



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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December 17, 2019

OFFICE ORDER

No. 020

Subject : PROCEDURES FOR THE ELECTRONIC SIGNATURE OF THE EXECUTIVE DIRECTOR IN THE ACCREDITATION DOCUMENTS

In the interest of the service and in compliance with RA 11032 or the "Ease of Doing Business and Efficient Delivery of Government Services", the FPA shall implement the use of electronic signature (e-Signature) of the Executive Director to the following accreditation documents:

1. Test Result of Examinee
2. Certificate for Accredited Researcher
3. Accreditation Card

PROCEDURES

<i>Step</i>	<i>Responsible Person</i>	<i>Processing Time</i>
1. Submit request for approval to OED enumerating the documents to be subjected to e-Signature. Pertinent details of the client should be reflected in the request.	Ms. Aleni Gonzales Admin. Officer II	10 minutes
2. Receive, check and assign tracking number	Anjaneth Palcutilo Admin Asst. III	15 minutes
3. Approve the request	Wilfredo C. Roldan Executive Director	15 minutes
4. Receive approval and forwarded to IT including the soft copy of the documents	Ms. Aleni Gonzales Admin. Officer II	5 minutes
5. Affix the e-Signature of the Executive Director and print the documents	John Rajah Anareta Info System Analyst II	1 hour and 15 minutes
Total processing time		2 Hours

FPA-PNID
By: Elexe/03
Date: 12/18/19



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SECURITY AND CONTROL MECHANISMS

To avoid misuse of the e-Signature, the following security and control shall be implemented:

1. The e-Signature of the Executive Director shall be affixed only to documents specifically enumerated in the approved request.
2. The OED's tracking number shall be printed to each document for verification.
3. For check and balance, processing and submission of request shall be made by the Management Unit while the e-Signature shall be affixed by the IT Unit.

EFFECTIVITY

This Order shall take effect immediately and shall remain in force until the rules and regulations on electronic signature is issued by the Department of Information and Communications Technology (DICT).


WILFREDO C. ROLDAN
Executive Director