



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

Memorandum Order

No. : 33

Series of 2021

SUBJECT : IMPLEMENTING GUIDELINES FOR CROP-YEAR 2021 NATIONAL RICE PROGRAM - FERTILIZER DISCOUNT VOUCHERS TO RICE FARMERS

I. RATIONALE

The recent spread of diseases that affect both humans and animals has caused challenges to the global food systems. The COVID-19 pandemic is continuously posing risks that affect the production & marketing of food, thus threatening food availability in deficit localities. The Philippine government through the Department of Agriculture has since provided support for increased local food production.

Among the priority commodities for this support is the country's food staple - rice. Yield-increasing inputs have been financed and the mode of delivery to beneficiaries was established. One of these modalities is the use of vouchers, which utilizes Financial Technology (FinTech) in providing the needed support particularly to cover agriculture inputs (e.g., fertilizers). This modality reduces the cost associated with handling, storage, and transport as it involves the private sector's participation and utilizes their current distribution system of the input. Moreover, it allows the beneficiary to avail of the specific input that is required for his practices. This modality, however, has limitations in terms of reach as it requires good internet connectivity for it to be utilized.

To maximize the advantages of the modality and address its limitations, Fertilizer Distribution of the National Rice Program under the CY 2021 General Appropriations Act shall be implemented.

II. OBJECTIVES

This activity aims to ensure the timely availability of the needed fertilizer for rice production in the targeted rice areas through fertilizer discount vouchers.

III. SCOPE

The activity shall cover the production. related fertilizer distribution and will be implemented during the 2021 wet cropping season and 2021-2022 dry cropping season in selected rice-producing municipalities and provinces distributed in regions I, IVB, and V.

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IV. TARGETS

Region	Budget for Inbred ('000)	Target Area for Inbred (ha)	Budget for Hybrid ('000)	Target Area for Hybrid (ha)	Total Budget ('000)	Total Area (ha)
RFO I	55,926	27,963	457,803	152,601	513,729	180,564
RFO IVB	62,476	31,238	410,994	136,998	473,470	168,236
RFO V	54,128	27,064	294,726	98,242	348,854	125,306
GRAND TOTAL	172,530	86,265	1,163,523	387,841	1,336,053	474,106

V. SELECTION OF FARMER-BENEFICIARIES

Preferably, beneficiaries for this support are farmers who received the high quality seeds in the targeted rice areas to allow them to adopt the full high yield technology practices. Rice farmers in target areas that are registered under the Registry System for Basic Sectors in Agriculture (RSBSA) will be eligible for this Project. Farmers not yet registered may be served provided that they would enroll in the RSBSA through printed forms in their respective LGUs.

VI. IMPLEMENTATION SCHEME

Fertilizer Voucher Management System/Platform

Farmers will be provided with vouchers that they can use to claim the fertilizer. This voucher shall have a value equivalent to PhP2,000.00/ha for inbred and PhP3,000.00/ha for hybrid. Vouchers are one-time use and may be claimed at any accredited fertilizer merchant in their preferred area. A fertilizer merchant can be a dealer, distributor, or farmer cooperative and association (FCA) that has undergone the accreditation process by the DA RFO.

Voucher Generation and Distribution. The list of target beneficiaries will be uploaded to the voucher management platform, where they will be assigned with voucher codes. RFOs will generate and print vouchers through the voucher management platform, and send it to LGUs for distribution to farmer-beneficiaries.

Merchant Accreditation. Interested merchants will be qualified based on the following criteria:

- Must be registered under the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), and Bureau of Internal Revenue (BIR)

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- b) Must be accredited by Fertilizer and Pesticides Authority (FPA)
- c) Must be able to issue official receipts
- d) Has a capacity to provide for the equipment such as phones/tablets operation on android system version 6 and above, internet connectivity, and manpower for facilitating online transactions
- e) Has a proper fertilizer storage facility
- f) Must have enough inventory to supply the required volume of the nearby program rice areas

Pre-qualified merchants shall attend system operations training. Upon their completion, RFOs shall issue a certificate of completion and certificate of accreditation to participate in the program.

