



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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MEMORANDUM CIRCULAR

No. 30

Series of 2021

**TO : ALL FPA PERSONNEL
ALL FERTILIZER AND PESTICIDE STAKEHOLDERS
ALL CONCERNED**

**SUBJECT : GUIDELINES ON FACE-TO-FACE TRANSACTIONS DURING THE
PILOT IMPLEMENTATION OF ALERT LEVELS SYSTEM FOR COVID-
19 RESPONSE IN THE CAPITAL REGION (NCR) AND
IMPLEMENTATION OF COMMUNITY QUARANTINE IN OTHER
REGIONS**

In reference to the Inter-agency Task Force Guidelines on the Pilot Implementation of Alert Levels System for Covid-19 Response in the National Capital Region (NCR), new Community Quarantine Classifications for dealing with COVID-19 covering entire cities and/or municipalities in NCR is being implemented.

In view of the foregoing, the following guidelines shall be implemented in the FPA:

National Capital Region

- a. For **Alert Level 5**, no face-to-face transactions shall be allowed in the FPA Central Office. All stakeholders are requested to follow the procedure provided under MC No. 9 s. 2020 entitled "Online Filing and Issuance of F/P Regulatory Documents";
- b. For **Alert Level 4**, no face-to-face transactions shall be allowed in the FPA Central Office except for payment transactions. All stakeholders are requested to follow the procedure provided under MC No. 9 s. 2020 entitled "Online Filing and Issuance of F/P Regulatory Documents" and for online appointments for payment transactions, guidelines under MC No. 12, s. 2021 entitled "Use of online

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appointment scheduler for all transactions in the FPA Central Office” shall be strictly observed; and

- c. For **Alert Levels 1, 2 and 3**, limited face-to-face transactions shall be allowed in the FPA Central Office. For online appointments, guidelines under MC No. 12, s. 2021 entitled “Use of online appointment scheduler for all transactions in the FPA Central Office” shall be strictly observed.

Other Regional Offices

- a. For areas under **Modified Enhanced Community Quarantine (MECQ), Enhanced Community Quarantine (ECQ), and General Community Quarantine (GCQ) with heightened restrictions**, no face-to-face transactions shall be allowed in the FPA Regional Offices under such community quarantines. All stakeholders are requested to follow the procedure provided under MC No. 9 s. 2020 entitled “Online Filing and Issuance of F/P Regulatory Documents”; and
- b. For areas under **Modified General Community Quarantine (MGCQ), General Community Quarantine (GCQ), and General Community Quarantine (GCQ) with some restrictions**, limited face-to-face transactions shall be allowed in the FPA Regional Offices under such community quarantines. For appointments, all stakeholders are advised to communicate with the Regional Offices concerned through their respective emails.

For guidance and strict compliance.



WILFREDO C. ROLDAN
Executive Director

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