



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

Memorandum Circular

No. 10

Series of 2022

SUBJECT: UPDATING OF THE IMPLEMENTING GUIDELINES ON THE PROVISION OF FUEL DISCOUNT FOR FARMERS AND FISHERFOLK

I. RATIONALE

The Department of Agriculture has been extensively promoting mechanization to modernize and enhance productivity in the agriculture and fishery sector. Fuel expenses are therefore one of the most important components of the operating cost in farming and fishing. The provision for fuel discount is aimed at enhancing the resiliency and cushioning the impact from the surge of oil price hike thus maximizing the utilization of the machineries and facilities.

Pursuant to the Special Provision No. 20 of the General Appropriation Act (GAA) FY 2022, the amount of Five Hundred Million Pesos (Php 500,000,000.00) shall be used to provide fuel discount to farmers and fisherfolk owning and operating agricultural and fishery machinery individually or through a farmer organization, cooperative or association (FCAs). In compliance with the FY 2022 President's Veto Message on the said special provision, this Circular is issued by the Department in coordination with the Department of Budget and Management, for the orderly implementation of the program and proper release and utilization of funds based on its intended purpose.

To implement the program, the DA Secretary signed on 07 March 2022 the Memorandum Circular No. 07, Series of 2022 or the Implementing Guidelines on the Provision of Fuel Discount to Farmers and Fisherfolk. This circular is an update on the general responsibilities of DA offices, general guidelines and procedures from the recently signed implementing guidelines for the program.

II. SCOPE AND COVERAGE

This Circular provides general guidance on the identification of qualified beneficiaries and the implementation arrangements of the fuel discount for farmers and fisherfolk authorized under FY GAA 2022.

The fuel discount FY 2022 shall be primarily used for all machineries in corn production from land preparation to postharvest and processing activities as well as motorized boats for fishing operations.

III. GENERAL RESPONSIBILITIES OF DA OFFICES

- i. **DA Bureau of Agricultural and Fisheries Engineering (DA-BAFE)** - serves as the lead of the Program Coordinating Group and performs overall coordination, monitoring, and evaluation functions and leads the implementation of the program by providing policy direction and agency coordination among the agencies involved.
- ii. **DA National Corn Program (DA-NCP) and DA Bureau of Fisheries and Aquatic Resources (DA-BFAR)** - serve as the Program's implementing agency to work with

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BAFE in the implementation, monitoring, and evaluation of the program. They shall also provide the validated list of beneficiaries and the necessary information in the implementation of the program and coordinate the liquidation of the Fuel Discount Program Fund with the DA Accounting Division and Development Bank of the Philippines (DBP).

- iii. **DA Information and Communications Technology Service (DA-ICTS)** - assists in the generation of the validated master list of the implementing units and facilitates the submission of the list to the DBP.
- iv. **DA-Regional Field Offices (DA-RFO) and BFAR Regional Offices (BFAR-RFO)** - create a Regional Program Coordinating Team consisting of different regional implementing units and concerned offices to facilitate the implementation of the program.

IV. PROGRAM COORDINATION GROUP

A Program Coordination Group under the oversight of the Undersecretary for Operations and Agri-Fisheries Mechanization shall be created to oversee and coordinate the implementation of the Program with the following composition:

Chairman: BAFE Director
Co-Chair: Field Operations Service (FOS) Director
Members: BFAR Director
National Corn Program Director
ICTS Director
DA Regional Field Directors
BFAR Regional Directors
Regional Corn Program Focal Person
Regional Agricultural Engineering Division Chief

V. BENEFICIARIES


The beneficiaries of the fuel discount are physically-abled corn farmers or fisherfolk who own and operate agricultural and fishery machinery individually or through FCAs.

Specific qualifications for individual fisherfolk and/or members of FCAs:

1. Must be registered under FishR;
2. Must be using motorized bancas 3 gross tons or below, registered under BoatR; and
3. Must be using legal fishing gears.

