



Republic of the Philippines
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MEMORANDUM ORDER

No. 56

Series of 2023

SUBJECT : GUIDELINES ON UPDATING LIVELIHOOD AND FARM PARCEL INFORMATION IN THE REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)

I. RATIONALE

As an electronic database of farmers, farmworkers, fisherfolk, and agri-youth, the Registry System for Basic Sectors in Agriculture (RSBSA) serves as one of the references of the Department of Agriculture in planning, implementing, monitoring, and evaluating programs, projects, and activities. Hence, this calls for the registry to maintain updated and timely data and information in order to be able to provide reliable data.

Since the Updating of the RSBSA started in 2019 as spearheaded by DA, the RSBSA is implemented through the protocols provided in the Protocol for Registration and Updating of the RSBSA and RSBSA Supplemental Guidelines signed by then Secretary William D. Dar on September 19, 2019 and March 21, 2021 respectively. The issuances stipulate the protocols in conducting the registration, updating, validation and exclusion of records, among others. With the current protocol, RSBSA registrants may request to update their records through the use of the one-page RSBSA Enrollment Form, provided that they will select "Updating" as the type of enrollment in the form and indicate the information the registrant wishes to be updated.

In line with the recent developments in the implementation of the RSBSA registration and in response to the clamors from the local implementers calling for a more convenient updating mechanism, this guideline shall be issued for the deployment of a separate form to cater updating or request for changes in the declared information in the RSBSA through the "RSBSA Updating Slip B: Change of Livelihood and Farm Parcel Information".

II. GENERAL POLICY OVERVIEW

A. PROMOTION OF DIGITAL AGRICULTURE

The RSBSA, as an electronic database that collects personal information and farm parcel information of agri-fishery stakeholders, plays a big role in efficient identification, distribution, and monitoring of DA program beneficiaries.

This guideline aims to promote the use of digitalization in collecting, processing, safekeeping and maintaining of individual records of farmers and fisherfolk. With this, we would be capable of providing near real-time and accurate data for planning and monitoring of DA programs and projects.

B. HIGH STANDARDS OF ETHICS IN PUBLIC SERVICE

Under the Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

As such, in the implementation of this guideline, all involved personnel shall observe high standards of ethics.

C. EFFICIENT GOVERNMENT SERVICE DELIVERY

As mandated by Republic Act 11032 or also known as the Ease of Doing Business and Efficient Government Service Delivery Act, highly-technical transactions in the government shall in no case be longer than twenty (20) working days. Highly Technical Transaction is stipulated as application or request involving activities which pose danger to public health, public safety, public morals, public policy and highly technical application.

As an electronic database that handles large amounts of personal data and information that may be subjected to pose danger to public safety, the processing of data in the RSBSA shall be considered as a highly technical transaction. Hence, the updating of information in the RSBSA is subject to the twenty-day maximum duration of transaction.

D. INCLUSION AND NON-DISCRIMINATION

This guideline acknowledges equal rights and provides equal opportunities to all RSBSA registrants regardless of their sex, gender, age, race, ethnicity, religion, and disability. This guideline also promotes non-discrimination in all aspects and processes in accommodating all requests for updating from RSBSA-registered farmers, farmworkers, fisherfolk, and agri-youth.

III. SCOPE/COVERAGE

This guideline shall cover all RSBSA-registered farmers, farmworkers, fisherfolk and agri-youth that request to add, change, remove, and make necessary changes to their declared livelihood and farm parcel information in the RSBSA.

