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 er	ntities		
Who may avail:		n created under the Philippine Law) registered ission (SEC) to do business in the Philippines I pesticide company		
	are not allowed to apply for this so	stered under the SEC as regional liaison offices ervice. Companies operating in the Philippines are not allowed to apply for this service.		
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE		
For EUP IA & IB, one (1) set of the following:			
 Letter of Intent 		Applicant		
	PA Form No. P-001 (Notice of Intent to nent), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph		
3. Trial protocol(s)	· · · · · · · · · · · · · · · · · · ·	Applicant		
4. SDS (Safety Dat	a Sheet) of the pesticide to be tested	Applicant		
5. Accomplished Bill Form		Administrative Aide IV/ Chemist II 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)		
For EUP II , two (2) sets of the following:				
Letter of Intent		Applicant		
Accomplished F	PA Form No. P-002 (Application for EUP),	Downloadable at http://fpa.da.gov.ph		

notarized & with documentary stamp		
Proposed product label		Applicant
4. Trial Protocol(s)	-	FPA Accredited Pesticide Researcher
 5. Compliance to the data requirements Pesticide Regulatory Policies and Im Guidelines, known as Green Book (a pertinent documents necessary to suclaimed product specification, toxicity a. For conventional pesticides, referequirement for Registration as Permit (pages 52 to 61 of Green b. For biorational pesticides, referequirement for EUP for Bioration of Green Book) c. For other agricultural chemicals Green Book 	aplementing all relevant studies and apport/validate the y, efficacy, etc.) er to Table 2. Data and Experimental Use n Book) to Table 7. Data tional (pages 109 to	Applicant
6. Summary of data submitted (summa	rized and formatted	
according to the table of data require FPA's Pesticide Regulatory Policies Guidelines, known as Green Book)		Applicant
Guidelines, known as Green Book)		Administrative Aide IV/ Chemist II
Accomplished Bill Form		FPA-Pesticide Regulation Division
8. Order of Payment		Administrative Assistant III FPA-Accounting Section (First floor, Window 1)
9. Official Receipt of Payment		FPA-Cashier (First floor, Window 2)
provided, ear tags are in place, fold ii. When a data requirement is deem not just put "N/A". Provide reason/ju iii. To facilitate the evaluation process #6 (in the list of requirements abo the first pages of each folder that addition, data requirements must be folders as shown below:	ned not applicable, do ustification, instead. s, items #1, #2, #3 and ove) must be found on t will be submitted. In	
For conventional pesticides:		
1.0. General Information	Merge in	
2.0. Specification	Folder 1	
3.0. Bioefficacy (including trial protocol)	Folder 2	
4.0. Toxicology	Folder 3	
5.0. Human Exposure & Safety	Folder 4	
6.0. Environmental Effects 7.0. Residue in Food (including SPRT protocol, if applicable) 8.0. Environmental Fate & Transport Merge in Folder 5		
For biorational pesticides:		
·		
1.0. General Information2.0. Specification	Merge in Folder 1	
3.0. Bioefficacy (including trial protocol)	Folder 2	

	T		T	
4.0. Toxicology		Folder 3		
5.0 Residue Data	a (including SPRT			
protocol, if applica	` _	Merge in		
	Organism Toxicology	Folder 4		
	al Fate & Expression			
7.0. Environment	ai rate & Expression			
For other agricult	ural chemicals:			
4.0.0		NA		
1.0. General Infor	rmation	Merge in		
		Folder 1		
2.0. Specification				
3.0. Bioefficacy (i	ncluding trial	Folder 2		
protocol)	riolading trial	Folder 2		
	Sections 4.1 to 4.5.1	Fallen O		
only)	Sections 4.1 to 4.5.1	Folder 3		
Offiy)				
For EUP III , two (2) se	ets of the following:			
Letter of Inten			Α	pplicant
Accomplished	FPA Form No. P-002 (Aith documentary stamp	pplication for EUP),		at http://fpa.da.gov.ph
3. Proposed pro			Λ	applicant
	s) for bioefficacy field tria	<u> </u>		Pesticide Researcher
	s) for SPRT, if applicable			
J. Mai Flotocoit	3) 101 3F ICT, II applicable	,	FPA Accredited Pesticide Researcher Administrative Aide IV/ Chemist II	
Accomplished	Bill Form		FPA-Pesticide Regulation Division	
				ative Assistant III
7. Order of Payn	nent			counting Section
7. Older of Layin	nont			oor, Window 1)
				A-Cashier
8. Official Receip	ot of Payment			oor, Window 2)
Note: If the applicati	on involves SPRT, in add	dition to the bioefficad		hree (3) sets of the listed
	,	requirements above	•	(0) 0000 00 0000
For Amendments and	d/or Extension of Validi	ty of EUP, two (2) se	ets of the following:	
 Letter of Inten 	t	, ,	Д	pplicant
2. Accomplished	FPA Form No. P-001 or	P-002 (Notice of		•••
Intent to Cond	luct Experiment) or (Appl	ication for EUP),	Downloadable	at http://fpa.da.gov.ph
notarized & wi	ith documentary stamp			
	ary attachments, such as			
protocol, justif	ication for amendment a	nd/or extension,	Α	applicant
etc.				
4. Accomplished	Bill Form			e Aide IV/ Chemist II
7.0001111111111111111111111111111111111				e Regulation Division
F 0 1 15				ative Assistant III
Order of Payn	nent			counting Section
			oor, Window 1)	
6. Official Receipt of Payment			A-Cashier	
	·	EEEC TO BE		oor, Window 2)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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submit all	completeness of the			
requirements to	submitted documents			Administrative Aide IV/
Pesticide	and do initial			Chemist II
Regulations Division	assessment of the	None	30 minutes	Pesticide Regulation
(PRD) counter (First	application.			Division
floor).	application.			DIVISION
	l .		<u> </u>	

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 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</i> Payment 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.	For EUP IA & IB: P1,500.00 x no. of product x no. of protocol x no. of season x no. of crop For EUP II & III: P3,000.00 x no. of product x no. of protocol x no. of season x no. of crop For Extension of EUP: P3,000.00 x no. of product x no. of	10 minutes	FPA-Cashier