Specific qualifications for individual farmers and/or members of FCAs:

1. An individual farmer or farmer-member of FCA must be registered at the Registry System for Basic Sectors in Agriculture (RSBSA) and encoded in the Farmers and Fisherfolk Registry System (FFRS);
2. An individual farmer or FCA must own and operate functional machinery, with any of the following proof of ownership:
 - a. Certificate of Agricultural and Fishery Machinery and Equipment Registration from City or Municipal LGU;

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- b. Certification from Municipal Agriculture Office (MAO) that he/she is the owner of the functional machine (Annex A);
- c. Sales/Cash invoice/Delivery receipt/Official Receipt;
- d. Deed of Donation/Sale; or,
- e. Memorandum of Agreement (MOA) with Transfer of Property Receipt/ Invoice Receipt

VI. MASTER LIST OF QUALIFIED BENEFICIARIES

i. For Corn Farmers

The Regional Corn Program Coordinator, in coordination with the Regional Agricultural Engineering Division (RAED), shall prepare the masterlist of qualified farmer-beneficiaries from corn production areas based on the eligibility requirements stated under Section V of this Circular.

The beneficiaries to be included in the masterlist shall be sourced from the database of the Agricultural and Biosystems Engineering Management Information System (ABEMIS), RSBSA, and submissions from farmers' groups, local agricultural and fishery councils, or local government units (LGUs). The DA-RFOs shall tap the assistance of the Agricultural and Biosystems Engineering Group of the LGUs and the Office of the City/ Provincial/ Municipal Agriculturist in the preparation of the masterlist.

In support of farm consolidation and clustering and to hasten the farm mechanization, the program beneficiaries shall come from mechanized corn farm clusters where there is a need for fuel for their farm machinery. The farmer organizations including individual farmers with farm machinery in these corn clustered areas should be enrolled as program beneficiaries and included in the masterlist.

ii. For Fisherfolk

The BFAR-Regional Field Offices shall prepare a masterlist of qualified beneficiaries for the fuel discount from the DA-BFAR's BoatR and shall be consolidated by the BFAR-Central Office.

The BFAR and DA-RFOs shall submit the master list of recipients and corresponding machinery to the BAFE for the updating of ABEMIS, particularly on privately-owned machines not enrolled under ABEMIS.

VII. GENERAL GUIDANCE

- i. *Farm Machinery for Fuel Discount* - The farm machinery for the fuel discount refers to machines and tools used in corn production areas such as pumps and engines, tractors, combine harvester, corn sheller, among others. This farm machinery must be functional, located in clustered corn production areas, and accessible to fuel stations. A photo of the machine with the owner along with the proof of ownership must be submitted and uploaded in the ABEMIS.
- ii. *Fuel Discount Amount* - Three Thousand Pesos (Php 3,000.00) fuel discount shall be given to each qualified beneficiary of the program. It is a one-time assistance to be provided to the eligible beneficiaries.
- iii. *Fuel Discount Cards* - The 100% fuel discount in the amount of Php 3,000.00 shall be

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loaded into the cash card, issued in partnership with the DBP and its Accredited Fintech Partner/s, and shall be distributed to eligible beneficiaries by the DA-designated Implementing Agencies based on the schedule agreed upon by all the parties concerned in the implementation of the program.

The said beneficiaries shall use the cash card in their fuel purchase transactions in the designated Fuel Station Merchants.

- iv. *Partnership with Oil Companies/ Fuel Stations* - The list of partner oil companies/ fuel stations determined by the Department of Energy shall be provided and disseminated to the DA-RFOs and BFAR-RFOs.
- v. *Fund Allocation* - The whole fund allocation amounting to Five Hundred Million Pesos (Php 500,000,000.00) will be shared equally between the DA-NCP and BFAR. Each eligible beneficiary shall be provided a total of Three Thousand One Hundred Fifty Pesos (Php 3,150.00) for the discount and corresponding fees.

For the effective monitoring and utilization of the fuel discount, the Implementing Agencies shall submit a Utilization Report on a monthly and quarterly basis to the Office of the Undersecretary for Operations and Agri-Fisheries Mechanization, copy furnished the BAFE Director.

- vi. *Transfer of Funds*- The DA Central Office shall transfer the amount of Five Hundred Million Pesos (Php 500,000,000.00) to the DBP thru the issuance of checks covered by Disbursement Vouchers and other required supporting documents to be credited to a bank account opened for the purpose.

The release of funds to DBP shall be accounted in the DA-CO books as due Government-Owned and Controlled Corporations (GOCC) subject to the submission of liquidation reports.


- vii. *Submission of Liquidation Reports*- The DBP shall submit to the Accounting Unit of DA-Central Office thru BAFE the liquidation reports duly supported by the Distribution Report disaggregated by province and region duly signed by authorized official and duly noted by the concerned office in the DA Central Office within fifteen (15) working days after the last day of the payout month. The liquidation report shall be accompanied by a Summary Form (*Annex B*).

The liquidation report and summary shall serve as basis in recording in the Book of Accounts of the DA.

