



Memorandum Order

No. : **28**

Series of 2022

SUBJECT : IMPLEMENTING GUIDELINES FOR THE CROP YEAR 2022 AND 2023 OF THE NATIONAL CORN PROGRAM INORGANIC FERTILIZER DISCOUNT VOUCHER IN SUPPORT TO CORN AND CASSAVA FARMERS

I. RATIONALE

For the past years, corn production has expanded through the use of genetically-modified (GM), hybrid and improved open-pollinated variety (OPV) seeds since the 2000s. However, despite using high-yielding varieties, the majority of the corn areas did not attain the optimum yield of more than 5 mt/ha. In 2021, the average yield for yellow corn and white corn is 4.21 mt/ha and 1.99 mt/ha, respectively. Cassava, on the other hand, has an estimated average yield of 11.91MT/Ha in 2020 which is far below the potential yield of cassava. Use of quality planting materials of high-yielding varieties alone is not enough to support commercial production.

To increase the productivity and profitability of corn and cassava farmers, fertilizer distribution has been one of the major interventions of the National Corn Program. However, with the surging and volatile price of fertilizers, the Regional Field Offices experienced procurement failures which resulted in late delivery of the intervention.

To ensure access to fertilizer of farmers, the Secretary through a Memorandum dated March 14, 2022 has instructed the National Corn Program under the Department to implement the Fertilizer Voucher Scheme. Through this project entitled "Inorganic Fertilizer Voucher in Support to Corn and Cassava Farmers," farmer-beneficiaries will be allowed to claim inorganic fertilizers using discount vouchers from accredited merchants of the Department.

II. OBJECTIVES

This Project aims to ensure timely provision of inorganic fertilizers to farmer-beneficiaries and sustain and/or increase current yield level of corn.

III. SCOPE

The Project shall cover the 2022 and 2023 cropping seasons and cover inorganic fertilizer distribution in priority areas under the Production Support Services (PSS) component of the National Corn Program (NCP).

IV. IMPLEMENTATION SCHEME

Under this Project, the fertilizer discount vouchers shall be used by the farmer-beneficiaries to claim the fertilizers from accredited merchants. This discount voucher shall have a value equivalent to PhP 2,000.00. Discount vouchers are one-time use only and may be claimed at any accredited fertilizer merchants in their preferred area.

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Participating farmer-beneficiaries may use the following fertilizer grades such as: Complete (14-14-14; 16-16-16), Urea (prilled or granular, 46-0-0), Ammonium Phosphate (16-20-0), Muriate of Potash (0-0-60), and other grades to meet the recommended fertilization rate based on the Site-Specific Nutrient Management (SSNM) trials.

A. Partnership with a Government Financial Institution (GFI)

DA-Regional Field Offices (RFOs) shall implement this Project in partnership with the GFI through a Supplemental Agreement (SA) jointly approved by the GFI, and DA-RFO. The roles and responsibilities of the DA-RFO and GFI must be clearly defined which will enable the payment of accredited merchants who have fulfilled and submitted the necessary requirements, as reviewed and approved by the DA-RFO. The SA shall clearly define the payment and liquidation process which involves reporting and coordination with DA-RFO and DA-Central Office. All Parties shall uphold their roles and responsibilities as stipulated in the SA throughout the SA's effectivity.

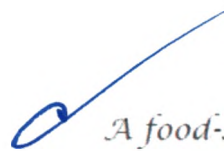
B. Accreditation of Merchants

i. A fertilizer merchant can be a dealer, distributor, or farmer cooperative and association (FCA) that has undergone the accreditation process by the DA-RFO. Interested merchants will be evaluated by DA-RFOs, based on the following criteria:

1. Must be duly registered under any of the following agencies such as: Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), and Cooperative Development Authority (CDA);
2. Must be duly registered under the Bureau of Internal Revenue (BIR);
3. Must be issued with license to operate by Fertilizer and Pesticides Authority (FPA);
4. Must be able to issue BIR registered receipts and invoices;
5. Must have the 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;
6. Must have a proper fertilizer storage facility;
7. Must have existing fertilizer inventory accessible to corn program areas; and
8. Must have a business bank account.

Pre-qualified merchants shall attend the system orientation training and upon their completion, DA-RFOs shall issue a certificate of completion and certificate of accreditation (Annex A).

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



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Merchants need to register and apply using the Interventions Management Platform (IMP), as more particularly described in section C below. The DA-RFOs will review the merchant application. Once approved the system will send a system-generated message to the registered email of the merchant together with the Certificate of Accreditation.

For merchants with multiple branches, the main branch will register their respective branches in the system. The local branches will still undergo the accreditation process and are also required to attend system user's training.

Merchants previously accredited by other Banner Programs do not need to acquire accreditation from the Corn Program.

Accreditation shall be valid every end of the calendar year. However, the DA-RFO may revoke or cancel the merchant's accreditation prior to its expiration, with immediate effect, should it find valid grounds for discontinuing the merchant's project participation, such as:

- a. Making any false declaration or statement or making use of any document containing fraud or any act of misrepresentation for the purpose of obtaining the issuance of accreditation or collecting payment for the discount vouchers;
- b. Conniving with a farmer-beneficiaries for the commission of fraudulent and illicit activities to the prejudice of DA;
- c. Violation and non-compliance with any of the provisions of this rules and other promulgated orders and circulars issued by the DA; and
- d. Other analogous circumstances.

