



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

Memorandum Circular

No. : 14
Series of 2021

SUBJECT : IMPLEMENTING GUIDELINES FOR THE 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 system. 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.

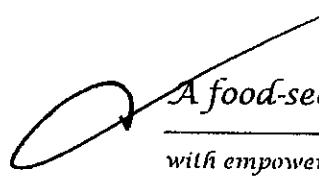
Among the priority commodities for this support is the country's food staple - rice. Yield-increasing inputs have been financed and the mode of delivery to beneficiaries was established. One of these modalities is the use of discount vouchers, which utilizes Financial Technology (FinTech) in providing 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.

Through the project entitled "National Rice Program - Fertilizer Discount Vouchers to Rice Farmers" or referred to as the "NRP - Fertilizer Discount Voucher Support", farmer-beneficiaries will be allowed to claim inorganic fertilizers using discount vouchers.

Interested DA-Regional Field Offices (RFOs) shall implement this Project in partnership with the Government Banks, and will be collectively termed as "participating DA-RFOs". These participating DA-RFOs must enter into a Supplemental Agreement with the Government Bank for the implementation of the said Project.

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.


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III. SCOPE

The Project shall commence this 2021 cropping season and cover the production-related fertilizer distribution in selected rice-producing municipalities and provinces distributed in participating regions with respective targets reflected in Annex A.

IV. SELECTION OF FARMER-BENEFICIARIES

Preferably, farmer-beneficiaries of this support are farmers who received the high-quality seeds in the targeted rice areas to allow them to adopt the full high yielding 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. Preference shall also be given to farmers in areas with low fertilizer adoption rate. Farmers not yet registered may be served, provided that they would enroll in the RSBSA through the printed forms issued by their respective Local Government Units (LGUs).

V. IMPLEMENTATION SCHEME

A. Fertilizer Voucher Management System/Platform

Farmers will be provided with discount vouchers that they can use to claim the fertilizer. This discount voucher shall have a value equivalent to PhP2,000.00/ha for inbred and PhP3,000.00/ha for hybrid. Discount 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.

B. Merchant Accreditation

Interested merchants will be evaluated by participating DA-RFOs, based on the following criteria:

1. 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);
2. Must be accredited by Fertilizer and Pesticides Authority (FPA);
3. Must be able to issue official receipts or sales invoice;
4. 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;
5. Has a proper fertilizer storage facility;
6. Must have existing inventory that the nearby program rice areas may avail; and
7. Must have a business bank account.

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

The certificate of completion will be signed by the Regional Rice Program Coordinator and the certificate of accreditation by the Regional Executive Director.

For merchants with multiple branches, all of the branches must be subjected to a regional accreditation process to include attendance to training on the 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 under the DA-Rice Resiliency Project II (RRP II), the participating DA-RFO shall conduct an evaluation process to check the validity of business registration documents (DTI, SEC, CDA, BIR, and FPA), compliance to qualification requirements, performance in the previous season, and compliance to project policies. Qualified merchants shall be issued a new certificate of accreditation.

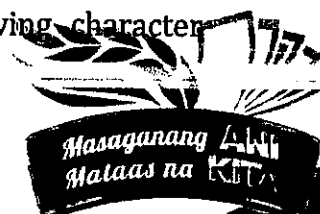
Certificate of accreditation contains the merchant registration number, which will be used in merchant registration in the Voucher Management.

C. Voucher Process

1. Masterlist of beneficiaries will emanate from the LGUs. To accomplish this, LGU may use any of the following:
 - a. Prepare the masterlist of seed beneficiaries for the current season (*Refer to Annex B*) and submit to DA-RFO; or
 - b. Extract data of the beneficiaries for the current season from the transaction file (*Refer to Annex C*) 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:

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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

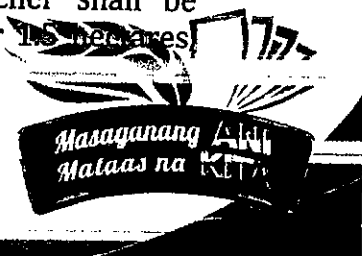
- e. DA-RFOs must relay to the merchants that the following details must not bear any special character/s upon the registration to the Voucher Management Platform:
 - Account Name (Business Name)
 - Remitter's Name
 - Address
 - f. For encoding addresses, the Philippine Standard Geographic Code (PSGC) shall be followed. 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 discount vouchers should his/her farmlands be situated in different localities or he/she utilizes different seed classes for the cropping.

