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Memorandum Circular

No.: 50

Series of 2023

SUBJECT : IMPLEMENTING GUIDELINES FOR THE DISTRIBUTION OF NATIONAL RICE PROGRAM - HYBRID RICE SEED ASSISTANCE FOR RICE FARMERS STARTING 2023-2024 CROPPING SEASON

1. RATIONALE/PROGRAM DESCRIPTION

Among the priority commodities for the increase in local food production is the country's food staple - rice. To increase farm productivity and crop yield, the DA promotes the use of high-quality seeds and appropriate fertilizer application.

The Department of Agriculture (DA) recognizes the importance of producing rice using hybrid seed varieties to increase farm productivity and farmers' income. In support of the utilization of modern technologies in the delivery of agricultural inputs, the Department shall include hybrid rice seed assistance using the voucher modality and the Interventions Monitoring Cards (IMCs). Thus, the creation of the National Rice Program - Hybrid Seed Assistance for Rice Farmers Starting 2023 Cropping Seasons.

2. DEFINITION OF TERMS

- 2.1. *Accreditation Process* refers to the pre-qualification of merchants through the submission of necessary documents subject to the evaluation by the DA-RFO and attendance to the system orientation training. Upon the completion of training, the DA-RFO shall issue a certificate of completion and a certificate of accreditation;
- 2.2. *Approver* refers to the assigned personnel who will 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;
- 2.3. *Clusters* are organized farmer groups by the National Irrigation Administration (NIA), Department of Agrarian Reform (DAR), and other government agencies (e.g. IAs through NIA, ARBOs through DAR, etc.) can also secure their hybrid rice seed allocation through

- 2.4. the local officials of these agencies in coordination with concerned LGUs.
- 2.5. *Discount Voucher* refers to the printed one-time use voucher distributed to farmer-beneficiaries for claiming hybrid seed assistance at DA-accredited merchants, with a value depending on the farm area planted and budget allocation for the year;
- 2.6. *Farmer-beneficiary* refers to the RSBSA-registered and RSBSAPP-encoded rice farmers who received high-quality seeds from DA and farmers who intend to plant for the covered cropping season in the target areas to allow them to adopt the full high-yielding technology practices;
- 2.7. *Farmer Cooperative and Association (FCA)* refers to the group of farmers duly-registered under Securities and Exchange Commission or Cooperative Development Authority;
- 2.8. *Farmers Information Management System (FIMS)* - the system used to extract the list of beneficiaries of the different programs in the Department from the RSBSAPP;
- 2.9. *Hybrid Rice* is a type of rice that has been bred from two very different parents. It can significantly out yield other rice varieties;
- 2.10. *Interventions Management Platform (IMP)* - refers to the system implemented for this Project that will process the merchants' accreditation, generation and processing of vouchers, and reports modules for the monitoring and reporting of the hybrid seed assistance;
- 2.11. *Interventions Monitoring Cards (IMCs)* - cards that will serve as electronic wallets to be used by farmer-beneficiaries to claim agricultural inputs such as seeds and fertilizers at DA-accredited merchants.
- 2.12. *Merchant* refers to a dealer, distributor, or farmer cooperative and association (FCA) that has undergone the accreditation process by the DA-RFO;
- 2.13. *National Seed Industry Council (NSIC)* refers to the Office responsible for registering superior crop varieties;

- 2.13. *Office of the Regional Executive Director (ORED)* refers to the office/personnel to set-up and generate the Certificate of Accreditation for the participating merchants in the IMP;
- 2.14. *Program Focal Person/s* refers to the designated Regional ICT and/or Rice Program Staff as Program Focal Person/s to do the following:
- 2.14.1. Review and approve the accreditation of merchants;
 - 2.14.2. Extract the beneficiaries in the Farmers Information Management System (FIMS);
 - 2.14.3. Perform the deduplication process for the seed beneficiary masterlist (refer to Annex A);
 - 2.14.4. Upload hybrid seed beneficiary masterlist (refer to Annex B) in the IMP;
 - 2.14.5. Generate and print vouchers;
 - 2.14.6. Submit payout transactions for review;
 - 2.14.7. Conduct cancellation of vouchers; and
 - 2.14.8. Such other matters that may be necessary in the performance of the duties above-mentioned.
- 2.15. *Registry System for the Basic Sectors in Agriculture (RSBSA)* is an electronic compilation of basic personal and agri-fishery information of the Department of Agriculture's stakeholders namely, farmers, farmworkers, fisherfolk, and agri-youth maintained through an online database and system called the RSBSA Profiling Platform (RSBSAPP);
- 2.16. *RSBSA-registered rice farmers* refers to individuals who have registered under RSBSA with system-generated RSBSA number;
- 2.17. *RSBSA Profiling Platform (RSBSAPP)* is the online system used to facilitate the registration of farmers and fisherfolk in support to the Registry System for Basic Sectors in Agriculture;
- 2.18. *Rice Seed Monitoring System or RSMS* is the monitoring system developed by DA-PhilRice for inbred or certified seeds. It is used by the program's field operations and planning personnel, seed inspectors, seed growers' cooperatives and associations, and the local agriculture offices in seed allocation and variety planning, pre-positioning of seeds, delivery and inspection, distribution, and tracking of seed inventories. The system has expanded to cover the hybrid rice seed distribution system under the National Rice Program.

- 2.19. *Reviewer* refers to the personnel from the Accounting Office to review and cancel transactions; and review and submit payout for approval in IMP;
- 2.20. *Rice Seed Monitoring System (RSMS)* is a web and mobile application used for seed allocation and variety planning, pre-positioning of seeds, delivery and inspection, distribution, and tracking of seed inventories;
- 2.21. *SFTP (Secure File Transfer Protocol)* is often used to transfer sensitive data, such as financial records, customer data, and intellectual property. It is used to transfer disbursement and other financial transaction files from the DA to DBP; and
- 2.22. *SFTP Uploader* refers to the designated RFO personnel who will upload the approved endorsement file and encrypted settlement report for submission to DBP via SFTP.

3. OBJECTIVES

This activity aims to provide high-quality NSIC-registered hybrid rice seeds to eligible rice farmers in the major rice-producing municipalities.

4. SCOPE

4.1 Full Implementation

This Project shall be implemented in the major rice-producing municipalities in all fifteen (15) regions in the country, except the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

4.2 Pilot Implementation

Pilot project sites for the implementation are the following field offices:

- Ilocos Region
- Cagayan Valley Region
- Central Luzon Region
- CALABARZON Region
- MIMAROPA Region
- SOCCSKSARGEN Region
- Caraga Region

Funds shall be sourced from the savings generated under the 2023 General Appropriations Act (GAA).

For regions not otherwise identified with signifying interest in participating in the pilot implementation, a Memorandum request shall be submitted for the approval of the Secretary of Agriculture, or the



Undersecretary for Rice Industry Development as delegated, subject to availability of funds.

5. MODALITY

The following are the modalities in the distribution of hybrid seed assistance:

5.1. Printed Vouchers

The Printed Voucher is the main modality in the provision of hybrid seed support to rice farmers who are not recipients of IMCs.

5.2. Interventions Monitoring Cards (IMCs)

This modality shall be available to rice farmers who have existing and valid IMCs tilling 2 hectares and below.

6. IMPLEMENTATION SCHEME

Under this Project, the farmer-beneficiaries shall receive seed support either through (1) discount vouchers or (2) IMCs that will be used by farmers to claim hybrid rice seeds at their preferred DA-accredited merchants within the region. Farmers with multiple farm locations in various regions are eligible to receive multiple vouchers that will be generated by their respective DA-Regional Field Office, provided that the DA-RFO has already served the intended priority farmers within their jurisdiction. For IMCs, the areas shall be summed and loaded once every cropping season.

6.1. Voucher/IMC Value

Voucher value or IMC value shall be computed at P5,000.00 per hectare or the equivalent value for a fraction of a hectare.

6.2. Partnership with the Development Bank of the Philippines

A conforme letter shall be signed by the Undersecretary for the Rice Industry Development or a competent authority and the authorized representative of DBP to commence the project.

The DA-Regional Field Office, with jurisdiction over the identified pilot site, shall implement this Project in partnership with the Development Bank of the Philippines (DBP). The DBP shall act as DA's partner in the payment of claimed hybrid rice seeds through the IMC to accredited merchants with the agreed rules and regulations.