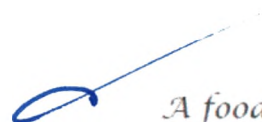
Such cancellation shall not prejudice the right of the merchant to collect payment for legitimate transactions as of the effective date of cancellation upon presentation of the required documents. The merchant may re-apply for accreditation upon the resolve of the issue provided that they will re-submit the required documents and undergo the process stated herein.

C. Interventions Management Platform (IMP)

i. Background

The Interventions Management Platform (IMP) is the enhanced version of the Voucher Management Platform. This will process the different interventions provided by the Department. One of the main features is the use of vouchers in the distribution of interventions. Aside from that, this will also ease the monitoring and reporting with reports module and the internal dashboard. The system has the following features:

- Merchant Application and Accreditation
- Merchant Management
- Voucher Management



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- Voucher Transaction Module
- Program Management
- Budget Management
- Payout Management
- Reports Module

ii. Users and Functions

The following users from the DA-RFOs will be provided with access to the IMP to perform the following roles/functions which will be specified in the process. The DA-RFO shall assign personnel through a regional special order.

1. Program Focal Persons

- The Regional Executive Director (RED) shall designate the Regional ICT and Corn Program Staff, preferably those with *Plantilla* positions, as Program Focal Persons to review and approve the accreditation of merchants; extract the beneficiaries in the Farmers Information Management System (FIMS); perform the deduplication process and include data on NSIC seed variety used or to be used, and name of cluster/organization/association indicated in the masterlist (refer to Annex B) ; upload beneficiary masterlist (refer to Annex C) in the IMP; generate and print vouchers; submit payout transactions for review; and conduct cancellation of vouchers.

2. Reviewer

- The RED shall designate personnel from the Accounting Office to review and cancel transactions; and review and submit payout for approval.

3. Approver

- The RED shall assign the office/personnel who shall approve the good-for-payment transactions and download the transaction file to be submitted to DA-ICTS accompanied by an official communication/memorandum signed by the RED.

D. Voucher Process

i. Beneficiary Selection, Voucher Generation and Distribution

1. Beneficiary Selection

Preferably, farmer-beneficiaries of this support are users of NSIC-registered corn and cassava varieties and members of corn or cassava clusters.

Only farmers that are registered under the Registry System for Basic Sectors in Agriculture (RSBSA) and encoded in the National Farmers' and Fishers' Registry System (NFFRS) or the



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National Farmers and Fisheries Information System (NFFIS) shall be eligible to receive this support. Farmer-beneficiaries will be extracted in the Farmers Information Management System (FIMS).

2. Voucher Generation and Distribution

- a. *Program Focal Person* shall run data review and cleaning in the FIMS. Downloaded beneficiary list shall be subjected to deduping to identify duplicate entries and produce a cleaned version. The cleaned beneficiary masterlist 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.
- b. The cleaned beneficiary list will be uploaded to the IMP. A beneficiary may be entitled to receive multiple discount vouchers should his/her farmlands be situated in different municipalities or he/she has both corn and cassava farmlands with a maximum total fertilizer voucher amount of PhP 4,000.
- c. *Program Focal Person* will generate and print the discount vouchers through the IMP, and send it to LGUs for distribution to farmer-beneficiaries.

3. Voucher Cancellation

Cancellation of voucher is used when correcting and replacing data such as discrepancies in names, birthdates, farm area, and other relevant information of the beneficiary indicated in the voucher system.

This process shall be followed if (1) the voucher was not yet released to the farmer or (2) the voucher was released to the farmer but the concerned data is beyond what is reflected in the presented valid ID like farm area, voucher value, among others.

Voucher cancellation will be processed by the *Program Focal Person*. If the voucher to be canceled has been transacted, the transaction will be automatically canceled together with the voucher. The region has to generate new vouchers in lieu of the canceled voucher.

In case of duplicate discount vouchers that were uploaded in the system, *Program Focal Person* may directly cancel the voucher via IMP.

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However, if the voucher is already released to the farmer-beneficiary when the error on data entry is observed, the certification of one-and-the-same person shall be used to facilitate the faster and smoother claiming of fertilizers.

Under the following circumstances, cancellation of vouchers shall be implemented:

a. Use of Certificate of one-and-the-same

Program Focal Person shall be responsible for the cancellation of the voucher with wrong entries and do the correction of the files immediately after.

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

- i. Original or certified true copy of PSA-issued birth certificate or any government-issued ID as stated in Annex F containing the correct details of the farmer-beneficiary; and
- ii. certification of one-and-the-same identity of the beneficiary to be issued by LGU (Refer to the Annex D for the Certification template).

For capturing photos for such cases, the certificate of one-and-the-same and the ID shall be uploaded together as proof of identification (Refer to Annex E for sample photos for data capture).