IV. DEFINITION OF TERMS

- A. Agri-Youth-** based on the definition set by Philippine Statistics Authority (PSA), youth are individuals belonging to the age group of 15 to 30 years old. However, for the purpose of this guideline, agri-youth refers to a person whose age range from 12 to 30 years old and is engaged to any agricultural activity such as (1) being part of a farming household; (2) attending/attended formal or non-formal agri-fishery related course; and/or (3) participated in any agricultural activity/ program.
- B. Farm Parcel** - as defined by the Philippine Statistics Authority, "farm parcel refers to a contiguous piece of land under one form of tenure without regard to land use". In this context, a farm parcel can be composed of smaller pieces of land subject to a certain land use each called a field.
- C. Farmer-** as derived from R.A 6657 or Comprehensive Agrarian Reform Law of 1988, farmer refers to a natural person whose livelihood is the cultivation of land or the production of agricultural crops and/or livestock/poultry, either by himself/herself, or primarily with the assistance of his/her immediate farm household, whether the land is owned by him/her, or by another person under a leasehold or share tenancy agreement or arrangement with the owner thereof, and whether for sale or for home consumption.
- D. Farmworker-** based on Republic Act No. 6657 or the Comprehensive Agrarian Reform Law of 1988, refers to "a natural person who renders service for value as an employee or laborer in an agricultural enterprise or farm, regardless of whether his/her compensation is paid on a daily, weekly, monthly or 'pakyaw' basis" and "includes regular and seasonal farm workers." It also pertains to an unpaid family member who is a farm laborer or farm worker but excludes workers such as drivers, tractor drivers, motorized farm equipment operators, office clerks, veterinarian and others in agriculture enterprise farms.
- E. Fisherfolk-** based on Republic Act 8550 or The Philippine Fisheries Code of 1998, refers to "people directly or personally and physically engaged in taking and/or culturing fishery and/or aquatic resources" whether for commercial purposes or for household consumption. It excludes fish vendors, fish processors, stevedores in fish ports, pump boat operator, fishery/aquaculture caretaker, and others. For the purposes of this Circular, the term "fisherfolk" shall also refer to fishworker and fishery operator.
- F. Georeferencing** - the process of assigning locations to geographical objects within a geographic frame of reference.

- G. GPX ID** - GPX ID refers to the unique identification number assigned to the RSBSA-registered farm parcel measured during the georeferencing process.
- H. Irrigated Land** - as defined in DA Administrative Order No. 01 Series of 2017, irrigated land refers to land serviced by natural irrigation or irrigation facilities. This includes lands where water is not readily available because existing irrigation facilities need rehabilitation or upgrading or where irrigation water is not available year-round.
- I. Rainfed Lowland** - refers to land at, near, or below the level of the sea and where there are not usually mountains or large hills. Similar to rainfed upland, rainfed lowland is solely dependent on rainfall for its water supply.
- J. Rainfed Upland** - refers to land which has no amenities to hold for standing water, but solely dependent on rainfall for its water supply. . It is usually located along elevated lands, along rivers, between hills, hillsides, and the like.

V. FUNDAMENTAL TOOLS AND REQUIREMENTS

A. RSBSA UPDATING SLIP B: CHANGE OF LIVELIHOOD AND FARM PARCEL INFORMATION

For the purposes of this guideline, this slip shall be called as "RSBSA Updating Slip B". This slip can be used to request any addition, removal, correction and/or in making any necessary changes in the declared livelihood and farm parcel information of the RSBSA-registered in their initial enrollment in the registry.

See Annex A for the RSBSA Updating Slip B: Change of Livelihood and Farm Parcel Information.

B. TYPE OF LIVELIHOOD AND FARM PARCEL INFORMATION

1. LIVELIHOOD AND ACTIVITY/INVOLVEMENT

As an operational definition in this guideline, livelihood refers to four (4) agricultural categories/stakeholders that are allowed to register in the RSBSA, to wit: farmers, farmworkers, fisherfolk, and agri-youth.

To completely update his/her livelihood, the registrant shall have to identify his/her actual activity or involvement in his/her corresponding livelihood.

In cases where an RSBSA-registered individual changed his/her livelihood or has entered into another agricultural activity and wishes to update his/her previously declared livelihood

information, the RSBSA Updating Slip B may be used to update his/her livelihood information.

2. STATUS OF PARCEL

In using the RSBSA Updating Slip B: Change of Livelihood and Farm Parcel Information, registrants shall be required to declare all their parcels, including those that are already recorded in the RSBSA and those parcels that do not need to be updated.

To counter further confusions, registrants shall need to identify the status of parcels, whether it is an additional/new parcel to be registered/updated or it is already registered in the RSBSA with no necessary changes.

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.

3. FARM LOCATION

As part of the profiling information, farm location is collected from regional down to barangay location information of the farm. With linking to farmer's information, this information serves as an identifier to locate the farm.

Unlike the residential address of the farmer, farm location is linked to the farm and not expected to be updated from time to time.

4. FARM SIZE/AREA

Size/area of farm declared by farmers to the RSBSA serves as primary reference for some offices of the Department of Agriculture for provision of farming inputs to farmer-beneficiaries.

Farm size/area to be declared shall be supported by ownership documents for further verification of its veracity. While for parcels that have been measured during georeferencing activity of RSBSA, verified size measured using GPS receiver shall be declared.