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evaluation reports then update database.¹ 8. Review and prepare a status report per application. None None None None None Pesticide Regulation Division Chemist II Pesticide Regulation Division Pesticide Regulation Division Division Division Division Pesticide Regulation Division Division Pesticide Regulation Division Division Administrative Aide IV/ Chemist II Pesticide Regulation Division Total		-			
None See remarks Division			None		
None 8. Review and prepare a status report per application. None None None None None 8. Review and prepare a status report per application. 9. Review and approve the status report. None None None 1. Acknowledge receipt of status report through email. None None None 2 days Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks 20 days 2 days Pesticide Regulation Division See remarks					
None None a status report per application. 9. Review and approve the status report. None None None None 10. Issue the status report through email. None None 2 days Pesticide Regulation Division Division Chief/ Officer-in-charge Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks See remarks					
Application. 9. Review and approve the status report. None None 10. Issue the status report through email. None 10. Issue the status report through email. None 2 hours Division Division Chief/ Officer-in-charge Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks 20 days ³	None		None	2 davs	
None 9. Review and approve the status report. None 10. Issue the status report through email. None 9. Review and approve the status report. None 4 hours Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks 20 days ³			_		
None the status report. None 4 hours charge Pesticide Regulation Division 7. Acknowledge receipt of status report through email. None 2 hours Charge Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks 20 days ³					
7. Acknowledge receipt of status report through email. None None 10. Issue the status report through email. None 2 hours Pesticide Regulation Division Administrative Aide IV/ Chemist II Pesticide Regulation Division See remarks	Mana		Nama	1 ha	charge
7. Acknowledge receipt of status report through email. None 10. Issue the status report through email. None 2 hours Administrative Aide IV/ Chemist II Pesticide Regulation Division TOTAL	none	·	none	4 nours	
receipt of status report through email. None 2 hours Chemist II Pesticide Regulation Division See remarks					
receipt of status report through email. None 2 hours Chemist II Pesticide Regulation Division See remarks	7. Acknowledge	10. Issue the status			Administrative Aide IV/
report through email. Pesticide Regulation Division See remarks 20 days ³		report through email.	None	2 hours	Chemist II
Division See remarks 20 days ³	I		inone	∠ nours	Pesticide Regulation
See remarks 20 days ³					
below. ² 20 days ²	TOTAL		See remarks	20 days ³	
1	IOIAL		below. ²	20 days	

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

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 – Po	FPA Central Office – Pesticide Regulation Division			
Classification:	Highly Technical				
Type of transaction:	G2B – Government ser	G2B – Government service for business entities			
Who may avail:	and/or deficiencies.	Applicants with pending EUP applications due to scientific/technical issues, data gaps and/or deficiencies.			
	KLIST OF REQUIREMEN	TS	WHERI	E TO SECURE	
Two (2) sets of the follo	wing:				
Cover letter				pplicant	
	us Report previously issue		A	pplicant	
3. Additional do comments, a technical eva	ossier(s) to address the quand/or recommendation of aluators	restions, FPA, and its		Applicant	
4. Accomplishe	ed Bill Form (if new additio	nal data)	FPA-Pesticide	e Aide IV/ Chemist II e Regulation Division	
5. Order of Pay	ment (if new additional da	ata)	FPA-Acc (First fle	ative Assistant III counting Section oor, Window 1)	
6. Official Rece	ipt of Payment (if new add	ditional data)	(First flo	A-Cashier oor, 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	Administrative Aide IV/ Chemist II 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	Administrative Aide IV/ Chemist II 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</i> Payment to cashier. 4	None	10 minutes	Administrative Assistant III 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. 4.2. 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	Administrative Aide IV/ Chemist II 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	Administrative Aide IV & Chemist II Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators. 6.2. Receive the dossier/s and sign in the logbook accordingly.	None	1 day	Administrative Aide IV/ Agriculturist I Pesticide Regulation Division 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		Administrative Aide IV/ Chemist II Pesticide Regulation Division
None	8. Review and prepare a status report for each application.	None	2 days	Chemist II Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	Division Chief/ Officer-in- charge Pesticide Regulation Division
7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	Administrative Aide IV/ Chemist II Pesticide Regulation Division
TOTAL		₱4,000.00 if new additional data ⁴	20 days (less 30 minutes if NOT new additional data 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/Divisions	EDA Control Office D	acticida Dogulation	Division			
Office/Division: Classification:	Complex	FPA Central Office – Pesticide Regulation Division				
Type of transaction:		G2B – Government service for business entities				
Type of transaction.	OZD – Government ser	CED COVOTIMION CONVICTION DUCINIOS CINEBOO				
Who may avail:	Applicants who satisfac		·			
	(LIST OF REQUIREMEN	TS	WHER	E TO SECURE		
One (1) set of the follow			5			
	reviously issued by FPA	004	Pesticide F	Regulation Division		
with documenta	PA Form No. P-002 or P- ry stamp (if there are char n as the duration, location	nges in the final	,	Applicant		
3. Cover letter ⁵			,	Applicant		
	A OFNOV A OTION	FEES TO BE	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE		
1. Submit (personally at the office or through email) requirement #2 and #3 listed above, 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	Administrative Aide IV/ Chemist II 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	Chemist II 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	Administrative Aide IV/ Chemist II 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	Division Chief/ Officer-in- charge Pesticide Regulation Division		
None	4.2. Endorse approval of EUP.	None	4 hours	Deputy Executive Director for Pesticide		
None	4.3. Approve issuance of EUP.	None	1 day	Executive Director		

	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	Administrative Aide IV/ Chemist II 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	Administrative Aide IV/ Chemist II 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 requirement 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 – Pe	esticide Regulation	Division		
Classification:	Simple				
Type of transaction:	G2B – Government ser	vice for business er	ntities		
Who may avail:	Applicants who already		of approval.		
	KLIST OF REQUIREMEN	TS	WHERI	E TO SECURE	
One (1) set of the follo					
	tice of approval issued by		P	Applicant	
	FPA Form No. P-002, not				
	stamp (if there are change		P	Applicant	
details, such a	s the duration, location, re	searchers, etc.) 6			
 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	Administrative Aide IV/ Chemist II Pesticide Regulation Division	
3. Receive the signed EUP.	2. Release the signed EUP.	None	15 minutes	Administrative Aide IV/ Chemist II Pesticide Regulation Division	
TOTAL		None	30 minutes	1	

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 er	ntities			
Who may avail:	by the Securities and Exchange Command duly licensed by FPA; and 4. Local subsidiaries of any foreign-based	n created under the Philippine Law) registered ission (SEC) to do business in the Philippines I pesticide company egistered under the SEC as regional liaison			
	offices are not allowed to apply	for this service. Companies operating in the cree No. 218 are not allowed to apply for this			
CHECK	LIST OF REQUIREMENTS	WHERE TO SECURE			
For new proprietary pe	esticides, two (2) sets of the following:				
Letter of Intent		Applicant			
Registration of A		Downloadable at http://fpa.da.gov.ph			
	PPA Form No. P-022 (Application for Pesticide Product), notarized & with amp	Downloadable at http://fpa.da.gov.ph			
4. Proposed produ	ict label	Applicant			
5. Compliance to the data requirements detailed in FPA's Pesticide Regulatory Policies and Implementing Guidelines, known as Green Book (This refers to all relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.) d. For conventional pesticides, refer to Table 2. Data Requirement for Registration and Experimental Use Permit (pages 52 to 61 of Green Book) 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) f. For other agricultural chemicals, refer to page 21 of		Applicant			
6. Summary of data submitted (summarized and formatted according to the table of data requirements specified in FPA's Pesticide Regulatory Policies and Implementing Guidelines, known as Green Book)		Applicant			
	ed EUP for the trials conducted (attached eport of local bioefficacy trials)	Applicant			
8. Proof of registra applicable	ation in other countries where relevant, if	Regulatory Agency of other countries where relevant			
	done by other countries and international available	Relevant countries and international organizations			