Program Focal Person shall be responsible for coordinating with the Regional RSBSA unit for correcting the details in the NFFIS or NFFRS as indicated in the certificate of one-and-the-same.

b. Voucher Replacement

Accounts for reported deceased farmer-beneficiaries shall be canceled and replaced by the eligible and RSBSA-registered beneficiary encoded in the NFFRS or NFFIS.

A death certificate and a letter requesting for the replacement must be submitted to the DA-RFO by his/her eligible representative. The DA-RFO shall issue the certification that the new beneficiary is registered under RSBSA

The issuance of a new discount voucher for replacement shall be processed by the *Program Focal Person*.



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ii. Claiming of Vouchers

1. Farmer-beneficiaries shall personally bring the printed discount voucher together with proof of identification to accredited merchants in claiming of fertilizers (Refer to Annex F).

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 G); and (ii) with the submission of the supporting documents by the designated authorized representative/s such as a duly-signed photocopy of the farmer-beneficiary's ID, and the representative's ID.

2. Accredited merchants shall scan the discount voucher QR code. Details reflected on the system shall be validated with the documents presented. Once verified, the transaction may be continued.
3. The discount voucher is good for a single transaction only. 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.
4. Upon the receipt of the fertilizers, farmer-beneficiaries will then sign the voucher utilization masterlist (Refer to Annex H). 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.

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

5. 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



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corresponding sales invoice, collection receipt or proof of settlement must be issued once the discount voucher payment has been paid. Both charge invoice and the corresponding sales invoice, collection receipt or proof of settlement shall be collected and provided to LGUs, then to be submitted to DA-RFO.

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 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.

6. The following 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.

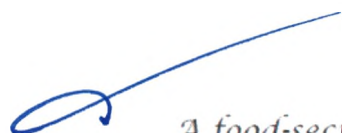
Merchants must ensure that the farmer-beneficiary's face will be recognized in the photos that will be uploaded in the system, thus face masks shall be taken off in taking photos. Photo orientation must be in portrait.

7. For farmer-beneficiaries who realized that their voucher amount exceeded the allocation for their farm area shall surrender their vouchers to their respective DA-RFOs.

iii. Settlement

All recorded successful transactions will be recorded to the Interventions Management Platform (Refer to Annex I).

1. Merchants should ensure the correctness of the transactions for payment. Further, the merchants should review their bank details prior to the submission of transactions for payment to avoid errors and/or delay in the processing of payments. (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 IMP in which the *Reviewer* can access. Among the review parameters that will be used are (1) correctness of the amount claimed as



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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 F. DA-RFO may identify additional parameters as deemed necessary. Preferably, the review must be finished within 3 working days from the merchant's submission.

Return of transactions (Return Transaction) shall be enacted when there are errors in transactions such as wrong attached photo, no photo, no receipt, errors in the receipt details, no valid ID and other relevant errors uploaded by the merchant in the system.

Returning transactions can be done at any point of the process as long as the transaction file has not been generated by the *Approver* in the IMP.

In the review process of the *Reviewer*, if there were errors in the transaction it will be returned to the *Program Focal*. The *Program Focal* will then return the transaction to the *Merchant*. The merchant has to edit and resubmit the voucher whose transactions were returned.

3. The *Reviewer* will review the submitted transactions, and endorse to the *Approver*. The *Approver* may also return transactions should there be observed errors.
4. *Approver* will prepare the settlement report using the prescribed credit file format with complete details and will send an email to DA-ICTS containing the transaction file with an endorsement letter signed by RED (Refer to Annex J).
5. DA- ICTS shall encrypt and transmit the same to a GFI via a secured electronic interface, file transfer, or any form of transmission as may be agreed upon by and among implementing partners.
6. GFI shall acknowledge the receipt and provide the status of payout. The government bank shall not charge anything from the DA-RFO for its banking services. Instead, all applicable fees will be deducted from the merchant's payments from the project.
7. In case of invalid transactions due to incorrect bank details, dormant, name mismatch, etc., DA-ICTS will update the transaction via IMP based on the DBP Feedback Status Report. DA-RFO will receive a system generated notification. DA-RFO to reprocess the transaction via IMP.

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iv. 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

The excess amount shall be carried over to the next cropping season/s or until the said amount has been completely paid. The farmer-beneficiary will not be able to claim the fertilizers using the vouchers as this will be considered as payment.

VI. TIMELINES

All issued vouchers to farmer-beneficiaries shall be valid for claiming 20 days before the expiration of the validity of the funds.

Accredited merchants must file payment requests for all claimed vouchers 15 days before the expiration of the validity of the funds.

GFI shall process and submit liquidation documents to the DA-CO and DA-RFOs 20 days after the expiration of the validity of the funds.

VII. ROLES OF PARTICIPATING OFFICES/UNITS

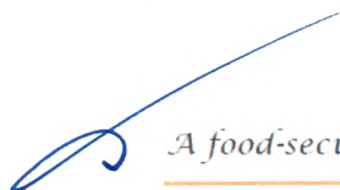
The following are the duties and functions of the participating offices/units:

A. DA-Field Operations Service/National Corn Program

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 quarterly operational monitoring and evaluation of the implementation;
5. Identify, analyze, and provide advice/strategies on the operational bottlenecks of the Project;
6. Encoding of funds source in the IMP; and
7. Submit monthly and terminal reports to the Office of the Secretary.