Discount 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, discount voucher shall have a value equivalent to the landholding, and shall be computed using the following formula:

Discount Voucher Value = Support Amount per Seed Class x Land holding

E.g. for half a hectare, the value of discount voucher shall be PhP1,000.00 for inbred or PhP1,500.00 for hybrid; for 1/3 hectares

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value of discount voucher would be PhP3,000.00 for inbred and PhP4,500.00 for hybrid.

5. Participating DA-RFOs will generate and print discount vouchers through the voucher management platform, and send it to LGUs for distribution to farmer-beneficiaries.
6. Farmer-beneficiaries shall personally bring the printed discount voucher together with proof of identification to accredited merchants, in claiming fertilizers (*Refer to Annex D for list of acceptable IDs*). In cases when a farmer-beneficiary could not personally appear and utilize the discount voucher due to health reasons and other special cases like quarantine restrictions, representatives shall be allowed to use the discount voucher, provided that: (i) an authorization letter shall be duly approved and with the conformity of an authorized DA-RFO personnel (*Refer to Annex E*); and (ii) with the submission of the supporting documents by the designated authorized representative/s such as photocopy of the farmer-beneficiary's ID, and the representative's ID.
7. Accredited merchants shall scan the discount voucher code or search the beneficiary name. Details reflected on the system shall be validated with the documents presented.

Accounts for a beneficiary whose data entries in the system show discrepancy, the merchant shall release the assistance only upon presentation of certification of one-and-the-same identity of the beneficiary to be issued by the LGU. This certification shall be provided by the LGU to DA-RFO ICT Group for them to correct the details of the beneficiary in the system database (*Refer to Annex F*).

Once verified, the transaction may be continued.

8. The discount voucher is good for a single transaction only, thus its value should be consummated at once. Volume of claimed fertilizer shall be adjusted to match the value of the discount voucher. Should the total value of fertilizer fall below the value of the discount voucher, the beneficiary may opt to add fertilizer on a per kilogram basis to consummate the total amount of the discount voucher. Should the cost of the claimed fertilizer exceed the amount of the value of the discount voucher, the farmer-beneficiary shall shoulder the excess amount.
9. Upon the receipt of the fertilizers, farmer-beneficiaries will then sign the voucher utilization masterlist (*Refer to Annex G*). For farmers who will be represented in the claiming of fertilizers, the representative must fill in the farmer beneficiary's name in the masterlist form and sign the document on his/her behalf (*Refer to Annex H*).

Farmer-beneficiary or its representative shall have his/her photo taken with the claimed fertilizer/s.

10. Accredited merchants shall provide an official receipt/charge invoice for the transaction where the discount voucher was used.

Should the accredited merchant opt to issue a charge invoice prior to the payment of the discount voucher, it could be uploaded in the system and be used for payment purposes but a corresponding sales invoice, collection receipt or proof of settlement must be issued should the discount voucher payment have been settled. Both charge invoice and the corresponding sales invoice, collection receipt or proof of settlement shall be collected and provided to LGUs.

Official Receipt or invoices shall bear the total amount of the fertilizer claimed and/or paid by the farmer beneficiary, specifying the amount paid in cash and the amount paid through the use of discount voucher/s. Should the farmer choose to receive a receipt for their counterpart, merchants must issue two receipts: one which will reflect the amount Platform. Accreditation shall have a validity of one year. However, the participating DA-RFO may terminate the merchant's accreditation should they find valid grounds for discontinuing the merchant's project participation. paid in cash would be given to the farmer, and the other one will reflect the amount paid thru discount voucher and will be submitted to DA-RFO.