For merchants with multiple branches, all of the branches must be subjected to regional accreditation process to include attendance to training on voucher management platform. The certificate of accreditation issued to the branches, however, would have a different numbering system than that of the main branch.

If the merchant has been previously accredited for RRP II, the participating DA-RFO shall conduct an evaluation process to check validity of business registration documents (DTI, SEC, CDA, BIR, and FPA), compliance to qualification requirements, performance in the previous season, and compliance to program policies. Qualified merchants shall be issued a new certificate of accreditation.

Certificate of accreditation contains the merchant registration number, which will be used in merchant registration in the Voucher Management Platform. Accreditation shall have a validity of one year. However, DA-RFO may terminate merchant's accreditation should they find valid grounds to do such.

Claiming. Farmer beneficiary shall bring the printed voucher and valid ID/proof of identification (*Refer to Annex D: List of Acceptable IDs*) to the accredited merchant for claiming the fertilizer. The fertilizer claim would be transacted using the voucher management platform application.

Settlement. All recorded successful transactions will be forwarded to DA-RFO interphase for review and endorsement to DA-Regional ICT group interphase. DA-Regional ICT group will prepare the settlement report using the prescribed credit file format with complete details and transmit the same

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to GFI via a secured electronic interface, file transfer, or any form of transmission as may be agreed upon by and among implementing partners. GFI to settle the claims through a selected payout channel.

VII. VOUCHER PROCESS

1. Masterlist of beneficiaries will emanate from the LGUs. To accomplish this, LGU may use any of the following:
 - 1) Prepare masterlist of seed beneficiaries for the current season (Refer to Annex A) and submit to DA RFO; or
 - 2) Extract data of the beneficiaries for the current season from the transaction file (Refer to Annex B) used in Rice Resiliency Project II (RRP II) and make necessary corrections particularly in the area planted and kind of seeds used in the current season and submit to DA RFO.
2. DA RFO will encode the masterlist in an MS Excel file or review the extracted transaction files.

The following rules must be followed in data encoding and review:

- a. For RFOs that can provide middle names, they may encode the full middle name, otherwise, middle initials will suffice.
- b. For farmer-beneficiaries with no registered middle name in their birth certificate, the term “NMN” will be used and indicated in the masterlist.
- c. Shortened names such as “Sto.” for “Santo”, “Sta.” for “Santa”, “Ma.” for “Maria” and others will be accepted provided that the same is indicated in their birth certificate and identification card.
- d. For names of beneficiaries containing special characters aside from dash (-), the merchant shall consider the following character replacement:

Special Character	To be Replaced with
“Ñ” and “ñ” e.g. “Peña”	“N” and “n” e.g. “Pena”
Period (.) e.g. Sto. Niño	Space () e.g. Sto Nino
Other characters such as apostrophe ('); comma (,) and others e.g. O'brien	Space () e.g. O brien

- e. For encoding addresses, the Philippine Standard Geographic Code (PSGC) shall be followed.



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For details, participating DA-RFOs may access the data thru the Philippine Statistics Authority (PSA) website: <https://psa.gov.ph/classification/psgc/>.

3. *DA-RFO shall run data review and cleaning in the Farmer Information Management System (FIMS). Downloaded transaction files shall be subjected to deduping to identify duplicate entries and produce a cleaned version. The cleaned transaction file shall also be cross-matched with the National Farmers and Fisherfolks Registry System (NFFRS). Farmers who are not yet included in the NFFRS shall be prioritized for encoding to the said system.*
4. *The cleaned transaction files will be uploaded to FIMS for voucher generation. A single beneficiary, however, may be entitled to receive multiple vouchers should his/her farmlands be situated in different localities or he/she utilizes different seed classes for the cropping.*

Vouchers shall have a face value equivalent to PhP2,000.00/ha for inbred and PhP3,000.00/ha for hybrid.

For a fraction of a hectare, voucher shall have a value equivalent to the landholding, e.g. for half a hectare, the value of voucher shall be PhP1,000.00 for inbred or PhP1,500.00 for hybrid; for 1.5 hectares, value of voucher would be PhP3,000.00 for inbred and PhP4,500.00 for hybrid. However, for areas of 0.5 ha and below, voucher value shall automatically be set to PhP1,000.00 for inbred and PhP1,500.00 for hybrid.

