



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY
FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City P.O. Box 2582
Tel. Nos. 920-8173*920-8573*922-3368*441-1601
E-mail add: fpa_77@yahoo.com Website: <http://fpa.da.gov.ph>

March 8, 2018

MEMORANDUM CIRCULAR NO. 11
Series of 2018

TO: ALL CONCERNED
FPA REGIONAL AND PROVINCIAL OFFICES/FIELD UNITS
FERTILIZER REGULATIONS DIVISION
PESTICIDE REGULATIONS DIVISION
AREA DISTRIBUTOR
DEALER
DEALER - REPACKER (FERTILIZER)
CONTRACTOR OF MANGO FLOWER INDUCTION
WAREHOUSE REGISTRANTS
This Office

SUBJECT: RULES AND DELEGATION OF AUTHORITY TO FPA REGIONAL/PROVINCIAL OFFICE THE PROCESSING AND ISSUANCE OF LICENSE TO OPERATE AS CONTRACTOR OF MANGO FLOWER INDUCTION; AREA DISTRIBUTOR, DEALER, DEALER-REPACKER, AND WAREHOUSE REGISTRATION FOR FERTILIZER, AGRICULTURAL PESTICIDE, OR BOTH FERTILIZER AND AGRICULTURAL PESTICIDE IN THE REGION/PROVINCE OF OPERATION

In order to enhance the FPA regulation and services on the issuance of license to operate as contractor of mango flower induction; area distributor, dealer, dealer-repacker and warehouse registration for fertilizer, agricultural pesticide, or both fertilizer and agricultural pesticide, the following are hereby delegated to the FPA Regional/Provincial Field Offices:

1. Processing of new and renewal applications of license to operate as area distributor, dealer, dealer-repacker, contractor of mango flower induction, and warehouse registration in the region/province of operation.
2. Collection of fees based on existing DA Administrative Order No. 13, Series of 2000: *Revised Schedule of Fees and Charges for Services Rendered by FPA*, as attached, subject to usual government accounting rules and regulations.
3. Issuance of license to operate as area distributor, dealer, dealer-repacker, contractor of mango flower induction and registration of warehouse in the respective region/province of coverage.

In this regard, applicants shall file application, duly notarized with documentary stamp, and all the documentary requirements for license to operate as area distributor, dealer, dealer-repacker, contractor of mango flower induction, and warehouse registration in the FPA regional/provincial office where they are operating.

Further, the following rules shall be implemented:

1. All Dealers shall be required to apply as dealer-repacker and must be member of the Dealer Association.
2. All Contractors of Mango Flower Induction must be member of Mango Grower's/ Contractors' Association.
3. The permanent license and warehouse registration coding for the delegated licenses must have the format as follows:
 - Region-Province-(F) or (P) or (FAP)-Activity-00001 *and so on based on the attached region and province coding system.*
 - The F, AP, and FAP stand for Fertilizer alone, Agricultural Pesticide alone and both Fertilizer and Agricultural Pesticide, respectively.
 - The activity shall be coded as follows:

AD	Area Distributor
D	Dealer
DR	Repacker of fertilizer (at dealer's level)
MC	Contractor of Mango Flower Induction
W	Warehouse

i.e. II-07-(F)-AD-00001 means Region II- Isabela Province -Fertilizer Handler-Area Distributor-00001
XI-58A-(FAP)-D-00001 means Region XI-Davao City Province-both Fertilizer and Agricultural Pesticide-Dealer-00001
4. Only one license will be issued for applicant handling both fertilizer and agricultural pesticide. Applicable existing fee shall be imposed.
5. Standard format and information to be found in the license or warehouse registration must be strictly followed wherein the official receipt number, date and amount paid per activity must be placed at the leftmost bottom side of the certificate with theme font Cambria font size 11.
6. The nature of application as New or Renewal must also be indicated in the license written below the Control /License Number with theme font Cambria and font size 12.
7. The concerned FPA Regional Officer and the Executive Director or his designated Officer-In-Charge shall be the signatories of the approved license and warehouse registration. The name and signature of the FPA Regional Officer must be placed at the left side of the name of the Executive Director. Theme font is Cambria with size 14.
8. The license and warehouse registration processed and signed by the FPA regional officer must be sent to the FPA Field Operations Coordinating Unit and forward the same to the Office of the Executive Director for approval.

This circular shall take effect on March 16, 2018 and shall supersede all other issuance inconsistent herewith.

For information and strict compliance.


WILFREDO C. ROLDAN
Executive Director