11. This shall be uploaded to the system together with other proof of transaction including (1) picture of beneficiary's ID, and if applicable, picture of representative's ID and authorization letter; (2) receipt; and (3) picture of the farmer with the claimed fertilizer. Completion of this process is required for the transactions to be considered successful.

Merchants must ensure that farmer beneficiary's face will be recognized in the photos that will be uploaded in the system thus face masks shall be taken off in taking photos. Photo orientation must be in portrait.

D. Settlement

All recorded successful transactions will be recorded to the discount voucher management platform.

The DA-RFO accounting section will review the submitted transactions, and endorse to the Regional Executive Director (RED) the *good-for-payment* transactions. The Office of the RED shall submit these transactions to DA-ICTS for payments.

The DA-ICTS will prepare the settlement report using the prescribed credit file format with complete details and transmit the same to a Government

Bank via a secured electronic interface, file transfer, or any form of transmission as may be agreed upon by and among implementing partners.

Government Bank to settle the claims through a selected payout channel. All transactions received and processed by Government Bank before 12PM shall be processed for payment within the day. Should the merchant opt for credit to account in the Government Bank, payment would be reflected the same day. Should the merchant opt for credit to a different bank account, payment would be reflected or would be made available the next banking day. For credit to a different bank account, service fees incurred would be borne by the merchant.

The government bank shall not charge anything from the participating DA-RFO for its banking services. Instead, all applicable fees will be deducted from the merchant's payments from the project.

E. Data Correction, Cancellation, and Replacement

1. Data Correction

Participating DA-RFOs must request for the cancellation of the transaction with wrong entries and endorse the corrected transaction files immediately to the DA-Regional ICT Group.

Accounts for beneficiaries whose data entries in the system show discrepancy, the assistance shall be released only upon presentation of the following:

- a. photocopy of birth certificate or any proof of identification containing the correct details of the farmer-beneficiary; and
- b. certification of the one-and-the-same identity of the beneficiary to be issued by the DA-RFO, as attested by MA/CA

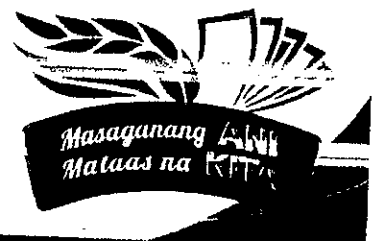
This shall be immediately reported to DA-RFO regarding the data discrepancy which shall be updated as soon as the correct details of the beneficiary are provided.

2. Data Replacement

Accounts for reported deceased farmer-beneficiaries shall be canceled and replaced by the eligible and RSBSA-registered beneficiary to be requested by the participating DA-RFOs to DA-FOS.

The approved request shall be forwarded to DA-Regional ICT Group for the issuance of a new discount voucher for replacement. A death certificate and the certification that the new beneficiary is registered under RSBSA must be submitted to the participating DA-RFO by his/her representative.

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3. Data Cancellation

In case of duplicate discount vouchers that were uploaded in the system, cancellation requests must be directly submitted to the DA-Regional ICT Group.

F. Payment Discrepancies

For incidences of overpayment to merchants or overcharging/double-claiming of fertilizer discount vouchers to farmer-beneficiaries, the following actions will be undertaken:

1. Overpayment to Merchants

Merchants shall issue a debit authority addressed to the Government Bank (bank account) indicating the amount to be returned and the Project Fund Account source where the debit will be transacted.

2. Overcharging/double-claiming of farmers

Farmer-beneficiaries will have the option to return the fertilizer in-kind or its equivalent cash to the accredited merchant where the overcharging/double-claiming of fertilizer discount voucher transpired.

VI. ROLES OF PARTICIPATING OFFICES/UNITS

A. DA-Field Operations Service

1. Spearhead the overall coordination for the implementation of the Project;
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 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. Upon the receipt of the endorsement of good-for-payment transactions from the Office of the RED, transmit and process payout requests to the Government Bank;
3. Update and maintain dashboard and database;
4. Assist DA-Regional ICT group on any matters concerning the use of the system;
5. Provide assistance to DA-RFO in performance of data cleaning and

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6. Conduct training for participating RFOs.