This will be done through the execution of a Supplemental Agreement (SA). The updated SA shall clearly define the roles and responsibilities, payment, liquidation process, and reporting, among others.

Specific to the implementation of IMC, the DBP shall identify a Financial Technology (FinTech) partner to provide support services for the implementation of the project.

6.3. Cluster and Beneficiary Selection

DA-RFOs shall select the cluster that will participate in the project. These clusters can be Irrigators' Associations (IAs) organized by the National Irrigation Administration (NIA), Agrarian Reform Beneficiaries Organizations (ARBOs) from the Department of Agrarian Reform (DAR), Small Water Irrigation System Associations (SWISAs) organized by the Bureau of Soils and Water Management (BSWM), and Farmers' Cooperatives and Associations (FCAs)/Farmers' Organizations (FOs).

Farmer-members of clusters that are registered under the Registry System for Basic Sectors in Agriculture (RSBSA) and encoded in the Farmers and Fisherfolk Registry System (FFRS) shall be prioritized for this project. The DA-RFO shall prepare the list of eligible beneficiaries extracted from the Rice Seed Monitoring System (RSMS) or using the Farmers' Intervention Management System (FIMS) for the recipients of hybrid and inbred seed distribution. The DA-RFO may likewise generate the list of beneficiaries from farmers with IMCs who purchased their rice seeds or used home-saved seeds for the intended cropping season

RSBSA-registered rice farmers in clustered areas are eligible to receive seed support up to ten (10) hectares while farmers in non-clustered areas may receive up to five (5) hectares only.

Farmers with multiple farm locations in various regions are eligible to receive multiple vouchers that will be generated by their respective DA-Regional Field Office, provided that the DA-RFO has already served the intended priority farmers within their jurisdiction.

6.4. Selection of Hybrid Rice Seed Varieties

The DA-RFOs shall provide the top five (5) list of NSIC-registered hybrid seed varieties in each province based on the results of the technology demonstrations, studies, and other relevant data for at least 2 cropping seasons.

Each Cluster shall identify 1-2 varieties from the list that will be claimed by their farmer-members. In cases where the chosen seed varieties are unavailable at the DA-accredited merchant, they can opt for a 3rd variety.



These clusters must accomplish and submit the Hybrid Rice Seed Variety Endorsement Form signed by the cluster head to the Municipal/City Agriculturist (Annex C).

6.5. Accreditation of Merchants

Accreditation of merchants shall be free of charge.

6.5.1. Pre-qualification Process

Interested merchants shall submit a Letter of Intent (LOI) (Annex D) and will be evaluated by DA-RFOs, based on the following criteria:

- 6.5.1.1. Must be registered under the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA);
- 6.5.1.2. Must be registered under the Bureau of Internal Revenue (BIR);
- 6.5.1.3. Must be able to issue BIR-registered receipts and invoices;
- 6.5.1.4. Has the capacity to provide for the equipment such as phones/tablets operation on Android system version 6 and above, internet connectivity and registered email address, and manpower for facilitating online transactions;
- 6.5.1.5. Has a proper hybrid rice seed storage facility;
- 6.5.1.6. Must have existing inventory that the nearby program rice areas may avail; and
- 6.5.1.7. Must have a business bank account to process settlement.
 - 6.5.1.7.1. For printed-type FDV, merchants must have a business bank account to process settlement;
 - 6.5.1.7.2. For IMC transactions, merchants must have a DBP business bank account. Applicable fees shall be charged for non-DBP business bank accounts.
- 6.5.1.8. DA-RFO shall evaluate the submitted documents.

6.6. Training

6.6.1. For IMP Merchants

- 6.6.1.1. DA-RFO shall prepare the list of merchants for scheduling of the virtual system orientation training of DA-ICTS. Pre-qualified merchants shall attend an online system orientation training of ICTS. The list of trained merchants shall be endorsed to the DA-RFO.
- 6.6.1.2. Issuance of certificate of training completion signed by the Regional Rice Program Coordinator or Focal Person.

6.6.2. For IMC Merchants

- 6.6.2.1. Pre-qualified merchants shall attend an online/face to face system orientation training conducted by the accredited

FinTech partner of DBP. The list of trained merchants shall be endorsed to the DA-RFO.

- 6.6.2.2. Issuance of certificate of training completion signed by the Regional Rice Program Coordinator or Focal Person.

6.7. Accreditation of Merchants

6.7.1. For IMP Merchants

- 6.7.1.1. Merchants who received the certificate of training completion must register in the IMP.
- 6.7.1.2. The DA-RFOs will review the merchant application via IMP. Once approved, the system will send a system-generated message to the registered email of the merchant together with the Certificate of Accreditation signed by the Regional Executive Director.
- 6.7.1.3. Accredited merchants shall sign a sworn statement on data privacy concerning farmers' sensitive personal information (template reflected in Annex E)

6.7.2. For IMC Merchants

- 6.7.2.1. Merchants who received the certificate of training completion must register in the system developed by the accredited FinTech partner of DBP.
- 6.7.2.2. Accredited merchants shall sign a sworn statement/agreement on data privacy concerning farmers' sensitive personal information.

The approval period of a merchant's accreditation should take within three (3) working days from the submission of complete documents and training as indicated under C.1 Pre-qualification Process and C.2 Training.

For merchants with multiple branches, the main branch must register their respective branches in the IMP system. They will still undergo the accreditation process and must attend system user training. For merchants that cater to multiple regions, multiple regional accreditations shall be issued to them by the concerned DA-RFOs, provided that they have satisfied all requirements as validated and evaluated by the concerned DA-RFOs.

Accreditation shall be valid until the end of the calendar year, but shall still be subject to compliance in the Program implementation as the basis for its renewal.



6.8. Interventions Management Platform

The Intervention Management Platform (IMP) will be used to implement this Program. It will process the Department's various interventions, including vouchers, cash assistance, and other forms of support. It will also improve monitoring and reporting with features like a reports module and an internal dashboard.

6.8.1. The system has the following features:

- 6.8.1.1. Merchant Application and Accreditation
- 6.8.1.2. Merchant Management
- 6.8.1.3. Voucher Management
- 6.8.1.4. Voucher Transaction Module
- 6.8.1.5. Hybrid Rice Seed IMC Top-up Module
- 6.8.1.6. Program Management
- 6.8.1.7. Budget Management
- 6.8.1.8. Payout Management
- 6.8.1.9. Reports Module

6.8.2. Users and Function

The DA-RFO shall assign personnel through a Regional Special Order and endorse to ICTS the following users, for the creation of accounts.

- 6.8.2.1. Program Focal Person
- 6.8.2.2. Reviewer
- 6.8.2.3. Approver
- 6.8.2.4. SFTP Uploader
- 6.8.2.5. ORED Account

6.9. IMC Process

6.9.1. IMC Wallet Top-up

- 6.9.1.1. The DA-RFO shall generate the list of qualified beneficiaries from FIMS and ingest it to IMP. The system will directly transmit the list to the IMP.
- 6.9.1.2. The DA-RFO's IMP user shall select the list of beneficiaries in the IMP.
- 6.9.1.3. The DA-RFO's IMP user shall process and endorse the same to the DA-RFO's designated reviewer.
- 6.9.1.4. The DA-RFO's reviewer shall select the fund source and submit the list to the DA-RFO's designated approver.
- 6.9.1.5. The DA-RFO's approver shall process and endorse (Annex F) the list to the DA-RFO's SFTP Uploader.
- 6.9.1.6. The SFTP Uploader will upload the endorsement and the disbursement file.
- 6.9.1.7. The DBP, with the FinTech partner, shall process the disbursement and loading of e-wallets through the IMC of eligible beneficiaries.



6.9.2. Claiming of Hybrid Rice Support using IMC through the Merchant system

- 6.9.2.1. The farmer beneficiary must present the IMC to the accredited merchant or the digital wallet number to the merchant.
- 6.9.2.2. The merchant shall scan the IMC QR code using the merchant application and shall input the amount for collection.
- 6.9.2.3. The one-time password (OTP) shall be sent to the farmer's mobile number and be entered by the merchant into the application to authorize the payment.
- 6.9.2.4. The farmer's sub-wallet is debited and the merchant's wallet is credited. An SMS shall be immediately sent to the farmer showing the transaction details and current wallet balance.
- 6.9.2.5. In cases where the farmer does not have a mobile phone to receive the OTP, his/her photo will be taken through the merchant's application.
- 6.9.2.6. The merchant releases the availed hybrid rice support to the farmer and shall capture the required documents accordingly.

