



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

## Memorandum Circular

No. : 21

Series of 2021

**SUBJECT : AMENDMENT TO THE MEMORANDUM CIRCULAR NO. 14, SERIES OF 2021 OR "THE IMPLEMENTING GUIDELINES FOR THE NATIONAL RICE PROGRAM - FERTILIZER DISCOUNT VOUCHER TO RICE FARMERS"**

Memorandum Circular (MC) No. 14, Series of 2021 or the Implementing Guidelines for the National Rice Program – Fertilizer Discount Vouchers to Rice farmers is hereby amended, as follows:

### **SECTION III. SCOPE**

*A DA-RFO is added to the participating regions and the targets are reflected in Annex A.*

### **SECTION V. IMPLEMENTATION SCHEME**

#### **A. Fertilizer Voucher Management System/Platform**

*Fertilizer grades that can be claimed under the project are as follows: Complete (14-14-14; 16-16-16), Urea (prilled or granular, 46-0-0; 45-0-0), Ammonium Sulfate (21-0-0), Ammonium Phosphate (16-20-0), Muriate of Potash (0-0-60) and other grades that may be allowed by DA-RFO.*

#### **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 in MC. 14, Series of 2021) and submit to DA-RFO; or*
  - b. *Extract data of the beneficiaries for the current season from the transaction file 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 to produce the final transaction file (Refer to Annex C for the amended transaction file). 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, the middle initial will suffice.*

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- 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:

<b>Special Character</b>	<b>To be Replaced with</b>
<b>"Ñ" and "ñ"</b> e.g. "Peña"	<b>"N" and "n"</b> e.g. "Pena"
<b>Period (.)</b> e.g. Sto. Niño	<b>Space ( )</b> e.g. Sto Nino
<b>Other characters such as apostrophe ('); comma (,) and others</b> e.g. O'brien	<b>Space ( )</b> 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 through the Philippine Statistics Authority (PSA) official website: at <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

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*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 1.5 hectares, 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 the additional 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 in MC. 14, Series of 2021); 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 the amended Annex F for the Amended Certification template). For capturing photo for such cases, the certificate of one-and-the-same and the ID shall be uploaded together as proof of identification (Refer to the addendum in Annex H for the additional sample photos for data capture).*

*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*



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*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 in MC. 14, Series of 2021). 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 in M.C. 14, Series of 2021).*

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

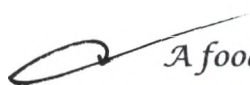
10. *Accredited merchants shall provide an official receipt/charge invoice for the transaction where the discount voucher was used.*

*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.*



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#### ***E. Data Correction, Cancellation, and Replacement***

##### ***1. Data Correction***

- b. certification of the one-and-the-same identity of the beneficiary to be issued by LGU.*

#### ***D. Settlement***

*The procedure of payments to merchants is as follows (Refer to the Annex for the detailed process):*

- 1. Merchants should ensure the correctness of the transactions for payment. If there is an observed error, the merchant should notify the DA-RFO through its Accounting Unit for cancellation (refer to Item G for the cancellation process).*

*Once the transaction has been successfully cancelled, the merchant will be notified by the DA-RFO, through the Field Operations Division (FOD) for them to reprocess the said transaction in the Voucher Management Platform application.*

*Further, the merchants should review their bank details prior to the submission of transactions for payment to avoid errors and/or delay in payment. (i.e. account name, account number, date of the last transaction). The bank account must be an active and not a dormant account.*

- 2. Transactions submitted by the merchants will reflect in the DA-RFO review interface. DA-RFO Accounting will access and review the submitted transactions for payout. Among the review parameters that will be used are (1) correctness of the amount claimed as reflected in the voucher value; (2) correctness of the entries in the issued receipt as attached to the transaction; and, (3) completeness of the uploaded documents as stipulated in Annex H. DA-RFO may identify additional parameters as deemed necessary. Preferably, the review must be finished within 3 working days from the merchant's submission.*

*If there are observed transaction errors or discrepancies, DA-RFO accounting will request for the cancellation of the concerned transactions for it to be removed from the list of payables. DA-RFO Accounting shall coordinate with the DA-RFO FOD to inform the merchant of the cancellation of the concerned transactions and request them to reprocess the transactions (refer to Item G. Cancellation Process).*

*On the other hand, if the documents are found in order, the DA-RFO Accounting Unit shall endorse it as good-for-payment to the RED for approval. The designated DA-RFO personnel will then submit to the DA-ICTS interface the approved good-for-payment Transactions" (Refer to Annex K for the endorsement template for good for payment transactions).*