Any authorization necessary to cite pre data	eviously submitted	Authorized original registrant
11. Accomplished Bill Form		Administrative Aide IV/ Chemist FPA-Pesticide Regulation Division
12. Order of Payment		Administrative Assistant III FPA-Accounting Section (First floor, Window 1)
13. Official Receipt of Payment		FPA-Cashier (First floor, Window 2)
i. All the relevant studies and pertinent deproperly appended in the dossiers (i.e. provided, ear tags are in place, folders ii. When a data requirement is deemed not just put "N/A". Provide reason/justif iii. To facilitate the evaluation process, ite and #6 (listed above) must be found or each folder that will be submitted. In acceptation requirements must be arranged in sepashown below:	table of contents is are labelled, etc.) ot applicable, do fication, instead. ms #1, #2, #3, #4, n the first pages of ddition, data	
For conventional pesticides:		
1.0. General Information	Merge in	
2.0. Specification	Folder 1	
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 7.0. Residue in Food (including SPRT protocol, if applicable) 8.0. Environmental Fate & Transport	Merge in Folder 5	
For biorational pesticides:		
•		
1.0. General Information2.0. Specification	Merge in Folder 1	
3.0. Bioefficacy	Folder 2	
4.0. Toxicology	Folder 3	
5.0. Residue Data (with attached copy of approved EUP, if applicable) 6.0. Non-Target Organism Toxicology 7.0. Environmental Fate & Expression	Merge in Folder 4	
For other agricultural chamicals:		
For other agricultural chemicals:	Merge in	
1.0. General Information		
1.0. General Information	Folder 1	
1.0. General Information 2.0. Specification		

4.0 Toyigology (Sections 4.1 to 4.5.1 only) Folder 3	
4.0. Toxicology (Sections 4.1 to 4.5.1 only)	
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	Downloadable at http://fpa.da.gov.ph
documentary stamp	
3. Accomplished FPA Form No. P-022 (Application for	
Registration of Pesticide Product), notarized & with	Downloadable at http://fpa.da.gov.ph
documentary stamp	
4. Compliance to the data requirement for Section 1 & 2 -	
General Information & Specification (as detailed in FPA's	
Pesticide Regulatory Policies and Implementing	
Guidelines, known as Green Book) (This refers to all	
relevant studies and pertinent documents necessary to	
support/validate the claimed product specification)	
a. For conventional pesticides, and other agricultural	Applicant
chemicals, refer to Table 2. Data Requirement for	
Registration and Experimental Use Permit (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)	
5. Summary of data submitted (formatted according to the data	
requirements specified in FPA's Pesticide Regulatory	Applicant
Policies and Implementing Guidelines)	Applicant
6. Product stewardship program	Applicant
7. Proposed product label	Applicant
	Administrative Aide IV/ Chemist II/ Chemist III
8. Accomplished Bill Form	FPA-Pesticide Regulation Division
	Administrative Assistant III
Order of Payment	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) se	
1. Letter of Intent	Applicant
Accomplished FPA Form No. P-012 (Application for Provided to the Action of Actio	De alectable et lette Weet de ce ale
Registration of Active Ingredient), notarized & with	Downloadable at http://fpa.da.gov.ph
documentary stamp	
3. Accomplished FPA Form No. P-022 (Application for	Downloadable at http://fpa.do.gov.ph
Registration of Pesticide Product), notarized & with	Downloadable at http://fpa.da.gov.ph
documentary stamp 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
	Administrative Aide IV/ Chemist II/ Chemist III
Accomplished Bill Form	FPA-Pesticide Regulation Division
	Administrative Assistant III
10.Order of Payment	FPA-Accounting Section
	(First floor, Window 1)
44 Official December of December	FPA-Cashier
11.Official Receipt of Payment	(First floor, Window 2)

1	el expansion, two (2) sets of the following: Letter of Intent	Applicant
		Applicant
۷.	Accomplished FPA Form No. P-022 (Application for	Davida a dabla at http://fo.a.da.nav.ah
	Registration of Pesticide Product), notarized & with	Downloadable at http://fpa.da.gov.ph
	documentary stamp	
	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	Annlinent
	specified in FPA's Pesticide Regulatory Policies and	Applicant
	Implementing Guidelines a.k.a. Green Book)	
6.	Summary of residue data (data summarized and	
0.	formatted according to the table of data requirements	Applicant
	specified in FPA's Green Book), if applicable	, ipplicant
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
0.	Terminal report of the SPKT conducted, if applicable.	
9.	Accomplished Bill Form	Administrative Aide IV/ Chemist II
	<u> </u>	FPA-Pesticide Regulation Division
	0.1.75	Administrative Assistant III
10.	Order of Payment	FPA-Accounting Section
		(First floor, Window 1)
11	Official Receipt of Payment	FPA-Cashier
11.	Official Receipt of Fayment	(First floor, Window 2)
Importa	ant 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.	1 ' ' '	
_	not just put "N/A". Provide reason/justification, instead.	
	newal, one (1) set of the following:	
	etter of Intent	Applicant
	Accomplished FPA Form No. P-012 (Application for	
F	Registration of Active Ingredient), notarized & with	Downloadable at http://fpa.da.gov.ph
(documentary stamp	
3. A	Accomplished FPA Form No. P-022 (Application for	
	Registration of Pesticide Product), notarized & with	Downloadable at http://fpa.da.gov.ph
	documentary stamp	Dominoadabio at mapi,//paradi.gov.pm
	Copy of previously issued Certificate of Product Registration	
	(CPR)	Applicant
		Applicant
	Product stewardship program	Applicant
	Safety Data Sheet (SDS) of the product	Applicant
7 (Copy of FPA-approved product label	Applicant
7. 0	boby of 11 A approved product laber	
		Administrative Aide IV/ Chemist II/ Chemist II
	Accomplished Bill Form	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division
		Administrative Aide IV/ Chemist II/ Chemist II
8.	Accomplished Bill Form	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III
8.		Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section
8. 9.	Accomplished Bill Form Order of Payment	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1)
8. 9.	Accomplished Bill Form	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier
8. 9. 10	Accomplished Bill Form Order of Payment Official Receipt of Payment	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1)
8. 9. 10 For am	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following:	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2)
8. 9. 10 For am	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier
8. 9. 10 For am 1.	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2)
8. 9. 10 For am	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2) Applicant
8. 9. 10 For am	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp, only if there is/are any changes in	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2)
8. 9. 10 For am 1.	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2) Applicant
8. 9. 10 For am 1.	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp, only if there is/are any changes in	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2) Applicant
8. 9. 10 For am 1. 2.	Accomplished Bill Form Order of Payment Official Receipt of Payment endment of registration, two (2) sets of the following: Letter of intent Accomplished FPA Form No. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp, only if there is/are any changes in the originally submitted application forms	Administrative Aide IV/ Chemist II/ Chemist II FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier (First floor, Window 2) Applicant