5. OWNERSHIP TYPE

Ownership or tenurial status may vary into three major types, to wit:



- a. **Registered Owner** is the individual who owns the farmland legally through any form of land tenure or as an Agrarian Reform Beneficiary (ARB) who acquired the land through the Comprehensive Agrarian Reform Program (CARP);
- b. **Tenant**, according to Republic Act 1199, is “a person who cultivates, with themselves and/or with the aid available from within their immediate farm household, the land belonging to, or possessed by, another, with the latter’s consent for purposes of production, sharing the produce with the landholder under the share tenancy system, or paying to the landholder a price certain or ascertainable in produce; and
- c. **Lessee** is a farmer sworn in agreement to pay to the landholder or the farmland owner a price certain in money under the leasehold tenancy system.

For any cases where a farmer-registrant cannot identify himself/herself in abovementioned types of ownership, the registrant may indicate its tenurial status using the dedicated line for “Others” in the Updating Slip B.

6. OWNERSHIP DOCUMENTS

To prove ownership of additional/newly declared farm parcels upon updating, registrants shall be required to present at least one (1) proof of ownership document for each parcel.

Similar to ownership documents acceptable to present and submit during the enrollment process to RSBSA, the updating process shall also accept the following documents as proof of ownership:

- a. Certificate of Land Transfer
- b. Emancipation Patent
- c. Individual Certificate of Land Ownership Award (CLOA)
- d. Collective CLOA
- e. Co-ownership CLOA
- f. Agricultural sales patent
- g. Homestead patent
- h. Free Patent
- i. Certificate of Title or Regular Title
- j. Certificate of Ancestral Domain Title
- k. Certificate of Ancestral Land Title
- l. Tax Declaration
- m. Others, specify (Barangay Certificate)

In cases where additional/new parcels will be supported by Barangay Certificate as proof of ownership, only certificates

issued by the barangay with the jurisdiction on the additional/new parcels shall be accepted.

Furthermore, RSBSA-recorded parcels with no necessary changes/updates shall no longer be required to be provided with proof of ownership documents.

7. ANCESTRAL DOMAIN AND AGRARIAN REFORM BENEFICIARY

In line with the goal of the RSBSA to partner with different government agencies for harmonization of databases, the RSBSA has coordinated with National Commission on Indigenous Peoples (NCIP) and Department of Agrarian Reform (DAR) for identification of RSBSA-registered that are also stakeholders of the said agencies.

Hence, farm parcels considered as ancestral domains are being identified for NCIP. While agrarian reform beneficiaries are being identified for DAR.

8. CROPPING SCHEDULE

As a tool of RSBSA in establishing cropping calendar for farming activities of parcels registered under the registry, the RSBSA collects the schedule of cropping of each parcel.

With identification of the cropping schedule of the parcels, the RSBSA may be able to refer to the declaration of the farmers in which months farm parcels are utilized for farming. At the same time, different commodities planted in different planting seasons and months will be captured.

This data may serve as reference for planning and monitoring of DA programs and services, especially for those programs and services that provide farming inputs to farmers prior to the planting season.

However, this collection of data does not apply to livestock and poultry stakeholders.

9. COMMODITY

In sync with the collection of cropping schedules, commodities to be planted/raised by the farmer in each parcel are collected.

Commodity to be planted/raised shall be specified by the farmer upon updating.

10. SIZE OF PARCELS ALLOCATED FOR EACH COMMODITY

To capture the maximum utilization of parcels with different commodities planted/raised, the size of parcel allocated for each commodity will be collected.

However, similar to collection of cropping schedules, this data shall not be collected from livestock and poultry stakeholders.

11. NUMBER OF HEADS AND/OR TREES

Similar to the purpose in collecting sizes of allocated parcels for each commodity, the number of heads and trees shall be collected.

However, this data shall only be collected from farmers planting high-value crops and/or raising livestock or poultry animals.

12. FARM TYPE

In the essence of this guideline, farm type shall be mainly categorized into the following:

Irrigated - as defined in DA Administrative Order No. 01 Series of 2017, irrigated land refers to land serviced by natural irrigation or irrigation facilities. This includes lands where water is not readily available because existing irrigation facilities need rehabilitation or upgrading or where irrigation water is not available year-round.

Rainfed Upland - This refers to land which has no amenities to hold for standing water, but solely dependent on rainfall for its water supply. It is usually located along elevated lands, along rivers, between hills, hillsides, and the like.

