



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**MEMORANDUM ORDER**

NO. 58  
 Series of 2023

**SUBJECT: SUPPLEMENTAL GUIDELINES FOR THE RCEF AND NRP INBRED CERTIFIED SEED DISTRIBUTION**

In view of the lessons learned from the 2023 Wet Season implementation, all implementing units and partners under the integrated inbred certified seed (CS) distribution of the RCEF Seed and National Rice Programs are hereby enjoined to adopt the following supplemental guidelines starting 2024 Dry Season.

**I. Location for claiming seed**

Farmers may only claim CS from the municipalities where their farms are located.

**II. List of eligible farmer-beneficiaries**

As stated in the Section V.c of DA Memorandum No. 30 S. 2023, to ensure the use of a uniform list of potential farmer-beneficiaries in the Rice Seed Monitoring System (RSMS) throughout any given season, a cutoff for updating the data is set as follows:

Farmers' List to be Used For	Cutoff Period for Updating the Farmers' List at the Regional Level and Uploading to the FFRS	DA-ICTS Submission of FFRS List to PhilRice for Uploading to the RSMS
Dry Season	June 30	2nd week of July
Wet Season	December 31	2nd week of January

However, the following cases must be taken into account:

**Case 1:** Farmers who were not listed in the 2024 DS RSMS or its generated Farmer Acknowledgement Receipt (FAR) but whose names were found in the RSBSA finder (<https://finder-rsbsa.da.gov.ph>) as verified by the City/Municipal Agriculture Officer (C/MAO) **will be eligible to receive CS.**

In such case, the C/MAO shall issue a certification of affirmation (*Annex A*). The farmer shall then fill-out the blank FAR for later encoding of the concerned PhilRice Station, in close coordination with RCEF-PMO IT.



Farmers who were not listed in the 2024 DS RSMS and whose registration cannot be validated from the RSBSA finder are **NOT ELIGIBLE** to claim seed from the program.

**Case 2:** Farmers who were not found in the 2024 DS RSMS but were reflected in the previous RSMS version (May 25, 2023/ Dec 30, 2022) shall be validated in the RSBSA finder. If found, the farmer may still claim seed following the procedure on case 1.

### III. Correction in farmer profile and area

In case of verified typographical error/s in the farmer's name or rice area indicated in the RSMS (e.g., misspelled name; 0.1 ha in the RSMS but 1 ha in the RSBSA enrollment form), the C/MAO may release seed support equivalent to the area indicated in the RSBSA enrollment form, provided that the following documents are presented and turned over during seed distribution:

for correction in farmer profile:

- (1) fill-out RSBSA updating slip A: Change of Personal Information (*Annex B*); and
- (2) Photocopy of the RSBSA enrollment form.

for correction in farm related information (e.g., area, location of farm parcel, etc.):

- (1) fill-out RSBSA updating slip B: Change of Farm Parcel Information (*Annex C*); and
- (2) Photocopy of the RSBSA enrollment form.

These slips will supersede the certification requirements of DA Memorandum No. 30 S. 2023. The C/MAO shall collect these slips and attach their photocopies including that of enrollment forms during submission of FAR.

To facilitate traceability, the correction must be highlighted in the FAR and the C/MAO staff shall put her/his initials beside the row corresponding to the farmer-beneficiary with the verified claim.

To encode the changes in the RSMS, the C/MAO shall collate the validated corrections and submit it to the PC assigned to them. RCEF Unit staff shall encode the consolidated list of verified corrections in the RSMS. The PC shall also use this list as reference in summarizing FAR and in validating distribution data in the RSMS.

The concerned RCEF Unit shall then provide a copy of the regional consolidated list to the concerned DA Regional Field Office (DA RFO) without prejudice to LGU submission of the original slips. Similarly, the RCEF PMO shall also forward the national consolidated list to the DA ICTS and RSBSA PMO for crossmatching with the Farmer and Fisherfolk Registry System (FFRS).

It shall be noted that the official updating of the farmer profile and farm related information in the RSBSA/FFRS is under the jurisdiction of the concerned DA RFO with assistance from the LGU.