C. DA-Regional ICT Group

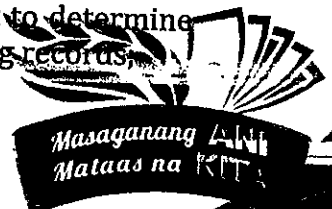
1. Conduct training for interested fertilizer merchants;
2. Conduct data cleaning and directly upload to the voucher management platform;
3. Facilitate the uploading of beneficiary list to voucher management platform;
4. Amend any data corrections as necessary;
5. Revert transactions as necessary;
6.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

D. DA-RFO

1. Mobilize the DA-RFO personnel to implement the project;
2. Coordinate with Fertilizer and Pesticide Authority (FPA) for the weekly monitored prices of fertilizers;
3. Coordinate with LGU and ensure that the following are carried out:
 - a) Conduct of information dissemination to farmers and ensure that the implementing guidelines and other issuances are understood by all partner implementers;;
 - b) Preparation of a prospective master list of farmer-beneficiaries;
 - c) Mobilization of agricultural extension workers to register all their farmers to the RSBSA;
 - d) Coordination regarding the release of discount vouchers under the Project and the timely distribution of fertilizer discount vouchers to farmers;;
 - e) Validation and certification of the authenticity of all documents presented by the farmer-beneficiaries and merchants for this activity;
 - f) Orderly and smooth coordination in the claiming of fertilizers using discount vouchers;
 - g) Facilitation of the consolidation and submission of liquidation documents such as masterlists, official receipts, among others; and
 - h) Reports are submitted periodically.
4. Identify the areas (municipal level) of implementation of the above-mentioned modalities;
5. Conduct the evaluation process and provide accreditation to interested fertilizer merchants;
6. 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;
7. Collect beneficiary masterlist from LGUs, and conduct cross-checking from previous fertilizer voucher masterlist to determine which among the proposed beneficiaries have existing records;

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8. Cull-out list of the beneficiaries with records from the previous implementation, and encode information of beneficiaries who don't have the records yet;
9. Mobilize their Accounting Section to facilitate the conduct of review pay-out records submitted by Merchants, and recommend to the DA-Regional Executive Director, thru a memorandum, the list of accredited merchants with qualified payout with the corresponding amount for submission to the Government Bank;
10. Mobilize Accounting Section to submit reports pertaining to the available balance, for payment and other financial statuses related to the implementation of the project;
11. Consolidate and prepare reports for submission to DA-FOS;
12. Provide augmentation funds for logistical support, if necessary; and
13. Conduct gathering of relevant data from the previous cropping to assess project performance or activity contribution.

E. FPA

1. Provide weekly monitoring of the price of fertilizers.

F. Government Banks

1. Act as DA's partner in the payment of used discount vouchers to farmer-beneficiaries with the agreed rules and regulations;
2. Allow opening and maintaining of a DA-RFO Savings Account for this Project's fund where the discount voucher payments 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. Through its Know-Your-Customer procedures, deems the identity of the merchant to be questionable, Government Bank shall first communicate such issues to DA for assistance in the identification process until the concern is fully satisfied;
5. Undertake to exercise due diligence in complying with the payment instruction of DA;
6. Conduct period monitoring for the enhancement of program activities as the case may be;
7. Submit a weekly report on the paid discount vouchers and unsuccessful payments to DA;
8. Debit from the Project Fund Account the amount corresponding to the voucher payments based on the settlement report received from DA;
9. Notify DA of unclaimed and rejected transactions for reversion to the DA Fund; and
10. Provide regular and terminal reports to DA.

G. 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 project. Attached to the LOI (Annex I) is their agreement to the following terms and conditions:
 - a) Commitment to provide for the requirements to facilitate online processing of transactions to include the 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 a bank account with partner Government Bank to facilitate settlement of discount voucher payments, or shoulder transaction costs incurred should they opt for other fund transfer mechanisms like credit to other bank account
 - 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.