6.9.3. Audit and Monitoring of Transactions

The DA-RFO shall conduct a regular audit of the transactions made on a per merchant basis.

- 6.9.3.1. In cases that there are transactions that require re-submission of documents, a notification from the DA-RFO shall be forwarded to the concerned merchant via the merchant's application. Additional documents must be submitted by the Merchant which can be accessed by the DA-RFO until the transaction is deemed correct.
- 6.9.3.2. In cases that there are transactions that are deemed incorrect and the concerned merchant can no longer submit the required documents, the transaction shall be deemed as null and void in the said merchant's system. The merchant has to issue a debit authority to return the corresponding amount back to the DA-RFO's Program Fund Account.

6.10. Printed Voucher Process

6.10.1. Voucher Generation

- 6.10.1.1. *Program Focal Person* shall extract the data of the farmers in the masterlist from the RSMS or FIMS and run data review and cleaning. The list shall come from the previous 1-2 croppings prior to the intended cropping season.



The 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 RSBSA. Farmers who are not yet included in the RSBSA shall be prioritized for encoding to the said system. Farm address shall be the basis for voucher generation.

In cases where a farmer has farm lots in different regions, the concerned DA-RFOs will generate separate vouchers for the farm lots within their geographical jurisdiction.

6.10.1.2. The cleaned beneficiary list will be uploaded to the IMP. A single beneficiary, however, may be entitled to receive multiple discount vouchers should his/her farmlands be situated in different localities.

6.10.1.3. *Program Focal Person* will generate and print the discount vouchers through the IMP, and send it to Local Government Units (LGUs) for distribution to farmer-beneficiaries.

6.10.2. Voucher Distribution

6.10.2.1. To facilitate faster and smoother distribution of vouchers and claiming of hybrid rice seeds the following activities may be conducted by the DA-RFOs in coordination with the LGUs (e.g. mass distribution of vouchers through the conduct of caravans; distribution Schedule of Mapped out DA-accredited merchants on a barangay/municipality basis; and claiming of vouchers through FCA representative/s).

6.10.2.2. In cases that the LGU do not have sufficient logistical and manpower resources, the DA-RFO may lead the distribution of the printed vouchers, in close coordination with the concerned LGU.

6.10.2.3. When distributing the hybrid rice seed discount vouchers, farmer-beneficiaries must sign the acceptance list/form and check whether all the details are correct (name, birthday, address, etc.). Once there is a discrepancy, the details to be followed are reflected below in *Item No. 4.b of the Voucher Information Discrepancies*.

6.10.3. Voucher Information Discrepancies

6.10.3.1. Voucher Cancellation

Cancellation of vouchers 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, and type of seeds, 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.

Voucher cancellation shall also be applied when there is a case of duplicate discount vouchers. *Program Focal Person* may directly cancel the voucher via IMP.

6.10.3.2. Data Correction

If the voucher has already been released to the farmer-beneficiary when the error on data entry is observed or if the farmer-beneficiary sees any error in the acceptance form/list, two copies of RSBSA form for Slip A: Change of Personal Information (Annex G) must be accomplished by the farmer-beneficiary and must be signed by the City/Municipal Agriculturist. One copy shall be submitted by the City/Municipal Agriculturist to the RSBSA focal of their respective DA-RFO including the required attachment, for updating in the RSBSA. The other copy must be presented by the farmer-beneficiary when claiming the hybrid rice seeds at the DA-accredited merchant.

For capturing photos for such cases, the said form and the ID shall be uploaded together as proof of identification in the IMP.

The Program Rice Focal must monitor the number of forms submitted and updated; a report must be submitted to the Regional and National Project Management Office of the RSBSA.

6.10.3.3. Voucher Replacement

Accounts for reported deceased farmer-beneficiaries shall be canceled and replaced by eligible and RSBSA-registered beneficiaries who are encoded in the RSBSAPP.



A death certificate and the certification that the new beneficiary is registered under RSBSA must be submitted to the DA-RFO by his/her eligible representative. This must be coordinated with their respective RSBSA Focals for tagging as deceased beneficiary/ies.

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

6.10.4. Voucher Claiming

- 6.10.4.1. Farmer-beneficiaries shall personally bring the printed discount voucher together with proof of identification to accredited merchants in claiming of hybrid rice seeds (Refer to Annex H).

In cases when a farmer-beneficiary could not personally appear and utilize the discount voucher due to health reasons, senior (age 60 and above), pregnant, with different ability (PWD), deprived of liberty (PDL), or working overseas (OFW) or in other parts of the country and any other cases as may be approved by the head of the National Rice Program, authorized representatives shall be allowed to claim and use the discount voucher, provided that: (i) an authorization letter (Refer to Annex I); and (ii) with the submission of the supporting documents by the designated authorized representative/s such as the representative's ID and the certified true copy of the farmer-beneficiary's ID.

- 6.10.4.2. Farmer Cooperatives and Associations (FCAs) may be authorized to claim hybrid rice seeds of their farmer members provided that a duly signed resolution nominating the FCA's authorized representative, and the list of member beneficiaries is passed and submitted as part of the documentary requirements.
- 6.10.4.3. 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.
- 6.10.4.4. The discount voucher is good for a single transaction only. Volume of claimed hybrid rice seed shall be adjusted to match the value of the discount voucher.

In the event that the voucher has been fully consummated, farmer-beneficiaries may also procure hybrid rice seeds using their own resources.



In cases that the farmer-beneficiary will no longer consummate the voucher value 100 percent, only the amount claimed shall be paid to the merchant, of which the remaining amount shall be reverted back to the Program funds, subject to generation of vouchers.

- 6.10.4.5. Farmer-beneficiary or the representative shall have his/her photo taken with the claimed hybrid rice seeds.
- 6.10.4.6. Accredited merchants shall provide BIR-registered receipts or invoices 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 can be uploaded in the system and be used for payment purposes but a corresponding sales invoice, collection receipt or proof of settlement must be issued once the discount voucher has been paid. Both charge invoice and the corresponding sales invoice, collection receipt or proof of settlement shall be collected and provided to LGUs, to be submitted to DA-RFO.

BIR-registered receipts and invoices shall bear the total amount of the hybrid rice seeds that were 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.

- 6.10.4.7. The following shall be uploaded to the system together with other proof of transaction including (1) picture of beneficiary with the commodity, (2) picture of beneficiary's ID, and if claimed through a representative, picture of representative's ID (front and back for the person who will claim); (3) BIR-registered receipts or invoices; and (4) other documents, if applicable, such as;
 - 6.10.4.7.1. For representatives who will claim: authorization letter and picture of farmer-beneficiary's ID being represented
 - 6.10.4.7.2. For minor errors in the details of farmer-beneficiary in the voucher, the RSBSA



Updating Slip A Form and the proof of identity with correct details.

Refer to Annex J for the guidance in uploading documents. Completion of this process is required for the transactions to be considered successful.

Merchants must ensure that farmer-beneficiaries' faces 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.

For farmer-beneficiaries who realized that their voucher amount exceeded the allocation for their farm area, they may surrender their vouchers to their respective DA-RFOs for replacement with the correct amount.

6.10.5. Settlement

All successful transactions are recorded to the IMP. Merchants should ensure the correctness of the transactions for payment.

- 6.10.5.1. 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 reflected in the voucher value; (2) correctness of the entries in the issued receipt/s as attached to the transaction; and, (3) completeness of the uploaded documents as stipulated in Annex I. 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.



- 6.10.5.2. The *Reviewer* will review the submitted transactions, and endorse to the *Approver*. The *Approver* may also return transactions when there are observed errors.
- 6.10.5.3. *Approver* will execute the last level of checking and if the transaction has been proved to be correct and complete, the file shall be submitted to the *SFTP Uploader*. The *Approver* shall also create an endorsement file addressed to the DA-RFO Regional Executive Director (Refer to Annex F), for approval.
- 6.10.5.4. Once the endorsement file has been approved by the DA-RFO RED, the *SFTP Uploader* shall upload the endorsement in the IMP and the encrypted settlement report using the prescribed credit file format with complete details. The *SFTP Uploader* will process the files and submit the said settlement report/file to be transmitted to DBP via secured electronic interface within the IMP.

