Applicant	
5. Accomplished Bill Form			<i>Administrative Aide IV/ Chemist II</i> FPA-Pesticide Regulation Division	
6. Order of Payment			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
7. Official Receipt of Payment			FPA-Cashier (First floor, Window 2)	
8. Bank to-Bank transfer between the applicant/customer and the FPA-recognized laboratory or check payment with amount based on the quotation issued by the testing institution ¹			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check the completeness of the submission. 1.2. Do initial assessment.	None	30 minutes	<i>Chemist II / Chemist III</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Chemist II / Chemist III</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section

4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	Laboratory analysis fee of FPA-LSD (Laboratory Services Division): HPLC Method: ₱ 3,130.00 per sample GC Method: ₱ 3,360.00 per sample Rush service shall incur 100% surcharge.	10 minutes	FPA-Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for at most 3 working days for the samples to be endorsement to the respective laboratories.	4.1. Record the paid fees, along with the official receipt number. 4.2. Stamp the submitted documents to acknowledge receipt of application.	None	15 minutes	<i>Administrative Aide IV/ Chemist II/ Chemist III</i> Pesticide Regulations Division
None	5. Encode all the application's pertinent information into the logbook and assign sample code.	None	45 minutes	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulations Division
None	6. Endorse samples to FPA-LSD or to other FPA-recognized laboratories.	None	2 days and 6 hours	<i>Administrative Aide IV/ Chemist II</i> Pesticide Regulations Division
TOTAL		See remarks below. ²	3 days	

¹ Applicable only for laboratory analysis, which cannot be done at FPA-LSD, will be accommodated by other FPA-recognized laboratories such as *National Pesticide Analytical Laboratory* of BPI, *Jefcor Laboratories*, etc.

² a. Laboratory analysis fee of FPA-LSD:

HPLC Method: ₱3,130.00 per sample

GC Method: ₱3,360.00 per sample

Rush service shall incur 100% surcharge.

b. Laboratory analysis fee of other FPA-recognized laboratories:

Bank to-bank transfer between the applicant/customer and the FPA-recognized laboratory; or
Check payment with amount based on the quotation issued by the testing institution.

32. Evaluation of Laboratory Test Results

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who already have submitted pesticide samples for pesticide confirmatory analysis, as requirement for product registration and/or licensing.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) set of the following:				
1. Laboratory test reports			FPA-LSD or from other FPA-recognized laboratories.	
2. Pesticide's product specification			Chemist II/ Chemist III FPA-Pesticide Regulation Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive the laboratory test reports from FPA- LSD or other FPA-recognized laboratories.	None	30 minutes	Administrative Aide IV/ Chemist II Pesticide Regulations Division
None	2. Evaluate laboratory test results then prepare & print evaluation report.	None	5 days	Chemist II Pesticide Regulations Division
None	3. Review and sign the printed evaluation report.	None	1 day	Chemist III Pesticide Regulations Division
None	4. Review and sign the printed evaluation report.	None	4 hours	Division Chief/ Officer-in-charge Pesticide Regulations Division
Acknowledge receipt of notification.	6. Notify applicant, if the results is non-compliant to the product specification.	None	3 hours	Administrative Aide IV/ Chemist II Pesticide Regulations Division
None	7. Forward the signed evaluation report to the respective FPA regulatory personnel, for processing of product registration and/or licensing.	None	30 minutes	Administrative Aide IV/ Chemist II Pesticide Regulations Division
TOTAL		None	7 days	

33. ISSUANCE OF CERTIFICATE AUTHORIZING IMPORTATION OF PESTICIDES (CAIP), EXPORT PERMIT AND OTHER CERTIFICATIONS

Certificate Authorizing Importation of Pesticides (CAIP) is being issued to licensed handlers, with corresponding registered products and/or EUP, allowing importation of technical material, formulation and inert ingredient. Issuance of CAIP and export permit is per-product and per-importation basis.