VII. LIQUIDATION OF FUNDS FOR DISCOUNT VOUCHER CLAIMS

- A. On a weekly basis or as needed, Government Bank to provide DA a report of claimed discount voucher payment from the previous banking week.
- B. Government Bank 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, Government Bank to provide the summary of claimed and unclaimed payments to DA.

VIII. MONITORING AND EVALUATION

DA-RFO to undertake the gathering of the necessary data in coordination with the Municipal/City Agriculturist, Provincial Agriculturist, and assigned Local Farmer Technician (LFT).

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.

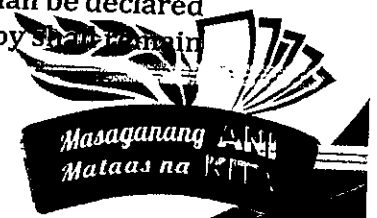
IX. SUPPLEMENTAL GUIDELINES

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 Secretary prior to implementation.

X. SEPARABILITY CLAUSE

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

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XI. REPEALING CLAUSE

The Memorandum Order No. 33, Series of 2021 is hereby repealed and superseded with this new Memorandum Circular.

All other previous orders, issuances, rules and regulations inconsistent with or contrary to this Memorandum Circular are hereby repealed and revoked.

XII. EFFECTIVITY CLAUSE

This MC shall be effective immediately upon its approval and after the completion of its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of the National Administrative Register of the UP Law Center, and shall remain in force unless revoked by a competent authority.

Done this 4th day of August, 2021.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
INQUIRY: 800-888-8888 / 02-888-8888
in replying pls cite this code :
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Annex A**TARGETS**

Region	INBRED		HYBRID		Total Budget (PHP'000)	Total Area (ha)
	Budget ('000)	Target Area (ha)	Budget ('000)	Target Area(ha)		
RFO I	55,926	27,963	457,803	152,601	513,729	180,564
RFO II	108,576	54,288	857,670	285,890	966,246	340,178
RFO III	104,622	52,311	856,407	285,469	961,029	337,780
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	385,728	192,864	2,877,600	959,200	3,263,328	1,152,064

Annex B MASTERLIST

Department of Agriculture
Region: _____
LIST OF FARMER-BENEFICIARIES

PROVINCE: _____ BARANGAY: _____ Organization: _____
MUNICIPALITY: _____ TYPE OF AGRICULTURAL INPUT: _____ 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	Loc. No.	No. of Ags. Received	Date Received	Expected Date of Sowing	Previous Season Area Harvested (ha)	Previous Season Production (MT)	2020-2021 85 Yield (MT/ha)	SPREADER FERTILIZER (from previous season) - claimed X - did not claim	BSRA Registration Number (purchased in Club)	Signature
	Last Name + Suffix	First Name	Mi																			
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Prepared by: _____ Submitted by: _____ Noted by: _____ Certified Correct: _____
IA/Coop President/Chairman Agricultural Technician City/Municipal Agriculturist City/Municipal Mayor Provincial Agriculturist

Annex C

TRANSACTION FILE

BSRCA_REFER REF 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 MM/DD/YYYY Y e.g. MM/DD/YYYY	SEX MALE/FEMALE	CONTACT_MSI NUMBER MANDATORY (EBC24567)	Indigenous People (YES/NO)	PWD (YES/NO)	Farm Area (ha)	SEED CLASS (Hybrid/Inbred)	SPILLOVER FERTILIZER (From previous transaction) YES/NO	VOUCHER AMOUNT	FUND SOURCE (RPO_)
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Notes:

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

Use the BSRCA number in their registration code.

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 - MM/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 30-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 subject that the farmer is planting: type 1 for IRIS (Inbred), 2 for Expanded Inbred, and 3 for Expanded Hybrid.