Rainfed Lowland - refers to land at, near, or below the level of the sea and where there are not usually mountains or large hills. Similar to rainfed upland, rainfed lowland is solely dependent on rainfall for its water supply.

13. ORGANIC AGRICULTURE PRACTITIONER

As part of strategies to identify organic agriculture practitioners among farmers across the country, the RSBSA, as one of the leading registry of all farmers in the country, collects information in relevance to organic agriculture.

Each row dedicated to commodities and cropping schedules in each parcel has a dedicated question whether or not the farmer is practicing organic farming. In this way, the RSBSA can collect the

number of organic farmers and the number of parcels utilized for organic farming.

14. GPX ID

For proper identification of farm parcels that wish to update, GPX ID shall be collected.

GPX ID refers to the unique identification number assigned to the RSBSA-registered farm parcel measured during the georeferencing process.

C. REQUIREMENTS

In updating livelihood and/or farm parcel information, registrants shall be required to submit the following:

1. Two (2) copies of accomplished and signed RSBSA Updating Slip B: Change of Livelihood and Farm Parcel Information
2. Photocopy of Acceptable Valid ID
3. For additional/new declared farm parcel, at least one (1) copy of acceptable ownership documents to the RSBSA (see Section V Paragraph B No. 6)

D. ACCEPTABLE VALID IDs TO RSBSA

Along with the accomplished RSBSA Updating Slip B, registrants must attach a photocopy of their Valid ID. The RSBSA has identified government-issued identification cards/certificates that are acceptable to submit to C/MAO. These are, but not limited to:

Birth Certificate	PSA/NSO/Civil Registry-issued Birth Certificates
PhilID/National ID/E-PhilID	Philippine Identification Card or Electronic-Philippine Identification
Passport	Philippine Passport
Driver's License	Land Transportation Office-issued Driving License
e-Card / UMID	Unified Multi-Purpose Identification
SSS ID	Social Security System Identification



PRC ID	Professional Regulation Commission Identification
IBP ID	Integrated Bar of the Philippines Identification
NBI Clearance	National Bureau of Intelligence-issued Clearance
Voter's ID	Commission on Elections-issued Voter's Identification Card/Certificate
TIN ID	Tax Identification Card
Pag-IBIG ID	Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno Identification
Senior ID	Senior Citizen's Identification
PWD ID	Persons with Disability Identification
Solo Parent ID	Solo Parent Identification Card
4Ps ID	Pantawid Pamilyang Pilipino Program Identification Card
Postal ID	Philippine Postal Identification Card
PhilHealth ID	Philippine Health Insurance Corporation Identification Card
City/Municipal/Barangay ID	City/Municipal/Barangay Identification
<i>Other non government-issued proof of identity that may be accepted:</i>	
Employee ID	Employee/Office Identification Card
School ID	Identification Card issued by any university, college, or school

Other IDs or documents issued by a government agency or institution not mentioned above, provided that it contains the bearer's picture and signature are acceptable.



E. FARMERS AND FISHERFOLK REGISTRATION SYSTEM (FFRS)

FFRS is an online system that serves as a tool in encoding collected and maintaining RSBSA records. For the purposes of this updating guideline, this tool shall also be used in encoding the requested changes in livelihood and farm parcel information of RSBSA registrants that shall automatically reflect in the RSBSA records.

F. RSBSA FINDER

To provide a mechanism for the RSBSA registrants to be aware of their uniquely assigned system-generated RSBSA Number, the RSBSA Finder was developed. The RSBSA-registrant may simply use the RSBSA Finder through any browser connected to the Internet by accessing the link *finder-rsbsa.da.gov.ph*.

Upon accessing the RSBSA Finder, registrants may input their full name, sex, and birthday to check their RSBSA Number (system-generated) which will be shown in a form of a temporary digital DA Interventions Monitoring Card (DA IMC).

VI. IMPLEMENTING AGENCIES/OFFICES

A. RSBSA-NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO)

1. The **DA-Planning and Monitoring Service (DA-PMS)** shall provide guidance in the formulation of policies and the overall plan of updating the registry in ensuring that the policies are aligned with existing laws, rules, and regulations and with the priorities of the Department.
2. The **DA-Field Operations Service (DA-FOS)** shall directly coordinate with the DA-RFOs and provide guidance to the execution of protocol and guidelines relative to the updating of existing RSBSA records.
3. The **DA-Information and Communications Technology Service (DA-ICTS)** shall lead in the deployment of the updating feature in the FFRS and conduct training for all users of the system. It shall also provide relevant technical support, manage, and maintain the FFRS.