5. Voucher shall be printed by DA RFOs and will be distributed to the farmers through LGUs.
6. Farmer-beneficiaries shall personally bring the printed voucher together with proof of identification to accredited merchants, in purchasing fertilizers. In cases when a farmer-beneficiary could not personally appear and utilize the voucher due to health reasons and other special cases like quarantine restrictions, representatives shall be allowed to use the voucher, provided that: (i) said request shall be duly approved and with the conformity of an authorized DA-RFO official; and (ii) with the submission of the supporting documents by the designated authorized representative/s such as authorization letter and photocopy of the farmer-beneficiary and representative's ID.
7. Accredited merchants shall scan the voucher code or input the reference number or the beneficiary name. Details reflected on the system shall be validated with the documents presented. Once verified, the transaction may be continued and voucher value shall be deducted from the farmer's payable. Farmer-beneficiaries will sign the voucher utilization masterlist (Refer to Annex C).

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8. The voucher is good for a single transaction only, thus its value should be consummated at once. Volume of fertilizer purchased shall be adjusted to match the value of the voucher. Should the total value of purchase fall below the value of the voucher, the beneficiary may opt to add fertilizer on a per kilogram basis to consummate the total amount of the voucher. Should the cost of the fertilizer of the farmer's purchase exceed the amount of the value of the voucher, the farmer-beneficiary shall shoulder the excess amount.
9. Accredited merchants shall provide an official receipt/charge invoice for the transaction where the voucher was used. This shall be uploaded to the system together with other proof of transaction including (1) picture of beneficiary's ID, (2) picture of the farmer with purchased fertilizer, and (3) picture of the farmer's signature. Completion of this process is required for the transactions to be considered successful.

Should the accredited merchant opt to issue a charge invoice prior to the payment of the voucher, it could be uploaded in the system and be used for payment purposes but an official receipt must be issued should the voucher payment have been settled.

Original copy of official receipts and signed voucher utilization masterlist shall be submitted to the concerned LGUs as liquidation documents. LGUs will then forward these documents to DA-RFO for safekeeping.

In lieu of the official receipts, a sales invoice may be issued and submitted by the accredited merchants. For those who used a charge invoice as proof of transaction, sales invoice, collection receipt or other proof of settlement shall be issued once payment was made. Both charge invoice and the corresponding sales invoice, collection receipt or proof of settlement shall be collected and provided to LGUs.

10. For capturing proof of transaction, the first photo must show a picture of the farmer with the purchased fertilizer, while the second photo must include (1) farmer-beneficiary's signature, (2) his/her ID and (3) official receipt/sales invoice/charge invoice.
11. Successfully uploaded transactions will be automatically recorded in the DA-ICTS system. All daily transactions recorded by the cut off time of 7PM shall be processed for forwarding to the GFI for payment not later than 10AM the next banking day. For transactions made on Friday to Sunday, it shall be forwarded to the GFI for payment on Monday. Should Monday fall on a holiday, the list of transactions will be forwarded to the GFI for payment the next banking day.

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12. All transactions received and processed by GFI before 12PM shall be processed for payment within the day. Should the merchant opt for credit to account in the GFI, payment would be reflected the same day. Should the merchant opt for credit to a different bank account or cash pick-up, payment would be reflected or would be made available the next banking day. For credit to a different bank account or cash pick-up, transaction fees incurred would be borne by the merchant.

VIII. ROLES OF PARTICIPATING OFFICES/UNITS

A. DA-Field Operations Service

1. Spearhead the overall coordination for the implementation of the activity;
2. Prepare and facilitate the approval of all necessary documents (Special Orders, Joint Memorandum Circulars, Memorandum of Agreement, etc.) for the implementation of this activity;
3. Conduct briefing with DA-RFOs and other agencies/offices involved in the Project implementation;
4. Conduct operational monitoring and evaluation of the activity implementation;
5. Identify, analyze, and provide advice/strategies on the operational bottlenecks of the Project; and
6. Submit regular and terminal reports to the Office of the Secretary.

