



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

## MEMORANDUM CIRCULAR

NO. 25

Series of 2020

### **SUBJECT : PROCEDURAL GUIDELINES FOR THE FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) REGISTRATION**

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
#### **1. Background**

Republic Act 11321 also known as the Sagip Saka Act is an act instituting the **Farmers and Fisherfolk Enterprise Development Program** of the Department of Agriculture (DA). It mandates the DA through the Agribusiness and Marketing Assistance Service (AMAS) to maintain the **Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)**. The FFEDIS is a web-based information system designed to assist the government in formulating plans and programs on enterprise development, and to enable the producer groups, the private sector, and the LGUs and potential donors to respond to the needs of the local and world markets and in generating resources for further enterprise development. The information system shall contain a list of possible and implemented programs and projects, a registry of agricultural and fisheries enterprises, and a roster of private companies engaged in these enterprises or have expressed interest in participating in the Program, and other information that may be identified by the Department.

#### **2. Scope/ Coverage**

This guideline covers the registration and updating of the registration in the FFEDIS of farmers and fisherfolk enterprises and other enterprises engaged in agriculture and fishery related economic activities, to include the following (as per DA AO No. 8, s. 2019, RA 11321 IRR):

- a. Enterprises engaged in agriculture and fishery-related economic activities, including, among others, producer groups, fisherfolk organizations/groups, cluster of growers or fishers and other similar enterprises;
- b. Enterprises products of which are included in the priority commodity value chains and have potential to increase their marketable surplus;
- c. Farmers/fisherfolk organizations that are operational and/or willing to participate in capacity building on enterprise development and management;
- d. Farmers/fisherfolk organizations that demonstrate willingness to voluntarily adopt clustering with other groups and forge contracts or formal marketing agreements with buyers or private intermediaries; and
- e. Micro, small and medium scale processors, consolidators, exporters, and other enterprises who are willing to assist producer groups in vertical clustering or joint

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business planning, and/or forge contracts or formal marketing agreements with such producer groups.

### 3. Definition of Terms

- a. **Agri-fisheries enterprises** refer to enterprises engaged in the production, processing, trading, marketing, distribution of agricultural and/or fisheries products.
- b. **Agricultural and fisheries products** refer to locally produced live, fresh, chilled or frozen and processed agricultural and fishery commodities including agricultural and fishery inputs directly produced by local farmers and fisherfolk.
- c. **Farmers and Fisherfolk Enterprise** refers to an agri-fishery enterprise owned and operated by individual farmer or fisherfolk or by group/organization whose members are farmers and fisherfolks.
- d. **Micro, Small and Medium Enterprise (MSME)** refers to a business activity or enterprise engaged in industry, agri-business, and/or services, whether single proprietor, partnership, corporation, cooperative, classified by value of total assets as follows:

Enterprise	Asset size
Micro	Up P3,000,000
Small	P3,000,001 to P15,000,000
Medium	P15,000,001 to P100,000,000

d. **Registry System** refers to the database of registered farmers and fisherfolk enterprises and other agri-fishery MSMEs in the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS), including the process of registration/inclusion into the FFEDIS.

e. **Registry Desks** refer to the designated personnel by the Department of Agriculture and local government units through its Provincial/City/Municipal Agricultural Offices who shall receive and process the FFEDIS Enrollment Form.

### 4. Acronyms

- a. AERID – Agri-Enterprise Registry and Information Division
- b. AMAD – Agribusiness and Marketing Assistance Division
- c. AMAS – Agribusiness and Marketing Assistance Service
- d. CDA – Cooperative Development Authority
- e. C/MAO – City/ Municipal Agriculture Office
- f. DA-RFOs – Department of Agriculture- Regional Field Offices
- g. DTI – Department of Trade and Industry
- h. DOLE- Department of Labor and Employment
- i. FFEDIS – Farmers and Fisherfolk Enterprise Development Information System
- j. ICTS – Information and Communications Technology Service
- k. PAO – Provincial Agriculture Office

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- l. REDs – Regional Executive Directors
- m. SAAD – Special Area for Agricultural Development
- n. SEC – Securities and Exchange Commission

## 5. Procedure for the conduct of FFEDIS Registration

There are two (2) modes of registration to the FFEDIS, i.e., Registration Desk and Web-based Registration.

### a. Registration at the FFEDIS Registration Desks

Registration Desks shall be established at following offices: City/Municipal Agriculture Office, Provincial Agriculture Office, DA-Regional Field Offices and Agribusiness and Marketing Assistance Service (AMAS). These desks shall be manned by FFEDIS *Registration Officers*. Registrants may visit any of the above offices.