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3. *ICTS downloads transaction files from the system and emails to the concerned region. Transaction files will only be sent to the endorsed official email address by the RFO.*
4. *RFO to process the transaction files from ICTS. RFO emails the transaction files (csv and text file) together with the endorsement to ICTS.*
5. *ICTS receives the files via email and sends encrypted transaction files via SFTP to DBP.*
6. *DBP acknowledges receipt and provides the status of payout.*

## **G. Cancellation of Transactions**

### **G.1 Request from Merchant**

1. *If the merchant observed an error in the transactions, he may request cancellation of the concerned transaction. The letter request must be addressed to the DA-RED attention DA-RFO Accounting Unit and sent through an official email address. The merchant may coordinate with the office of the RED for the official email address.*
2. *DA-RFO Accounting sends via email the request for cancellation of transactions requested by merchants to FOS at [nrp.fertilizervoucher@gmail.com](mailto:nrp.fertilizervoucher@gmail.com) and ICTS at [icts.rcef@da.gov.ph](mailto:icts.rcef@da.gov.ph). The participating RFOs will endorse an official email address that would be used in submitting the cancellation requests to FOS and ICTS. The said email addresses will be the only emails authorized to send cancellation requests.*
3. *ICTS processes cancellation requests and informs DA-RFO Accounting once the process is successfully completed.*
4. *DA-RFO Accounting will coordinate with the DA-RFO FOD to notify the concerned merchants of the cancelled transactions and request these merchants to reprocess the concerned transactions. Template of the letter for the merchant is attached in Annex L.*

### **G.2 Request from DA**

*Should DA-RFO Accounting observes a discrepancy/error in the attached transaction document, cancellation for such transaction shall follow items 2-4 of G.1.*

**H.** *Templates and forms are downloadable through Google Drive Link: <https://bit.ly/3idlKaw>.*



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## **SECTION VI. ROLES OF PARTICIPATING OFFICES/UNITS**

*The following are the duties and functions of the participating offices/units:*

### **B. DA-ICTS**

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.*
7. *Revert/cancel transactions as requested;*
8. *Process retrieval of discount vouchers and photos; and*
9. *Conduct training for interested fertilizer merchants.*

### **C. DA-Regional ICT Group**

1. *Conduct data cleaning and directly upload to the voucher management platform;*
2. *Conduct cross-matching of beneficiary list in transaction file with the encoded list in the NFFRS;*
3. *Coordinate with the regional RSBSA team on the prioritization for encoding of un-enrolled beneficiaries to NFFRS;*
4. *Facilitate the uploading of beneficiary list to voucher management platform;*
5. *Process cancellation of entries/vouchers as necessary; and*
6. *Amend any data corrections as necessary.*

### **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;*



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- 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. *Cull-out list of the beneficiaries with records from the previous implementation, and encode information of beneficiaries who don't have the records yet;*
  7. *Mobilize their Accounting Section to facilitate the conduct of review of 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;*
  8. *Authorize a RED-designated personnel shall submit to ICTS the approved payouts for submission to the Government Bank;*
  9. *Mobilize their Accounting Section to facilitate requests for cancellation of transactions with incomplete or erroneous attachments;*
  10. *Mobilize the operations division for coordination with the merchants regarding the cancelled transactions;*
  11. *Mobilize Accounting Section to submit reports pertaining to the available balance, for payment and other financial statuses related to the implementation of the project;*
  12. *Consolidate and prepare reports for submission to DA-FOS;*
  13. *Provide augmentation funds for logistical support, if necessary; and*
  14. *Conduct gathering of relevant data from the previous cropping to assess project performance or activity contribution.*

This Memorandum Circular shall take effect immediately.

Done this 14th day of October, 2021.