B. DA-ICTS

1. Conduct briefing with DA-RFOs and other agencies/offices involved in the Project implementation;



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2. Conduct system monitoring and evaluation of the implementation;
3. Identify, analyze, and provide advice/strategies on the operational bottlenecks of the Project;
4. Provide necessary data for report generation; and
5. Conduct training for IMP end-users including RFO personnel and accredited merchants.

D. DA-RFO

1. Identify the areas (municipal level) for the implementation of the project;
2. Mobilize the DA-RFO personnel to coordinate with the Fertilizer and Pesticide Authority (FPA) for the weekly monitored prices of fertilizers;
3. Cull-out list of the beneficiaries with records from the previous implementation, and encode information of beneficiaries who don't have the records yet;
4. Designate the authorized users in the IMP;
5. Provide augmentation funds for logistical support, if necessary;
6. Conduct gathering of relevant data from the previous cropping to assess project performance or activity contribution;
7. Enter into an Agreement with the GFI for the implementation of the said project and ensure that the following are being carried out:
 - a) GFI to act as DA's partner in the payment of claimed discount vouchers to accredited merchants with the agreed rules and regulations;
 - b) Allow opening and maintaining of a DA-RFO Savings Account for this Project's fund where the discount voucher payments shall be settled, RFOs are guided by the existing rules governing opening of bank accounts by government agencies, i.e. Treasury Circular No. 02, series of 2014;
 - c) 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;
 - d) In the event it deems that the identity of the merchant is questionable through its Know-Your-Customer and other verification procedures, the GFI shall first communicate such issues to DA for assistance in the identification process until the concern is fully satisfied;
 - e) Undertake to exercise due diligence in complying with the payment instruction of DA;
 - f) Conduct period monitoring for the enhancement of program activities as the case may be;
 - g) Submit a weekly report on the paid discount vouchers and unsuccessful payments to DA;
 - h) Debit from the Project Fund Account the amount corresponding to the voucher payments based on the settlement report received from DA;
 - i) Notify DA of unclaimed and rejected transactions for reversion to the DA Fund; and
 - j) Provide regular and terminal reports to DA.

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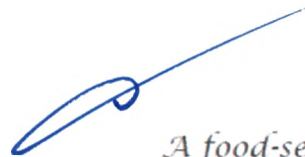


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8. Mobilize its concerned personnel to coordinate with interested merchants to participate in the implementation of the project with the following requirements:
 - a) Accredited by the FPA;
 - b) Submission of letter of intent (LOI) (Refer to Annex K);
 - c) Willing to undergo accreditation requirements to include training;
 - d) Enter into an agreement with the DA-RFO for the implementation of the project;
 - e) Shall facilitate the distribution of fertilizer; and
 - f) Shall submit liquidation documents to DA-RFOs.
9. Mobilize its concerned office/unit personnel to coordinate with the LGU and ensure that the following are being 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) Conduct the evaluation process and provide accreditation to interested fertilizer merchants;
 - c) Preparation of a prospective masterlist of farmer-beneficiaries;
 - d) Mobilization of agricultural extension workers to register all their farmers to the RSBSA;
 - e) Coordination regarding the release of discount vouchers under the Project and the timely distribution of fertilizer discount vouchers to farmers;
 - f) Validation and certification of the authenticity of all documents presented by the farmer-beneficiaries and merchants for this activity;
 - g) Orderly and smooth coordination in the claiming of fertilizers using discount vouchers;
 - h) Facilitation of the consolidation and submission of liquidation documents such as masterlists, official receipts, among others; and
 - i) Reports are submitted periodically.
10. Consolidate and prepare monthly reports for submission to DA-FOS.

VIII. LIQUIDATION OF FUNDS FOR DISCOUNT VOUCHER CLAIMS

- A. On a weekly basis or as needed, GFI to provide DA a report of claimed discount voucher payment from the previous banking week.
- B. GFI to provide a monthly statement of account (SOA) of the Fund Account within fifteen (15) days after the preceding month.
- C. At the end of the Project period, as specified by DA, Government Bank shall provide the summary of claimed and unclaimed payments to DA.
- D. All funds must be reverted by the DA-RFO to the Treasury thirty (30) days after the Project's fund validity.
- E. All fund releases for the implementation of this Project shall be subject to the usual Accounting and Auditing Rules and Regulations.



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IX. 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.

X. SUPPLEMENTAL GUIDELINES

The 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.

This Memorandum Order may be reviewed, amended or supplemented as the need arises and only through a written instrument duly executed and signed by the Secretary.

XI. SEPARABILITY CLAUSE

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

XII. REPEALING CLAUSE

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

XIII. EFFECTIVITY CLAUSE

This Memorandum Order shall take effect immediately upon signing and shall be valid unless revoked and superseded by other issuances.

