



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

**MEMORANDUM ORDER**

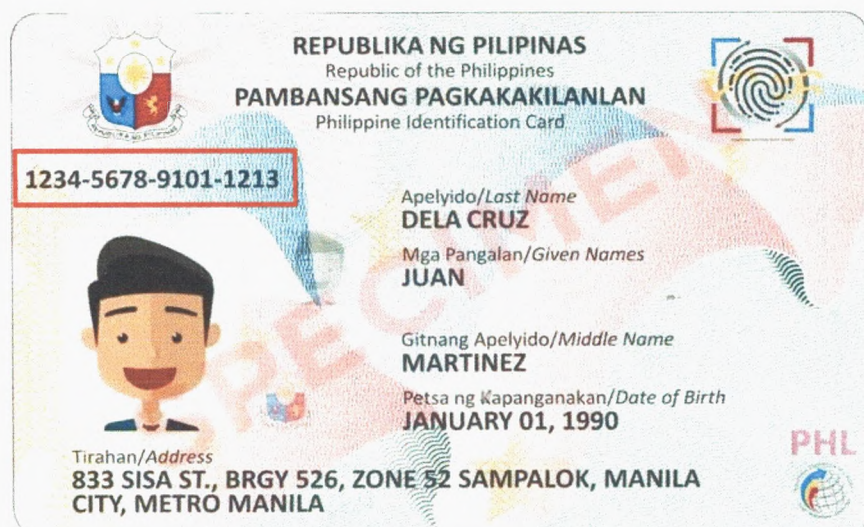
No. 50  
Series of 2023

**SUBJECT : COLLECTION OF PHILSYS INFORMATION OF AGRI-FISHERY STAKEHOLDERS IN COMPLIANCE TO MEMORANDUM CIRCULAR NO. 95, SERIES OF 2022**

In the exigency of the service and in compliance with Memorandum Circular 95, Series of 2022, issued by the Office of the President on February 07, 2022, particularly in relation to the integration of the Philippine Identification System into the agency's processes, databases, systems and services, this Order is hereby issued to provide the procedural guidelines on the collection of PhilSys Card Number (PCN) and/or PhilSys Transaction Reference Number (TRN). Anent to this, DA memorandum dated 09 March 2023 was initially issued to inform DA offices of the partnership activities between DA and PSA relative to PhilSys implementation.

**PhilSys Card Number (PCN)** is a 16-digit uniquely-generated number which can be found on the PhilID, more commonly referred to as the National ID, or in the ePhilID. Kindly refer to the image below to be guided.

PhilSys Card Number  
(PCN)




PhilID (National ID) - front

PhilSys Card Number  
(PCN)

CUT HERE

REPUBLICA NG PILIPINAS  
Republic of the Philippines  
PAMBANSANG PAGKAKALILANLAN  
Philippine Identification



PCN: 1234-5678-9012-3456

Apelyido/Last Name  
**CASQUINO**

Mga Pangalan/Given Names  
**MARISSE CHEZELLA  
PAULINA**

Gitnang Apelyido/Middle Name Suffix  
**ONINCO**

Kasarian/Sex  
**FEMALE**

Katagayang Sibil/Marital Status  
**SINGLE**

Araw ng Kapanganakan/Date of Birth  
**MARCH 7, 1989**



Uri ng Dugo/Blood Type  
**O**

Lugar ng Kapanganakan/Place of Birth  
**CITY OF MARIKINA, METRO MANILA, PHILIPPINES**

Tirahan/Address  
**80 BAGONG NAYON STREET, MALANDAY, CITY OF MARIKINA, 1805**

ePhilID Generation Date  
**12 SEPTEMBER 2022**

Authenticate this ePhilID using PhilSys Check at [verify.philsys.gov.ph](http://verify.philsys.gov.ph)  
If found, please return to the nearest PSA Office

 ePhilID   
www.psa.gov.ph  
www.philsys.gov.ph  
Hotline 1388 (fees may apply)

CUT HERE

**REMINDERS**

1. Present your ePhilID as a valid proof of identity.
2. Your ePhilID contains all the information in the PhilID and has the same functionality and validity.
3. To safekeep your ePhilID, keep it clean and crumple-free. The ePhilID may also be laminated.
4. Your ePhilID may be cut and folded crosswise. Avoid folding at the QR code.
5. If found, please return to the nearest PSA Office.

