



REPUBLIC OF THE PHILIPPINES  
 OFFICE OF THE PRESIDENT  
**FERTILIZER AND PESTICIDE AUTHORITY**  
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**MEMORANDUM CIRCULAR No. 04**  
**Series of 2017**

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

**SUBJECT: SCHEDULE OF PROCESSING OF APPLICATIONS AND CLIENTS' TRANSACTION**  
**WITH THE FERTILIZER AND PESTICIDE REGULATIONS DIVISION**

**DATE: JUNE 27, 2017**

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This has reference to Fertilizer and Pesticide Authority's (FPA) commitment of improving the delivery of its regulatory services especially in the processing of fertilizer and pesticide applications for the issuance of permits and licenses and addressing client's issues and concerns.

In view hereof, in order to increase the productivity of FPA Regulatory Personnel (Fertilizer Regulatory Services and Pesticide Regulatory Services) and to improve the delivery of services, the following weekly schedule shall be observed:

**Monday to Friday** Receiving, Processing of Applications and Release of approved Applications.

**Monday to Wednesday** Strictly no personal consultations and follow-ups.

**Thursday and Friday** Personal consultations and follow-ups. During these days, Regulatory Personnel shall interface with stakeholders, receive queries and discuss updates on Applications and other related matters. Regulatory Personnel can also provide written update to stakeholders.

Stakeholders shall no longer be entertained in the working areas of FPA Regulatory Personnel. Stakeholders shall be limited to the stakeholder's lounge and their concerns addressed only on designated days.

This issuance shall be effective on **July 1, 2017** until revoked, supplanted or amended. Furnish copies of this issuance to the Fertilizer Industry Association of the Philippines (FIAP), Crop Protection Association of the Philippines (CPAP), CropLife, Philippines, and all concerned.

Please be guided accordingly.

  
**WILFREDO C. ROLDAN**  
 Executive Director