#### IV. Consolidation of area to come up with the minimum eligible area (0.1 ha)

As stated in Section V.b of DA Memorandum No. 30 S. 2023, only farmers who are cultivating at least 1000 square meters (m<sup>2</sup>) or more (as declared in the RSBSA) are eligible to receive certified inbred seeds.

However, as agreed and discussed during the Rice Industry Stakeholders Engagement (RISE) meeting on July 27, farmers with rice areas of less than 0.1 ha may form an informal group and aggregate their farm sizes to meet the minimum area requirement and be eligible for seed support equivalent to 1 bag (20kg). To do so, they should authorize a farmer representative among themselves to claim the seed.

The selected farmer representative should fill-out the designated FAR provided submit/present the following:

- (1) Authorization letter signed by the represented farmers (**Annex D**);
- (2) Valid ID of the represented farmers (photocopy); and
- (3) Valid ID of the authorized representative (to be presented only).

#### V. Deceased Farmers

The C/MAO may release seed support equivalent to the area indicated in the RSMS to the farm administrator of a deceased farmer whose name is still reflected in the RSMS/RSBSA finder. The farm administrator will then sign as the authorized representative.

The following documents should be submitted during seed distribution:

- (1) *Certificate of Confirmation* issued by the C/MAO (**Annex E**); and
- (2) Photocopy of the death certificate.

To facilitate traceability, the C/MAO staff shall mark the row in the FAR corresponding to the farmer as deceased (D). The C/MAO shall attach these documents during FAR submission.

The concerned RCEF Unit shall consolidate these documents and update the RSMS. Without prejudice to LGU submission, the RCEF Unit shall provide the regional consolidated list of reported deceased farmers to respective DA RFOs for updating of the registry. Likewise, the RCEF-PMO IT will submit the national consolidated list to DA-ICTS and RSBSA PMO for crossmatching.

#### VI. SEPARABILITY CLAUSE

In the event that provisions of this document or any part thereof are declared invalid, the validity of all other provisions shall not be affected thereby.



**VII. REPEALING CLAUSE**

All relevant issuances that are inconsistent with these guidelines are hereby repealed, amended, or modified accordingly.

**VIII. EFFECTIVITY**

The terms set forth in these supplementary guidelines shall take effect starting 2024 Dry season seed distribution.

This memo is being issued pursuant to the Memorandum from the Executive Secretary dated February 8, 2023 defining the delegation of duties and functions as Undersecretary for Rice Industry Development of the DA particularly Sections a, b, c, d e, and f (*Annex F*)

Done this 18<sup>th</sup> day of August, 2023.



DA-CO-OSEC-MO20230822-00016

**LEOCADIO S. SEBASTIAN, PH.D.**  
Undersecretary for Rice Industry Development



**Annex A. Certificate of Affirmation**

Republika ng Pilipinas  
 Bayan ng \_\_\_\_\_  
 Lalawigan ng \_\_\_\_\_

**PAGPAPATUNAY NA ANG MAGSASAKA  
 AY NAKATALA SA RSBSA FINDER**

Pinatutunayan ko sa pamamagitan nito, na si G./Gng./Bb. (unang pangalan /gitna/ apelyido) \_\_\_\_\_ ay nakalista at nakatala sa Registry System for Basic Sectors in Agriculture (RSBSA) finder. Ang mga sumusunod ang kanyang impromasyon:

	Kaakibat na impormasyon
RSBSA system generated number	
Birthday (mm/dd/yyyy)	

Parcel Number	Parcel Address (Barangay, Municipality, Province)	Parcel Area

Ipinagkakaloob ang katunayang ito ngayong (petsa) ika-\_\_\_\_\_ ng *(buwan)* \_\_\_\_\_, (taon) \_\_\_\_\_ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture – Philippine Rice Research Institute (DA-PhilRice).