DBP will not charge anything from DA-RFO for its banking services. Instead, the following applicable fees will be deducted from the merchant's proceeds from the Program:

- 6.10.5.4.1. Credit to DBP Account – None
- 6.10.5.4.2. Credit with Other Bank (PesoNet)– Php50.00 per transaction

The merchants should review their bank details and must not contain special characters 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. In case of invalid transactions due to incorrect bank details, dormant, name mismatch, etc., *SFTP Uploader* will update transactions via IMP based on the DBP Feedback Status Report. *Approver* will receive a system generated notification. DA-RFO to facilitate the reprocessing of the transactions via IMP.

All additional applicable fees, resulting from the abovementioned cause/s, will be deducted from the merchant's payments from the Program.

6.10.6. Payment Discrepancies

For incidences of overpayment to merchants or overcharging/double-claiming of hybrid rice seed discount



vouchers to farmer-beneficiaries, the following actions will be undertaken:

- 6.10.6.1. Overpayment to Merchants
Merchants shall issue a debit authority addressed to their servicing bank indicating the amount to be returned and the Program Fund Account source where the debit will be transacted.
- 6.10.6.2. 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 hybrid rice seeds using the vouchers as this will be considered as payment.

7. TIMELINES

The timelines for the cropping seasons include generation of Vouchers/Loading of IMCs; claiming of hybrid rice seeds using Vouchers or IMC; and settlement shall be issued through a memorandum signed by the Office of the Undersecretary for Rice Industry Development or a competent authority.

Timelines for the processes, from scanning of vouchers until payment is reflected in Annex J.

8. ROLES

8.1. DA-Office of the Secretary

- 8.1.1. Spearhead the overall coordination for the implementation of the Program;
- 8.1.2. Facilitate the approval of necessary documents (Special Orders, Joint Memorandum Circulars, Memorandum of Agreement, etc.) for the implementation of this activity;
- 8.1.3. Enter into an agreement with the DBP for the implementation of the said pilot project; and
- 8.1.4. Secure approval/authority from the Bureau of Treasury to utilize and maintain the existing Program Fund Accounts of DA-RFOs for this Program.

8.2. National Rice Program

- 8.2.1. Conduct briefing with DA-RFOs and other agencies/offices involved in the Program implementation;
- 8.2.2. Conduct operational monitoring and evaluation of the implementation;
- 8.2.3. Identify, analyze, and provide advice/strategies on the operational bottlenecks of the Program;



- 8.2.4. Encode fund source/s in the IMP;
- 8.2.5. Conduct overall coordination for the preparation of the reports; and
- 8.2.6. Submit regular and terminal reports to the Office of the Secretary.

8.3. DA-ICTS

- 8.3.1. Conduct briefing with DA-RFOs and other agencies/offices involved in the Program implementation;
- 8.3.2. Conduct system monitoring and evaluation of the implementation;
- 8.3.3. Identify, analyze, and provide advice/strategies on the operational bottlenecks of the Program;
- 8.3.4. Provide necessary data for report generation;
- 8.3.5. Conduct training for IMP end users including RFO personnel and accredited merchants; and
- 8.3.6. Issue an IMP and FIMS manual specific for this Project.

8.4. DA-RFO

- 8.4.1. Identify the areas (municipal level) for the implementation of the Program;
- 8.4.2. Designate the authorized users in the IMP (*Program Focal Person, Reviewer, Approver, SFTP Uploader, and ORED Account*);
- 8.4.3. Provide augmentation funds for logistical support, if necessary;
- 8.4.4. Conduct gathering of relevant data from the previous cropping to assess Program performance or activity contribution;
- 8.4.5. Enter into an Agreement with the DBP for the implementation of the said Program, provided that an authority has been granted by a competent authority.
- 8.4.6. Mobilize its concerned personnel to coordinate with interested merchants to participate in the implementation of the Program with the following requirements:
 - 8.4.6.1. Submission of letter of intent (LOI) ;
 - 8.4.6.2. Willing to submit accreditation requirements and attend the required trainings;
 - 8.4.6.3. Enter into an agreement with the DA-RFO for the implementation of the Programs;
 - 8.4.6.4. Facilitate the distribution of hybrid rice seeds;
 - 8.4.6.5. Enter into a data sharing and non-disclosure agreement with the DA-RFO for the implementation of the Programs;
 - 8.4.6.6. Secure from DBP the system-generated reports (Credited and Refunded Transactions) to DA to be transmitted thru the Secured File Transfer Protocol (SFTP) provided by DBP or other electronic means mutually agreed upon by the Parties;
 - 8.4.6.7. Ensure that DBP shall automatically refund to the DA account all rejected transactions, net of applicable service fees;

- 8.4.6.8. Receive from DBP the monthly status report (credited and refunded transactions) to DA within 15 days from the preceding month; and
- 8.4.6.9. Shall submit liquidation documents to DA-RFOs.
- 8.4.7. Conduct the evaluation process and provide accreditation to interested merchants;
- 8.4.8. Ensure that the farmers are informed about the list of accredited merchants serving discount vouchers and IMCs;
- 8.4.9. Establish a mechanism or tool for feedback or complaints from farmers and provide responses to them;
- 8.4.10. Mobilize its concerned office/unit personnel to coordinate with rice-concerned agencies and bureaus (e.g. BPI, ATI, PhilRice, etc.)
- 8.4.11. Mobilize its concerned office/unit personnel to coordinate with the LGU and ensure that the following are being carried out:
 - 8.4.11.1. Conduct of information dissemination to farmers and ensure that the implementing guidelines and other issuances are understood by all partner implementers;
 - 8.4.11.2. Preparation of a masterlist of farmer-beneficiaries eligible for this Program;
 - 8.4.11.3. Mobilization of agricultural extension workers to register all their farmers to the RSBSA;
 - 8.4.11.4. Coordination regarding the release of discount vouchers under the Program and the timely distribution of hybrid rice seed discount vouchers to farmers;
 - 8.4.11.5. Validation and certification of the authenticity of all documents presented by the farmer-beneficiaries and merchants for this activity;
 - 8.4.11.6. Orderly and smooth coordination in the claiming of hybrid rice seeds using discount vouchers;
 - 8.4.11.7. Facilitation of the consolidation and submission of liquidation documents such as masterlists, BIR-registered receipts and invoices, among others; and
 - 8.4.11.8. Ensure that the reports are submitted periodically.
- 8.4.12. Transmit the endorsement letter and the disbursement file to DBP for processing and endorsement of payments within the IMP via SFTP and for the loading of IMCs;
- 8.4.13. Spearhead distribution of hybrid rice seed vouchers in case the LGU do not have sufficient logistical and manpower resources to cover and serve their farmer beneficiaries; and
- 8.4.14. Consolidate and prepare reports for submission to DA-FOS.

8.5. Development Bank of the Philippines

- 8.5.1. DBP to act as DA's partner in the payment of claimed discount vouchers to accredited merchants with the agreed rules and regulations;
- 8.5.2. Ensure the efficient implementation of the following activities together with the FinTech partner:

- 8.5.2.1.1. Development of a digital platform, merchant's system, and reporting system (dashboard);
- 8.5.2.1.2. Briefing and training of merchants; and
- 8.5.2.1.3. Provision of 24/7 contact support.
- 8.5.3. Allow maintenance of the DA-RFO Program Fund Account where the discount voucher payments shall be settled. RFOs shall be guided by the existing rules governing opening and maintaining of bank accounts by government agencies, i.e. Treasury Circular No. 02, series of 2014;
- 8.5.4. Execute the payment/disbursement 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;
- 8.5.5. 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;
- 8.5.6. Undertake to exercise due diligence in complying with the payment instruction of DA;
- 8.5.7. Conduct period monitoring for the enhancement of program activities as the case may be;
- 8.5.8. Submit a weekly report on the paid discount vouchers and unsuccessful payments to DA;
- 8.5.9. Debit from the Program Fund Account the amount corresponding to the voucher payments based on the settlement report received from DA;
- 8.5.10. Notify DA of unclaimed and rejected transactions for reversion to the DA Fund; and
- 8.5.11. Provide regular and terminal reports to DA.