Done this 24th day of March, 2022.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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ANNEX A MERCHANT ACCREDITATION



DEPARTMENT OF AGRICULTURE
Regional Field Office [.]
[Office Address]

Certificate of Accreditation

is issued to

[Name of Merchant – Branch, if applicable]

with address at
[Store Address]

for having satisfactorily complied with all the requirements to be a partner fertilizer merchant for the Department of Agriculture – Fertilizer Discount Voucher Support to Farmers, pursuant to the DA-issued implementing guidelines.

This certificate of accreditation shall be valid until December 31, 2022, unless suspended or revoked prior to its expiration.

Issued this ____ day of _____, 2022 in _____, Philippines.

[Name of RED]

Regional Executive Director

Merchant Registration Number: [insert number here]

ANY ERASURES OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT THE DEPARTMENT OF AGRICULTURE DRY SEAL



DEPARTMENT OF AGRICULTURE
Regional Field Office [.]
[Office Address]

Certificate of Participation

is issued to

[Name of Attendee]

of
[Merchant Name (Store)]

for having satisfactorily completed the Operations Training for the Department of Agriculture – Fertilizer Discount Voucher Support to Farmers.

Issued this ____ day of _____, 2022 in _____, Philippines.

[Name of RED]

Regional Executive Director

ANY ERASURES OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.

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ANNEX B
BENEFICIARY MASTERLIST

DEPARTMENT OF AGRICULTURE
REGION: _____
LIST OF FARMER-BENEFICIARIES
PROGRAM/PROJECT: _____

PROVINCE: _____
MUNICIPALITY: _____

BARANGAY: _____
TYPE OF AGRICULTURAL INPUT: _____

CROPPING SEASON: _____

No.	RSBSA Registration No.	Last Name + Suffix	First Name	MI	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)	Commodity (YC/WC/Cassava)	Variety used (NSIC Registration No.)	Cluster/Organization/Ass ociation
1															
2															
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Prepared by: _____
Agricultural Technician

Submitted by: _____
City/Municipal Agriculturist

Noted by: _____
City/Municipal Mayor

Certified correct: _____
Provincial Agriculturist

CAFC/MAFC _____

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ANNEX C BENEFICIARY MASTERLIST FILE FOR UPLOADING TO IMP

RSBSA_REFERENCE_ NUMBER	BENEFICIARY_ NAME_1 (LAST NAME)	BENEFICIARY_ NAME_2 (FIRST NAME)	BENEFICIARY_ NAME_3 (MIDDLE INITIAL)	BENEFICIARY_ NAME_4 (SUFFIX)	ADDRESS_1 BARANGAY	ADDRESS_2 MUNICIPALITY	ADDRESS_3 PROVINCE	BIRTHDAY MM/DD/YYYY	SEX MALE/FEMALE	CONTACT_NUMBER MANDATORY (9191234567)	4Ps Beneficiary (YES/NO)	Indigenous People (YES/NO)	PWD (YES/NO)	Farm Area (ha)	Commodity (YC/WC/Cassava)	VARIETY USED (NSIC Registered No.)	Cluster/Organizati on/Association	VOUCHER AMOUNT	FUND SOURCE RFO (GAA/SUPPLEMENTAL)	SEASON DSWS
-------------------------	---------------------------------	----------------------------------	--------------------------------------	------------------------------	--------------------	------------------------	--------------------	---------------------	-----------------	---------------------------------------	--------------------------	----------------------------	--------------	----------------	---------------------------	------------------------------------	-----------------------------------	----------------	------------------------------------	-------------

Notes:

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

Use the RSBSA number in their registration stubs

For name, ensure to fill the name in their 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 - YYYY/MM/DD e.g. for March 8, 1990 enter 1990/03/08, make sure not to interchange the month and date

For sex, please type male or female

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

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

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

For commodity, type YC for Yellow Corn, WC for White Corn, and/or Cassava

For variety used, please type the NSIC-registered number

For cluster, organization or association, please input the complete name of the cluster/association.

For fund source, please indicate whether funds are sourced from GAA or Supplemental funds

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

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ONBOARDING FILE STRUCTURE

File Format: MS Excel File

File Naming Convention:

Name	Type	Description	Examples
File Type	XXXX XX	6-character File Type	ONBINT = On boarding initial file; ONBEXP = On boarding exception file
Project Type Code	XXXX	4-character Pre-Defined Project Type Code	CORN
PSGC Province	XXX	3-character PSGC Province Code	NCR
Tie-Up Code	XXXX	3-character pre-Defined Tie-Up Code	DBP
Year	yy	2-digit year of Transaction	22 = 2022
Month	mm	2-digit month of Transaction	Aug = 08
Day	dd	2-digit day of Transaction	Day 3 = 03
Batch Sequence Number	000	3-digit Sequential batch number. Starts with 001 to 999. Should be reset daily.	001
Version	_vXX	4-character version number	_V1 =version 1

Sample: ONBINTCORNNCRDBP20220803001_V1

File Structure:

ONBINT File

Data Filed	Data Type	Default Values	Remarks
SYSTEM_GENERATED_RSBSA_NUMBER	varchar(100)	Rsbsa number	Required: Yes
LASTNAME	varchar(100)	Last name	Required: Yes
FIRSTNAME	varchar(100)	First name	Required: Yes
MIDDLENAME	varchar(100)	Middle name	Required: Yes
SUFFIXNAME	varchar(100)	Suffix name	Required: Yes
BARANGAY	varchar(100)	Barangay	Required: Yes
MUNICIPALITY	varchar(100)	Municipality	Required: Yes
PROVINCE	varchar(100)	Province	Required: Yes
REGION	INT (15)	Based on PSGC code*	Required: Yes
BIRTHDAY	Date (10)	YYYY/MM/DD	Required: Yes
SEX	varchar(06)	MALE or FEMALE	Required: Yes
CONTACT_NUMBER	INT (10)	10 digit number	Required: Yes
4PS_BENE	varchar(03)	YES or NO	Required: Yes
IP	varchar(03)	YES or NO	Required: Yes
PWD	varchar(03)	YES or NO	Required: Yes
FARM_AREA	DECIMAL (10,2)	Number of hectares	Required: Yes
COMMODITY	varchar(07)	YC or WC or CASSAVA	Required: Yes





Data Filed	Data Type	Default Values	Remarks
VARIETY	varchar(100)	NSIC Registered number	Required: Yes
CLUSTER	varchar(100)	Association	Required: Yes
AMOUNT	DECIMAL (15,2)	Voucher amount	Required: Yes
FUND_SOURCE	varchar(100)	RFO Fund source e.g. (RFO1 or COMMONWEALTH)	Required: Yes
SEASON	varchar(02)	DW or WS	Required: Yes

*PSGC CODE:

<http://202.90.134.34/classification/psgc/?q=psgc/summary>

ONBEXP File

Data Filed	Data Type	Default Values	Remarks
SYSTEM_GENERATED_R SBSA_NUMBER	varchar(100)	Rsbsa number	Required: Yes
LASTNAME	varchar(100)	Last name	Required: Yes
FIRSTNAME	varchar(100)	First name	Required: Yes
MIDDLENAME	varchar(100)	Middle name	Required: Yes
SUFFIXNAME	varchar(100)	Suffix name	Required: Yes
BARANGAY	varchar(100)	Barangay	Required: Yes
MUNICIPALITY	varchar(100)	Municipality	Required: Yes
PROVINCE	varchar(100)	Province	Required: Yes
REGION	INT (15)	Based on PSGC code*	Required: Yes
BIRTHDAY	Date (10)	YYYY/MM/DD	Required: Yes
SEX	varchar(06)	MALE or FEMALE	Required: Yes
CONTACT_NUMBER	BIGINT (10)	10 digit number	Required: Yes
4PS_BENE	varchar(03)	YES or NO	Required: Yes
IP	varchar(03)	YES or NO	Required: Yes
PWD	varchar(03)	YES or NO	Required: Yes
FARM_AREA	DECIMAL (10,2)	Number of hectares	Required: Yes
COMMODITY	varchar(07)	YC or WC or CASSAVA	Required: Yes
VARIETY	varchar(100)	NSIC Registered number	Required: Yes
CLUSTER	varchar(100)	Association	Required: Yes
AMOUNT	DECIMAL (15,2)	Voucher amount	Required: Yes
FUND_SOURCE	varchar(100)	RFO Fund source e.g. (RFO1 or COMMONWEALTH)	Required: Yes
SEASON	varchar(02)	DW or WS	Required: Yes
REMARKS	varchar(100)	(duplicate/matched/payout)	Required: Yes

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ANNEX D 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 beneficiary masterlist 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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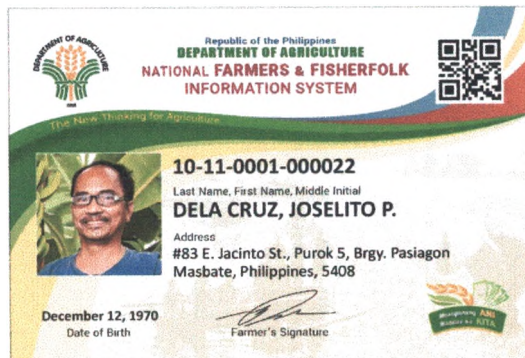
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ANNEX E SAMPLE PHOTOS FOR DATA CAPTURE

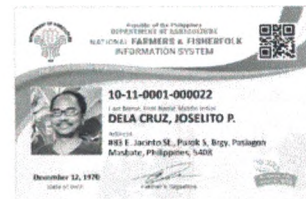
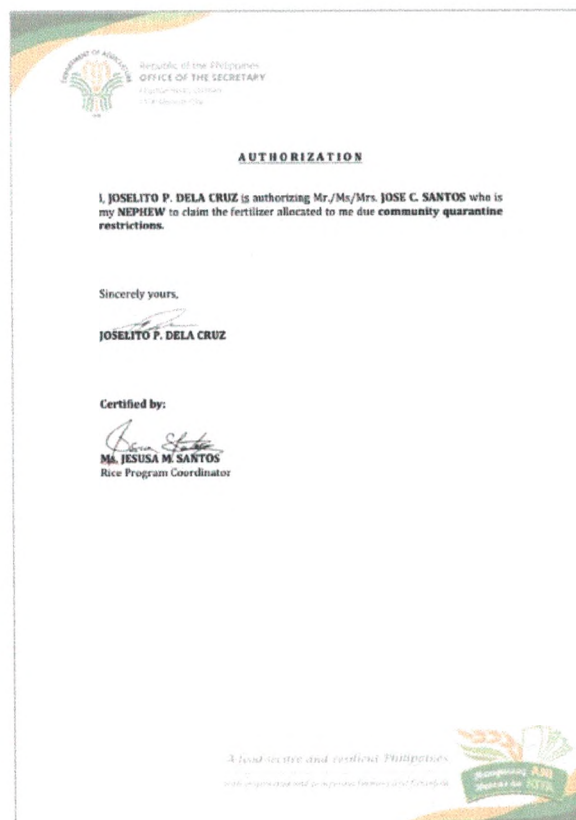
Sample Photos for Data Capture