\_\_\_\_\_  
 Lagda at Pangalan ng  
 City/Municipal Agriculturist o  
 Agriculture Officer





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 PhilID/ ePhilID? PCN:  -  -

With DA IMC?  
 Yes  No 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 - RELIGION OR 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



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 PhilID/ ePhilID? PCN:  -  -

With DA IMC?  
 Yes  No 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 - RELIGION OR 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



I hereby declare that all information indicated in this slip are true and correct, and that they may be used by the Local Government Unit and the Department of Agriculture for the purposes of updating my information in the RSBSA and other legitimate interests of the Department pursuant to its mandates.

DATE	PRINTED NAME OF REGISTRANT	SIGNATURE OF REGISTRANT /	THUMBMARK <small><i>This field is required in case of absence of a signature or inability of the registrant to sign.</i></small>

Date Signed:

Date Received:

\_\_\_\_\_  
Name and Signature  
**CITY/MUNICIPAL AGRICULTURIST**  
(or authorized C/MAO Official)

\_\_\_\_\_  
Name and Signature  
**ENCODER**  
(from C/MAO or DA-RFO)

**DATA PRIVACY POLICY NOTICE**

The collection of personal information is for documentation, planning, reporting and policy-making in availing of agri-fishery related interventions. Processed data shall only be shared to partner agencies for planning, reporting and other use in accordance with the mandate of the agency. This is in compliance with the Data Sharing Policy of the Department.

You have the right to exercise your data subject rights as enumerated under Sec. 16 of the Data Privacy Act of 2012. To do so, please email the **Data Protection Officer** at [dpo@da.gov.ph](mailto:dpo@da.gov.ph).

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Date Signed:

Date Received:

\_\_\_\_\_  
Name and Signature  
**CITY/MUNICIPAL AGRICULTURIST**  
(or authorized C/MAO Official)

\_\_\_\_\_  
Name and Signature  
**ENCODER**  
(from C/MAO or DA-RFO)

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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 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?**                      **With PhilID/ ePhilID? PCN:** [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ]  
 Yes     No                      **No PhilID/ ePhilID? TRN:** [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ] - [ ]

- Instructions:**
- Kindly declare ALL FARM PARCELS you are currently tilling whether already declared during enrollment or not.
  - STATUS OF PARCEL: **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"/> <b>Farmer</b>	<input type="checkbox"/> Crops	<input type="checkbox"/> Livestock	<input type="checkbox"/> Poultry	
<input type="checkbox"/> <b>Farmworker</b>	<input type="checkbox"/> Land Preparation	<input type="checkbox"/> Planting/Transplanting	<input type="checkbox"/> Cultivation	<input type="checkbox"/> Harvesting
<input type="checkbox"/> <b>Fisherfolk</b>	<input type="checkbox"/> Fish Capture	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Gleaning	<input type="checkbox"/> Processing <input type="checkbox"/> Vending
<input type="checkbox"/> <b>Agri-Youth</b>	<input type="checkbox"/> Farming Household	<input type="checkbox"/> Formal Course	<input type="checkbox"/> Non-formal course	<input type="checkbox"/> Agri Activity/Program

**FARM PARCEL 1**

**STATUS OF PARCEL:**     Additional/New Farm Parcel                       RSBSA-recorded Farm Parcel

FARM PARCEL DESCRIPTION	CROPPING SCHEDULE (Ex: Jan-Mar)	COMMODITY	SIZE (HA)	NO. OF HEADS /TREES	Organic Agri? (Y/N)	GPX ID (N/A if not yet georeferenced)
Farm Location: _____ Barangay _____ City/Municipality _____ Province _____						<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
Total Area: _____ ha                      Within Ancestral Domain? [ ] Yes [ ] No Farm Type*: _____                      Agrarian Reform Beneficiary? [ ] Yes [ ] No Ownership Doc***: _____						<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
Ownership Type: [ ] Registered Owner [ ] Tenant                      Name of Land Owner: _____ [ ] Lessee                      Land Owner Registered in RSBSA? [ ] Yes [ ] No RSBSA Number (system-generated): _____	<b>For intercropping, use the row below</b>					<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
[ ] Others: _____						