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Simple
Type of transaction:	G2B – Government service for business entities
Who may avail:	Any licensed handlers with corresponding product registration and/or EUP.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Certificate Authorizing Importation of Pesticides (CAIP)	
One (1) set of the following:	
1. Photocopy of importer's license	Applicant
2. Photocopy of Certificate of Product Registration (CPR) or Experimental Use Permit (EUP)	Applicant
3. Request letter specifying the following: a. Product name, and percent purity, if technical or active ingredient content, if formulated product b. Unit Price c. Quantity d. Payment Terms e. Country of Origin f. Destination	Applicant
4. Pro-forma Invoice	Applicant
5. Bill of Lading	Applicant
6. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II</i> FPA-Pesticide Regulation Division
7. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
8. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For Amendment of Issued CAIP	
One (1) set of the following:	
1. Letter of request indicating the changes/amendment	Applicant
2. Photocopy of issued CAIP	Applicant
3. New Pro-forma Invoice	Applicant
4. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II</i> FPA-Pesticide Regulation Division
5. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
6. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For Export Permit	
One (1) set of the following:	
1. Photocopy of exporter's license	Applicant
2. Photocopy of Certificate of Product Registration (CPR) and/or Experimental Use Permit (EUP)	Applicant
3. Request letter specifying the following: a. Product name, and percent purity, if technical or active ingredient content, if formulated product b. Quantity c. Batch Number d. Payment Terms e. Country of Origin f. Destination	Applicant

4. Supply-Demand Analysis of the product(s) intended to be exported (This is to ensure that exportation is made only after satisfaction of local demand.)	Applicant			
5. Original copy of letter from the Ministry of Agriculture or any relevant Regulating Agency if the importing country to justify that the product to be exported is not banned nor restricted, thus is allowed to be exported.	The relevant Regulating Agency of the importing country			
6. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II</i> FPA-Pesticide Regulation Division			
7. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)			
8. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)			
For Other Certifications				
One (1) set of the following:				
1. Request letter for certification, indicating the use/purpose	Applicant			
2. Material Safety Data Sheet (MSDS) of the product, if applicable	Applicant			
3. Copy of product label, if applicable	Applicant			
4. Other documents to support the requested certification	Applicant			
5. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II</i> FPA-Pesticide Regulation Division			
6. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)			
7. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check the completeness of the submitted samples and documents. 1.2. Do initial assessment.	None	30 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	For CAIP General Use ₱ 750.00 For CAIP Red-Labelled & Restricted Use ₱ 3,000.00 For Amendment of Certification ₱ 750.00	10 minutes	FPA-Cashier

		For Export Permit 1,500.00 For all other certifications ₱ 350.00		
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for 3 working days, then schedule a visit to FPA office to receive the signed certificate/permit.	4.1. Record the paid fees, along with the official receipt number. 4.2. Stamp the submitted documents to acknowledge receipt of application.	None	10 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
None	5. Encode all the application's pertinent information into the logbook and database.	None	30 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
None	6. Prepare the CAIP, export permit, and/or other certifications	None	1 day and 6 hours	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
None	7. Review the processed CAIP, export permit, and/or other certifications and recommend approval/disapproval	None	4 hours	<i>Senior Agriculturist / Division Chief</i> Pesticide Regulation Division
None	8. Review the approve/disapprove the application	None	4 hours	<i>Deputy Executive Director / Executive Director</i>
None	9.1. Receive the signed certifications and prepare for releasing. 9.2. Prepare the signed certificate/permit for releasing.	None	20 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
TOTAL		See remarks below. ¹	3 days	

¹ The processing fee depends on the nature of certification being requested/applied for.

For CAIP

- a. General Use ₱ 750.00
- b. Red-Labelled & Restricted Use ₱ 3,000.00

For Amendment of Certification ₱ 750.00
For Export Permit ₱ 1,500.00
For all other certifications ₱ 350.00

ISSUANCE OF LICENSE

Pesticide Dealership License (Dealer's License)

To regulate all pesticide dealers, license is issued to allow an individual and/or a local company to sell pesticides, and other agricultural chemicals. Each dealership branch/outlet is required to have a license, which has a validity of three (3) years.