VIII. GENERAL PROCEDURE

A. Preliminaries

1. The DA-RFOs and BFAR-RFOs shall coordinate with the Local Government Units (LGU) in the of conduct information dissemination to farmers and fisherfolk;
2. The DA-RFOs and BFAR-RFOs shall coordinate with the Municipal and City Agriculture Offices (M/CAOs) to fast-track priority validation and registration in the respective registry systems of the eligible beneficiaries for the program. In particular, corn farmers must be registered in the RSBSA and encoded in the FFRS while its machinery including its proof of ownership and geotagged photo of the farmer and owner shall be enrolled in the ABEMIS;

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3. The DA-RFOs and BFAR RFOs shall ensure that the information encoded in their respective systems are true, valid, correct, and complete. Field validation may be conducted if the need arises;
4. The DA-NCP and DA-BFAR shall generate the final list of beneficiaries through their own platforms/system following the prescribed file format of the DA-ICTS, as consulted with DBP as listed below. The generated list shall be processed through the Interventions Monitoring Platform (IMP).

| | |
|---|---|
| <ol style="list-style-type: none"> a. RSBSA/FishR Number; b. Full Name; c. Valid ID; d. Current Address; e. Date of Birth; f. Place of Birth; | <ol style="list-style-type: none"> g. Contact Number; h. Sex; i. Nationality; j. Occupation; k. Source of Funds; and l. Mother's Maiden Name. |
|---|---|
5. The DA-NCP and DA-BFAR shall send the same list of beneficiaries with the above-mentioned details together with the machine number and/or BoatR number of the machinery/equipment owned and/or operated by the beneficiary to DBP;
6. The DA-NCP and DA-BFAR shall perform data cleaning and send the final list containing the relevant information of eligible beneficiaries from the FFRS/ FishR and transmit it to the DBP through ICTS via secure file transfer protocol (SFTP) following the prescribed file format. The list shall also be accompanied with an endorsement letter signed by the DA-NCP and DA-BFAR. DA-ICTS shall also conduct the following:
 - a. Encode data corrections as necessary;
 - b. Revert transactions as necessary; and
 - c. Process cancellation of entries and account management reports as necessary.

B. Farmer Onboarding, Verification, and Distribution of Cash Card and Fuel Discount

1. Upon receiving the list of beneficiaries from DA-ICTS, the DBP shall send the list of beneficiaries to the Fintech partner/s.
2. The Fintech partner/s shall open an account for each of the eligible beneficiaries and provide the list of beneficiaries with the generated account number to DBP.
3. DBP shall send the list of eligible beneficiaries with the account numbers to DA-ICTS.
4. DA-ICTS shall prepare the list of beneficiaries with e-wallet details and distribute the said list to implementing units for their reference during coordination and distribution, a copy of which shall be furnished to BAFF.

DA-RFO and BFAR-RFO, in coordination with M/CAO, shall gather the eligible beneficiaries at a most convenient time and area for a face-to-face Know-Your-Client (KYC) validation by the Fintech partner/s and subsequent distribution of the cash cards. Alternatively, the beneficiaries may be advised by the DA-RFO and/or BFAR-RFO to proceed to the nearest designated branch/ office/ satellite location of the Fintech partner/s for the conduct of face-to-face KYC validation.

5. The beneficiaries shall bring their valid ID Card/Certificate during KYC validation. In cases that the details of the beneficiary do not match the details in the ID presented, the DA-RFO or BFAR-RFO should verify in coordination with the concerned LGU the correct details of the beneficiary. After verification, a certification of one and the same person (Annex C) signed by the DA-RFO/BFAR-RFO and the M/CAO will be provided so that the beneficiary may claim the fuel discount.
6. Fintech partner shall conduct an onsite farmer and fisherfolk verification to have a liveness check before the issuance of the cash cards.

After identity verification, the Fintech partner/s shall print the cash card and release it to the beneficiaries in coordination with the DA-RFOs and BFAR-RFOs, based on agreed turnaround times.

7. DA-RFOs and BFAR-RFOs shall send to DA-ICTS the Transaction Files matched with a corresponding Letter of Instruction (LOI) which shall be sent and consolidated by the DA-NCP and DA-BFAR for subsequent transmittal and processing of payout requests to DBP.
8. Prior to the acceptance of the fuel discount card, farmer and fisherfolk beneficiaries shall sign a Waiver (Annex D). The Fuel Discount Card shall be exclusively used for fuel purchases only in participating petroleum retail outlets/gas stations with the "Fuel Discount Accepted Here" sign.
9. Requests for changes in management accounts such as replacement/ deletion of beneficiaries will be forwarded to BAFE for subsequent transmission to DBP.
10. The DA-CO and/or DA-RFOs, DA-BFAR and/or BFAR-RFOs, and LGUs shall extend assistance to DBP in the implementation of the various modes of card distribution.