0	. Leeding day Profession			
	submitted application formatery data/documents to sup			
application		Applicant		
5. Accomplished	5. Accomplished Bill Form			IV/ Chemist II/ Chemist III Regulation Division
			Administr	ative Assistant III
6. Order of Payn	nent			counting Section oor, Window 1)
7. Official Receip	ot of Payment		FP	A-Cashier
	•	FEES TO BE	(First flo	oor, Window 2) PERSON
CLIENT STEPS	AGENCY ACTION	PAID	TIME	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.	Filing fee for pesticide product registration: P4,500.00 per new active ingredient + P3,000.00 per formulated product Filing fee for label expansion: P3,000.00 per crop/pest Resubmission fee for amendment of registratrion: P4,000.00 Filing fee for renewal: 1. Conditional Registration Product P5,000.00 (Cat. I & II) P3,000.00 (Cat. III & IV) Active Ingredient	10 minutes	FPA-Cashier

	1	1		T
		₱ 7,000.00 (Cat. & 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	Administrative Aide IV/ Chemist II/ Chemist III 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	Administrative Aide IV & Chemist II/ Chemist III Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators. ¹ 6.2. Receive the dossier and sign in the	None	1 day	Administrative Aide IV/ Agriculturist I Pesticide Regulation Division Pesticide Regulatory Technical Evaluators
None	logbook accordingly. ¹ 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		Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
None	8. Review and prepare a status report per application.	None	2 days	Chemist II/ Chemist III Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	Division Chief/ Officer- in-charge Pesticide Regulation Division

7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	Administrative Aide IV/ Chemist II Pesticide Regulation Division
TOTAL		See remarks below. ²	20 days³	

- 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
- 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 – Po	FPA Central Office – Pesticide Regulation Division				
Classification:	Highly Technical	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.					
CHECI	KLIST OF REQUIREMEN	TS	WHERE	TO SECURE		
Two (2) sets of the follo	wing:					
7. Cover letter				pplicant		
	us Report previously issue		A	pplicant		
	ossier(s) to address the quand/or recommendation of aluators			applicant		
10. Accomplishe	d Bill Form (if new additio	nal data)		e IV/ Chemist II/ Chemist III e Regulation Division		
11. Order of Pay	ment (if new additional da	ita)	FPA-Acc (First flo	ative Assistant III counting Section por, Window 1)		
12. Official Rece	ipt of Payment (if new add	ditional 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	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	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. 4.2. 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	Administrative Aide IV/ Chemist II/ Chemist III 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	Administrative Aide IV & Chemist II/ Chemist III Pesticide Regulation Division
None	6.1. Distribute the dossiers to the respective evaluators. 6.2. Receive the dossier/s and sign in the logbook accordingly.	None	1 day	Administrative Aide IV/ Agriculturist I Pesticide Regulation Division 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		Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
None	8. Review and prepare a status report for each application.	None	2 days	Chemist II/ Chemist III Pesticide Regulation Division
None	9. Review and approve the status report.	None	4 hours	Division Chief/ Officer-in- charge Pesticide Regulation Division
7. Acknowledge receipt of status report through email.	10. Issue the status report through email.	None	2 hours	Administrative Aide IV/ Chemist II 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:	EDA Control Office De	acticida Pagulation	Division			
Classification:		FPA Central Office – Pesticide Regulation Division Complex				
Type of transaction:		G2B – Government service for business entities				
Who may avail:	Applicants who satisfactorily complied all the requirements for registration.					
CHECK	LIST OF REQUIREMEN	TS	WHER	E TO SECURE		
One (1) set of the follow						
	reviously issued by FPA		Pesticide F	Regulation Division		
	esticide confirmatory analgest Results) which must be ation.		Pesticide F	Regulation Division		
the originally pro	ct label (if there is/are any pposed product label) ⁵		A	Applicant		
P-022, (notarize is/are any amen application form		mp) only if there ubmitted	F	Applicant		
8. Cover letter (to gabove) 5	go along with item #3 and	or #4 listed	A	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	Administrative Aide IV/ Chemist II/ Chemist III 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	Chemist II/ Chemist III 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	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division		
None	4.1 Review the application, check the correctness of the printed CPR/final status report.	None	4 hours	Division Chief/ Officer-in- charge Pesticide Regulation Division		

None	4.2. Endorse issuance of CPR.	None	4 hours	Deputy Executive Director for Pesticide
None	4.3. Approve product registration and sign the CPR and final status report.	None	1 day	Executive Director
	5.1. Receive the signed CPR/final status report from the Office of Executive Director.	None	3 hours	Administrative Aide IV/ - Chemist II/ Chemist III
	5.2. Update the logbooks and database for tracking and monitoring.	None	30 minutes	Pesticide Regulation Division
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	Administrative Aide IV/ Chemist II Pesticide Regulation Division
TOTAL		None	7 days	

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	Simple				
Type of transaction:	G2B – Government ser	G2B – Government service for business entities				
Who may avail:	Applicants who already registration.	received the notice	e of approval of their	application for product		
CHECK	LIST OF REQUIREMEN	TS	WHERE	TO SECURE		
One (1) set of the follow						
	tice of approval issued by		P	pplicant		
	uct label (if there is/are and proposed product label)		A	applicant		
P-022, (notariz is/are any ame application form		tamp) only if there submitted	A	applicant		
7. Cover letter (to above) ⁶	go along with item #3 an	d/or #4 listed		applicant		
8. Accomplished	Bill Form ⁷		FPA-Pesticide	e IV/ Chemist II/ Chemist III e Regulation Division		
9. Order of Payme	ent ⁷		FPA-Acc (First fle	ative Assistant III counting Section oor, Window 1)		
10. Official Receipt	t of Payment ⁷		(First flo	A-Cashier oor, 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	Administrative Aide IV/ Chemist II/ Chemist III		
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	Pesticide Regulation Division		
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section ⁷ (First floor, Window 1)	3.1. Issue <i>Order of</i> Payment to cashier. 7	None	10 minutes	Administrative Assistant III 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)	20 minutes	FPA-Cashier		
		Active Ingredient ₱ 7,000.00 (Cat. I & II)				