### STEP 1: Submission and Receipt of Enrollment Application

- 1.1 The Registrant fills-out the FFEDIS Enrollment Form.
- 1.2 The following documents shall be presented to the Registration Officer and attach the photocopies thereof to the Enrollment Form upon submission:

Document	Copy to be presented
a. Mayor's Business Permit	Original copy/Certified True Copy/scanned copy or digital image of original
b. Applicable Certificate of Registration <ul style="list-style-type: none"> <li><input type="checkbox"/> SEC Certificate of Registration</li> <li><input type="checkbox"/> CDA Certificate of Registration</li> <li><input type="checkbox"/> DTI Certificate of Business Name Registration</li> </ul>	Certified true copy/scanned copy or digital image of original

- 1.3 If the Registrant is interested to participate in government programs, he/she fills-out the participation application form/s as may be required under the particular program/s and manifest his/her agreement to make specific information public as in the case of digital market-matching platforms.
- 1.4 The Registration Officer examines if all fields of the Enrollment Form are properly filled-out and if attachments are complete. If complete, he/ she accomplishes the Routing Slip.
- 1.5 If the Registrant presented the original copy, scanned copy or digital image of the original copy of the business permit and certificate of registration, the photocopies of such documents shall be stamped "Authenticated".
- 1.6 If documents are complete, the Registration Officer signs the Enrollment Stub and gives the Client's copy to the Registrant. The Registration Officer

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reproduces copies of the accomplished Enrollment form to be distributed as follows:

Concerned Registration Desks	Distribution of copies	
	Original Enrollment Form and Attachments	Photocopy
C/MAO, PAO	To be forwarded to DA RFO-AMAD	One (1) for the Registrant; and One (1) for file
DA RFO-AMAD/ AMAS	For file	One (1) for the Registrant

- 1.7 All enrollment applications received by the C/MAO and PAO shall be forwarded to DA RFO-AMAD for processing and encoding at the Registry System data base. The Enrollment Form and attachments shall be forwarded by the C/MAO, PAO to the DA-RFO-AMAD by fastest means either in person, by courier or electronically. The receiving DA RFO-AMAD Registration Officer shall acknowledge receipt of the Enrollment Form by signing on the "Received by" portion of the routing slip.

**STEP 2: Validation and Processing of Registration Application**

- 2.1 The SEC/ CDA/ DTI Certificate of Registration submitted by the Registrant shall be validated by the DA RFO-AMAD/ AMAS-AERID Registration Officer using the DA-ICTS list of organizations registered with SEC, CDA and DTI. The Registration Officer shall also check the Registrant's company name if such is not included in the list of companies with "Cease and Desist Order" in the SEC official website.
- 2.2 If upon verification, if there are issues on the legality, authenticity and integrity of the applicant's enterprise, the DA reserves the right to deny registration of the applicant. In which case, a Notice of Disapproval signed by the RED/AMAS Director shall be issued to the Registrant citing the reason for the denial of the application.
- 2.3 If there are no negative findings, the Registration Officer of DA RFO-AMAD/AMAS-AERID shall then prepare and endorse the FFEDIS Certificate of Registration to the RED/AMAS Director for approval and signature. Once approved, the data on the Enrollment Form shall then be encoded in the DA FFEDIS data base.

**STEP 3: Approval and Issuance of the Certificate of FFEDIS Registration**

- 3.1 The RED approves, signs and seals the Certificate of FFEDIS Registration for Registrants in the regions and the AMAS Director for NCR Registrants.





- 3.2 The DA RFO-AMAD/AMAS-AERID informs the Registrant via e-mail and SMS message that the Certificate of Registration is available and ready for pick-up. At applicant's option, the Certificate may be sent via his/her preferred courier but at applicant's expense.
- 3.3 Upon presentation of a valid ID, the Registrant may claim the FFEDIS Certificate of Registration. He/she signs in the Routing Slip under the "Certificate of Registration Received By" as proof that the certificate has been received. Authorized Representative may claim FFEDIS Certificate of Registration upon presentation of an Authorization Letter and a valid ID.

## **b. Web-based Registration**

### **STEP 1: Submission and Receipt of Enrollment Application**

- 1.1 The Registrant fills-out the Enrollment Form using the web-based FFEDIS and submits online in PDF format the scanned copy of the Mayor's Business Permit and the applicable Certificate of Registration (*SEC Certificate of Registration/ CDA Certificate of Registration/ DTI Certificate of Business Name Registration*).

The Registrant shall then download and/or print the accomplished Enrollment Form as proof of his/her application.

- 1.2 If the Registrant is interested to participate in government programs, he/she fills-out the Participation Application Form/s and manifest his/her agreement to make specific information public as in the case of digital market-matching platforms.
- 1.3 The DA RFO-AMAD processes the registration of the web-based applicants in the regions and the AMAS-AERID for NCR Registrants. The Registration Officer examines if all fields are properly filled-out and if attachments are complete. If complete, he/ she accomplishes the Routing Slip.
- 1.4 The Registration Officer prints the accomplished Enrollment form and attach it to the Routing Slip and proceeds to the validation process.