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

DEPARTMENT OF AGRICULTURE  
  
In replying pls cite this code :  
For Signature: S-10-21-0262  
Received : 10/14/2021 02:46 PM

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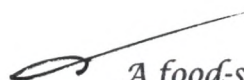


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## Annex A TARGETS

The DA-CARFO is included in the implementation of the National Rice Program – Fertilizer Discount Voucher to Rice Farmers with the following targets:

Region	INBRED		HYBRID		Total Budget (P'000)	Total Area (ha)
	Budget (P'000)	Target Area (ha)	Budget (P'000)	Target Area (ha)		
CARFO	340	170	37,071	12,357	37,411	37,581



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## Annex C AMENDED TRANSACTION FILE

RSSA_REFERENCE_NUMBER	BENEFICIARY_NAME_1 (LAST NAME)	BENEFICIARY_NAME_2 (MIDDLE INITIAL)	BENEFICIARY_NAME_3 (SUFFIX)	BENEFICIARY_NAME_4	ADDRESS_1	ADDRESS_2	ADDRESS_3	BIRTHDAY	SEX	CONTACT_NUMBER	INDIGENOUS PEOPLE (YES/NO)	PWD (YES/NO)	Farm Area (ha)	SEED CLASS (Hybrid/Inbred)	SUB-PROJECT	RRP 2 Fertilizer in kind (from RRP and RRP 1 spillover)	VOUCHER AMOUNT	FUND SOURCE	SEASON

**Notes:**  
 Please observe due diligence in filling out this form to avoid delays in processing.  
 Use the RSSA 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 Province.  
 For date, follow the date format indicated - MM/DD/YYYY, e.g. for March 8, 1990 enter 03/08/1990, 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 0915-1234567 type 9151234567.  
 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.  
 For farmers using inbred seeds type 2 and for farmers using hybrid seeds type 3.  
 Indicate if the farmer have received fertilizer support in kind from RRP or RRP 1 spillover, 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:

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 2000/ha  
 Hybrid Seeds 3000/ha

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.

Submission of materials on a per municipality basis to facilitate consolidation of voucher eligibility is preferred.



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## **Annex D**

### **LIST OF ADDITIONAL ACCEPTABLE IDENTIFICATION DOCUMENTS**

- *Voter's Certification*
- *DSWD-issued ID*
- *LGU-issued ID*
- *Association-issued ID*



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**Annex F**  
**AMENDED CERTIFICATION**

**CERTIFICATION OF ONE AND THE SAME IDENTITY**

This is to certify that upon verification of the personal information of Mr./Mrs/Ms. \_\_\_\_\_ whose name/age/date of birth/gender/civil status in the transaction file/voucher system appears as \_\_\_\_\_ is found to be one and the same person upon the submission of \_\_\_\_\_. As such, the correct entry for his/her name/age/date of birth/gender/civil status should be \_\_\_\_\_.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Local Government Unit Personnel





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## Annex H ADDITIONAL SAMPLE PHOTOS FOR DATA CAPTURE

### Photo 1: Proof Identification

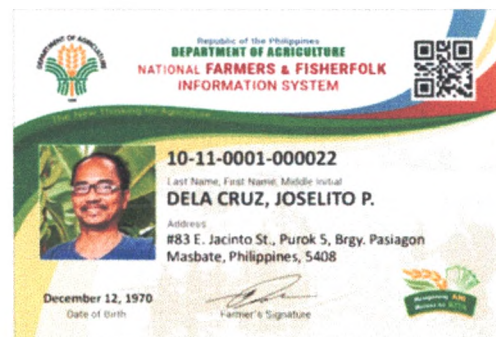
3. For Farmers with discrepancies in the name or birthday details, a certificate of and the same, shall be uploaded, along with any proof of identification with the correct details.

#### CERTIFICATION OF ONE AND THE SAME IDENTITY

This is to certify that upon verification of the personal information of Mr./Mrs/Ms. **JOSELITO P. DELA CRUZ** whose name/age/date of birth/gender/civil status in the transaction file/voucher system appears as **JOSE P. DELA CRUZ** is found to be one and the same person upon the submission of NFFRS ID. As such the correct entry for his/her name should be **JOSELITO P. DELA CRUZ**.

Issued this 12<sup>th</sup> day of MAY 2021 at OFFICE OF THE MUNICIPAL AGRICULTURIST, MASBATE.