		₱ 5,000.00 (Cat. III & IV)		
		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.		10 minutes	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
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	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulation Division
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.
- 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 – Po	esticide 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.			
	(LIST OF REQUIREMEN	TS	WHERI	E TO SECURE
One (1) set of the follow	wing:			
	FPA Form No. FPA-LSD-I	F2 (Pesticide	Downloadable	at http://fpa.da.gov.ph
Request for Ar				
	ple to be analyzed:	4 (ACC)		
	analytical grade standardulated product, 500 grams			
(FP)	diated product, 500 grains	of the sample	P	applicant
	nical grade material, 10 gra	ams sample		
(TGM)				
3. Certificate of A	nalyis (CoA) of AGS, TGN	Л & FP	А	pplicant
4. Method of Ana	lysis, if necessary			pplicant
5. Accomplished	Bill Form			e Aide IV/ Chemist II
			FPA-Pesticide Regulation Division	
6 Order of Dove	ont		Administrative Assistant III	
6. Order of Payme	ent		FPA-Accounting Section (First floor, Window 1)	
			FPA-Cashier	
7. Official Receipt	t of Payment			oor, Window 2)
and the FPA-re	ransfer between the appli ecognized laboratory or chased on the quotation issu	neck payment ued by the testing		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	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	Chemist II / Chemist III Pesticide Regulation Division
3. Submit the accomplished Bill Form to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of</i> Payment 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.	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	Administrative Aide IV/ Chemist II/ Chemist III Pesticide Regulations Division
None	5. Encode all the application's pertinent information into the logbook and assign sample code.	None	45 minutes	Administrative Aide IV/ Chemist II Pesticide Regulations Division
None	6. Endorse samples to FPA-LSD or to other FPA-recognized laboratories.	None	2 days and 6 hours	Administrative Aide IV/ Chemist II Pesticide Regulations Division
TOTAL		See remarks below. ²	3 days	

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 confirmato analysis, as requirement for product registration and/or licensing. CHECKLIST OF REQUIREMENTS WHERE TO SECURE One (1) set of the following: FPA-LSD or from other FPA-recogniaboratories. 1. Laboratory test reports Chemist III Chemist III	•
Type of transaction: Who may avail: Applicants who already have submitted pesticide samples for pesticide confirmato analysis, as requirement for product registration and/or licensing. CHECKLIST OF REQUIREMENTS One (1) set of the following: 1. Laboratory test reports G2B – Government service for business entities Applicants who already have submitted pesticide samples for pesticide confirmato analysis, as requirement for product registration and/or licensing. WHERE TO SECURE FPA-LSD or from other FPA-recogniaboratories.	•
Applicants who already have submitted pesticide samples for pesticide confirmato analysis, as requirement for product registration and/or licensing. CHECKLIST OF REQUIREMENTS One (1) set of the following: 1. Laboratory test reports Applicants who already have submitted pesticide samples for pesticide confirmato analysis, as requirement for product registration and/or licensing. WHERE TO SECURE FPA-LSD or from other FPA-recogn laboratories.	•
analysis, as requirement for product registration and/or licensing. CHECKLIST OF REQUIREMENTS One (1) set of the following: 1. Laboratory test reports PPA-LSD or from other FPA-recognilaboratories.	•
One (1) set of the following: 1. Laboratory test reports FPA-LSD or from other FPA-recognilaboratories.	nized
Laboratory test reports FPA-LSD or from other FPA-recogniaboratories.	nized
laboratories.	nized
Chamiat III Chamiat III	
2. Pesticide's product specification FPA-Pesticide Regulation Division	on
CLIENT STEPS AGENCY ACTION FEES TO BE PROCESSING PERSON RESPONSIE	
1. Receive the laboratory test reports None from FPA- LSD or other FPA-recognized laboratories. 1. Receive the laboratorie the laboratorie test reports None 30 minutes Pesticide Regul Division	11
None 2. Evaluate laboratory test results then prepare & print evaluation report. 2. Evaluate laboratory test results then None 5 days Chemist I. Pesticide Regulation Division	
None 3. Review and sign the printed evaluation report. Chemist II Pesticide Regul	lations
None 4. Review and sign the printed evaluation report. None 4 hours Division Chief/ Or charge Pesticide Regul Division	
Acknowledge receipt of notification. 6. Notify applicant, if the results is non-compliant to the product specification. None 3 hours Administrative A Chemist II. Pesticide Regul	11
7. Forward the signed evaluation report to the respective FPA None regulatory personnel, for processing of product registration and/or licensing. None 7. Forward the signed evaluation and signed evaluation and signed an	11
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 e	ntities		
Who may avail: Any licensed handlers with corresponding product registration and/or EUP.				
CHECK	(LIST OF REQUIREMENTS	WHERE TO SECURE		
	rizing Importation of Pesticides (CAIP)			
One (1) set of the follow				
	importer's license	Applicant		
or Experimen	Certificate of Product Registration (CPR) tal 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 Inv	voice	Applicant		
Bill of Lading		Applicant		
6. Accomplished	d Bill Form	Administrative Aide IV/ Agriculturist II		
7. Order of Payr	ment	FPA-Pesticide Regulation Division Administrative Assistant III FPA-Accounting Section (First floor, Window 1) FPA-Cashier		
8. Official Recei	•	(First floor, Window 2)		
For Amendment of Is:				
One (1) set of the follow				
	uest indicating the changes/amendment	Applicant		
2. Photocopy of		Applicant		
3. New Pro-form	na Invoice	Applicant		
4. Accomplishe	d Bill Form	Administrative Aide IV/ Agriculturist II FPA-Pesticide Regulation Division		
5. Order of Pay	ment	Administrative Assistant III FPA-Accounting Section (First floor, Window 1)		
	ipt of Payment	FPA-Cashier (First floor, Window 2)		
For Export Permit				
One (1) set of the follow				
	f exporter's license	Applicant		
and/or Exper	f Certificate of Product Registration (CPR) imental Use Permit (EUP)	Applicant		
a. Product r	Terms of Origin	Applicant		