9. LIQUIDATION OF FUNDS

- 9.1. On a weekly basis or as needed, DBP to provide DA a report of claimed discount voucher payment/loaded IMCs from the previous banking week.
- 9.2. DBP to provide a monthly statement of account (SOA) of the Fund Account within fifteen (15) days after the preceding month.
- 9.3. At the end of the Program period as specified by DA, DBP shall provide the summary of claimed and unutilized balances to DA within thirty (30) days.
- 9.4. All funds must be reverted by the DA-RFO to the Treasury thirty (30) days after the Program's fund validity.

10. 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) in coordination with the DA-RFO Planning, Monitoring, and Evaluation Division (PMED).

The generated reports shall be submitted to the Office of the Undersecretary for Rice Industry Development and the National Rice Program, complete with observations and/or recommendations.

11. SUPPLEMENTAL GUIDELINES

Supplemental guidelines may be approved/issued by the undersigned in the form of a Memorandum Circular to address the peculiar situations per region relative to the implementation of this Program.

12. AMENDMENT CLAUSE

This Memorandum Circular may be reviewed, amended, or supplemented as the need arises and must be approved by the undersigned.

13. SEPARABILITY CLAUSE

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

14. IMPLEMENTED MODALITIES BASED ON PREVIOUS MEMORANDUM CIRCULARS

All RFOs with implemented modalities in the provision of hybrid rice seeds based on the previously issued guidelines shall proceed as approved by the management.

15. EFFECTIVITY CLAUSE

This Memorandum Circular shall be effective 15 days after its publication in the Official Gazette or in a newspaper of general circulation and shall remain in force unless revoked by a competent authority.

Done this 31st day of OCTOBER, 2023.


LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Undersecretary for Rice Industry Development



DA-CO-OSEC-MC20231107-00033

10. MONITORING AND EVALUATION

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LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Undersecretary for Rice Industry Development



DA-CO-OSEC-MC20231107-00033

Annex A Seed Beneficiary Masterlist

Department of Agriculture
Region: _____
List of Farmer-Beneficiaries
Program/Project: _____

Province: _____
Municipality: _____

Barangay: _____
Type of Agricultural Input: _____

Organization: _____
Previous Cropping Season: _____

No.	RSBSA system-genera ted Number	Name			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)	Variety	No. of kgs received	Date received	Expected date of sowing	Previous Season Area Harvested (ha)	Previous Season Production (MT)	Previous Season Yield (MT/ha)	Signature
		Last Name + Suffix	First Name	MI																
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				

Annex B

Seed Ben



Annex C
HYBRID RICE SEED VARIETY ENDORSEMENT

Name of Cluster: _____

Location: (brgy/municipality/province) _____

Cluster coverage area: (Brgy/Municipality/Province) _____

Number of Farmer-Members: _____ Total area (ha) _____

Year: _____ Cropping Season: _____

No.	Hybrid Rice Seed Variety	Volume (no. of bags/packs)		
		3-kg pack	5-kg pack	15-kg bag
1				
2				
3*				

**Optional*

Endorsed by:

(printed name over signature)

Cluster Head

Date: (mm/dd/yyyy)

Certified by:

(printed name over signature)

Municipal Agriculturist
representative

Date: (mm/dd/yyyy)

Received by:

(printed name over signature)

DA-RFO authorized

Date: (mm/dd/yyyy)



Annex D
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 Rice Program – Hybrid Rice Seed Assistance to Rice Farmers.

I agree to comply and provide the following requirements that are needed to participate in this Program:

- Accept printed discount vouchers or IMC from program beneficiaries as payment for claiming of hybrid rice seeds;
- Facilitate online processing of transactions to include 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 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
- Submit the required documents and follow processes in the accreditation of merchants.

Should the DA-RFO ___ deem that we are eligible to partake in this Program, 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]



Annex E
Sworn Statement

Sworn Statement for Merchant

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with the law, do hereby depose and state that:

1. *I am a dealer/retailed/farmers' cooperative and association with business name _____ registered under BIR/SEC/DOLE, with office address at _____.*
2. *[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the requirements, and to sign and execute the roles and responsibilities of a merchant as partner in the implementation of the National Rice Program - Hybrid Rice Seed Assistance, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);*
3. Each of the documents submitted in satisfaction of the accreditation requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. [Name of affiant] is authorizing the DA-RFO or its duly authorized representative(s) to verify all the documents submitted; and
5. *[Name of affiant]* is aware of and has undertaken the responsibilities as a participating merchant in compliance with the implementing guidelines, which include:
 - a. Submit a Letter of Intent (LOI) along with the required documents for evaluation of the DA-RFO.



- b. Attend training/s conducted by DA-RFO in the use of the Interventions Management Platform (IMP).
- c. Put up banners in their store for farmer-beneficiaries to be able to check that the merchant's store is participating in the Program.
- d. Facilitate distribution of hybrid rice seeds to farmer-beneficiaries.
- e. Maintain similar or same prevailing price for hybrid rice seeds whether sold on a cash basis or with the use of discount vouchers or IMCs.
- f. Shall not collect/charge any additional cost on top of the prevailing price.
- g. Exercise due diligence and ensure that all requirements are complete before allowing farmer-beneficiaries to claim hybrid rice seeds.
- h. Provide BIR-registered receipts or invoices for the transaction where the discount voucher was used.
- i. Follow the procedures in the implementing guidelines issued by DA and DA-RFO ____.
- j. Ensure sufficient supply in their area.
- k. In cases, where there is an overpayment to the account of the merchant, the merchant shall issue a debit authority addressed to the issuing Bank indicating the amount to be returned and the Program Fund Account source where the debit will be transacted.
- l. Immediately coordinate with the DA-RFO on any concerns in the program implementation.
- m. Submit liquidation documents to DA-RFO ____ on a regular basis.

6. **Non-Disclosure Agreement.** Confidential Information of the Parties exchanged in connection herewith shall be as defined, and treated in accordance with, the provisions of the Non-Disclosure Agreement and the Data Processing Agreement (attached as Annex), the terms and conditions of which are incorporated herein by this reference. The Parties further agree that all terms and conditions of this Agreement shall be deemed Confidential Information as defined therein.

7. *[Name of affiant]* shall comply with other requirements which may arise upon revision or implementation of the guidelines applicable.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF AFFIANT OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Iurat]



*SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 20_____ by _____ with Residence
Certificate No. _____ issued at _____ on _____, 20_____.*

NOTARY PUBLIC

My commission expires Dec. 31, 20__

Not. Reg. No. _____;

Page No. _____;

Book _____;

Series of 20 _____



DA-RFO - Merchant Agreement

I. THE PROGRAM

The DA Memorandum Circular No. _____, Series of 2023 or National Rice Program - Hybrid Rice Seed Assistance for Rice Farmers starting 2023 Cropping Seasons will be implemented by DA-RFO _____

Under these Programs, the DA-RFO _____ shall allow farmer-beneficiaries to claim hybrid rice seeds at accredited dealers, retailers, and accredited Farmers Cooperatives and Associations (FCAs), collectively termed as "merchants", using a discount voucher or Interventions Monitoring Card (IMC) with a value computed at P5,000.00 per hectare.

II. OBLIGATIONS OF THE PARTIES

The parties agree unless otherwise agreed in writing:

1. DA-RFO _____

1. Mobilize its concerned personnel to coordinate with interested merchants to participate in the implementation of the Program based on MC No. _____ Series of 2023.
2. Conduct the evaluation process and provide accreditation to interested merchants;
3. Conduct briefings or trainings to merchants as necessary; and
4. Inform merchants if there are updates or changes in the implementing guidelines of the Program.