License for Agricultural Pest Control Operator (PCO) (License for Fumigators)

This covers all persons/entities who shall engage in the business of servicing pest control management using FPA-registered pesticide. Issued license has one (1) year validity.

License for Drone Spraying Operator (DSO)

This covers all persons/entities who shall engage in activities concerning drone spraying of FPA-registered pesticides. Issued license has one (1) year validity.

License for Agricultural Pesticide Handlers (without Occupational Health & Safety requirements)

This covers all persons/entities who shall engage in the business of importing, distributing, exporting, supplying of pesticides, and other agricultural chemicals.

License for Agricultural Pesticide Handlers (with Occupational Health & Safety requirements)

This covers all persons/entities who shall engage in the business of manufacturing, formulating, repacking, extruding, importing, and using of pesticides, and other chemicals.

34. Issuance of Status Report

Upon evaluation of the application, any issues/deficiencies will be communicated to the applicant through status report. If there is none, FPA will proceed with the processing of approval for licensing.

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Simple
Type of transaction:	G2B – Government service for business entities
Who may avail:	<p>5. Local companies (i. e. a juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and</p> <p>6. Local subsidiaries of any foreign-based pesticide company</p> <p>Note: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For pesticide dealership license , one (1) set of the following:	
14. Accomplished FPA Form No. P-130, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
15. a. <u>For corporation/partnership</u> - Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> - Copy of CDA registration c. <u>For single proprietorship</u> - Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
16. Inspection report from FPA Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Provincial Officer
17. Copy of Accredited Safety Dispenser's (ASD) ID	Issued by FPA-PMID
18. <u>For members of the Agro-Dealer's Association</u> – Certificate of membership issued by the association in the province	Issued by the relevant Agro-Dealer's Association
19. List of registered pesticide products to be sold	Applicant

20. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
21. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
22. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For licensing of agricultural pest control operator, and drone spraying operator, one (1) set of the following:	
1. Accomplished FPA Form No. P-180, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
4. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
5. For agricultural pest control operator – Copy of Certified Pesticide Applicator's (CPA) ID For drone spraying operator – Copy of Drone Controller and Spray Operation Crew ID	Issued by FPA-PMID
6. Compliance with the Occupational Health and Safety Standards for CPAs and technicians: a. Complete and thorough physical examination b. Laboratory tests which include ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count. ✓ Chest x-ray ✓ Urinalysis ✓ Fecalalysis ✓ Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT c. Certificate of "Fit to Work"	Applicant
7. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
8. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
9. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For pesticide importer's license, one (1) set of the following:	
1. Accomplished FPA Form No. P-150, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency

4. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
5. Distributorship agreement/certification from the pesticide supplier(s)	Applicant
6. Photocopy of Accredited Responsible Care Officer (ARCO) ID	Issued by FPA-PMID
7. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
8. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
9. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For exporter's license, one (1) set of the following:	
1. Accomplished FPA Form No. P-150, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
4. Supply-Demand Analysis of the product(s) intended to be exported to ensure that exportation is made only after satisfaction of local demand.	Applicant
5. Letter from the relevant regulatory agency of the importing country to justify that the product to be exported is not banned and restricted in the importing country	Issued by relevant regulatory agency of the importing country
6. Product registration, contract and/or certification from the manufacturer/supplier	Applicant
7. Photocopy of Accredited Responsible Care Officer (ARCO) ID	Issued by FPA-PMID
8. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
9. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
10. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For licensing of indentor, and supplier's local subsidiary/representative, one (1) set of the following:	
12. Accomplished FPA Form No. P-150, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
13. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
14. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
15. Copy of contract and/or certification from manufacturer/supplier	Applicant
16. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division

17. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
18. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For national distributor's license, one (1) set of the following:	
1. Accomplished FPA Form No. P-160, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
4. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
5. Distributorship agreement/ Third-Party Authorization (TPA) from the pesticide supplier(s)	Applicant
6. Photocopy of Accredited Responsible Care Officer (ARCO) ID	FPA-PMID
7. Copy of contract and/or certification from manufacturer/supplier	Applicant
8. List of Area Distributor	Applicant
9. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
10. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
11. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For area distributor's license, one (1) set of the following:	
8. Accomplished FPA Form No. P-160-A, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
9. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
10. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
11. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
12. Distributorship agreement/ certification from the pesticide supplier(s)	Applicant
13. Photocopy of Responsible Care Officer (RCO), Accredited Responsible Care Officer (ARCO) ID	Issued by FPA-PMID
14. List of Dealers	Applicant
15. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
16. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)

17. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For licensing of importer end-user/ institutional user, one (1) set of the following:	
1. Accomplished FPA Form No. P-150, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
4. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
5. Photocopy of Accredited Responsible Care Officer (ARCO) ID	Issued by FPA-PMID
6. Contract and/or certification from the manufacturer/supplier	Applicant
7. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO)	Issued by DENR
8. Authorization letter from the pesticide company who registered the product	Applicant
9. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division
10. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)
11. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)
For licensing of pesticide manufacturer, formulator, repacker, and extruder, one (1) set of the following:	
1. a. <u>For manufacturer, formulator, and extruder:</u> Accomplished FPA Form No. P-110, notarized & with documentary stamp b. <u>For repacker:</u> Accomplished FPA Form No. P-120, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
2. a. <u>For corporation/partnership</u> – Copy of SEC registration and Articles of Incorporation b. <u>For cooperative</u> – Copy of CDA registration c. <u>For single proprietorship</u> – Copy of Certificate of Registration of Business Name from DTI	Issued by relevant regulatory agency
3. Copy of latest Income Tax Return (ITR) and Financial Statement (FS)	Issued by relevant regulatory agency
4. Inspection report from FPA Regional/Provincial Officer: a. Report on inspection of facilities b. Recommendation	FPA Regional/Provincial Officer
5. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO)	Issued by DENR
6. Photocopy of Accredited Responsible Care Officer (ARCO) ID	Issued by FPA-PMID
7. Contract and/or certification from the manufacturer/supplier	Applicant
8. Flowchart of the production process	Applicant
9. Written authority to repack/formulate/extrude/manufacture issued bby the pesticide supplier	Applicant
10. Annual Capacity Output	Applicant

11. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division			
12. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)			
13. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)			
For renewal of license, one (1) set of the following:				
1. All requirements for new license application shall be submitted for renewal of license, (except for the SEC registration requirement, wherein only the one-page certificate is required).	Applicant			
2. Monthly pest control operation report (for Pest Control Operator and Drone Spraying Operator only)	Applicant			
3. Accomplished Bill Form	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> FPA-Pesticide Regulation Division			
4. Order of Payment	<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)			
5. Official Receipt of Payment	FPA-Cashier (First floor, Window 2)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check the completeness of the submitted documents. 1.2. Do initial assessment of the application.	None	20 minutes	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	For agricultural pest control operator, drone spraying operator: ₱ 1,200.00 per application For pesticide manufacturer, formulator, repacker, extruder, importer-end-user, institutional user: ₱ 7,500.00 per activity	10 minutes	FPA-Cashier

		<p>For exporter, indenter, supplier's local subsidiary/representative, national distributor, area distributor: ₱ 2,000.00 per activity</p> <p>For pesticide dealers:</p> <p>a. <u>Pesticide Dealer</u> - ₱ 2,500.00 If member of dealer association: - ₱ 2,000.00</p> <p>b. <u>Dealer of both Fertilizers/ Pesticides</u> - ₱4,000.00</p> <p>If member of dealer association: ₱ 3,200.00</p> <p>c. <u>Cooperative</u> – 50% of license fee</p> <p>For renewal of license:</p> <p>Application for renewal filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge thereafter.</p>		
<p>5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for the status report.</p>	<p>4.1. Record the payment, and the official receipt number. 4.2. Stamp the submitted documents to officially acknowledge receipt.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Administrative Aide IV/ Agriculturist II/ Senior Agriculturist Pesticide Regulation Division</i></p>

