

Regulatory



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
3 / F DA-PCAF Bldg., Department of Agriculture, Elliptical Road, Diliman, Quezon City  
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**MEMORANDUM** *no. 025*

**TO** : ALL REGIONAL DIRECTORS  
ALL LICENSING UNIT HEAD

**FROM** : EXECUTIVE DIRECTOR

**SUBJECT** : Clearance from the Central Office before the License Approval

**DATE** : February 7, 2018

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It has been found that licensing units of some Regional Offices did not follow the Standard Protocol on Licensing which resulted to the issuance of erroneous licenses to stakeholders. This was due to the failure and negligence regarding the evaluation of the application requirements by concerned personnel.

In this connection, the applications for new and renewal licenses of Class A Traders, Trader-Exporters, Grading Baling Establishments and Processors should be cleared with the Central Office before approval by Regional Offices. The application together with the attachments should be submitted to us thru scanned E-mail or fax for our review.

For clarifications and further inquiries please contact Regulatory Division at Telephone No. 02-441-2048 / 02- 9288751 to 65 local 2658.

Compliance is hereby enjoined.

  
KENNEDY T. COSTALES