C. Monitoring and Evaluation

1. *Program Monitoring and Evaluation* - The DA Monitoring and Evaluation Division (DA-MED), FOS, BFAR, and BAFE at the national level, and the BFAR-RFO and DA-RFO, through its PMED, FOD, and RAED at the regional level, shall conduct monitoring and evaluation of the program. It shall continuously gather feedback on the implementation of this guideline from the concerned internal and external stakeholders.
2. DA-BAFE, in coordination with the Monitoring and Evaluation Division (MED), shall craft a monitoring form to gather information on the utilization of the fuel and its impact on the farmers and fisherfolk. This monitoring form shall be distributed to regional offices for regional monitoring.
3. Based on the distribution report provided by DBP, DA-BAFE and DA-MED shall randomly select samples for the program evaluation. Any report of grievances shall automatically include that area in the list of monitoring sites.
4. DA-BAFE and DA-MED shall draft a program evaluation report to include all observations, findings, and impact of the program.

ANNEX E. Know-Your-Client (KYC) Template

| FIELD Name | Values (sample) | Remarks |
|----------------------------|------------------------------|--------------------|
| RSBSASYSTEMGENERATEDNUMBER | 01-33-14-012-111111 | Mandatory |
| FishRNumber | | Mandatory for BFAR |
| FIRSTNAME | JUAN | Mandatory |
| MIDDLENAME | DELA | Mandatory |
| LASTNAME | CRUZ | Mandatory |
| EXTENSIONNAME | | Mandatory |
| IDNUMBER | FRM19-01709 | Mandatory |
| GOVTIDTYPE | FARMERS ID | Mandatory |
| STREETNO_PUROKNO | PUROK 1 | Mandatory |
| BARANGAY | BIDAY | Mandatory |
| CITYMUNICIPALITY | CITY OF SAN FERNANDO CAPITAL | Mandatory |
| DISTRICT | DISTRICT I | Mandatory |
| PROVINCE | LA UNION | Mandatory |
| REGION | REGION I ILOCOS REGION | Mandatory |
| BIRTHDATE | 1965-05-03 | Mandatory |
| PLACEOFBIRTH | LA UNION | Mandatory |
| MOBILENO | 9999999999 | Mandatory |
| SEX | FEMALE | Mandatory |
| NATIONALITY | Filipino | Mandatory |
| PROFESSION | Farmer | Mandatory |
| SOURCEOFFUNDS | Farming | Mandatory |
| MOTHERMAIDENNAME | JUANA DELA CRUZ | Mandatory |
| Machine Number | | Optional (BAFE) |
| BoatR Number | | A. Optional (BFAR) |

- h. Sa pagkakataong ang may ari ay namatay, ang mga umiiral na alituntunin at pamamaraan ng Programa mula sa *Department of Agriculture* ang susundin.
2. Ang mga paglabag sa mga nabanggit na gawain, lalo na sa maling paggamit ng *Fuel Discount Card* ay maaaring maging batayan sa diskwalipikasyon ng may-ari ng card sa mga maaari pang fuel subsidy/discount program mula sa *Department of Agriculture*; at
3. Kung ang *Fuel Discount Card* ay nagamit para sa iba pang mga layunin (halimbawa ay sa pangbili maliban sa krudo), dapat ibalik ng kwalipikadong may-ari ng card ang halangang nagamit sa *Department of Agriculture* sa loob ng tatlung (30) araw pagkatapos ng paalala.

Nilagdaan nitong ika ____ ng _____, 2022.


(Lagda sa ibabaw ng pangalan ng Kwalipikadong May-Ari ng Card)

Pinatutunghayan ng:

Lagda sa ibabaw ng pangalan ng DA/BFAR-RFO Focal

Tandaan:

Tatlong (3) kopya ang kailangang makumpleto: Kopya ng Kwalipikadong Card Holder, Kopya ng DA-RFO/BFAR RO, Kopya ng DBP

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ANNEX D. Waiver (Filipino)

Fuel Discount Program 2022

Waiver ng Kwalipikadong Magsasaka at Mangingisda

Para sa kaalaman ng lahat:

Ako si, _____, Filipino, nasa wastong edad, walang asawa/ may asawa, residente ng _____, sa pamamagitan nito ay sumasang-ayon na sundin ang mga patakaran sa paggamit ng *Fuel Discount Card* para sa krudo sa kabuuan ng Programa.

