



June 26, 2023

**MEMORANDUM ORDER**

No. 45  
Series of 2023

**SUBJECT: SUPPLEMENTAL GUIDELINES FOR THE DISTRIBUTION OF NATIONAL RICE PROGRAM - FERTILIZER ASSISTANCE FOR RICE FARMERS STARTING 2023 CROPPING SEASONS**

This Memorandum provides additional guidelines to the Memorandum Order No. 14, "Implementing Guidelines for the Distribution of National Rice Program -Fertilizer Assistance for Rice Farmers Starting 2023 Cropping Seasons" for better program implementation in the Cordillera Administrative Region to maximize the potential impact of the fund. Further, this guideline seeks to address the following concerns experienced in the previous seasons of implementing the program such as: (1) to avoid excessive and exorbitant pricing being imposed by merchants; (2) to ensure the quality of the fertilizer being delivered; (3) make convenient for beneficiaries to claim the assistance; (4) eliminate conversion of the fertilizer assistance into other goods or cash; and (5) avoid non-claiming of vouchers by farmers with small voucher amount.

Thus, ITEM VI. IMPLEMENTATION SCHEME of **MC No. 14, series of 2023**, the following shall be included: (1) setting the price limit; and (2) minimum requirements for the venue of the caravan.

**IMPLEMENTATION SCHEME**

**1. Setting the Price Limit**

The prevailing price as monitored by the Fertilizer and Pesticide Authority (FPA) at the time the merchant ordered the stocks from his or her distributor shall be used as base price. The merchant may add not more than 6% of the prevailing or base price for profit margin and other incidental costs.

However, the prevailing price mentioned above shall be that which was monitored by the FPA not more than 14 days prior to the date of distribution as scheduled by the DA RFO CAR.

In the event that the merchant is required by DA-CAR to distribute the fertilizers in areas outside the merchant store or warehouse, the merchant may add a delivery cost which should not be more than 50% of actual prevailing delivery cost being charged by public utility vehicles. The delivery cost shall be certified by the concerned Municipal/City Agriculturist. In addition, farmers may seek the assistance of LGU's in the hauling/delivery of inputs for distribution during caravans in the barangays.

**2. Minimum Requirements for the Venue of the Caravan**

The following shall be the criteria in selecting the venue of caravan and shall be validated by the Office of the Municipal Agriculturist:



Republic of the Philippines  
**REGIONAL FIELD OFFICE-CORDILLERA ADMINISTRATIVE REGION**  
BPI Compound, Guisad  
2600 Baguio City

1. The barangay where majority of the beneficiaries are residents or most accessible to other beneficiaries from adjacent barangays as convergence site of the farmers.
2. With wide open space for parking and easy maneuvering of delivery trucks.
3. With buildings, facilities, or natural shades for the farmers can freely access for protection from rain or heat.
4. With chairs or benches for the beneficiaries while waiting for their turn to receive and tables for the event coordinators and facilitators.
5. In case of extreme heat from the sun or the venue is enclosed with limited ventilation, sufficient number of electric fans shall be made available.
6. The supplier should ensure the security of the fertilizer inputs including protection to adverse weather conditions.
7. Toilets must be available within the vicinity.

The DA-RFO-CAR staff under the rice program or the Agricultural Provincial Coordinating Office (APCO) with the Provincial Agriculturist or the Municipal Agriculturist shall inspect the warehouse, smartphones, hauling trucks and manpower of the merchant at least one week before the pre- scheduled caravan.

Samples of the fertilizer shall be taken at random and will be subjected to laboratory analysis with the result of analysis available at least one week prior to the conduct of the caravan and, the cost of which shall be shouldered by the merchant.

All other provisions in Memorandum Circular 14 shall remain in order.

This Supplemental Guidelines shall take effect upon approval of the USEC for Rice Industry Development and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 27 day of June 2023.

  
**CAMERON P. ODSEY**  
*Regional Executive Director*

**APPROVED / DISAPPROVED:**  
  
**LEOCADIO S. SEBASTIAN, Ph.D., CESO I**  
*Undersecretary for Rice Industry Development*



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