Indicate if the farmer have received fertilizer support in kind from SRR or RRP (spillover): type Yes if the farmer has used 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:

Voucher Value = Farm Area x Amount of Subsidy for the Seed Class Used

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

Inbred Seeds 3000/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 accession of material should be on per municipality basis to facilitate consolidation of voucher eligibility.

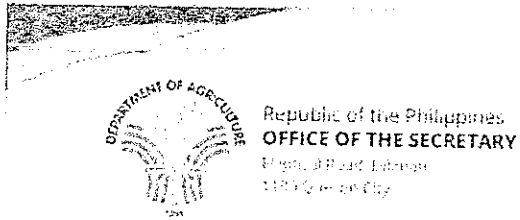
Annex D

LIST OF ACCEPTABLE IDENTIFICATION DOCUMENTS

- 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 Government Bank's accreditation

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

Annex E AUTHORIZATION



AUTHORIZATION

I, _____ (name of farmer-beneficiary) _____, is authorizing
Mr./Ms/Mrs. _____ (name of representative) _____ who is my
_____ (relation) _____ to claim the fertilizer allocated to me due
_____ (reason) _____.

Sincerely yours,

[NAME OF FARMER-BENEFICIARY]

Certified by:

[NAME OF RICE PROGRAM STAFF]
[DESIGNATION]

*A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk*



Annex F
CERTIFICATION

(LETTERHEAD)

CERTIFICATION

This is to certify that I have verified the personal information of Mr./Ms./Mrs/.
_____ whose name / age . date of birth/ gender/ appears /civil status
in the Farmers and Fisherfolk Registry System (FFRS) appears as _____.
Based on the appended copy of his/her (birth certificate, marriage certificate), the
correct entry is _____.

I further certify that I have ascertained that Mr./Ms./Mrs. _____ who
submitted the appended document, and the person registered in the FFRS as
Mr./Ms./Mrs. _____ is one and the same person.

Issued this _____ day of _____ 2021 at _____.

Regional Rice Program Coordinator/Focal Person
(or the Chief, Field Operations Division)

Annex G

VOUCHER UTILIZATION MASTERLIST

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

Name of Dealer/Distributor/FCA: _____

Address: _____

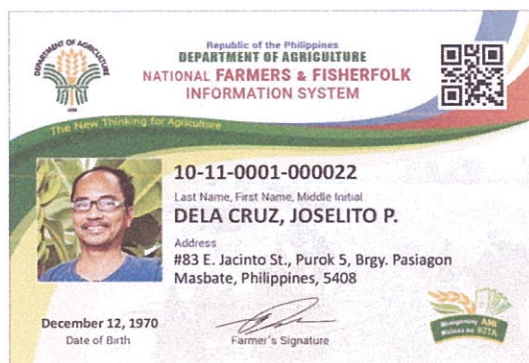
Contact Number: _____

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						

Annex H SAMPLE PHOTOS FOR DATA CAPTURE

Photo 1: Proof of identification

1. For Farmers who shall personally claim fertilizers



2. For farmers who will have a representative in the claiming of fertilizers

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Provincial Road, Cainta
1105 Quezon City

AUTHORIZATION

I, **JOSELITO P. DELA CRUZ** is authorizing Mr./Ms/Mrs. **JOSE C. SANTOS** who is my **NEPHEW** to claim the fertilizer allocated to me due **community quarantine restrictions**.

Sincerely yours,

JOSELITO P. DELA CRUZ

Certified by:

Ms. JESUSA M. SANTOS
Rice Program Coordinator

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Magandang Agri Masaganang Pula

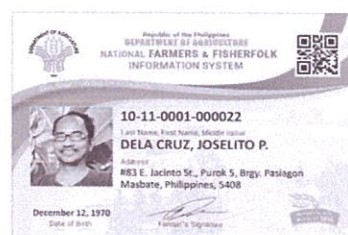


Photo 2: Receipts

Sales Invoice/Official Receipt

Merchants must secure the copy of the sales invoice/official receipt as these documents shall be submitted to the LGU.