2. Merchant

1. Submit a Letter of Intent (LOI) along with the required documents for evaluation of the DA-RFO.
2. Attend training/s conducted by DA-RFO in the use of the Interventions Management Platform (IMP).
3. Put up banners in their store for farmer-beneficiaries to be able to check that the merchant's store is participating in the Program.
4. Facilitate distribution of hybrid rice seeds inoculants to farmer-beneficiaries.
5. Maintain similar or same prevailing price for hybrid rice seeds whether sold on a cash basis or with the use of discount vouchers or IMCs.
6. Shall not collect/charge any additional cost on top of the prevailing price.
7. Exercise due diligence and ensure that all requirements are complete before allowing farmer-beneficiaries to hybrid rice seeds.
8. Provide BIR-registered receipts or invoices for the transaction where the discount voucher was used.
9. Follow the procedures in the implementing guidelines issued by DA and DA-RFO _____.
10. Ensure sufficient supply in their area.



11. In cases, where there is an overpayment to the account of the merchant, the merchant shall issue a debit authority addressed to the issuing Bank indicating the amount to be returned and the Program Fund Account source where the debit will be transacted.
12. Immediately coordinate with the DA-RFO on any concerns in the program implementation.
13. Submit liquidation documents to DA-RFO ___ on a regular basis.

III. NON-DISCLOSURE AGREEMENT

Confidential Information of the Parties exchanged in connection herewith shall be as defined, and treated in accordance with, the provisions of the Non-Disclosure Agreement attached as Annex A and the Data Processing Agreement attached as Annex B, the terms and conditions of which are incorporated herein by this reference. The Parties further agree that all terms and conditions of this Agreement shall be deemed Confidential Information as defined therein.

IV. SEPARABILITY CLAUSE

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

V. REPEALING CLAUSE

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

VI. PENALTY CLAUSE

The DA-RFO ___ reserves the right to file for appropriate sanctions against certain individuals including the farmer-beneficiaries and the persons at the Local Government Units (LGUs) who are involved in reselling hybrid rice seeds provided by the DA-RFO ___ thru the discount vouchers or IMCs.

The DA-RFO ___ also has the right to file for appropriate sanctions such as, but not limited to, cancellation of IMP log-in credentials of merchants who are involved in exchanging the vouchers for cash instead of hybrid rice seeds or selling of these at a higher price when purchased using discount voucher as compared with selling on a cash basis.

VII. EFFECTIVITY

This Agreement shall take effect immediately upon signing and remain effective until December 31, 2024, unless terminated earlier by either of the Parties on justifiable grounds.



This Agreement shall take effect immediately upon signing and remain effective until the validity of funds unless terminated earlier by either of the Parties on justifiable grounds.

VIII. AMENDMENTS

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

A blue ink signature or scribble, consisting of a loop followed by a horizontal line that curves upwards at the end.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement shall become effective on date and is subject to the terms and conditions stated below by and between the **Department of Agriculture**, hereinafter referred to as "**[FIRST PARTY]**" and a business entity registered at _____ **[SEC/DTI/CDA/BIR]** _____ with principal office at _____ represented herein by its ____ **[designation of representative]** _____, **[name of representative]**, herein referred to as "**[SECOND PARTY]**," collectively referred to as the "**PARTIES.**"

1. The SECOND PARTY, with the following personnel, are being employed or appointed to perform services to gather personal information or sensitive personal information of the farmer-beneficiaries:

Name	Position	Employment Status
1.		
2.		
3.		

2. In the course of performing its duties, obligations, or services for DA, the SECOND PARTY may have access to or come across confidential information, technical information in the possession of, or being maintained by, the DA System, which includes but is not limited to: the implementation of Memorandum Circular Nos. ____, Series of 2023, National Rice Program - Hybrid Rice Seed Assistance starting 2023-2024 Cropping Seasons (for the purpose of the document, the enumeration below shall be collectively called confidential information).

DEFINITION OF TERMS

- a. **Personal Information** as defined under R.A. No. 10173, otherwise known as the Data Privacy Act (DPA). It is any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information or when put together with other information would directly and certainly identify an individual e.g. home addresses and other contact details of beneficiaries of DA projects/programs, personnel or persons who have contracts with DA;
- b. **Sensitive personal information** as defined under the DPA includes personal information:
 - (1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations;
 - (2) About an individual's health, education, the genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have



been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;

(3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(4) Specifically established by executive order or an act of Congress to be kept classified;

- c. **Privileged information** refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication;
- d. **Technical information** such as but not limited to, a list of beneficiaries of the program of DA, suppliers of seeds, machineries, its specifications any materials related to the performance of functions of DA, confidential research data, information the disclosure of which would prejudice intellectual property rights;
- e. **Internal information** pertaining to DA operations such as transcripts of meetings, internal reports, internal memoranda, drafts of decisions or resolutions, videos, pictures which are intended for internal use only, as well as other information that are exceptions to the right freedom of information under the IRR of RA 6713;
- f. Usernames, passwords, access codes, and the like;
- g. Information obtained by the DA from third parties under non-disclosure agreements or any other contract that designated third-party information as confidential.



DATA PROTECTION AND DATA PROCESSING

1. The SECOND PARTY shall process or perform operations on confidential information including, but not limited to accessing, collecting, reproducing, recording, organizing, storing, updating or modifying, retrieving, using, disclosing, consolidating, blocking, erasing, or destroying only if reasonably necessary to fulfill the duties assigned in relation to the position or designation occupied; furthermore if the processing is allowed under applicable laws such as DPA and the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. The FIRST PARTY shall comply with the Data Privacy Act of 2012 and its Implementing Rules and Regulations by permitting or requiring the SECOND PARTY to conduct the processing of confidential information referred to above only if not otherwise prohibited by law, and when at least one of the following conditions exists:
 - (a) The data subject has given his or her consent;
 - (b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
 - (d) The processing is necessary to protect vitally important interests of the data subject, including life and health;
 - (e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
 - (f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.
3. The FIRST PARTY shall comply with the Data Privacy Act of 2012 and other applicable laws by prohibiting the processing of **sensitive personal information** and **privileged information**, except in the following cases:
 - (a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case privileged information, all parties to the exchange have given their consent prior to processing;



(b) The processing of the same is provided for by existing laws and regulations: Provided, that such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subject are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;

(c) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

4. The SECOND PARTY is required to consult and seek guidance from relevant DA Officers in the event that the SECOND PARTY is unsure of the authority to process or perform operations (access, copy use, disclose, etc.) on confidential or sensitive information.
5. The SECOND PARTY is required to exercise due diligence in safeguarding the confidentiality of such confidential or sensitive information by preventing unauthorized processing of such information such as but not limited to: installing anti-virus software, locking or logging off the computer when not in use, not leaving the office unattended or unlocked, keeping hard copies of Confidential information in a secure place (g. locked drawer or cabinet) when not in active use, shredding such hard copies when no longer needed in accordance with instructions given by the proper official, or any applicable contractual agreement or law.
6. In case of a security breach in the sensitive personal information or confidential information, the SECOND PARTY is obligated to:
 - (a) Report any unauthorized or accidental processing of Confidential Information to the proper office.
 - (b) Report the unlawful or accidental processing of personal or sensitive personal information to the proper head of office and data protection officer.
 - (c) Report any destruction, deletion, accidental sharing, or unauthorized disclosure of such confidential or sensitive information.
7. The SECOND PARTY shall not make use of Confidential Information or sensitive information for personal gain or to the detriment of the DA.
8. Nothing in this agreement will exempt or exonerate the parties from being subjected to Chapter VII of the Data Privacy Act of 2012 if appropriate or necessary.
9. All questions with regard to the interpretation of technical terms used and enforcement of any provision of this Agreement shall be determined in accordance with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.



10. The PARTIES and their agents or representatives who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information is not intended for public disclosure. This obligation shall continue even after leaving the public service, transferring to another position, or upon the termination of employment or contractual relations.

11. **Acknowledgment.** The SECOND PARTY acknowledges the strict confidential and proprietary nature of all Confidential Information received from the FIRST PARTY, and that it has no proprietary right whatsoever to the Confidential Information which ownership remains with the FIRST PARTY unless otherwise mutually agreed upon in writing by the Parties.

Both Parties acknowledge that no other right or license, whether expressed or implied, in the Confidential Information is granted to the SECOND PARTY hereunder. Title to the Confidential Information will remain solely in the FIRST PARTY. All use of Confidential Information by the SECOND PARTY shall be for the benefit of the FIRST PARTY and any modifications and improvements thereon by the SECOND PARTY shall be the sole property of the FIRST PARTY.