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



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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 12th day of MAY 2021 at OFFICE OF THE MUNICIPAL AGRICULTURIST, MASBATE.


Ms. MARIA LOURDES A. SANTOS
Municipal Agriculturist

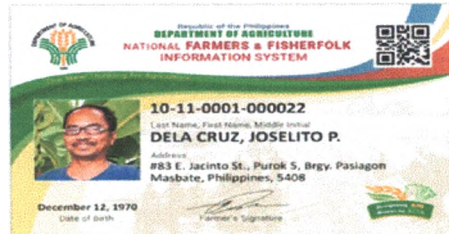
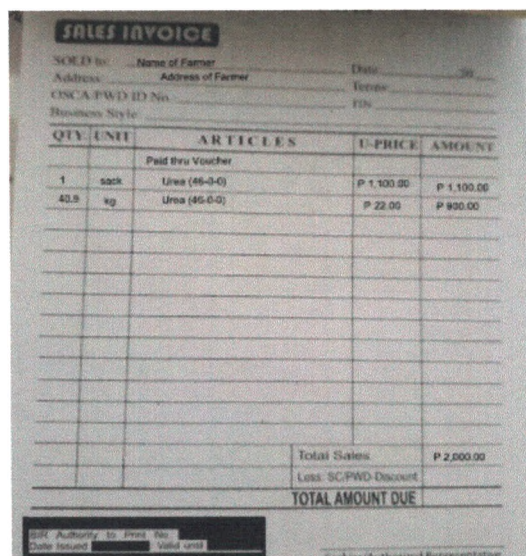


Photo 2: Receipts

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	ARTICLES	U-PRICE	AMOUNT
Paid thru Voucher				
1	sack	Urea (46-0-0)	P 1,100.00	P 1,100.00
40.8	kg	Urea (46-0-0)	P 22.00	P 900.00
Total Sales				P 2,000.00
Less: SC-PWD Discount				
TOTAL AMOUNT DUE				

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.

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SALES INVOICE

SOLED to: Name of Farmer _____ Date: _____
Address: Address of Farmer-Beneficiary _____
OSCA/PWD ID No. _____
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
40.9	kg	Urea (46-0-0)	P 22.00	P 900.00
Sub-total				P 2,000.00
Paid by farmer				
9.1	kg	Urea (46-0-0)	P 22.00	P 200.00
Sub-total				P 200.00
Total Sales				P 2,200.00
Less: SC/PWD-Discount				
TOTAL AMOUNT DUE				P 2,200.00

Full Authority to Print No. _____
Cachet/Authorized Representative _____

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

SOLED to: Name of Farmer _____ Date: _____
Address: Address of Farmer _____
OSCA/PWD ID No. _____
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
40.9	kg	Urea (46-0-0)	P 22.00	P 900.00
Total Sales				P 2,000.00
Less: SC/PWD-Discount				
TOTAL AMOUNT DUE				

Full Authority to Print No. _____
Cachet/Authorized Representative _____

SALES INVOICE

SOLED to: Name of Farmer _____ Date: _____
Address: Address of Farmer _____
OSCA/PWD ID No. _____
Business Style: _____

QTY	UNIT	ARTICLES	U-PRICE	AMOUNT
Paid by farmer				
9.1	kg	Urea (46-0-0)	P 22.00	P 200.00
Total Sales				P 200.00
Less: SC/PWD-Discount				
TOTAL AMOUNT DUE				

Full Authority to Print No. _____
Cachet/Authorized Representative _____

Photo 3: Farmer-beneficiary/Representative with claimed fertilizer



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ANNEX F LIST OF ACCEPTABLE IDENTIFICATION DOCUMENTS

- Alien Certification of Registration (ACR)
- Armed Forces of the Philippines (AFP) ID
- Association-issued ID
- Barangay Certification
- DA issued ID
- Department of Labor and Employment (DOLE) Visa
- Department of Labor and Employment (DSWD)-issued ID
- 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
- LGU-issued ID
- National ID
- National Bureau of Investigation (NBI) Clearance
- National Council for the Welfare of Disabled Persons (NCWDP) Certification
- 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
- 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
- Tax Identification Number (TIN) ID
- Unified Multi-Purpose ID (UMID)
- Voter's ID
- Voter's Certification
- Other IDs – DA to submit samples for Government Bank's accreditation

