



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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MEMORANDUM CIRCULAR

No. 06
Series of 2019

TO : ALL FERTILIZER HANDLERS
ALL REGIONAL FIELD OFFICERS
FERTILIZER REGULATIONS DIVISION (FRD)
THIS OFFICE

SUBJECT : PROCEDURES IN THE RELEASING OF FRD'S APPROVED
REGULATORY DOCUMENTS (CERTIFICATES AND LICENSES)

In the interest of the service and in order to improve the delivery of service in the releasing of all approved regulatory documents, the following shall be observed as standard procedures to wit:

- 1) All clients shall be notified through e-mail that all approved regulatory documents such as Certificate of Product Registration (CPR) and License are ready for release however, in the absence of client's e-mail account, they shall be informed through Short Message Service (SMS).
- 2) All approved regulatory documents shall be released by the Administrative Assistant and/or Administrative Aide however, in the absence of the above mentioned personnel, the process owner may release the said document. Prior to release, **Valid Identification Card and Authorization Letter** shall be provided by the claimant.
- 3) All approved regulatory documents for release shall be recorded in the releasing log book indicating the following information: Name of Company; Product Name; Date; Full name and signature of claimant.
- 4) All approved regulatory documents intended for FPA Regional Field Office (RFO) shall be mailed and coursed through the FPA Central Office Liaison Officer. Once received by the RFO, the assigned regional personnel will inform the client on how to claim the document following the standard procedures.

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


WILFREDO C. ROLDAN
Executive Director







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