B. RSBSA-REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)

1. The **Validator** shall conduct desk and field validation of the information declared in the RSBSA Updating Slips and documentary attachments received by the RPMOs. Validator shall be responsible for reviewing the completeness of the documents,

correctness of declarations, and veracity of the information prior to its approval and inclusion to the FFRS.

2. The **Encoder** shall be responsible in ensuring that all accomplished and validated RSBSA Updating Slips are encoded in the FFRS accurately and correctly, with reference as well to the attached documentary requirements.
3. The **Data Quality Assurance Officer** shall maintain and ensure the correctness and accuracy of data in the FFRS, and shall conduct cleansing measures to avoid duplication of records and occurrence of data errors. The Data Quality Assurance Officer shall be responsible for identifying and resolving probable duplicates in their respective region, in observance of the RSBSA Protocol in Reconciliation of Duplicates, and regularly check the quality of encoded data for possible errors (i.e. outlier records based on age and landholding; special characters; non-compliance with standard formatting, etc.). Verified errors shall be resolved to increase the quality of the database being maintained by the respective RPMOs.

C. LOCAL GOVERNMENT UNITS

1. The **City/Municipal Agriculture Office (C/MAO)** shall serve as the frontline agency in the conduct of the updating process. The C/MAO shall accommodate requests for updating/change of livelihood and farm parcel information of RSBSA registrants and shall conduct verification as to correctness and veracity of declared information and completeness of submitted requirements. After verification, the C/MAO is also responsible for the proper endorsement and transmittal of all accomplished RSBSA Updating Slips to the respective DA-RFO.

VII. PROCESS FLOW

A. GENERATION OF REQUEST SLIP

Registrants who wish to update their livelihood and farm parcel information may access the RSBSA Updating Slip B: Change of Livelihood and Farm Parcel Information through their respective DA-Regional Field Office (DA-RFO), City/Municipal Agriculture Office (C/MAO), or through the official website of the Department of Agriculture.

B. SUBMISSION OF ACCOMPLISHED REQUEST SLIP TO C/MAO

Upon accomplishment of the RSBSA Updating Slip and attachment of the necessary supporting documents, registrants shall submit their RSBSA Updating Slip to the C/MAO of their previous RSBSA registration.

Supporting documents include: photocopy of Valid ID, and ownership document supporting the request for additional/new parcel.

C. ENDORSEMENT OF VALIDATED REQUEST SLIP TO DA-RFO

Upon acceptance of the submitted RSBSA Updating Slip, the C/MAO shall administer the verification of correctness and veracity of declared information prior to its endorsement to the respective DA-RFO for encoding.

In pursuance to attain a more efficient service to our farmers and fishers and expedite the RSBSA transactions, C/MAOs are enjoined to accomplish the verification within 3 working days upon receipt of the completely accomplished RSBSA Updating Slip and requirements, and endorse approved requests to the DA-RFO for another 7 working days.

D. ENCODING/UPDATING OF REQUESTED CHANGES IN THE RSBSA RECORD

Approved requests endorsed by C/MAOs shall undergo another set of validation from the DA-RFO prior to encoding to be done by RSBSA-RPMO hired validators.

Once cleared and there are no errors, legitimacy doubts, and/or invalid attachments, the RSBSA Updating Slip shall be encoded by RSBSA-RPMO hired encoders through the FFRS uploading as well the scanned attached documents.

In cases where the validator has observed errors, legitimacy doubts, and/or invalid attachments, the request shall be returned to the C/MAO to be coordinated with the requestor.

It is vital to note that request for updating shall only affect information requested to be changed, and would not affect the entire information of the registrant declared upon enrollment nor replace the assigned RSBSA Number (system-generated) of the registrant.

E. UTILIZATION OF DATA COLLECTED FROM RSBSA UPDATING SLIP B

One of the primary uses of the RSBSA data is for the targeting of DA programs and project beneficiaries. Farmers and fishers profiled in the RSBSA are prioritized according to the provisions of the General Appropriations Act.

Through the issuance of this guideline and to have a standard reference of the records in the RSBSA database, DA Operating Units and Program/Project Implementers catering to agri-fishery individuals are highly encouraged to utilize the Farmers and Fisherfolk Information



System (FIMS) and follow the designated cut-off scheme of extraction of RSBSA records to be used for beneficiary targeting.