None	5. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None	6. Evaluate the application.	None	1 day	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None	7. Prepare the status report, if there are any data gaps/ deficiencies. If none, proceed to issuance of notice of approval.	None	1 day	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None	8. Review the status report.	None	4 hours	<i>Division Chief/ Officer- in-charge Pesticide Regulation Division</i>
None	9.1. Update the data base for tracking and monitoring.	None	30 minutes	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
7. Acknowledge the receipt of email.	9.2. Relay the status report to the applicant, through email.	None	2 hours	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None				
TOTAL		See remarks below. ¹	3 days	

¹ For **new license applications:**

- a. For agricultural pest control operator, drone spraying operator
₱ 1,200.00 per application
- b. For pesticide manufacturer, formulator, repacker, extruder, importer-end-user, institutional user:
₱ 7,500.00 per activity
- c. For exporter, indenter, supplier's local subsidiary/representative, national distributor, area distributor:
₱ 2,000.00 per activity
- d. For pesticide dealers:
 - a. Pesticide Dealer - ₱ 2,500.00
If member of dealer association - ₱ 2,000.00
 - b. Dealer of both Fertilizers/ Pesticides - ₱4,000.00
If member of dealer association - ₱ 3,200.00
 - c. Cooperative – 50% of license fee

For **renewal of license:**

Application for renewal filed within one (1) month after the expiry date of its license shall be subjected to a 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge thereafter.

35. Plant Inspection and Sampling

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who: 1) already submitted a complete application for license as pesticide manufacturer, formulator, extruder, repacker, and/or importer-end-user/institutional user; and 2) has to comply the Occupational Health and Safety requirements of FPA, therefore will be subject for inspection by the FPA Pesticide Audit Team.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Confirmation of appointment for plant inspection, through email or text message			FPA-PRD	
2. Compliance to FPA standards for occupational health program and technical safety a. Occupational Health and Safety Program (OHSP) b. Medical Health Examinations and Certificate of “Fit to Work” of workers			Applicant	
3. Other necessary logistics for plant inspection, such as transportation, itinerary, etc., if applicable.			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare for the plant inspection and adhere to the agreed schedule and itinerary.	1. Prepare for the plant inspection and adhere to the agreed schedule and itinerary.	None		<i>FPA Pesticide Audit Team</i> Pesticide Regulation Division
				<i>FPA Pesticide Audit Team</i> Pesticide Regulation Division
2. Cooperate and respond to the questions and/or remarks of the Audit Team.	2.1. Assess the plantation, its operations, facilities, employees, etc. And evaluate its compliance to the standards of FPA for OHS. 2.2. Obtain samples of the formulated product, repacked product, etc. for pesticide confirmatory analysis.	None	1 day	<i>FPA Pesticide Audit Team</i> Pesticide Regulation Division
3. Discuss the results/findings of the inspection, and take note of the recommendations of the Audit Team.	4. Discuss the results/findings of the inspection, and make recommendations.	None		<i>FPA Pesticide Audit Team</i> Pesticide Regulation Division
4. Receive the signed interim inspection report. 5. Wait for the final plant inspection report.	5. Issue an interim inspection report signed by the Audit Team.	None		<i>FPA Pesticide Audit Team</i> Pesticide Regulation Division
None	6.1. Consolidate the input of the Audit Team and prepare the plant inspection report, to be signed by the Executive Director. 6.2. Endorse the pesticide samples to	None	4 days	<i>Senior Agriculturist</i> Pesticide Regulation Division