4. S	Supply-Dem	and Analysis of the produ	ct(s) intended to		
		(This is to ensure that exp		A	pplicant
		tisfaction of local demand.			
	Original copy of letter from the Ministry of Agriculture or				
	any relevant Regulating Agency if the importing country				egulating Agency of the
to justify that the product to be exported is not banned			impo	rting country	
nor restricted, thus is allowed to be exported.			A . / ' . ' . / /	At de DV/ Accès de cie del	
6. A	ccomplishe	d Bill Form			Aide IV/ Agriculturist II
					e Regulation Division ative Assistant III
7 0	order of Pay	mont			counting Section
7. 0	nuel of Fay	ment			por, Window 1)
					A-Cashier
8. C	Official Rece	ipt of Payment			oor, Window 2)
For Other (Certificatio	ns		(•	
One (1) set					
		er for certification, indicatir	ng the	^	andinost.
u	se/purpose		·	F	applicant
		ety Data Sheet (MSDS) of	the product, if		applicant
	pplicable				<u> </u>
		luct label, if applicable			Applicant
4. C	Other docum	ents to support the reque	sted certification		Applicant
5. A	ccomplishe	d Bill Form			Aide IV/ Agriculturist II
	· · · · · · · · · · · · · · · · · · ·				e Regulation Division ative Assistant III
6. C	order of Pay	ment			counting Section
0. 0	order or Fay	IIICIII			oor, Window 1)
				FPA-Cashier	
7. C	Official Rece	ipt of Payment			oor, Window 2)
CLIENT	STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
O E I E I T I		7102110171011			
		4.4.01	PAID	TIME	RESPONSIBLE
1. Complet		1.1. Check the	PAID	TIME	RESPONSIBLE
Complet all requiren		completeness of the	PAID	TIME	Administrative Aide IV/
Complet all requirent Pesticide	nents to	completeness of the submitted samples and			Administrative Aide IV/ Agriculturist II
1. Complet all requiren Pesticide Regulation	ments to	completeness of the submitted samples and documents.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation
1. Complet all requiren Pesticide Regulation (PRD) cour	ments to	completeness of the submitted samples and documents. 1.2. Do initial			Administrative Aide IV/ Agriculturist II
1. Complet all requiren Pesticide Regulation	ments to	completeness of the submitted samples and documents.			Administrative Aide IV/ Agriculturist II Pesticide Regulation
1. Complet all requiren Pesticide Regulation (PRD) cour	nents to s Division nter (First	completeness of the submitted samples and documents. 1.2. Do initial assessment.			Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
1. Complet all requiren Pesticide Regulation (PRD) cour floor).	ments to s Division nter (First	completeness of the submitted samples and documents. 1.2. Do initial			Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/
Complet all requiren Pesticide Regulation (PRD) coul floor). Receive	s Division nter (First the ned Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly			Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person received.	the ned Bill the eiving the	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill</i>	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication	the ned Bill the eiving the	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the sale of the sale	the ned Bill the eiving the he	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of</i>	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish	the ned Bill the eiving the ned Bill eiving the ned Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the	the ned Bill the eiving the ned Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of</i>	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting	the ned Bill the eiving the ned Bill seed Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of</i>	None None	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor,	the ned Bill the eiving the ned Bill seed Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of</i>	None None	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1)	the ned Bill the eiving the ned Bill seed Bill	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor,	the ned Bill the eiving the ned Bill ei Section Window	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of</i>	None None None	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay	the ned Bill the eiving the ned Bill el Section Window	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None For CAIP	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind	the ned Bill the eiving the ned Bill end Bill en	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill end Bill en	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red-	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled &	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled & Restricted Use	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled &	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled & Restricted Use ₱ 3,000.00	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled & Restricted Use ₱ 3,000.00 For Amendment	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section
1. Complet all requiren Pesticide Regulation (PRD) cour floor). 2. Receive accomplish Form from person recapplication 3. Submit the accomplish Form to the Accounting (First floor, 1) 4. Pay correspond the Cashie floor, Wind secure the	the ned Bill the eiving the ned Bill e section Window ding fee to er (First low 2) and	completeness of the submitted samples and documents. 1.2. Do initial assessment. 2. Issue duly accomplished <i>Bill Form</i> to applicant. 3.1. Issue <i>Order of Payment</i> to cashier.	None None None For CAIP General Use ₱ 750.00 For CAIP Red- Labelled & Restricted Use ₱ 3,000.00	30 minutes 10 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Aide IV/ Agriculturist II Pesticide Regulation Division Administrative Assistant III Accounting Section

		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	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
None	5. Encode all the application's pertinent information into the logbook and database.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
None	6. Prepare the CAIP, export permit, and/or other certifications	None	1 day and 6 hours	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
None	7. Review the processed CAIP, export permit, and/or other certifications and recommend approval/disapproval	None	4 hours	Senior Agriculturist / Division Chief Pesticide Regulation Division
None	8. Review the approve/disapprove the application	None	4 hours	Deputy Executive Director / Executive Director
None	9.1. Receive the signed certifications and prepare for releasing. 9.2. Prepare the signed certificate/permit for releasing.	None	20 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
TOTAL		See remarks below. 1	3 days	

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

a. General Use
b. Red-Labelled & Restricted Use
For Amendment of Certification
For Export Permit
For all other certifications

₱ 750.00
₱ 3,000.00
₱ 750.00
₱ 1,500.00

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 FPAregistered 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.

<u>License for Agricultural Pesticide Handlers (without Occupational Health & Safety requirements)</u>
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:	5. Local companies (i. e. a juridical person created under the Philippine Law) registered			
		ission (SEC) to do business in the Philippines		
	and duly licensed by FPA; and			
	6. Local subsidiaries of any foreign-based	l pesticide company		
		stered under the SEC as regional liaison offices		
		ervice. Companies operating in the Philippines		
		are not allowed to apply for this service.		
	LIST OF REQUIREMENTS	WHERE TO SECURE		
	ip license, one (1) set of the following:			
	FPA Form No. P-130, notarized & with	Downloadable at http://fpa.da.gov.ph		
documentary st	· ·			
	ion/partnership - Copy of SEC registration			
and Articles of		Issued by relevant regulatory agency		
	tive - Copy of CDA registration	looded by folevalle regulatory agency		
	oprietorship - Copy of Certificate of			
	Business Name from DTI			
	ort from FPA Provincial Officer:	FPA Provincial Officer		
a. Report on inspection of facilities		11741 Tovilloidi Gillool		
b. Recommendation				
17. Copy of Accredited Safety Dispenser's (ASD) ID		Issued by FPA-PMID		
18. For members of the Agro-Dealer's Association –		locused by the velevent Agree Design		
Certificate of membership issued by the association in the		Issued by the relevant Agro-Dealer's		
province		Association		
19. List of registere	d pesticide products to be sold	Applicant		