Program/Project Date of Implementation	Version of RSBSA records extracted
<p>Commencement date falls within March to September</p> <p>Example: RCEF Rice Farmers Financial Assistance FY 2023</p> <p>Start date of distribution: July 15, 2023</p>	<p>as of December 31 of the previous year</p> <p>Version of RSBSA records extracted thru FIMS: as of December 31, 2022</p>
<p>Commencement date falls within October to February</p> <p>Example: Fertilizer Discount Voucher Distribution</p> <p>Start date of distribution: January 2024</p>	<p>as of June 30 of the current year</p> <p>Version of RSBSA records extracted thru FIMS: as of June 30, 2023</p>

VIII. HANDLING SPECIAL CASES

A. SUBMISSION OF UPDATING SLIP B THROUGH AUTHORIZED REPRESENTATIVE

For cases where the RSBSA-registered farmer or fisherfolk cannot be able to submit the updating request by himself/herself, the RSBSA allows the submission through authorized representatives on his/her behalf. Provided that authorization letter signed by the registered and photocopy of representative's valid ID will be submitted along with the RSBSA Updating Slip B and other supporting documents.

B. USE OF BARANGAY CERTIFICATE AS PROOF OF OWNERSHIP

In cases where the registrant wishes to declare an additional/new parcel with Barangay Certificate as proof of ownership, it is necessary that a certificate to be submitted as proof shall be issued by the barangay with the jurisdiction over the location of the farm parcel.



Meanwhile, all required documents shall be submitted to the C/MAO of the previous RSBSA registration of the registrant for the facilitation of the request for updating.

IX. DATA PRIVACY COMPLIANCE

All implementing agencies and offices shall ensure compliance with the provisions of the Data Privacy Act of 2012, its Implementing Rules and Regulations, and all applicable issuances of the National Privacy Commission, including adherence to the general data privacy principles of transparency, legitimate purpose and proportionality, putting in place adequate safeguards for data privacy and security, and upholding of data subjects' rights, among others.

X. ACTS PENALIZED UNDER RELATED LAWS

A. FALSIFICATION OF DOCUMENTS

Any person committing any act of falsification may be held liable under the Revised Penal Code. The following acts constitute falsification:

1. Counterfeiting or imitating any handwriting, signature or rubric (e.g. filling out and signing of forms representing to be another person);
2. Causing it to appear that persons have participated in any act or proceeding when they did not in fact so participate (e.g. verifying true and correct the information on the registration form or certifications, such as stating that an enrollee is a farmer, when in reality is not);
3. Attributing to persons who have participated in an act or proceeding statements other than those in fact made by them;
4. Making untruthful statements in a narration of facts (e.g. underdeclaration or over-declaration of farm parcel hectarage for the sake of inclusion on intervention);
5. Altering true dates;
6. Making any alteration or intercalation in a genuine document which changes its meaning (e.g. changing or adding information on the enrollment form or the updating slips to reflect information that would make the enrollee entitled to intervention when in fact is not);
7. Issuing in an authenticated form a document purporting to be a copy of an original document when no such original exists, or including in such a copy a statement contrary to, or different from, that of the genuine original; or
8. Intercalating any instrument or note relative to the issuance thereof in a protocol, registry, or official book.



B. PENALTIES UNDER DATA PRIVACY LAWS

The following acts carry the penalty of imprisonment and fine under the Data Privacy Act of 2012:

- a. Unauthorized processing of personal information and sensitive personal information;
- b. Accessing personal information and sensitive personal information due to negligence;
- c. Improper disposal of personal information and sensitive personal information;
- d. Processing personal information and sensitive personal information for unauthorized purposes;
- e. Unauthorized access or intentional breach;
- f. Concealment of security breaches involving sensitive personal information;
- g. Malicious disclosure;
- h. Unauthorized disclosure; and/or
- i. Combination or series of acts as stated above.

XI. TRANSITORY

This Updating Guideline shall serve as auxiliary to the updating process stated in the RSBSA Supplemental Guidelines. Provisions in the latter inconsistent herewith shall be considered amended. Furthermore, remaining provisions shall remain valid unless otherwise revised.

XII. REPEALING

All orders or portions thereof inconsistent herewith are hereby modified or amended accordingly.

XIII. EFFECTIVITY

This guideline shall take effect immediately upon signing thereof and shall remain in full force and effect unless revoked, revised, or amended.

Done this day 11th of August 2023.

APPROVED / DISAPPROVED:

DOMINGO F. PANGANIBAN
Senior Undersecretary

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DA-CO-FOS-MO20230713-00012