	Chemist II for confirmatory analysis.			
None	7. Review the plant inspection report and endorse approval.	None	4 hours	<i>Division Chief/ Deputy Executive Director Pesticide Regulation Division</i>
None	8. Approve and sign the plant inspection report.	None	4 hours	<i>Executive Director Pesticide Regulation Division</i>
6. Receive the plant inspection report and acknowledge receipt through email.	9. Forward the signed plant inspection report to the applicant through email.	None	1 day	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
TOTAL		None	7 days	

36. Issuance of Notice of Approval

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Complex			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who have satisfactorily complied the all the requirements for licensing, including the OHS requirements, and warehouse registration.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For pesticide dealers, drone spraying operators, agricultural pest control operators, indentors one (1) set of the following:				
1. Copy of status report issued by FPA (if there are any issues/deficiencies found in the application)			Applicant	
2. Necessary data/documents to address the issues/deficiencies as indicated in the status report (if none, proceed to the processing of license)			Applicant	
For importers, end user/institutional user, pesticide manufacturers, formulator, extruder, repacker , one (1) set of the following:				
1. Copy of status report issued by FPA (if there are any issues/deficiencies found in the application)			Applicant	
2. Necessary data/documents to address the issues/deficiencies as indicated in the status report (if none, proceed to the processing of license)			Applicant	
3. Copy of the <i>Certificate of Warehouse Registration</i>			Issued by FPA-PRD	
4. Copy of the plant inspection report, indicating satisfactory compliance with FPA's OHS requirement.			Issued by FPA-PRD	
5. Copy of the <i>Notice of Approval</i> of Application for Product Registration			Issued by FPA-PRD	
6. Evaluation report for the pesticide confirmatory analysis			<i>Chemist II</i> FPA-Pesticide Regulations Division	
For national distributor, area distributor, and supplier's local subsidiary/representative, exporters , one (1) set of the following:				
9. Copy of status report issued by FPA (if there are any issues/deficiencies found in the application)			Applicant	
10. Necessary data/documents to address the issues/deficiencies as indicated in the status report (if none, proceed to the processing of license)			Applicant	
11. Copy of the <i>Certificate of Warehouse Registration</i> (for national distributor and area distributor only)			Issued by FPA-PRD	
12. Copy of the <i>Notice of Approval</i> of Application for Product Registration			Issued by FPA-PRD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor). 2. Wait for the issuance of notice of approval.	1.1. Check the completeness of the submitted documents. 1.2. Stamp the submitted documents to acknowledge receipt.	None	30 minutes	<i>Administrative Aide IV/ Senior Agriculturist</i> Pesticide Regulation Division
None	2. Review and do overall assessment of the application.	None	4 hours	<i>Senior Agriculturist</i> Pesticide Regulation Division
None	3.1. Prepare the license. 3.2. Accomplish tracking form for monitoring of transmittal.	None	3 hours	<i>Senior Agriculturist</i> Pesticide Regulation Division

None	4. Review the application, check the correctness of the prepared license, and endorse approval.	None	4 hours	<i>Division Chief/ Deputy Executive Director Pesticide Regulation Division</i>
None	5. Approve and sign the license.	None	4 hours	<i>Executive Director</i>
None	6.1. Update the database for tracking and monitoring.	None	30 minutes	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
3. Acknowledge receipt of notification through email.	6.2. Notify applicant of the approval of their application, through email.	None	1 day	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
TOTAL		None	3 days	

37. Issuance of License

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who already received the notice of approval of application for licensing.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Copy of the <i>Notice of Approval</i> issued by FPA			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the copy of the <i>Notice of Approval</i> to Pesticide Regulations Division (PRD) counter (First floor).	1. Prepare the FPA's receiving copy.	None	15 minutes	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III Accounting Section</i>
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	License fees based on the company's capitalization annually (subscribed/paid-up capital plus retained earnings) 1. Over ₱5M capitalization 1st activity: ₱ 8,500.00 Succeeding activities: ₱ 5,000.00 2. Over ₱1M to ₱5M capitalization 1st activity: ₱ 5,500.00 Succeeding activities: ₱ 4,000.00 3. Over ₱500T to ₱1M capitalization 1st activity:	10 minutes	FPA-Cashier