B. DA-ICTS

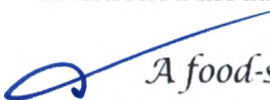
1. Enhance, troubleshoot, and manage the voucher management system;
2. Update and maintain dashboard and database;
3. Assist DA-Regional ICT group on any matters concerning the use of the system;
4. Transmit and process payout requests to DBP; and
5. Conduct training for participating RFOs.

C. DA-Regional ICT Group

1. Conduct training for interested fertilizer merchants;
2. Conduct data cleaning and directly upload to the voucher management platform;
3. Facilitate the uploading of beneficiary list to voucher management platform;
4. Revert transactions as necessary;
5. Process cancellation of entries; and
6. Process retrieval of vouchers and photos.

D. DA-RFO

1. Mobilize the RFO personnel to implement the activity;
2. Identify the areas (municipal level) of implementation of the above-mentioned modalities;

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3. Facilitate enrollment of farmers to RSBSA by cross checking the previous cropping's masterlist with the RSBSA to determine the unregistered farmers coordinating with the concerned Local Government Unit (LGU) through the Municipal/City Agriculturist (MA/CA) the list of unregistered farmers for registration;
4. Conduct information dissemination and briefing to LGUs, and other relevant stakeholders;
5. Ensure that the implementing guidelines and other issuances are understood by all partner implementers;
6. Conduct the evaluation process and provide accreditation to interested fertilizer merchants;
7. Facilitate generation and distribution of vouchers to farmers;
8. DA-RFO Accounting Division to conduct review and approve pay-out records submitted by Merchants;
9. Consolidate and prepare reports from the LGUs for submission to DA-FOS;
10. Provide augmentation funds for logistical support, if necessary; and
11. Conduct gathering of relevant data from the previous cropping to assess program performance or activity contribution.

E. FPA

1. Provide weekly monitoring the price of fertilizers.

F. GFI

1. Act as DA's partner in the payment of used vouchers to farmer-beneficiaries with the agreed rules and regulations;
2. Allow opening and maintaining a Savings Account for this activity's fund where the service fees shall be settled;
3. Execute the payment requests from DA immediately within five (5) working days upon receipt of transmission, provided that there are sufficient funds to cover the related payment instructions on the Fund Account;
4. Allow the payment of payment for vouchers to accredited merchants through the GFI's authorized payout channels/outlets, subject to the following:
 - a) Personal appearance of the farmer-beneficiaries at GFI's authorized payout channels/outlets;
 - b) Presentation of a valid ID
5. Through its Know-Your-Customer procedures, deems the identity of the beneficiary to be questionable, GFI shall first communicate such issues to DA for assistance in the identification process until the concern is fully satisfied;

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6. Undertake to exercise due diligence in complying with the payment instruction of DA;
7. Conduct period monitoring for the enhancement of program activities as the case may be;
8. Submit a weekly report on the paid vouchers and unclaimed payouts to DA;
9. Debit from the Project Fund Account the amount corresponding to the voucher payments and service fee amount based on the settlement report received from DA;
10. Notify DA of unclaimed and rejected transactions for reversion to the DA Fund; and
11. Provide terminal reports to DA.

G. LGU

1. Assist in the conduct of information dissemination to farmers;
2. Prepare a prospective masterlist of farmer-beneficiaries based on RSBSA;
3. Mobilize their agricultural extension workers to register all their farmers to the RSBSA;
4. Coordinate with DA-RFO regarding the release of vouchers under the Project;
5. Validate and certify the authenticity of all documents presented by the farmer-beneficiaries and merchants for this activity;
6. Spearhead the distribution of fertilizer vouchers to farmers;
7. Assist in the claiming of fertilizers using vouchers;
8. Facilitate gathering and submission of liquidation documents such as masterlists, official receipts, among others; and
9. Prepare reports for submission to DA-RFO.