		Administrative Aide IV/ Agriculturiet II/ Conjer
20. Ac	ccomplished Bill Form	Administrative Aide IV/ Agriculturist II/ Senior Agriculturist
	'	FPA-Pesticide Regulation Division
		Administrative Assistant III
21. Or	der of Payment	FPA-Accounting Section
		(First floor, Window 1)
22. Of	ficial Receipt of Payment	FPA-Cashier
	ing of agricultural pest control operator, and drone s	(First floor, Window 2)
	complished FPA Form No. P-180, notarized & with	
	cumentary stamp	Downloadable at http://fpa.da.gov.ph
2. a.	For corporation/partnership - Copy of SEC	
	registration and Articles of Incorporation	
h	For appropriate Copy of CDA registration	Issued by relevant regulatory agency
	<u>For cooperative</u> – Copy of CDA registration <u>For single proprietorship</u> – Copy of Certificate of	, , , , ,
J	Registration of Business Name from DTI	
3. Co	opy of latest Income Tax Return (ITR) and Financial	
	atement (FS)	Issued by relevant regulatory agency
4. Ins	spection report from FPA Regional/Provincial Officer:	
a.	Report on inspection of facilities	FPA Regional/Provincial Officer
h	Recommendation	9
	r agricultural pest control operator – Copy of Certified	
	sticide Applicator's (CPA) ID	
	r drone spraying operator – Copy of Drone Controller	Issued by FPA-PMID
	d Spray Operation Crew ID	
	mpliance with the Occupational Health and Safety	
	andards for CPAs and technicians:	
a.	Complete and thorough physical examiniation	
D.	Laboratory tests which include	
	 ✓ Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and 	
	platelet count.	
	✓ Chest x-ray	Applicant
	✓ Urinalysis	
	✓ Fecalysis	
	✓ Biochemical monitoring – BUN, creatinine, uric	
	acid, total protein, alkaline phosphatase, total	
	cholesterol, SGOT, SGPT	
C.	Certificate of "Fit to Work"	
	r I I I I I I I I I I I I I I I I I I I	Administrative Aide IV/ Agriculturist II/ Senior
7. Ac	complished Bill Form	Agriculturist
<u> </u>		FPA-Pesticide Regulation Division Administrative Assistant III
a Ord	er of Payment	FPA-Accounting Section
3. 014	or or ayıll o nu	(First floor, Window 1)
		FPA-Cashier
9. Offic	cial Receipt of Payment	(First floor, Window 2)
	ide importer's license, one (1) set of the following:	,
	complished FPA Form No. P-150, notarized & with cumentary stamp	Downloadable at http://fpa.da.gov.ph
	For corporation/partnership – Copy of SEC	
2. a.	registration and Articles of Incorporation	
L	For cooperative Copy of CDA registration	Issued by relevant regulatory agency
	<u>For cooperative</u> – Copy of CDA registration <u>For single proprietorship</u> – Copy of Certificate of	J 3 2 2 2 3 2 3 2 3 3 2 3 3 3 3 3 3 3 3
	egistration of Business Name from DTI	
	ppy of latest Income Tax Return (ITR) and Financial	Issued by relevant regulatory agency
Sta	atement (FS)	

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

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

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

11. Accomplished	I Bill Form	Administrative Aide IV/ Agriculturist II/ Senior Agriculturist FPA-Pesticide Regulation Division		
12. Order of Payr	nent	Administrative Assistant III FPA-Accounting Section (First floor, Window 1)		
13. Official Receip	ot of Payment		A-Cashier oor, Window 2)	
For renewal of licens	e, one (1) set of the follow	(i iiot iic	501, WIIIGOW 2)	
submitted for	nts for new license applica renewal of license, (excep quirement, wherein only the equired).	t for the SEC	А	pplicant
	control operation report (fo Drone Spraying Operator		Д	pplicant
		Offiny)		e IV/ Agriculturist II/ Senior
3. Accomplished	Bill Form			griculturist Regulation Division
4. Order of Payr	nent		Administra FPA-Acc	ative Assistant III counting Section por, Window 1)
5. Official Recei	ot of Payment			A-Cashier
OLIENT OTERO	A OFNOV A OTION	FEES TO BE	PROCESSING	oor, Window 2) PERSON
CLIENT STEPS	AGENCY ACTION	PAID	TIME	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	Administrative Aide IV/ Agriculturist II/ Senior Agriculturist Pesticide Regulation Division
2. Receive the accomplished <i>Bill Form</i> from the person receiving the application.	2. Issue duly accomplished Bill Form to applicant.	None	10 minutes	Administrative Aide IV/ Agriculturist II/ Senior Agriculturist Pesticide Regulation Division
3. Submit the accomplished <i>Bill Form</i> to the Accounting Section (First floor, Window 1)	3.1. Issue Order of Payment 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.	For agricultural pest control operator, drone spraying operator: 1,200.00 per application For pesticide manufacturer, formulator, repacker, extruder, importer-enduser, institutional user: 7,500.00 per activity	10 minutes	FPA-Cashier

		For exporter, indentor, supplier's local subsidiary/repres entative, national distributor, area distributor: ₱ 2,000.00 per activity		
		For pesticide dealers :		
		a. Pesticide Dealer - ₱ 2,500.00 If member of dealer association: - ₱ 2,000.00		
		b. <u>Dealer of both</u> Fertilizers/ Pesticides - ₱4,000.00		
		If member of dealer association: ₱ 3,200.00		
		c. <u>Cooperative</u> – 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.		
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.	4.1. Record the payment, and the official receipt number. 4.2. Stamp the submitted documents to officially acknowledge receipt.	None	10 minutes	Administrative Aide IV/ Agriculturist II/ Senior Agriculturist Pesticide Regulation Division

None	5. Encode all the application's pertinent information in the logbook and into the database.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
None	6. Evaluate the application.	None	1 day	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
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	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
None	8. Review the status report.	None	4 hours	Division Chief/ Officer- in-charge Pesticide Regulation Division
None	9.1. Update the data base for tracking and monitoring.	None	30 minutes	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
7. Acknowledge the receipt of email.	9.2. Relay the status report to the applicant, through email.	None	2 hours	Administrative Aide IV/ Agriculturist II Pesticide Regulation Division
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, indentor, 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. <u>Dealer of both Fertilizers/ Pesticides</u> ₱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 – Pe	FPA Central Office – Pesticide Regulation Division				
Classification:	Complex					
Type of transaction:	G2B – Government ser	vice for business er	ntities			
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. 					
CHECK	KLIST OF RÉQUIREMEN			TO SECURE		
	ppointment for plant inspe		F	PA-PRD		
email or text mes		, 0	•	. ,		
program and tech a. Occupational b. Medical Heal Work" of worl	Health and Safety Progra th Examinations and Certi	m (OHSP) ficate of "Fit to		Applicant Applicant		
	nerary, etc., if applicable.	711, 00011 00		трисан		
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		FPA Pesticide Audit Team Pesticide Regulation Division FPA Pesticide Audit Team 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	FPA Pesticide Audit Team 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		FPA Pesticide Audit Team 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		FPA Pesticide Audit Team 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	Senior Agriculturist Pesticide Regulation Division		

	Chemist II for confirmatory analysis.			
None	7. Review the plant inspection report and endorse approval.	None	4 hours	Division Chief/ Deputy Executive Director Pesticide Regulation Division
None	8. Approve and sign the plant inspection report.	None	4 hours	Executive Director Pesticide Regulation Division
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	Administrative Aide IV/ Senior Agriculturist Pesticide Regulation Division
TOTAL		None	7 days	