Authenticate this ePhilID using PhilSys Check at [verify.philsys.gov.ph](http://verify.philsys.gov.ph)  
www.psa.gov.ph  
www.philsys.gov.ph  
Hotline 1388 (fees may apply)

**PAALALA**

1. Ipakita ang iyong ePhilID bilang valid proof of identity.
2. Laman ng ePhilID ang impormasyong makikita sa PhilID. Parehong valid at isa ang gamit ng mga ito.
3. Upang mapangalagaan ang iyong ePhilID, panatilihin itong malinis at walang lukot. Maari din itong ipa-laminate.
4. Maaaring pupitin at tupin ang iyong ePhilID nang pahalang, iwasan ang pagtupi sa QR code.
5. Kung nahanap, ibalik ito sa pinakamalapit na PSA Office.

ePhilID Generation Date: 12 SEPTEMBER 2022

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ePhilID

**PhilSys Transaction Reference Number (TRN)** is a 29-digit uniquely-generated number which can be found on the provided PhilSys Transaction Slip once the individual has accomplished PhilSys (National ID) Step 2 Registration process. The PhilSys Transaction Slip is to be presented when the PhilID has been delivered. Kindly refer to the image below to be guided.

REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

PHILIPPINE IDENTIFICATION SYSTEM

**PHILSYS TRANSACTION SLIP**


Registration Center: Metro Manila

Name: MARY JOY DESTORA GALANG

Transaction Number: 700002499440150420210609003216

**NOTE: DO NOT SHARE YOUR TRANSACTION SLIP TO ANYONE OR POST ON SOCIAL MEDIA.  
Please keep your transaction number and QR code safe, secure, and confidential.**

**Transaction Number: 700002499440150420210609003216**



5398  
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**INFORMATION**

Present this Transaction Slip in claiming your PhilID Card.  
This is an electronically-generated slip.  
This is NOT a PhilID Card.  
For any concerns or queries on PhilSys, please call hotline 1388 or email [info@philsys.gov.ph](mailto:info@philsys.gov.ph).

PhilSys Transaction Slip

The collection of PCN and/or TRN from all our agri-fishery stakeholders during intervention activities or any other activities where personal engagement with our agri-fishery stakeholders is carried out may be accomplished as follows:

**I. During intervention activities**

- A. Two weeks prior to the target conduct of the activity, the activity coordinators must log the activity schedule and venue in the shared Google Sheet matrix with PSA-PhilSys through link [bit.ly/DA-PSA\\_co-location-sched](https://bit.ly/DA-PSA_co-location-sched). Target beneficiaries of the activity should also be informed to bring a copy of their PhilID (National ID), ePhilID or Transaction Slip if available on the day of the intervention activity.
- B. On the day of the activity, the PCN or TRN of the agri-fishery stakeholder must be collected, with a photocopy of their PhilSys ID or Transaction Slip attached. The same shall be recorded using this template: [bit.ly/PhilSysInfo-DATemplate](https://bit.ly/PhilSysInfo-DATemplate).
- C. The collected PCN and/or TRN and accomplished PhilSys data collection sheet shall be endorsed to the RSBSA-Regional Program Management Office (RSBSA-RPMO) for official encoding into the Farmers and Fisherfolk Registration System (FFRS).



**II. New RSBSA Enrollment**

- A. In case of new RSBSA Enrollment, the RSBSA enumerator or the City/Municipal Agriculture Office (C/MAO) assisting RSBSA registration shall advise the RSBSA enrollee to prioritize presenting their PhilID (National ID) as their valid proof of identity.

If their PhilID (National ID) has not yet been delivered, in addition to other valid proof of identity as attachment, the enrollee must write their TRN at the top-right corner of the filled-out RSBSA Enrollment Form and attach the photocopy of the PhilSys Transaction Slip. Kindly refer to the image below to be guided.

TRN: 01234567891234567891234567890

REVISED VERSION: 03-2021

 <p><b>ANI AT KITA</b> <b>RSBSA ENROLLMENT FORM</b> REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)</p> <p>ENROLLMENT TYPE &amp; DATE ADMINISTERED: <input type="checkbox"/> New <input type="checkbox"/> Updating</p> <p>Reference Number: _____</p> <p style="text-align: right;"></p>	<p><b>2x2 PICTURE</b></p> <p>PHOTO TAKEN WITHIN 6 MONTHS</p>
<b>PART I: PERSONAL INFORMATION</b>	
SURNAME	FIRST NAME
MIDDLE NAME	EXTENSION NAME
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	


Upper portion of the RSBSA Enrollment Form

- B. The collected PhilSys information (PCN or TRN) through accomplished RSBSA enrollment forms duly endorsed by the C/MAO shall then be encoded by RSBSA-RPMO hired encoders through the FFRS. Attached photocopy of PhilID, ePhilID, or Transaction Slip shall be encoded as well in the system.

### III. Updating of RSBSA Record


- A. RSBSA-registered individuals are advised to utilize the RSBSA Updating Slips (A and B) and fill-out the PCN or TRN field on the slip to update their record with their PhilSys information. Kindly refer to the image below to be guided.
- B. The collected PhilSys information (PCN or TRN) through accomplished RSBSA Updating Slips (A and B) duly endorsed by C/MAO shall then be encoded by RSBSA-RPMO hired encoders through the FFRS. Attached photocopy of PhilID, ePhilID, or Transaction Slip shall be encoded as well in the system.