**ROTATIONAL TILLER:** \_\_\_\_\_                      **REMARKS:** \_\_\_\_\_

**FARM PARCEL 2**

**STATUS OF PARCEL:**     Additional/New Farm Parcel                       RSBSA-recorded Farm Parcel

FARM PARCEL DESCRIPTION	CROPPING SCHEDULE (Ex: Jan-Mar)	COMMODITY	SIZE (HA)	NO. OF HEADS /TREES	Organic Agri? (Y/N)	GPX ID (N/A if not yet georeferenced)
Farm Location: _____ Barangay _____ City/Municipality _____ Province _____						<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
Total Area: _____ ha                      Within Ancestral Domain? [ ] Yes [ ] No Farm Type*: _____                      Agrarian Reform Beneficiary? [ ] Yes [ ] No Ownership Doc***: _____						<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
Ownership Type: [ ] Registered Owner [ ] Tenant                      Name of Land Owner: _____ [ ] Lessee                      Land Owner Registered in RSBSA? [ ] Yes [ ] No RSBSA Number (system-generated): _____	<b>For intercropping, use the row below</b>					<input type="checkbox"/> I forgot my GPX ID <input type="checkbox"/> N/A
[ ] Others: _____						

**ROTATIONAL TILLER:** \_\_\_\_\_                      **REMARKS:** \_\_\_\_\_







**Annex D. Sample Authorization Letter**

Republika ng Pilipinas  
Bayan ng \_\_\_\_\_  
Lalawigan ng \_\_\_\_\_

**LIHAM NG AWTORISASYON SA PAGKUHA NG BINHI**

Sa Kinauukulan,

Ako si (unang pangalan/gitna/apelyido) \_\_\_\_\_, may RSBSA bilang na \_\_\_\_\_ ay nagbibigay pahintulot kay G./Gng./Bb. \_\_\_\_\_ na kuhanin ang dekalidad na binhing palay ng inbred mula sa Rice Competitiveness Enhancement Fund na nakalaan para sa akin.

Hindi ko personal na makukuha ang binhing ito dahil sa sumusunod (i-tsek ang angkop na sagot):

- ako ay maysakit;
- ako ay matanda na (edad 60 pataas);
- ako ay buntis;
- ako ay *person with different ability* (PWD);
- ako ay person deprived of liberty (PDL);
- ako ay nasa ibang bansa (OFW) o kasalukuyang nasa ibang lugar sa bansa;
- ako ay pumayag na pag sama-samahin ang area upang makabuo ng 0.1 ha

Ipinagkakaloob ko ang katunayang ito ngayong (petsa) ika-\_\_\_\_\_ ng (*buwan*) \_\_\_\_\_, (taon) \_\_\_\_\_ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture - Philippine Rice Research Institute (DA-PhilRice). Kalakip nito ang aking RCEF ID/DA-IMS/valid ID.

\_\_\_\_\_  
Lagda at Pangalan ng Magsasaka



**Annex E. Certificate of Confirmation**

Republika ng Pilipinas  
Bayan ng \_\_\_\_\_  
Lalawigan ng \_\_\_\_\_

**PAGPAPATUNAY NA TAGAPANGASIWA NG LUPANG  
SINASAKA NG YUMAONG MAGSASAKA**

Pinatutunayan ko sa pamamagitan nito, na si G./Gng./Bb. (unang pangalan /gitna/ apelyido) \_\_\_\_\_ ay ang tagapangasiwa ng lupang sinasaka ng yumaong magsasaka na si (unang pangalan /gitna/ apelyido) \_\_\_\_\_. Siya ay nakalista sa Registry System for Basic Sectors in Agriculture (RSBSA) at nakatala sa Farmers and Fisherfolk Registry System (FFRS), at may RSBSA bilang na \_\_\_\_\_.

Ipinagkakaloob ang katunayang ito ngayong (petsa) ika-\_\_\_\_\_ ng (*buwan*) \_\_\_\_\_, (taon) \_\_\_\_\_ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture – Philippine Rice Research Institute (DA-PhilRice). Kalakip nito ang kopya ng Death Certificate ng yumaong magsasaka.

\_\_\_\_\_  
Lagda at Pangalan ng  
City/Municipal Agriculturist o  
Agriculture Officer