  
Ms. MARIA LOURDES A. SANTOS  
Municipal Agriculturist



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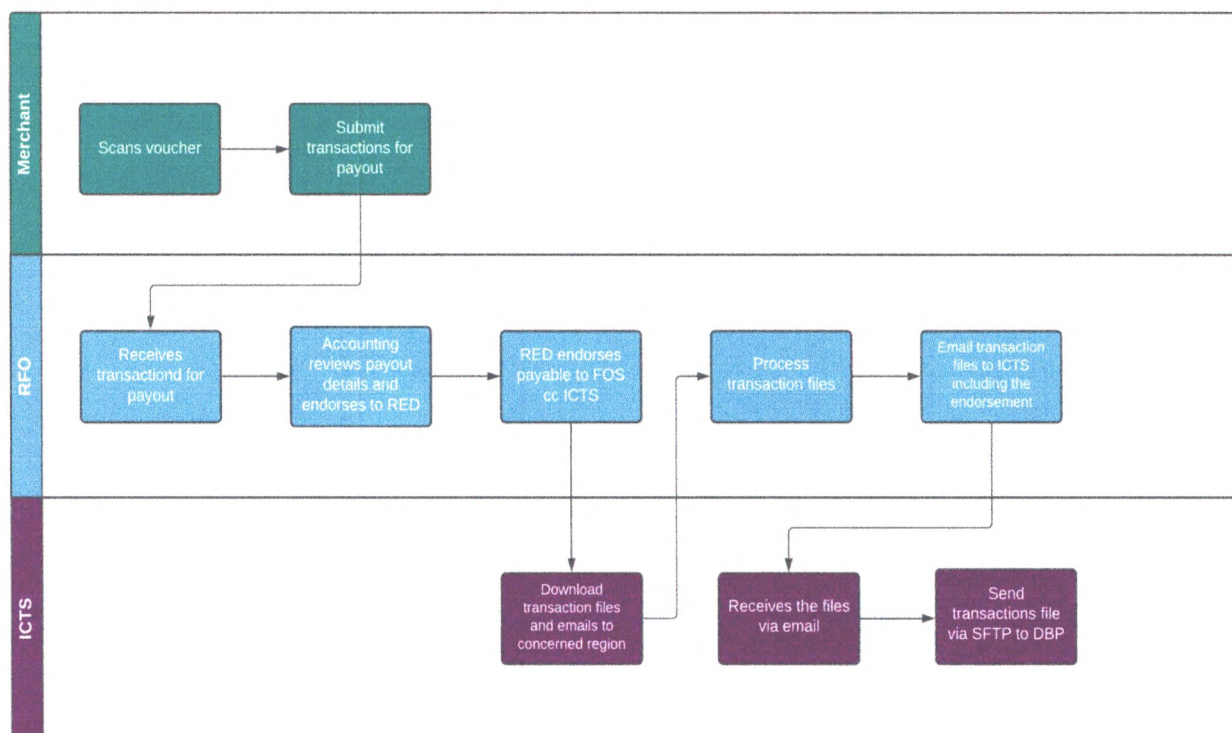




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## Annex J SETTLEMENT

### 1. SIMPLE FLOWCHART



#### Reminders: Daily Timelines

7PM - 7AM	Merchant to Submit Transaction Records to RFO
7AM - 9AM	RFO to endorse transaction records to ICTS
9:30AM -10AM	ICTS to download transaction file and email to respective RFOs
10AM onwards	RFOs to email transaction files (csv and text file) to ICTS. ICTS to forward settlement report to DBP
12NN	DBP to process settlement claims
1 to 2 banking days*	Payment credited to merchant account (DBP account)
2 to 3 banking days*	Payment credited to merchant (Other bank account)