		₱ 4,000.00 Succeeding activities: ₱ 2,000.00 4. ₱500T and below capitalization 1st activity: ₱ 2,000.00 Succeeding activities: ₱ 1,000.00		
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Receive the license.	4.1. Record the payment, and the official receipt number. 4.2. Release the license.	None	15 minutes	<i>Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division</i>
TOTAL		See remarks below. ²	1 hour	

² License fees based on the company's capitalization annually (subscribed/paid-up capital plus retained earnings)

1. Over ₱5M capitalization

First activity: ₱ 8,500.00

Succeeding activities: ₱ 5,000.00

2. Over ₱1M to ₱5M capitalization

First activity: ₱ 5,500.00

Succeeding activities: ₱ 4,000.00

3. Over ₱500T to ₱1M capitalization

First activity: ₱ 4,000.00

Succeeding activities: ₱ 2,000.00

4. ₱500T and below capitalization

First activity: ₱ 2,000.00

Succeeding activities: ₱ 1,000.00

38. REGISTRATION OF WAREHOUSE

Pesticide warehouse are regulated to ensure that compliance with FPA's standards for Good Housekeeping in pesticide storage and handling.

Office/Division:	FPA Central Office – Pesticide Regulation Division			
Classification:	Simple			
Type of transaction:	G2B – Government service for business entities			
Who may avail:	Applicants who: a. already completely submitted license application to FPA-PRD; and b. has to comply the warehouse registration requirement.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For new applications and renewal, one (1) set of the following:				
9. Accomplished FPA Form No. P-140, notarized & with documentary stamp			Downloadable at http://fpa.da.gov.ph	
10. Inspection report from FPA Provincial Officer: a. Report on inspection of facilities b. Recommendation			FPA Provincial Officer	
11. Accomplished Bill Form			<i>Administrative Aide IV/ Agriculturist II</i> FPA-Pesticide Regulation Division	
12. Order of Payment			<i>Administrative Assistant III</i> FPA-Accounting Section (First floor, Window 1)	
13. Official Receipt of Payment			FPA-Cashier (First floor, Window 2)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely submit all requirements to Pesticide Regulations Division (PRD) counter (First floor).	1.1. Check the completeness of the submitted samples and documents. 1.2. Do initial assessment.	None	30 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	<i>Administrative Assistant III</i> Accounting Section
4. Pay corresponding fee to the Cashier (First floor, Window 2) and secure the official receipt.	3.2. Receive payment from the applicant and issue official receipt.	₱ 2,000.00 per year (pesticides only) ₱ 2,400.00 per year (pesticides and fertilizers)	10 minutes	FPA-Cashier
5. Return to PRD counter for the recording of official receipt number and for stamping of the receiving copy. 6. Wait for 3 working days, then schedule a visit to FPA office	4.1. Record the paid fees, along with the official receipt number. 4.2. Stamp the submitted documents to acknowledge receipt of application.	None	15 minutes	<i>Administrative Aide IV/ Agriculturist II</i> Pesticide Regulation Division

to receive the Certificate of Warehouse Registration.				
None	5. Encode all the application's pertinent information into the logbook and database.	None	15 minutes	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None	6. Prepare the <i>Certificate of Warehouse Registration</i> .	None	1 day and 6 hours	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
None	7. Review the processed certificate and recommend approval.	None	4 hours	<i>Senior Agriculturist / Division Chief Pesticide Regulation Division</i>
None	8. Review and approve the application.	None	4 hours	<i>Deputy Executive Director / Executive Director</i>
None	9. Prepare the signed <i>Certificate of Warehouse Registration</i> for releasing.	None	15 minutes	<i>Administrative Aide IV/ Agriculturist II Pesticide Regulation Division</i>
TOTAL		See remarks below. ¹	3 days	

¹ ₱ 2,000.00 per year (pesticides only)
₱ 2,400.00 per year (pesticides and fertilizers)