H. Participating/Accredited Fertilizer Dealers, distributors, and FCAs (merchants)

1. Interested Fertilizer and Pesticide Authority (FPA) merchants shall send a letter of intent (LOI) signifying their interest to take part in the program. Attached to the LOI is their agreement to the following terms and conditions:
 - a) Commitment to provide for the requirements to facilitate online processing of transactions to include provision of required equipment (android phone with basic camera functions for scanning of QR code) and manpower, and data capture of supporting documents
 - b) Willingness to open bank account with partner GFI to facilitate settlement of voucher payments, or shoulder transaction costs incurred should they opt for other fund transfer mechanisms like credit to other bank account or cash pick-up

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- c) Willingness to offer fertilizer on a per kilogram basis
2. Undergo accreditation requirements to include training;
3. Facilitate distribution of fertilizer; and
4. Submit liquidation documents to DA-RFOs.

IX. LIQUIDATION OF FUNDS FOR VOUCHER CLAIMS

- A. On a weekly basis or as needed, GFI to provide DA a report of claimed voucher payment from the previous banking week.
- B. GFI to provide a monthly statement of account (SOA) of the Fund Account within fifteen days after the preceding month.
- C. At the end of the Project period as specified by DA, GFI to provide the summary of claimed and unclaimed payments to DA.

X. MONITORING AND EVALUATION

The Municipal/City Agriculturist, assisted by the DA-RFO, Provincial Agriculturist and assigned Local Farmer Technician (LFT), shall undertake gathering of necessary data.

The reporting, monitoring and evaluation system shall be led by the Field Programs Coordination and Monitoring Division (FPCMD). Reports shall be submitted to the Office of the Secretary, complete with observations and/or recommendations.

XI. SUPPLEMENTAL GUIDELINES

The participating RFOs are hereby authorized to formulate detailed supplementary guidelines to address peculiar situations per region. These supplemental guidelines shall be subject to the approval of the National Rice Program Coordinator prior to implementation.

All previous issuances including supplemental guidelines of Regional Field Offices inconsistent herewith are superseded by this Memorandum Order and this shall take effect upon approval and remain valid until revoked in writing by a competent authority.

XII. SEPARABILITY CLAUSE

If any clause, sentence, or provision of the Memorandum Order shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.



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XIII. REPEALING CLAUSE

All previous orders, issuances, rules and regulations inconsistent with or contrary to this Memorandum Order are hereby repealed or amended accordingly.

XIV. EFFECTIVITY CLAUSE

This Memorandum Order shall take effect immediately subject to changes as may be instructed/issued by the Secretary of the Department of Agriculture.

Done this 10th day of May, 2021.

WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE

in replying pls cite this code :
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Annex A

Department of Agriculture
Region: _____
LIST OF FARMER-BENEFICIARIES
PROGRAM/PROJECT: _____
PROVINCE: _____
MUNICIPALITY: _____
BARANGAY: _____
TYPE OF AGRICULTURAL INPUT: _____

Organization: _____
Cropping Season: _____

No.	Name			Date of Birth (MM/DD /YY)	LOCATION OF FARM (Barangay)	MOBILE NUMBER	Gender (M/F)	Senior Citizen (Y/N)	Indigenous People (Y/N)	PWD (Y/N)	Farm Area (ha)	Variety	Lot No.	No. of kgs Received	Date Received	Expected Date of Sowing	Previous Season Area Harvested (Ha)	Previous Season Production (MT)	2020-2021 DS Yield (MT/Ha)	SPILLOVER FERTILIZER (from previous seasons) - claimed x - did not claim	R585A Registration Number (Reflected in Stub)	Signature
	Last Name+Suffix	First Name	MI																			
1																						
2																						
3																						
4																						
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Prepared by: _____
IA/Coop President/Chairman

Submitted by: _____
Agricultural Technician

Noted by: _____
City/Municipal Agriculturist

Certified Correct: _____
City/Municipal Mayor

Provincial Agriculturist



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Annex B

RSBSA_REFER ENCE_NUMBER	BENEFICIARY_N AME_1 (LAST NAME)	BENEFICIARY_N AME_2 (FIRST NAME)	BENEFICIARY_N AME_3 (MIDDLE INITIAL)	BENEFICIARY_N AME_4 (SUFFIX)	ADDRESS_1 BARANGAY	ADDRESS_2 MUNICIPALITY	ADDRESS_3 PROVINCE	BIRTHDAY MMM/DD/YYYY e.g. JUN/01/1975	SEX MALE/FEMALE	CONTACT_NU MBER MANDATORY (9191234567)	Indigenous People (YES/NO)	PWD (YES/NO)	Farm Area (ha)	SEED CLASS (Hybrid/Inbred)	SPILOVER FERTILIZER (from previous seasons) YES/NO	VOUCHER AMOUNT	FUND SOURCE (RFO_)
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Notes:

