



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpacentral77@gmail.com | Website: <http://fpa.da.gov.ph>

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MEMORANDUM CIRCULAR

No: 11
Series of 2020

**TO : ALL STAKEHOLDERS
REGIONAL OFFICERS
PROVINCIAL OFFICERS
THIS OFFICE**

FROM : THE EXECUTIVE DIRECTOR

**SUBJECT : GUIDELINES ON THE MONITORING, ENFORCEMENT, AND OTHER
RELATED ACTIVITIES OF THE REGIONAL FIELD UNITS (RFUs)
UNDER THE COMMUNITY QUARANTINE PERIOD**

In the interest of service and after careful deliberation during the MANCOM meeting held on May 11, 2020, these guidelines are hereby promulgated to ensure the unhampered delivery of services by FPA regional field personnel in consonance with Executive Order No. 112, Inter-Agency Task Force for Emerging Diseases (IATF) Resolution No. 30, and the Civil Service Commission Memorandum No. 10 series of 2020:

A. ISSUANCE OF REGULATORY DOCUMENTS – RENEWAL OF LICENSES

a. Areas under ECQ and MECQ

1. The validity of the licenses is automatically extended for those expiring within the duration of the ECQ/MECQ. However, its renewal shall be filed within thirty (30) days after the lifting of ECQ/MECQ, otherwise applicable charges/ penalties shall be imposed.

b. Areas under GCQ

1. The Regional Field Units (RFUs) shall only accept online applications for renewal. The Field Unit personnel shall inform the clients of this procedure through various channels of communication or posting at our website or respective social media platforms. However, in evaluating the renewal application, the RFUs shall suspend the inspection of F/P Handler

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establishments as a pre-licensing requirement but shall be subject to a post audit of licenses issued during the period once the situation normalizes.

2. For purposes of renewal, the use of scanned documents as attachments is allowed provided these are certified as true and correct by the applicant. Following ARTA's Advisory No. 1 series of 2020, the RFUs are hereby advised to temporarily suspend notarization requirements for documents to be submitted such as application forms. However, they shall advise their clients that submission of falsified documents whether notarized or not is punishable by law.
3. The RFUs shall publish their official email addresses in their respective websites or official social media platforms for purposes of online applications and submission of queries and concerns.
4. Payments shall be collected and the RFUs shall issue the official receipts and deposit them in authorized government depository banks. The Supervising Agriculturist shall devise a system for the collection of payment and issuance of receipt while observing social distancing and other precautionary health measures. They may schedule certain workdays for accepting payments.

B. FIELD MONITORING, INSPECTION, AND OTHER RELATED ACTIVITIES

a. Areas under ECQ/MECQ

1. Physical monitoring and inspection shall be temporarily suspended unless otherwise directed by the Executive Director in special cases.
2. The conduct of Accredited Safety Dispenser Trainings and Clean-up Drives shall be temporarily suspended. They shall be rescheduled by the Supervising Agriculturist once the situation normalizes or when allowed by IATF guidelines. For new applications, the Supervising Agriculturists shall devise a system for educating and informing the applicants about the mandates of this Office and the corresponding responsibilities of being a fertilizer and pesticide product handler otherwise, require the purchase of an ASD Manual.
3. Official social media platforms i.e. Viber community, Facebook Group or other alternatives shall be put in place and reported to the Field Operations Coordination Unit (FOCU) and the Central Office for documentation to constantly monitor the handlers and to provide a venue for exchange of information e.g. advisories, circulars, price monitoring, fertilizer stock inventory, warehouse capacities, and other concerns.

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4. A weekly report shall be submitted and endorsed by the Supervising Agriculturist to FOCU for monitoring purposes.

b. Areas under GCQ

1. With prior approval of the Supervising Agriculturist, physical monitoring activities shall be limited and shall be done randomly and in consideration of applicable logistics and resources of the RFU.
2. To ensure seamless interzonal movements, when allowed by the Supervising Agriculturist and their Local Government Units (LGUs), every field personnel shall carry with them their issued IATF Identification cards or Rapid Pass at all times.
3. The monitoring of EUP sites shall proceed via electronic communication but in full coordination with the implementing researcher.
4. The monitoring of government hospitals shall be done only when pesticide poisoning cases have been reported for documentation and endorsement purposes;
5. In cases where sampling of fertilizer and pesticide is necessary, the field personnel shall submit such samples for analysis to the nearest laboratory located in the Department of Agriculture (DA) or to the FPA recognized laboratories if available in their respective areas.
6. Clean-up drives and the conduct of Accredited Safety Dispenser Trainings shall be temporarily suspended to support the austerity measures of the agency. Likewise, a system of educating and informing new applicants shall be devised by the Supervising Agriculturists.

C. WORK STATUS AND OPERATIONAL HOURS

1. The Supervising Agriculturist in ECQ/MECQ areas shall maintain a skeleton workforce or a work from home arrangement pursuant to applicable Civil Service Commission (CSC) issuances, IATF Guidelines, and Department directives.
2. RFUs in GCQ areas shall become fully operational. The Supervising Agriculturists in these areas are primarily tasked to ensure unhampered delivery of services. Alternative work arrangements pursuant to the CSC MC No. 10 shall be implemented.
3. The Supervising Agriculturist shall submit a weekly accomplishment Report to FOCU and attach the daily accomplishment reports of those personnel under a work from home arrangement. Other reportorial requirements

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as required by the Central Office shall be endorsed by the Supervising Agriculturist in lieu of his or her signature.

4. The RFUs are encouraged to conduct regular meetings at least once a month by utilizing electronic communications.

D. SUPPORT MECHANISMS

1. The Supervising Agriculturist is tasked to ensure the safety of their personnel in the conduct of field monitoring, inspection and other related activities by providing them with adequate Personal Protective Equipment.
2. The Supervising Agriculturist must always ensure that physical distancing and proper sanitation are observed in their respective offices including but not limited to the posting of warning signs such as “No Mask, No Entry”, adjusting office layout to allow physical distancing, and installing plastic sheet covering between the client and the employee.
3. The Supervising Agriculturist shall procure from DBM-Procurement Service (DBM-PS). The necessary protective equipment for their personnel such as but not limited to face masks/shields, disinfectants, and thermal scanner. If the items are not available in the DBM-PS, they may procure from other sources. Such procurement shall be reimbursed but subject to applicable accounting and auditing rules and regulations.

For immediate compliance.


WILFREDO C. ROLDAN
Executive Director

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