### **STEP 2: Validation and Processing of Registration Application**

- 2.1 The Registration Officer shall verify the submitted SEC/CDA/DTI Certificate of Registration using the DA-ICTS list of enterprise registrations to SEC, CDA and DTI and checks if the company name is not included in the list of companies with "Cease and Desist Order" by the SEC in its official website.
- 2.2 If upon verification, there are issues on the legality, authenticity and integrity of the enterprise, the DA reserves the right to deny registration of the

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applicant. In which case, a Notice of Disapproval signed by the RED/AMAS Director shall be issued to the Registrant citing the reason for the denial of the application.

- 2.3 Once the applicable Certificate of Registration is confirmed and there are no negative finding, the Registration Officer of DA RFO-AMAD/AMAS-AERID shall prepare and endorse to FFEDIS Certificate of Registration to RED/AMAS Director for approval and signature. Upon endorsement, the Registration Officer shall fill-out the "Forwarded to" portion of the Routing slip.

### **STEP 3: Approval and Issuance of the Certificate of FFEDIS Registration**

- 3.1 The RED approves, signs and seals the Certificate of FFEDIS Registration for Registrants in the regions and the AMAS Director for NCR Registrants.
- 3.2 The DA RFO-AMAD/AMAS-AERID informs the Registrant via e-mail and SMS message that the Certificate of Registration is available and ready for pick-up. The Certificate may be sent to the applicant via his/her preferred courier but at his/her expense.
- 3.3 Upon presentation of a valid ID, the Registrant may claim the FFEDIS Certificate of Registration. He/she signs in the Routing Slip under the "Certificate of Registration Received By" as a proof that the certificate has been received. Authorized Representative may claim FFEDIS Certificate of Registration upon presentation of an Authorization Letter and a valid ID.

The DA-RFOS in coordination with the LGUs may also conduct special registration on-site to encourage mass registration of agri-fisheries enterprises provided that the same application requirements and procedures are followed.

The DA-Regional Executive Directors, DA-AMAS Director, and LGU-C/MAOs and PAOs shall designate the authorized FFEDIS Registration Officers in their respective offices. Name of designated Registration Officers shall be submitted to DA-AMAS and shall be published at the DA/ AMAS official website.

This Memorandum Circular shall take effect immediately upon approval hereof.

Done this 3rd day of July 2020.



**WILLIAM D. DAR, Ph.D.**

Secretary

DEPARTMENT OF AGRICULTURE  
  
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Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)  
**AGRI-FISHERIES ENTERPRISE ENROLLMENT FORM**

**FORM A**

Registration No.: \_\_\_\_\_

<b>GENERAL INFORMATION</b>			
Registered Enterprise Name			
Business Address			
If production, farm site/location			
Name of Head of Enterprise :		Name of Contact Person :	
Designation/ Position :		Designation/ Position :	
Business Email Address :		Business Email Address :	
Business Tel. Nos.:		Business Tel. Nos.:	
Mobile Nos. :		Mobile Nos. :	

<b>Type of Business Entity</b>	<b>Assets</b>	<b>Membership (if cooperative/association)</b>
<input type="checkbox"/> Individual Farmer RSBSA Registered? <input type="checkbox"/> YES or <input type="checkbox"/> NO <input type="checkbox"/> Single proprietor <input type="checkbox"/> Cooperative <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Government Organization (NGO)	<input type="checkbox"/> Micro-scale (Up to ₱ 3,000,000) <input type="checkbox"/> Small-scale (₱ 3,000,001- ₱ 15,000,000) <input type="checkbox"/> Medium-scale (₱ 15,000,001- ₱ 100,000,000) <input type="checkbox"/> Large-scale (₱ 100,000,001 and above) Membership in any industry association: 1. _____ 2. _____	Total No. of members: _____ Farmers (no.) _____ Fishers (no.): _____ Others: _____ No.: _____ No.: _____ <b>If corporation, % ownership</b> Filipino: _____ % Foreign: _____ %

<b>Nature of Business (please click appropriate boxes)</b>	<b>Primary business</b>	<b>Secondary business</b>	<b>Customers/ target market of primary business (please click appropriate boxes)</b>
<input type="checkbox"/> Production <input type="checkbox"/> Processing <input type="checkbox"/> Trading/Wholesaling <input type="checkbox"/> Retailing <input type="checkbox"/> Manufacturing <input type="checkbox"/> Transport/Logistics <input type="checkbox"/> Warehousing <input type="checkbox"/> Services <input type="checkbox"/> Others: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> End Consumer <input type="checkbox"/> Trader. Specify type: _____ <input type="checkbox"/> Retailer <input type="checkbox"/> Institutional buyer (specify type.): _____ <input type="checkbox"/> International-based buyers (please specify country) _____ <input type="checkbox"/> Others (please specify): _____