12. **Obligation to Maintain Confidentiality.** Neither Party shall, without the prior written consent of the other party:

- a. disclose to any person that it possesses such Confidential;
- b. disclose any or all parts of the Confidential Information to any person, including any third party or employee of the Parties, unless such persons are required to have knowledge of the Confidential Information for the Parties to achieve their mutual purposes, as may be determined by the original FIRST PARTY, and they have been advised of the confidential and proprietary nature of the information and have agreed to protect and keep the same confidential; or
- c. reproduce, copy or permit to be reproduced or copied Confidential information in any medium or form except as may be necessary for their mutual purposes; Provided, that the SECOND PARTY shall AT ALL TIMES protect the Confidential Information by using the same degree of care to prevent its unauthorized use, dissemination or publication as the SECOND PARTY uses to protect its own confidential information of a like nature, but no less than a reasonable degree of care, and that the SECOND PARTY shall enforce this Agreement against those persons to whom it is authorized to disclose the FIRST PARTY's Confidential Information for and on behalf of the FIRST PARTY.

13. **Exclusions.** The Parties' restrictions under clause 3 shall not apply to Confidential Information which:

- (a) becomes publicly known through no wrongful act of the Parties, or



(b) becomes known to the Parties without confidential or proprietary restriction from a source other than any of the Parties, or

(c) the SECOND PARTY can show by written records was rightfully in its possession prior to this Agreement; or

(d) the SECOND PARTY is obliged by law or proper government authority to disclose, in which case it shall notify the FIRST PARTY in writing of the circumstances under which such disclosure will be made, including the nature of the disclosure and the entity to which it is to be made.

Notwithstanding the above, if the SECOND PARTY is obliged or required by any court or governmental, regulatory, or other body or person, to disclose Confidential information, it shall, if so required in writing and for valid and lawful reasons by the FIRST PARTY, and if practicable or feasible, cooperate with the FIRST PARTY in making such disclosure subject to a protective order or other appropriate remedies to preserve the confidentiality of the Confidential Information.

14. Obligations of the Parties. In consideration of the mutual exchange and disclosure of Confidential Information, each Party undertakes, in relation to the other party's Confidential Information:

- a. To maintain the same in confidence and to use it solely and exclusively for the mutual purpose or purposes of the Parties, for which the Confidential Information was disclosed, and not for any other purpose or benefit or for the purpose or benefit of any unauthorized third party;
- b. Not to copy, reproduce, or reduce in writing any part thereof except as may be reasonably necessary for the Parties' mutual purpose or purposes;
- c. Not to disclose the same whether to its employees or to third parties, except in confidence to such employees who need to know the same for the mutual purpose or purposes of the Parties. Both Parties undertake that these employees or third parties are obliged under their respective contracts of employment or service agreement or similar confidentiality agreements not to disclose the Confidential Information;
- d. To be responsible for the performance of sub-clauses (a), (b) and (c) above on the part of its employees/agents/representatives to whom the same is disclosed pursuant to sub-clause (c) above; and
- e. To apply thereto security measures and such degree of care not less than those which the SECOND PARTY applies to its own confidential or proprietary information and which the Recipient warrants as providing adequate protection of such information from unauthorized disclosure, copy or use.
- f. To secure all Confidential Information retained by the SECOND PARTY in a place with access limited only to the SECOND PARTY'S employees or agents who need to know such information for purposes of this Agreement.

15. Assignment. This Agreement is not assignable without the other Party's prior written consent. Any attempt by One Party to assign or transfer any of the rights,

obligations, or duties of this Agreement without the prior written consent of the other Party shall be void and of no effect.

- 16. Return of Confidential Information.** Upon termination of this Agreement, the Parties shall demand of each other the immediate return of all printed copies of documents and materials containing Confidential Information disclosed to one party by the other, to the possession or control of the FIRST PARTY within (1) one month from completion of the mutual purpose or purposes of the Parties, or receipt of a written request from the other party, which written request shall enumerate the specific documents and materials wished by the FIRST PARTY to be returned to it by the SECOND PARTY. In addition, any electronic copies of such information and data shall be removed from the computers on which they were stored, or if stored on removable media, shall be irretrievably erased or destroyed, and sufficient proof of the foregoing shall be submitted by the SECOND PARTY to the FIRST PARTY within a five (5)-business day period, unless Confidential Information is necessary to be retained for internal purpose. Notwithstanding anything to the contrary in this Agreement, a Party shall not be obligated to erase Confidential Information that is contained in an archived computer system backup made in accordance with such Party's security and/or disaster recovery procedures provided that such archived copy will (i) eventually be erased or destroyed in the ordinary course of such Party's data processing procedures; and (ii) such copy shall remain fully subject to the obligation of confidentiality stated herein until the earlier of the erasure or destruction of such copy, or the expiration of such confidentiality obligations. The SECOND PARTY shall certify in writing or through electronic mail to the FIRST PARTY that it retains no copy and has fully complied with the requirements of this clause.
17. Neither of the parties shall be considered in breach of an obligation under the Agreement to the extent that such party can establish that fulfillment of the obligation has been prevented by force majeure.
18. This agreement shall commence at the time of its signing and it shall be effective unless otherwise terminated by the parties.

A blue ink signature or scribble, consisting of a large loop followed by a horizontal line extending to the right.

DATA PROCESSING AGREEMENT

1. DEFINITIONS

- 1.1 **Merchant** refers to a dealer, retailer, or an accredited Farmer Cooperatives and Associations (FCA)s that has undergone the accreditation process by the DA-RFO;
- 1.2 **Data Subject** refers to an individual whose personal information is processed.
- 1.3 The terms "**Personal Information Controller**," "**Personal Information**," "**Personal Information Processor**," and "**Processing**," have the meanings given to them in Republic Act No. 10173.

2. PROCESSING OF PERSONAL INFORMATION

- 2.1 The parties agree that **DA-RFO** — and **MERCHANT** are Independent Controllers with respect to the processing of such Personal Information under this DPA as described in Appendix 1. Both parties shall comply with the requirements of Processing Personal Information under R.A. No. 10173.

3. RIGHTS OF DATA SUBJECTS

- 3.1 Each party is separately responsible for honoring Data Subject access requests under the Data Privacy Act (including its rights of access, correction, objection, erasure, and data portability, as applicable) and responding to correspondence, inquiries, and complaints from data subjects.

Each party shall provide reasonable and timely assistance to the other party as necessary to help facilitate compliance with this Section 3.1.

4. DATA BREACH

- 4.1 The Parties will comply with the relevant provisions of rules and circulars on handling personal data security breaches, including notification to the data subject or to the National Privacy Commission, where an unauthorized acquisition of sensitive personal information or information that may be used to enable identity fraud has been acquired by an unauthorized person, and is likely to give rise to a real risk of serious harm to the affected data subject. Under applicable law, not all personal data breaches are notifiable.

5. RETURN AND DELETION OF PERSONAL DATA

- 5.1 On expiry of the Agreement, both parties hereby instruct the other to delete all Personal Data (including existing copies) from their respective systems and discontinue processing of such Personal Data in accordance with Data privacy Act as soon as reasonably practicable and within a maximum period of 60 days, unless Data Protection Law (or, in the case the data is not subject to Data Protection Law, applicable law) requires further



storage. This requirement shall not apply to the extent that the Personal Data has been archived on back-up systems so long as such Personal Data is isolated and protected from any further processing except to the extent required by applicable law.

6. EFFECTIVITY

- 6.1 This Data Processing Agreement shall take effect immediately upon signing and remain effective until December 31, 2023, unless terminated earlier by either of the Parties on justifiable grounds.

A handwritten signature in blue ink, consisting of a large loop followed by a horizontal stroke.

Annex F

Endorsement for Settlement of Reports

MEMORANDUM

FOR : ICTS DIRECTOR

**FROM : THE REGIONAL EXECUTIVE DIRECTOR
REGION**

**SUBJECT : ENDORSEMENT OF TRANSACTIONS FOR SETTLEMENT OF
PAYMENTS UNDER THE NATIONAL RICE PROGRAM -
HYBRID RICE SEED ASSISTANCE SUPPORT TO RICE 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 Rice Program - Hybrid Rice Seed Assistance **(Discount Voucher Support/IMC)** to Rice Farmers.