1. Official receipt/sales invoice must indicate the name of farmer, address of farmer, quantity of fertilizer, unit of measure, discount voucher used, and amount of fertilizer.

QTY	UNIT	FERTILIZER	UNIT PRICE	AMOUNT
40.9	kg	Urea (46-0-0)	P 1,100.00	P 44,989.00
40.9	kg	Urea (46-0-0)	P 22.00	P 900.00
Sub-total				P 45,889.00
Paid by farmer				
0.1	kg	Urea (46-0-0)	P 22.00	P 200.00
Sub-total				P 200.00
Total Sales				P 46,089.00
Less: POC (100%)				
TOTAL AMOUNT DUE				P 46,089.00

2. Sales invoice/official receipt must indicate the name of farmer, address of farmer, quantity of fertilizer, unit of measure, voucher used and/or cash, and amount of fertilizer paid thru voucher and/or cash.

QTY	UNIT	FERTILIZER	UNIT PRICE	AMOUNT
40.9	kg	Urea (46-0-0)	P 1,100.00	P 44,989.00
40.9	kg	Urea (46-0-0)	P 22.00	P 900.00
Sub-total				P 45,889.00
Paid by farmer				
0.1	kg	Urea (46-0-0)	P 22.00	P 200.00
Sub-total				P 200.00
Total Sales				P 46,089.00
Less: POC (100%)				
TOTAL AMOUNT DUE				P 46,089.00

3. Should the farmer request for a copy of his/her counterpart paid in cash, the following must be issued by the merchant, one indicating the voucher used and the other paid in cash.

SALES INVOICE			
SOLD to: Name of Farmer		Date: _____/_____/____	
Address: Address of Farmer		Terms: _____	
OSCA/PWD ID No. _____		TIN: _____	
Business Style: _____			
QTY.	UNIT	ARTICLES	U-PRICE AMOUNT
Paid thru Voucher			
1	sack	Urea (46-0-0)	P 1,100.00 P 1,100.00
40.5	kg	Urea (46-0-0)	P 22.00 P 900.00
Total Sales			P 2,000.00
Less: SC/PWD Discount			
TOTAL AMOUNT DUE			

GRN Authority to Print No. _____
Date Issued _____ Valid until _____
Cashier/Authorized Representative

SALES INVOICE			
SOLD to: Name of Farmer		Date: _____/_____/____	
Address: Address of Farmer		Terms: _____	
OSCA/PWD ID No. _____		TIN: _____	
Business Style: _____			
QTY.	UNIT	ARTICLES	U-PRICE AMOUNT
Paid by farmer			
9.1	kg	Urea (46-0-0)	P 22.90 P 200.00
Total Sales			P 200.00
Less: SC/PWD Discount			
TOTAL AMOUNT DUE			

GRN Authority to Print No. _____
Date Issued _____ Valid until _____
Cashier/Authorized Representative

Photo 3: Farmer-beneficiary/Representative with claimed fertilizer



Annex I
LETTER OF INTENT

[Letterhead of Company]

[Date]

[Name of Regional Executive Director]
Regional Executive Director
Department of Agriculture Regional Field Office _
[Office Address]

Dear [Recipient's surname],

This is to express my intention to take part as partner merchant in the Department of Agriculture's National Rice Program – Fertilizer Discount Vouchers to Rice Farmers.

I agree to comply and provide the following requirements that are needed to participate in this Project:

- Accept discount vouchers from program beneficiaries as payment for claiming of fertilizers;
- Facilitate online processing of transactions to include provision of required equipment (android phone with basic camera functions for scanning) and manpower;
- Capture data and other supporting documents and submit these to the Local Government Unit (LGU);
- Open or must have a business bank account with the partner Government Financial Institution (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; and
- Offer fertilizer on a per kilogram basis.

Should the DA-RFO ____ deem that we are eligible to partake in this Project, we could be reached thru phone number: _____ or mobile number: _____ so that we can discuss the next steps of action.

We look forward to working with you.

Very truly yours,

[Name of Company Head]
[Designation]