Please observe due diligence in filling out this form to avoid delays in processing

Use the RSBSA number in their registration stubs

For name, ensure to fill the name in the proper columns - Last Name, First Name, Middle Initial, Suffix

For address, disaggregate address information to Barangay, Municipality/City and Prov

For date, follow the date format indicated - MMM/DD/YYYY, e.g. for March 8, 1990 enter MAR/08/1990, make sure not to interchange the month and date

For sex, please type male or female

For contact number, remove the first zero (0) and type the remaining 10-digit number e.g. if the number is 0919-1234567 type 9191234567

For membership to indigenous people's group or persons with disability, please type yes or no

For farm area, please indicate area in terms of hectares; for fractions, kindly reflect its decimal terms e.g. for 1/2ha type 0.5

For seed class, indicate whether the farmer is using inbred or hybrid

Tag the subproject that the farmer is availing; type 1 for RCEF Enhanced, 2 for Expanded Inbred, and 3 for Expanded Hybrid

Indicate if the farmer have received fertilizer support in kind from NRP or RRP I spill-over, type Yes if the farmer received fertilizer or No if not

For voucher amount, compute the value that the farmer is entitled based on the farm area and the seed class used using the formula:

$$\text{Voucher Value} = \text{Farm Area} \times \text{Amount of Subsidy for the Seed Class Used}$$

Where, amount of subsidy for seed class used is as follows:

Inbred Seeds 2000/ha

Hybrid Seeds 3000/ha

For areas 0.5ha and below, however, the amount will be automatically be 1,000 for inbred and 1,500 for hybrid

It is recommended to consolidate land holdings per municipality in computing for the voucher amount

In filling up above form, type the value of the voucher as the system won't calculate if you would input the formula.

It is highly recommended that submission of masterlist would be on per municipality basis to facilitate consolidation of voucher eligibility



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Annex C

Department of Agriculture
Region: _____
LIST OF FARMER-BENEFICIARIES
PROGRAM/PROJECT: _____

Name of Dealer/Distributor/FCA: _____
Address: _____
Contact Number: _____

NO.	NAME			VOUCHER VALUE	DATE CLAIMED	SIGNATURE OR THUMBMARK
	LAST NAME + SUFFIX	FIRST NAME	MIDDLE INITIAL			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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Annex D: List of Acceptable Identification Documents

Acceptable Identification documents of the farmer-beneficiary/ies:

- Alien Certification of Registration (ACR)
- Armed Forces of the Philippines (AFP) ID
- Barangay Certification
- DOLE Visa
- DSWD Certificate
- Driver's License
- Employment ID (Government and Private)
- Firearm License Card
- Government Service Insurance System (GSIS) e-Card Plus
- Home Development Mutual Fund (HDMF) Card
- Immigrant Certificate of Registration (ICR)
- Integrated Bar of the Philippines (IBP) ID
- National Bureau of Investigation (NBI) Clearance
- National Council for the Welfare of Disabled Persons (NCWDP) Certification
- Student ID (for non-voting/minor age students). Must be currently enrolled. Must present original and submit a clear copy of photo-bearing ID duly signed by the principal or head of the school.
- Overseas Filipino Worker (OFW) ID
- Overseas Workers Welfare Administration (OWWA) ID
- Passport (Local or Foreign)
- PhilHealth ID
- Police Clearance (electronic)
- Postal ID
- Professional Regulation Commission (PRC) ID
- Seafarer's ID and Record Book
- Senior Citizen ID
- Social Security System (SSS) ID
- Tax Identification Number (TIN) ID
- Unified Multi-Purpose ID
- Voter's ID
- If a farmer has no ID, a Barangay Certificate may be presented as proof of identification.
- Other IDs – DA to submit samples for DBP accreditation

Note: All Valid IDs must be ORIGINAL, PHOTO-BEARING, UNEXPIRED and SIGNED.

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