<b>Agriculture and Fishery Commodities/Products (Please check appropriate boxes)</b>	
<b>Commodity Group</b>	<b>Products (please specify)</b>
<input type="checkbox"/> Cereals	<input type="checkbox"/> Rice <input type="checkbox"/> Corn (food) <input type="checkbox"/> Corn (feed) <input type="checkbox"/> Cassava <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Lowland vegetables	<input type="checkbox"/> Eggplant <input type="checkbox"/> Tomato <input type="checkbox"/> Squash <input type="checkbox"/> Sitaw <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Upland vegetables	<input type="checkbox"/> Potato <input type="checkbox"/> Cabbage <input type="checkbox"/> Carrots <input type="checkbox"/> Pechay bagulo <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Fruits and Nuts	<input type="checkbox"/> Mango <input type="checkbox"/> Banana, specify: _____ <input type="checkbox"/> Watermelon <input type="checkbox"/> Papaya <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Spices	<input type="checkbox"/> Garlic <input type="checkbox"/> Onion, specify: _____ <input type="checkbox"/> Ginger <input type="checkbox"/> Sili, specify: _____ <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Root crops	<input type="checkbox"/> Sweet potato <input type="checkbox"/> Yam <input type="checkbox"/> Gabi <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Poultry Products	<input type="checkbox"/> Chicken (live) <input type="checkbox"/> Dressed chicken <input type="checkbox"/> Chicken eggs <input type="checkbox"/> Salted Eggs <input type="checkbox"/> Quail Eggs <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Livestock Products	<input type="checkbox"/> Live Animals, specify: _____ <input type="checkbox"/> Pork <input type="checkbox"/> Beef <input type="checkbox"/> Processed meat, specify: _____ <input type="checkbox"/> Milk and dairy products, specify: _____
<input type="checkbox"/> Fisheries and Aquaculture	<input type="checkbox"/> Bangus <input type="checkbox"/> Tilapia <input type="checkbox"/> Galunggong <input type="checkbox"/> Dried fish <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Industrial Crops and Products	<input type="checkbox"/> Cacao <input type="checkbox"/> Coffee <input type="checkbox"/> Rubber <input type="checkbox"/> Others, specify: _____
<input type="checkbox"/> Others:	<input type="checkbox"/> Coconut products, specify: _____ <input type="checkbox"/> Sugar <input type="checkbox"/> Others, specify: _____

<b>Business Registration/Permits (Please check applicable boxes and attach scanned copy/ photocopy of these)</b>				
<b>Permits</b>	<b>Registration No.</b>	<b>Date issued (mm/dd/yyyy)</b>	<b>Valid Until (mm/dd/yyyy)</b>	<b>Place Issued</b>
Legal Entity				
<input type="checkbox"/> SEC <input type="checkbox"/> DOLE				
<input type="checkbox"/> CDA <input type="checkbox"/> DTI				
<input type="checkbox"/> Mayor's/Business Permit				
Other certifications/licenses (e.g. BAI, NMIS, PCA, SRA, FDA, LTO, GAP, GMP, Organic, Halal, HACCP, etc.)				

I hereby declare that all information indicated above are true and correct, and that they may be used by Department of Agriculture for the purposes of registration to the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) and other legitimate interests of the Department pursuant to its mandates.			
<b>AFFIANT- Authorized Representative</b>	Signature		<b>THUMBMARK</b>
	Name		
	Position/ Designation		
Date Executed (mm/dd/yyyy)			
Place Executed			

<b>DATA PRIVACY POLICY</b>	
The collection of personal information is for documentation, planning, reporting and processing purposes in availing agri-fishery enterprise related interventions of the Department of Agriculture. Processed data shall only be shared to partner agencies for planning, reporting and other use in accordance to the mandate of the agency. This is in compliance with the Data Sharing Policy of the Department.	
You have the right to ask for a copy of your personal data that we hold about you as well as to ask for it to be corrected if you think it is wrong. To do so please contact the DA-AMAS Office at email address <a href="mailto:da_ffedis@gmail.com">da_ffedis@gmail.com</a> .	

<b>FARMERS AND FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) REGISTRY OF AGRI-FISHERY ENTERPRISES</b>			
<b>ENROLLMENT STUB (CLIENT'S COPY)</b>			
Registration Control No.:	Enterprise Name: _____		
Enrollment Received/Encoded by: _____ (signature over Printed Name)	Position/Designation: _____	Office: _____	Date (mm/dd/yy): _____

THIS FORM IS NOT FOR SALE