



June 1, 2020

**MEMORANDUM CIRCULAR**

**NO. 14**

Series of 2020

**SUBJECT: GUIDELINES IN THE CONDUCT OF ONLINE TRAINING AND SYMPOSIUM**

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In the interest of the service and in view of the suspension of mass gathering pursuant to IATF Omnibus Guidelines dated May 22, 2020, the FPA, in partnership with the FPA Accredited Training Associations<sup>1</sup> (FATA), shall conduct the required training course and symposium for the different accreditations using the online platforms like Zoom, MS Teams, among others.

**I. Monitoring and Control:**

1. The maximum number of participants for each online training and symposium shall be forty (40) and sixty (60), respectively.
2. The FPA shall join each training/symposium, hence, the FATA shall provide the link, ID meeting, and password as well as the copy of recorded video, if requested.
3. The participants are required to open their respective cameras in the duration of the training and symposium.
4. The FATA shall make a roll call of participants at the start of morning and afternoon sessions.

**II. Responsibilities of FATA:**

1. The FATA shall prepare the contents/modules of the training course to synchronize with the online method of learning.
2. The FATA shall coordinate with the resource persons.
3. The FATA shall send out invitations to the prospective participants/attendees.
4. The FATA shall collect reasonable fees to the participants to cover the expenses to be incurred.
5. The FATA shall send the training manual to participants via door-to-door courier.

6. The FATA shall inform the participants of the link, ID meeting, and password one (1) day before the online training/symposium.
7. The FATA shall inform the FPA of the schedule of online training.
8. The FATA shall inform the FPA of the number of examinees per region three (3) working days prior to the conduct of the online training.

### **III. FPA Examination Administration**

1. The examination shall be administered in the testing centers located in the FPA Regional Offices except in BARMM.
2. For NCR, the venue shall be at the FPA Central Office in Quezon City. Examinees whose provinces are adjacent to NCR may take the exam in FPA Central Office.
3. The date and time of the exam shall be communicated to the examinees by the Planning, Management & Information Division or the concerned Regional Officer.

### **IV. Renewal of Accreditation that Expired Prior to the Implementation of the Online Symposium**

1. A “Letter of Commitment” stating the attendance to the required number of symposia when the conduct of the same has been resumed shall be executed by the applicant and attached to the application for renewal.
2. No succeeding renewal of accreditation shall be granted unless his/her “Letter of Commitment” has been complied with.

This Circular shall take effect immediately and supersedes previous Orders inconsistent herewith and shall remain valid until revoked in writing.

  
**WILFREDO C. ROLDAN**  
Executive Director

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*with prosperous farmers and fisherfolk*

