



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg. B.A.I. Compound Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 920-8173*920-8573*922-3368-441-1601
E-mail add: fpacentral77@gmail.com Website: <http://fpa.da.gov.ph>

July 1, 2019

MEMORANDUM CIRCULAR

No. DB

Series of 2019

TO : ALL STAKEHOLDERS
FERTILIZER HANDLERS
FERTILIZER PRODUCT REGISTRANTS
FERTILIZER REGULATIONS DIVISION (FRD)
THIS OFFICE

SUBJECT : GUIDELINES ON ISSUED LICENSES, CERTIFICATES AND PERMITS
WITH INFORMATION TO CORRECT

In the interest of services and in order to improve the delivery of services in processing licenses, product registration or permits on fertilizer with correction after issuance, the following shall be the procedure:

1. FPA personnel receives the **original** copy of license to operate, product registration certificate or permit that needs to be corrected;
2. FPA personnel reviews the documents submitted by the representative for validity of information to correct;
3. FPA personnel prints the license, certificate or permit and shall endorse the same to the signatories; and
4. FRD personnel informs the client by e-mail or SMS that the corrected license, product registration certificate or permit is already available

This circular shall take effect upon signing and shall supersede all other issuances inconsistent herewith.


WILFREDO C. ROLDAN
Executive Director



Management
System
ISO 9001:2015



www.tuv.com
ID 9108651180