Dagdag dito, kinukumpirma ko na nabasa at naunawaan ko ang mga nakasaad sa dokumentong ito. Ako ay nangangako na gagampanan ang mga sumusunod:

1. Ang *Fuel Discount Card* na ibinigay ng *Department of Agriculture* sa pakikipagtulungan kasama ang *Development Bank of the Philippines (DBP)* at ang *Accredited Fintech Partner* nito, ay gagamitin alinsunod sa mga tuntunin at kundisyon ng *Fuel Discount for Farmers and Fisherfolk Program*:
 - a. Ang *Fuel Discount Card* ay dapat lamang gamitin para sa pagbili o pagbayad ng krudo sa mga kasali na *Petroleum Retail Outlet* sa kabuuan ng Programa;
 - b. Ang kwalipikadong at awtorisadong may-ari ng *Fuel Discount Card*, ay mananagot para sa paggamit at pagkonsumo ng laman ng *Fuel Discount Card*.
 - c. Ang laman ng *Fuel Discount Card* ay hindi maililipat, at hindi maibebenta sa iba o maipagpapalit sa pera. Ito ay hindi dapat gamitin sa iba pang mga paraan maliban sa intensyon ng Programa.
 - d. Dapat ipakita ng kwalipikadong may-ari ang *Fuel Discount Card* sa *pump attendant* upang suriin ang balanse ng pondo nito bago mag-karga ng krudo. Maaaring hilingin ng kwalipikadong may-ari na ipasok ang kanyang *Personal Identification Number (PIN)* sa *pump attendant* o *cashier* upang mapadali ang mga transaksyon.
 - e. Ibibigay lamang ng *pump attendant* ang krudo na naaayon sa balanse ng pondo ng *Fuel Discount Card*.
 - f. Nauunawaan ng kwalipikadong may-ari ng *Fuel Discount Card* na kung sakaling lumabag siya sa alinmang alituntunin at kundisyon ng paggamit nito ay maaaring ma-block ang *card* at isara ang *account*.
 - g. Ang mga kalahok na *Petroleum Retail Outlet* ay inaatasan na siyasatin ang mga detalyeng makikita sa *Fuel Discount Card*. Maaari rin nilang tanungin at suriin ang balanse. Ang mga kalahok na *Petroleum Retail Outlet* ay may karapatang tanggihan ang paggamit ng *Card* para sa pagbili ng krudo sa pagkakataong hindi tumutugma sa mga detalyeng nakasaad sa *Card* at sa detalyeng inilalahad ng gumagamit nito, at sa pagkakataong hindi na sapat ang balanse ng *Card*; at



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3. The Eligible Card Holder shall reimburse the Government for the total amount used for other purposes (e.g. purchases other than the fuel) within thirty (30) working days upon notice.

Signed this ____ of _____, 2022.

Eligible Card Holder
(Signature over printed name)

Noted By:

SIGNATURE OVER PRINTED NAME OF CORN/BFAR FOCAL

Note: Three (3) copies to be accomplished: Eligible Card Holder's Copy, DA-RFO/BFAR RO's Copy, DBP's Copy

ANNEX D. Waiver Template


FUEL SUBSIDY PROGRAM 2022 WAIVER FOR ELIGIBLE FARMERS AND FISHERFOLKS

SO THE PUBLIC MAY KNOW:

That I, _____, Filipino, of legal age, single/married, a resident of _____, do hereby agree to strictly observe the rules on the usage of the Fuel Discount Card throughout the duration of the Program.