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ANNEX G AUTHORIZATION LETTER



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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]**

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ANNEX H
VOUCHER UTILIZATION MASTERLIST

NAME OF MERCHANT: _____
ADDRESS: _____

No.	VOUCHER CODE	Last Name + Suffix	First Name	MI	Commodity (YC/WC/Cassava)	Variety used/ to be used	Cluster/Organization/ Association	Fertilizer Purchased (Urea, Complete, etc.)	Volume of Fertilizer (kg)	Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
TOTAL										

Submitted by: _____
Merchant

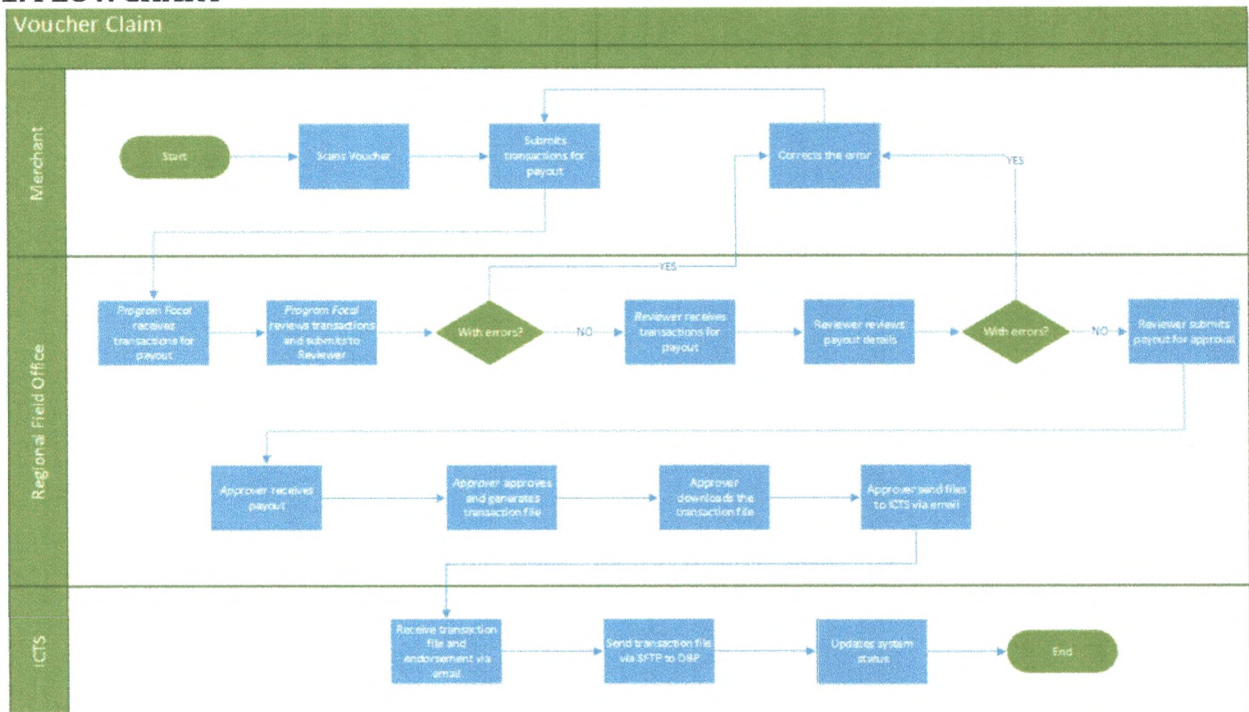
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**ANNEX I
SETTLEMENT**

1. FLOWCHART



Reminders: Daily Timelines

Saturday, 12:01 AM - Tuesday, 12 NN	Merchant to Submit Transaction Records to RFO
Tuesday, 12:01 PM - Thursday, 11:00 AM	RFO to endorse transaction records to ICTS
Tuesday 1:00pm to Friday, 12 NN	ICTS to forward settlement report to Government Bank
12NN	Government Bank to process settlement claims
1 to 2 banking days*	Payment credited to merchant account (Government Bank account)
2 to 3 banking days*	Payment credited to merchant (Other bank account)

* May vary depending on circumstances





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ANNEX J
FORM FOR ENDORSEMENT OF SETTLEMENT REPORTS

MEMORANDUM

FOR : ICTS DIRECTOR

**FROM : THE REGIONAL EXECUTIVE DIRECTOR
REGION**

**SUBJECT : ENDORSEMENT OF TRANSACTIONS FOR SETTLEMENT OF
PAYMENTS UNDER THE NATIONAL CORN PROGRAM INORGANIC
FERTILIZER DISCOUNT VOUCHER SUPPORT TO CORN AND
CASSAVA FARMERS**

This is to respectfully endorse to your office the settlement report using the prescribed credit file format with complete details for the successful transactions under the implementation of the National Corn Program Fertilizer Discount Voucher Support to Corn Farmers.

Attached is/are the file/s, for your perusal.

[Signature]
Regional Executive Director

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ANNEX K 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 Corn Program – Inorganic Fertilizer Discount Vouchers to Corn and Cassava 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 the 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]

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