



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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MEMORANDUM CIRCULAR

No. 015

Series of 2019

TO : ALL CONCERNED

SUBJECT : PROCEDURES IN THE SELECTION OF TECHNICAL EVALUATOR FOR FERTILIZER EXPERIMENTAL USE PERMIT (EUP) AND PRODUCT REGISTRATION

1.0 Purpose

This procedure provides guidance in the selection of Technical Evaluator (TE) for the evaluation of Experimental Use Permit (EUP) and bioefficacy data for Product Registration.

2.0 Scope

This procedure applies to all FPA selected/designated Technical Evaluators for fertilizer.

3.0 Definition

Technical Evaluator- person designated by FPA through a Special Order to use their expertise on fertilizer matters.

4.0 Procedure Details

4.1 The Fertilizer and Pesticide Authority (FPA) sends letter of invitation to all heads of related institution for them to disseminate the invitation to respective departments with prospective TE.

4.2 Interested TE shall submit his/her Curriculum Vitae (CV) to FPA.

4.3 The Fertilizer and Pesticide Authority (FPA) shall select the Technical Evaluators based on the following criteria:

4.2.1 The TE must have expertise in the field of agriculture either in the academe or field work in the fertilizer industry;

4.2.2 With at least five years of work experience on the above-mentioned line of work;



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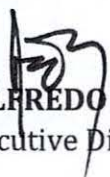


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- 4.3 Must have successfully completed at least five (5) training courses relevant to the field for the past 10 years;
- 4.4 Must have successfully published at least three (3) publications related to the field of expertise; and
- 4.5 Must not be affiliated to any Fertilizer business entity in the Philippines
- 4.4 After the selection process, FPA shall issue a Special Order on the Composition and functions of the selected/designated Technical Evaluators on a yearly basis (January to December of each year).
- 4.5 A Service Level Agreement (SLA) shall be entered into by and between FPA and Technical Evaluators where terms and conditions shall be agreed by both parties.
- 4.6 Evaluation of Performance of Technical Evaluators
- Performance of the TE shall be evaluated based on Efficiency and Timeliness with final adjectival rating of either Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory and Poor.
 - TE shall be evaluated every end of each semester. FRD shall submit the evaluation rating to the Office of the Executive Director. Deadline of submission for the first and second semester is on the 3rd week of July and January respectively.
 - TE with two (2) consecutive ratings of "Unsatisfactory" shall be given a written notification/warning. Meanwhile, for three (3) consecutive ratings of "Unsatisfactory" FPA shall automatically terminate the contract or the Service Level Agreement between FPA and concerned TE and shall notify the TE in writing.

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


WILFREDO C. ROLDAN
Executive Director