36. Issuance of Notice of Approval

Office/Division:	FPA Central Office – Pesticide Regulation Division				
Classification:	Complex	<u> </u>			
Type of transaction:	G2B – Government ser				
Who may avail:	Applicants who have sa			ents for licensing,	
	including the OHS requ	irements, and ware	house registration.		
CHECK	LIST OF REQUIREMEN	TS	WHERE	TO SECURE	
	drone sraying operator		t control operators,	indentors one (1) set of	
the following:					
	eport issued by FPA (if the		Д	applicant	
	ies found in the applicatio		T.P. See S		
	documents to address the documents to address the documents to address the start and the start and the start are documents.		^	applicant	
	o the processing of license		,	фрисант	
	er/institutional user, per		ers. formulator. ext	ruder, repacker, one (1)	
set of the following:	, p		,	(1)	
	eport issued by FPA (if the		۸	englicant	
	ies found in the applicatio		P	applicant	
1	documents to address the		_		
	ies as indicated in the sta		Α	applicant	
	o the processing of license tificate of Warehouse Reg		lecued	by FPA-PRD	
	nt inspection report, indica			•	
	FPA's OHS requirement.		Issued	by FPA-PRD	
	ice of Approval of Applicat		la a a al	L., EDA DDD	
Registration	,,		Issued	by FPA-PRD	
6 Evaluation repor	rt for the pesticide confirm	atory analysis	Chemist II		
·	<u> </u>			Regulations Division	
	or, area distributor, and	supplier's local su	ibsidiary/representa	ative, exporters, one (1)	
set of the following:	eport issued by FPA (if the	ere are any			
	ies found in the applicatio		Applicant		
	documents to address the				
	ies as indicated in the sta		Applicant		
	the processing of license				
	tificate of Warehouse Reg		Issued	by FPA-PRD	
	tor and area distributor on ice of Approval of Applica				
Registration	cc of Approval of Applicat	lion for a roduct	Issued	by FPA-PRD	
	ACENCY ACTION	FEES TO BE	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE	
1. Completely submit	1.1. Check the				
all requirements to Pesticide	completeness of the submitted documents.				
Regulations Division	1.2. Stamp the			Administrative Aide IV/	
(PRD) counter (First	submitted documents	None	30 minutes	Senior Agriculturist	
floor).	to acknowledge			Pesticide Regulation Division	
2. Wait for the	receipt.			Division	
issuance of notice of					
approval.	O Daview and de		Canian Assistant		
2. Review and do None overall assessment of None		None	4 hours	Senior Agriculturist Pesticide Regulation	
INOTIG	the application.	INOTIE	TIOUIS	Division	
	3.1. Prepare the			214101011	
	license.			Sonior Agriculturiot	
None	3.2. Accomplish	None	3 hours	Senior Agriculturist Pesticide Regulation	
NOTIC	tracking form for	INOING	Officials	Division	
	monitoring of			2	
	transmittal.				

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

37. Issuance of License

Office/Division:	FPA Central Office – Pesticide Regulation Division				
Classification:	Simple				
Type of transaction:	G2B – Government ser				
Who may avail:	Applicants who already	received the notice	of approval of applic	cation for licensing.	
CHECK	LIST OF REQUIREMEN	TS	WHER	E TO SECURE	
Copy of the Notice of Approval issued		by FPA	A	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).	Prepare the FPA's receiving copy.	None	15 minutes	Administrative Aide IV Senior Agriculturist Pesticide Regulation Division	
2. Receive the accomplished Bill Form from the person receiving the application.	2. Issue duly accomplished <i>Bill Form</i> to applicant.	None	10 minutes	Administrative Aide I\ Senior Agriculturist Pesticide Regulation Division	
3. Submit the accomplished Bill Form to the Accounting Section (First floor, Window 1)	3.1. Issue <i>Order of Payment</i> to cashier.	None	10 minutes	Administrative Assista 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.	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	

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

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

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	oonordo regulanori		
Type of transaction:	G2B – Government ser	vice for business er	ntities	
Who may avail:	Applicants who:			
			pplication to FPA-PF	RD; and
	b. has to comply the v	varehouse registrati		
	KLIST OF REQUIREMEN		WHERI	E TO SECURE
	For new applications and renewal, one (1) set of the following: 9. Accomplished FPA Form No. P-140, notarized & with			
		otarized & with	Downloadable	at http://fpa.da.gov.ph
documentary	port from FPA Provincial (Officor:		
	inspection of facilities	JIIICEI.		
a. Roport on	mopocaon or radinaloo		FPA Pr	ovincial Officer
b. Recomme	ndation			
11. Accomplished	d Bill Form			Aide IV/ Agriculturist II e Regulation Division
				rative Assistant III
12. Order of Pay	ment		FPA-Acc	counting Section
				oor, Window 1)
13. Official Recei	pt of Payment			A-Cashier
	. ,	FEES TO BE	PROCESSING	oor, Window 2) PERSON
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE
Completely submit all requirements to	1.1. Check the completeness of the	IAID	TIME	NEOI ONOIBLE
Pesticide	submitted samples and			Administrative Aide IV/
Regulations Division	documents.	None	30 minutes	Agriculturist II
(PRD) counter (First	1.2. Do initial			Pesticide Regulation
floor).	assessment.			Division
2. Receive the	2. Issue duly			Administrative Aide IV/
accomplished Bill	accomplished Bill	Maria	40 1- 1	Agriculturist II
Form from the	Form to applicant.	None	10 minutes	Pesticide Regulation
person receiving the application.				Division
3. Submit the	3.1. Issue Order of			
accomplished Bill	Payment to cashier.			A desirate to the A said to at
Form to the		None	10 minutes	Administrative Assistant
Accounting Section		None	10 minutes	Accounting Section
(First floor, Window				7.000drilling Geolion
1)	2.2. Dogaina na	B 0 000 00		
4. Pay corresponding fee to	3.2. Receive payment from the applicant and	₱ 2,000.00 per year (pesticides		
the Cashier (First	issue official receipt.	only)		
floor, Window 2) and	ioode omolai recolpt.	Orny)	10 minutes	FPA-Cashier
secure the official		₱ 2,400.00 per		
receipt.		year (pesticides		
		and fertilizers)		
5. Return to PRD	4.1. Record the paid			
counter for the	fees, along with the			
recording of official receipt number and	official receipt number. 4.2. Stamp the			Administrative Aide IV/
for stamping of the	submitted documents	None	15 minutes	Agriculturist II
receiving copy.	to acknowledge receipt	7.10.10	. 5	Pesticide Regulation
6. Wait for 3 working	of application.			Division
days, then schedule				
a visit to FPA office				

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

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