VERSION: 03-2023



REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)  
**UPDATING SLIP A: CHANGE OF PERSONAL INFORMATION**

Alamin ang iyong RSBSA No. gamit ang RSBSA Finder! I-scan ang QR na ito o pumunta sa website: [finder-rsbsa.da.gov.ph](http://finder-rsbsa.da.gov.ph)



**RSBSA No. (system-generated):** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

FIRST NAME	MIDDLE NAME	SURNAME	EXT. NAME

**PhilSys-registered?**  
 Yes    No

**With DA IMC?**  
 Yes    No

**With PhilID/ ePhilID? PCN:** \_\_\_\_\_

**No PhilID/ ePhilID? TRN:** \_\_\_\_\_

FROM	TO	REMARKS
<b>FULL NAME</b> (First Name, Middle Name, Surname, Ext. Name)		
<b>BIRTH DATE</b> (Month dd, yyyy)		
<b>COMPLETE ADDRESS</b> (House/Lot/Bldg./Purok, Street/Sitio/Subdivision, Barangay, City/Municipality, Province)		
<b>INFO CODE</b>	<b>OTHERS</b> (kindly refer to the LEGEND below and write the code in the first column)	
	Answer only if you wish to change the ff information <input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary	Answer only if you wish to change the ff information <input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary
<b>INFO CODE:</b> 1 - CIVIL STATUS                      4 - MOTHER'S MAIDEN NAME                      7 - FCA MEMBERSHIP 2 - SEX                                      5 - CONTACT NUMBER                                      8 - IP / ICC AFFILIATION 3 - BIRTHPLACE                              6 - RECORD STATUS                                      9 - VULNERABILITY CLASSIFICATION (PWD, 4Ps)		A - for correction B - for removal C - additional/ new information <b>Others, pls. specify</b>
<b>TRANSACTION CODE:</b> _____		

THIS OFFICIAL RSBSA UPDATING SLIP IS NOT FOR SALE

### RSBSA Updating Slip A



REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)  
**UPDATING SLIP B: CHANGE OF FARM PARCEL INFORMATION**

Alamin ang iyong RSBSA No. gamit ang RSBSA Finder! I-scan ang QR na ita o pumunta sa website: [finder-rsbsa.da.gov.ph](http://finder-rsbsa.da.gov.ph)



RSBSA No. (system-generated): \_\_\_\_\_

Full Name: \_\_\_\_\_

FIRST NAME MIDDLE NAME SURNAME EXT. NAME

PhilSys-registered?

Yes  No

With PhilID/  
ePhilID? PCN: \_\_\_\_\_

No PhilID/  
ePhilID? TRN: \_\_\_\_\_

**Instructions:**

- Kindly declare ALL FARM PARCELS you are currently tilling whether already declared during enrollment or not.
- ACTION: **RSBSA-Recorded Farm Parcel** - the farm parcel was declared during their RSBSA enrollment or latest updating and is still actively used by the farmer for cultivation.  
**Additional/New Farm Parcel** - the farm parcel is not yet recorded in the RSBSA but is a new addition to the farm parcels used by the farmer for cultivation. You are only required to submit one (1) copy of Ownership Document (see list at the back) for ADDITIONAL/NEW farm parcels.
- To know your parcel's GPX ID, you may refer to the georeferencing stub given during the actual field measurement of your farm parcels.
- In cases of intercropping, you may use the dedicated row to enumerate all intercropping commodities and the total intercropping farm size in hectares.
- If you wish to change your declared livelihood during enrollment, kindly report ALL LIVELIHOOD and KIND OF ACTIVITY/INVOLVEMENT applicable.

LIVELIHOOD	KIND OF ACTIVITY/INVOLVEMENT			
<input type="checkbox"/> Farmer	<input type="checkbox"/> Crops	<input type="checkbox"/> Livestock	<input type="checkbox"/> Poultry	
<input type="checkbox"/> Farmworker	<input type="checkbox"/> Land Preparation	<input type="checkbox"/> Planting/Transplanting	<input type="checkbox"/> Cultivation	<input type="checkbox"/> Harvesting
<input type="checkbox"/> Fisherfolk	<input type="checkbox"/> Fish Capture	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Gleaning	<input type="checkbox"/> Processing <input type="checkbox"/> Vending
<input type="checkbox"/> Agri-Youth	<input type="checkbox"/> Farming Household	<input type="checkbox"/> Formal Course	<input type="checkbox"/> Non-formal course	<input type="checkbox"/> Agri Activity/Program

**Upper portion of the RSBSA Updating Slip B**

This Order shall take effect immediately and shall remain in full force and effect unless revoked, revised, or amended.

Done this 20th day of July 2023, in Diliman, Quezon City, Philippines.

**DOMINGO E. PANGANIBAN**

Senior Undersecretary

*7/19*



DA-CO-FOS-MO20230713-00011