Foregoing considered, I confirm that have read and understood, thus, undertake to abide by the following:

1. Use the Fuel Discount Card issued by the Department of Agriculture in partnership with the Development Bank of the Philippines (DBP) and its Accredited Fintech Partner/s in accordance with the following terms and conditions of the Fuel Discount for Farmers and Fisherfolk Program:
 - a. The Fuel Discount Card shall only be used exclusively for the purpose of fuel purchases/payments with the participating Petroleum Retail Outlets throughout the Program Duration;
 - b. The Eligible Card Holder, as the authorized bearer of the Fuel Discount Card, shall be responsible for the usage of the Card and the utilization or consumption of the amount loaded in the card.
 - c. The amount loaded in the Fuel Discount Card shall be deemed non-transferable, and shall not be sold to others nor converted into cash. The Fuel Discount Card shall not be used for other purposes than what is intended under the Program.
 - d. The Eligible Card Holder shall present the Fuel Discount Card to the pump attendant to check its fund balance prior to gassing up. The beneficiary may be asked to key in their PIN to the pump attendant or cashier to facilitate the transactions.
 - e. The pump attendant shall only dispense the fuel to the fuel tank provided the amount of purchase is within the fund balance.
 - f. The Eligible Card Holder understands that in the event he/she violates the terms and conditions on the use of the Fuel Discount Card, the card may be blocked and the account may be closed.
 - g. Participating Petroleum Retail Outlets are enjoined to verify the details appearing on the Fuel Discount Card, as well as to inquire and check on the balance. Participating Petroleum Retail Outlets reserve the right to refuse the use of the Card for fuel purchases whose details do not match the details indicated on the Card and in case of insufficient balance/credits; and
 - h. In case of death of the eligible holder, existing rules and procedures from the DA shall prevail and be followed in the Program.
2. Failure to comply with this undertaking, especially on the use of the card, may warrant disqualification in future fuel discount/subsidy program from the Department of Agriculture; and

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Annex C. Certificate of One and the Same Person

CERTIFICATION

This is to certify and endorse the following changes on the information of the farmer/fisherfolk undersigned to be accepted and updated on the Registry System for Basic Sectors in Agriculture (RSBSA) – Farmers and Fisherfolk Registration System (FFRS)/ FishR, as validated during the Fuel Discount for Farmers and Fisherfolk Program distribution of fuel discount, dated _____ at _____.

| FROM | TO |
|------|----|
| | |
| | |
| | |

<NAME OF RFO CORN / BFAR FOCAL>
Designation

<NAME OF M/CAO>
Designation

ANNEX B. Accounting Summary Form

Annex A

Headers

SUMMARY OF THE DBP PAYOUT REPORT

Total Amount Applied for Liquidation

P _____ per DBP summary report for the period _____ to _____ as attached

We severally certify:

- 1. That the listed beneficiaries met the qualification standards set by the established guidelines including relevant laws, rules and regulations,
- 2. That the amount credited to each beneficiary is within the laws, rules and regulations relative to the implementation of the program,
- 3. That there is no duplication of beneficiaries and the concerned personnel have performed adequate procedures to ensure that the beneficiary is legitimate and free from misrepresentations,
- 4. That all supporting documents, including their proof of identifications were presented, valid and no indication of falsification or misrepresentations and that records thereof are kept by the operating units concerned, and
- 5. That all auditing laws, rules and regulations were observed in the use of e-disbursements systems under prescribed under COA Circular No. 2021-14 dated December 22, 2021.

For the Corn Farmer-beneficiaries

For the Fisherfolk-beneficiaries

Head of the National Corn Program

Head of the DA-BFAR

For all paid out Beneficiaries:

ICTS Director

BAFE Director

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ANNEX A. Municipal Agriculture Officer Certification Template

CERTIFICATION

This is to certify that _____ with address of _____ owns the following machinery:

| | |
|-------------------------------|--|
| Machinery Type: | |
| Make: | |
| Serial Number (if available): | |
| Status: | |

Issued by the Municipality of _____, Province of _____ on ____ day of the ____, 2022.

This Certification has been issued upon request of the owner for whatever purposes it serves.

Municipal Agriculture Officer

5. The DBP shall submit to the Accounting Unit of DA-Central Office thru BAFE the liquidation reports duly supported by the Distribution Report disaggregated by province and region. Reports should be duly signed by authorized official/s and duly noted by the concerned office in the DA Central Office within fifteen (15) working days after the last day of the payout month. The liquidation report shall be accompanied by a Summary Form (*Annex B*).

IX. AMENDMENT/ SUPPLEMENT

The provisions and annexes of this Memorandum Circular may be amended or supplemented as deemed necessary to address peculiarities in the region/ program to clarify further those indicated in the Memorandum Circular. The supplementary guidelines shall be agreed upon by all concerned offices and shall be submitted to DA-BAFE.

X. REPEALING CLAUSE

All existing orders, circulars, issuances, rules, and regulations or parts thereof that are in conflict with, or inconsistent with any provisions of this Circular are hereby repealed or modified accordingly.

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon approval and signing.

Approved this 18th day of March 2022.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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