



August 26, 2020

**MEMORANDUM CIRCULAR**

**No. 18**

Series of 2020

**TO : FERTILIZER AND PESTICIDE DEALERS AND DEALER-REPACKERS**

**SUBJECT : GUIDELINES ON THE CONDUCT OF ALTERNATIVE ACCREDITED SAFETY DISPENSER (ASD) PERSONNEL TRAINING**

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In view of the current emergency health situations, particularly the Covid-19 pandemic, affecting the country, the following guidelines shall be implemented to minimize the possible exposure of FPA personnel and clients to Covid-19:

**I. Coverage**

This circular shall cover all new and renewal applicants for License to Operate (LTO) as dealer and dealer-repacker requiring a valid ASD Identification Card. Further, this circular is applicable to applicants who previously attended the alternative ASD training conducted in the regions during the imposition of community quarantines.

**II. Mode of Alternative ASD Training**

**A. Online/Virtual**

1. Online/Virtual ASD training shall be conducted by FPA Central Office through the Field Operations and Coordination Unit (FOCU) using Microsoft Teams, Google Meet, Zoom or any available online platforms. A maximum of thirty (30) participants shall be allowed per session.
2. Online registration shall be provided a week before the scheduled training.
3. The topics for the training shall be compressed focusing on the implementation of Presidential Decree No. 1144, proper and safe handling of fertilizer and pesticide products, understanding the label, identification of pesticide poisoning and first aid, and basic requirements for securing LTO.
4. FPA field personnel shall serve as speakers for the training on a rotational schedule.
5. Pre and post examinations shall be conducted online and links shall be made accessible to participants for a limited time only.

**B. Offline/Audio Visual Presentation (AVP)**

1. Offline ASD training shall be conducted by FPA field personnel in any ideal location where minimum health standard protocols can be observed.
2. This mode of training shall use the AVP of the topics identified in A.3.
3. Pre and post examination shall be given through Paper and Pen modality.

**III. Issuance of Certificate of Attendance and Accreditation**

Certificate of Attendance (CA) shall be issued to participants who completed any mode of alternative ASD training and passed the examinations given.



For online participants, FPA Central Office-FOCU shall endorse the necessary documents to the Planning, Management, and Information Division (PMID) for the issuance of CA. For offline, the Regional Officer covering the area shall endorse the documents to PMID. This CA shall be used for the application for ASD ID.

The attendees of alternative ASD training shall be considered as ASD for as long as he/she is a holder of valid ASD ID. However, shall still be required to attend a complete two-day ASD training within the three-year validity or before the expiration of approved/issued ASD ID.


Completion of this requirement shall no longer need an issuance of CA from PMID. Instead, PMID shall update the database of ASD.

#### **IV. Monitoring and Control**

The FPA field personnel shall monitor the compliance of ASD in their respective areas. No renewal of ASD ID shall be allowed unless the ASD has already attended the 2-day complete training within the specified timeframe. Holders of ASD ID are still governed by the provisions of FPA rules and regulations. Any violations or act may result to suspension or revocation of issued accreditation as well imposition of appropriate penalties.

As such, FPA Central Office through the FOCU and PMID shall coordinate with field personnel to formulate training manual specific for the conduct of the alternative ASD training.

This circular shall take effect immediately and supersede any other issuances inconsistent herewith.

  
**WILFREDO C. ROLDAN**  
Executive Director