\* May vary depending on circumstances

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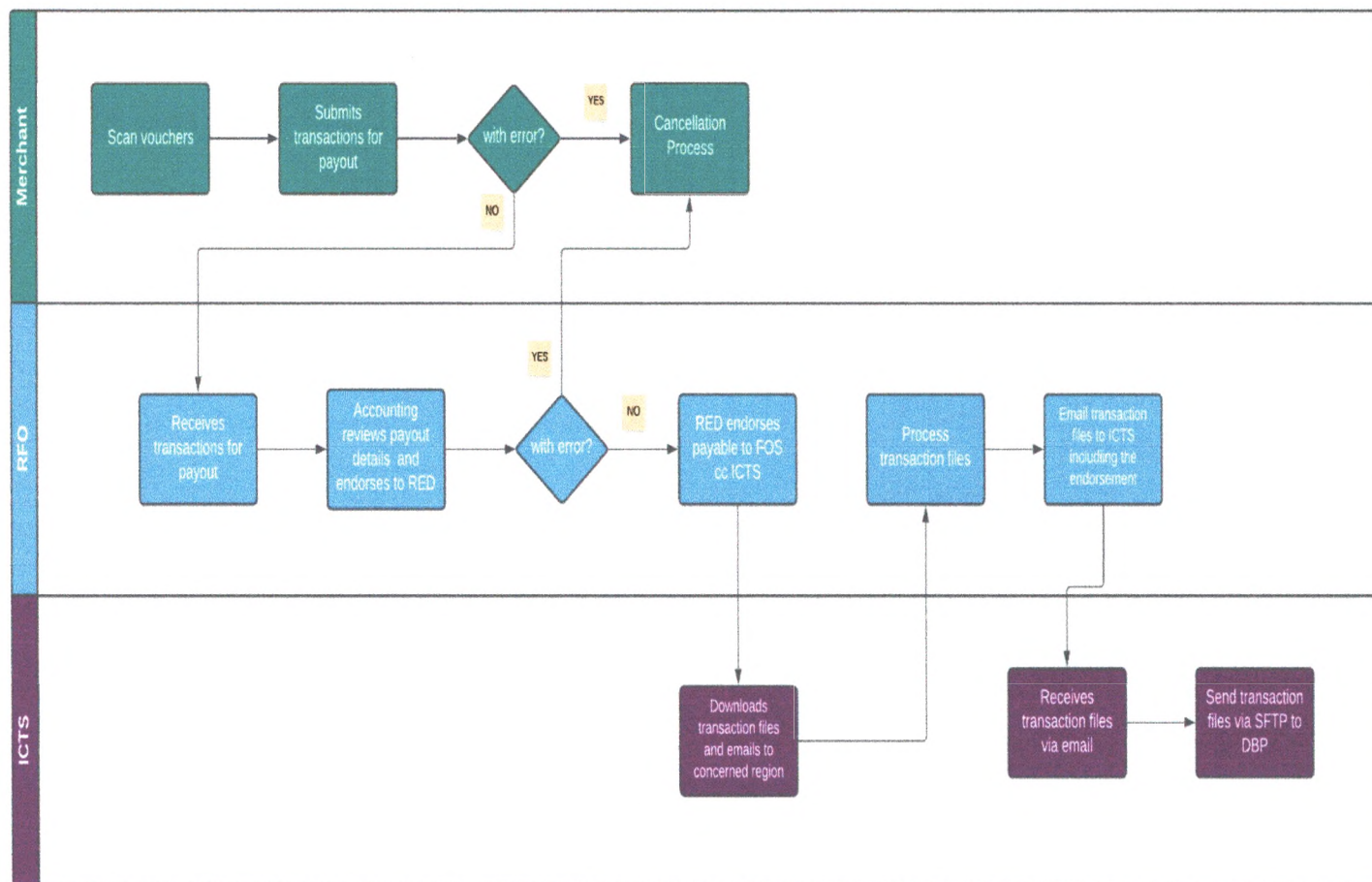






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## 2. FLOWCHART WITH DECISIONS





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**ANNEX K**  
**FORM FOR ENDORSEMENT OF GOOD FOR PAYMENT TRANSACTIONS**

**MEMORANDUM**

**FOR : REGIONAL EXECUTIVE DIRECTOR**

**FROM : CHIEF, DA - RFO ACCOUNTING UNIT**

**SUBJECT : ENDORSEMENT OF "GOOD FOR PAYMENT TRANSACTIONS" UNDER THE NATIONAL RICE PROGRAM - FERTILIZER DISCOUNT VOUCHER TO RICE FARMERS**

This is to respectfully endorse the approval of the payment of transactions of the following merchants with corresponding amount for the implementation of the National Rice Program – Fertilizer Discount Voucher Support to Rice Farmers upon finding all the submitted documentary requirements are complete and in order:

NAME OF MERCHANT	AMOUNT (in PhP)

Thank you.

**Approved/Disapproved**

**Regional Executive Director**

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**ANNEX L**  
**TEMPLATE OF LETTER TO MERCHANTS ON CANCELLED TRANSACTIONS**

Inside Address

Salutation:

Greetings from DA- Regional Field Office (RFO) \_\_\_!

This refers to the implementation of the National Rice Program - Fertilizer Discount Voucher Support to Rice Farmers. We reviewed those documents according to the set forth parameters and found the following discrepancy/ies/observation/s. Hence, we recommended the cancellation of the following transaction/s:

VOUCHER CODE/NUMBER	AMOUNT	DISCREPANCY/REMARK


You are therefore advised to reprocess the above transaction/s and kindly attach the corrected document/s or submit the lacking document/s to facilitate the payment.

For inquiries, you may coordinate with the DA-Regional Rice Program Staff through tel.no. \_\_\_\_\_ or at email address \_\_\_\_\_.

Thank you.

Very truly yours,

**[DARFO FOD Personnel]**

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