A. Hybrid Rice Seed Discount Voucher

Merchant Details	Amount

B. Top-up of IMCs

Disbursement File/ Reference No.	No. of Beneficiaries	Amount

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

APPROVED/DISAPPROVED


Regional Executive Director



Annex G

RSBSA Updating Slip A: Change of Personal Information


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 lang ang QR
na ito.



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: — — — —

DATA FIELD CODE	FROM	TO	REMARKS
	<input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary	<input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary	

1A - FIRST NAME 2 - BIRTHDAY (MON - DD - YYYY) 6 - MOTHER'S MAIDEN NAME 10 - FCA MEMBERSHIP

1B - MIDDLE NAME 3 - BIRTHPLACE 7 - ADDRESS 11 - IP/ICC AFFILIATION

1C - SURNAME 4 - SEX 8 - CONTACT NUMBER 12 - VULNERABILITY

1D - EXT. NAME 5 - CIVIL STATUS 9 - RECORD STATUS CLASSIFICATION (PWD, 4Ps)


A - for correction
B - for removal
C - additional/new information
Others, please specify

(To be filled-out by C/MAO encoder)

TRANSACTION CODE:

THIS OFFICIAL RSBSA UPDATING SLIP IS NOT FOR SALE


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 lang ang QR
na ito.



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: — — — —

DATA FIELD CODE	FROM	TO	REMARKS
	<input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary	<input type="checkbox"/> PWD <input type="checkbox"/> 4Ps Beneficiary	

1A - FIRST NAME 2 - BIRTHDAY (MON - DD - YYYY) 6 - MOTHER'S MAIDEN NAME 10 - FCA MEMBERSHIP

1B - MIDDLE NAME 3 - BIRTHPLACE 7 - ADDRESS 11 - IP/ICC AFFILIATION

1C - SURNAME 4 - SEX 8 - CONTACT NUMBER 12 - VULNERABILITY

1D - EXT. NAME 5 - CIVIL STATUS 9 - RECORD STATUS CLASSIFICATION (PWD, 4Ps)

A - for correction
B - for removal
C - additional/new information
Others, please specify

(To be filled-out by C/MAO encoder)

TRANSACTION CODE:

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>This field is required in case of absence of a signature or inability of the registrant to sign.</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

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

You have the right to ask for a copy of your personal data that we hold about you as well as to ask for it to be corrected if you think it is wrong. To do so, you may submit another RSBSA Updating Slip and comply with the updating protocol of the RSBSA.

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>This field is required in case of absence of a signature or inability of the registrant to sign.</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)

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

You have the right to ask for a copy of your personal data that we hold about you as well as to ask for it to be corrected if you think it is wrong. To do so, you may submit another RSBSA Updating Slip and comply with the updating protocol of the RSBSA.

THIS OFFICIAL RSBSA UPDATING SLIP IS NOT FOR SALE

Annex H

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 that may be approved by the DA for use e.g. Indigenous Peoples' ID, PWD ID, etc.



Annex I
Authorization Letter

[letterhead]

AUTHORIZATION

I, _____ **(name of farmer-beneficiary)** _____, is authorizing Mr./Ms./Mrs.
_____ **(name of representative)** _____, who is my
_____ **(relation)** _____ to claim the hybrid rice seeds allocated to me due to
_____ **(reason)** _____.

Sincerely yours,



[NAME OF FARMER-BENEFICIARY]

Note: DA-Regional Field Offices may translate the letter in their vernacular language for better understanding

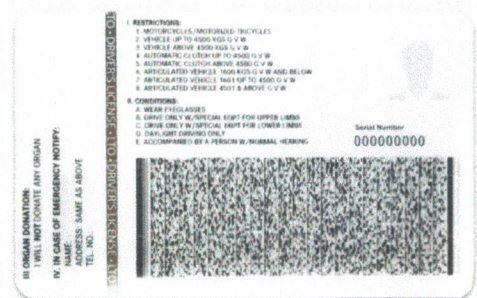
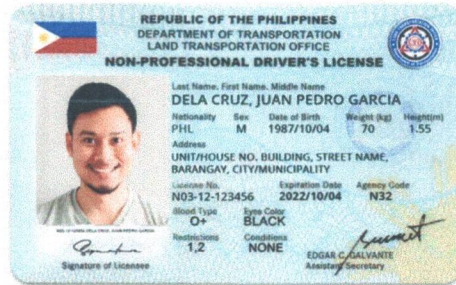


Annex J

Sample Photos for Data Capture for Printed Vouchers

Photo 1: Farmer-beneficiary with the commodity	
Photo 2: Proof of identification	<p>1. For Farmers who shall personally claim hybrid rice seeds, front and back picture of the farmer-beneficiary's ID</p> 

2. For farmers who will have a representative in the claiming of hybrid rice seeds, front and back photo of the representative's ID




2. Sales invoice/official receipt must indicate the name of farmer, address of farmer, quantity of hybrid rice seeds, unit of measure, voucher used and/or cash, and corresponding amount paid thru voucher and/or cash.

SALES INVOICE Date November 1, 2023

Delivered to: Juan Dela Cruz

Address: Sitio 4, Brgy. Poblacion 1, Calamba City, Laguna

Qty	Unit	Articles	Unit Price	Amount
		Paid thru voucher		
2	5-kg pack	Hybrid Rice Seed (include Brand)	P5,500	P11,000.00
		Sub-total		P11,000.00
		Paid thru Cash		
1	5-kg pack	Hybrid Rice Seed (include Brand)	P5,500.00	P5,500.00
		Sub-total		P5,500.00
		TOTAL P		P16,500


Authorized Signature



- | SALES INVOICE | | Date |
|-------------------------|-----------|---|
| Delivered to
Address | | Juan Dela Cruz
Sito 4, Brgy. Poblacion 1, Calamba City, Laguna |
| Qty. | Unit | Articles |
| 2 | 5-kg pack | Hybrid Rice Seed
(include Brand) |
| | | Paid thru cash |
| | | Sub-total |
| | | TOTAL F |
| | | Amount |
| | | P5,500 |
| | | P11,000.00 |
| | | P11,000.00 |
| | | P11,000 |

Authorised Signature

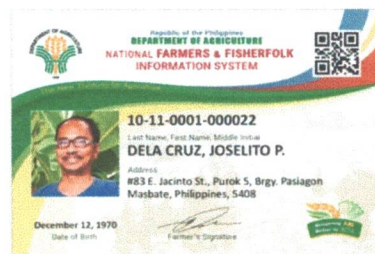
[illegible]

Photo 4: Other documents

1. For farmers who will have a representative in the claiming of hybrid rice seeds, the authorization letter must be uploaded along with the farmer-beneficiary's ID:



2. For Farmers with discrepancies in the name or birthday details, a copy of the filled up RSBSA Updating Slip A: Change of Personal Information form shall be uploaded, along with any proof of identification with the correct details.



The image shows a filled-up RSBSA Updating Slip A: Change of Personal Information form. The form includes fields for Full Name, Date of Birth, Sex, and Address, all of which have been filled out with the correct details.

The image shows a filled-up RSBSA Updating Slip A: Change of Personal Information form. The form includes fields for Full Name, Date of Birth, Sex, and Address, all of which have been filled out with the correct details.

Annex J
Settlement Timelines

A. Printed Discount Voucher

Monday to Friday 3:00 PM until 9:00 AM the following day	Merchant to Submit Transaction Records to RFO
Monday to Friday 9:00 AM onwards	RFO to endorse transaction records to DBP via SFTP
Monday to Friday 12 NN	DBP to process settlement claims
Monday - Friday 8:00 AM - 4:00 PM	Cancellation of Vouchers
Monday - Friday 4:01 PM - 5:00 PM	Processing of cancelled vouchers to take effect
1 to 2 banking days*	Payment credited to merchant account (DBP or non-DBP account)
2 to 3 banking days*	Payment credited to merchant (Other bank account)

** May vary depending on circumstances*

B. IMC

Monday to Friday 9:00 AM onwards	Processing of IMC Top-up
Monday to Friday 9:00 AM onwards	DBP Loading of e-wallets

** May vary depending on circumstances*

