



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

05 March 2021

MEMORANDUM FROM THE SECRETARY

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE UPDATING OF THE REGISTRY SYSTEM OF BASIC SECTORS IN AGRICULTURE (RSBSA) THROUGH THE FARMERS AND FISHERFOLK REGISTRY SYSTEM (FFRS)

1. Background and Rationale

The Registry System for Basic Sectors in Agriculture (RSBSA) is an electronic compilation of basic information of farmers, farm laborers and fisherfolk, their agricultural activities, demographic, and socio-economic characteristics. It was established through the joint effort of the following: the Department of Budget and Management (DBM), the Philippine Statistics Authority (PSA, formerly the National Statistics Office or NSO), the Department of Agriculture (DA), the Department of Agrarian Reform (DAR), and the Department of Interior and Local Government (DILG).

The RSBSA serves as a requirement and basis for implementing various programs such as providing production input and financial assistance, insurance services, and other interventions that cater to the Filipino farmers and fisherfolk. Hence, all farmers and fisherfolk registered in the RSBSA are given priority in the targeting and implementation of the respective agency programs in accordance with the special provisions embodied in the General Appropriations Act (GAA).

However, since its conception in 2013, the data listed in the RSBSA has not been updated. Therefore, the pressing need to establish a means to update the registry to address issues of comprehensibility, precision, and accuracy of data allowed the DBM to authorize the DA to spearhead this activity in 2018.

For this purpose, the DA developed the National Farmers and Fisherfolk's Information System (NFFIS), a web-based system designed to allow an efficient, real-time, and accessible updating of the RSBSA. During the last quarter of 2019, the Department instigated the updating of the RSBSA through sending out enrollment forms, instructional manuals, information materials, and operationalizing the NFFIS in each DA-RFO. In addition, Secretary William D. Dar signed on 17 September 2019 the official updating of the RSBSA registration protocol to guide the implementation led by the DA-RFOs.

Since the conduct of registration and the utilization of NFFIS for encoding, the DA-Central Office received numerous encoding concerns from the DA-RFOs. Hence, in response to the reports received about having difficulty in encoding RSBSA enrollment forms using the NFFIS, the DA-ICTS developed an enhanced version of the system called the Farmers and Fisherfolk Registry System (FFRS).

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The FFRS is an upgraded version of the NFFIS improving its user interface (patterned to the physical RSBSA Enrollment Form) and system performance. Actual encoding using the FFRS started last August 5, 2020.

With the on-going implementation of this activity and to comply with the directive to fast track the updating of RSBSA, additional guidelines must be issued to respond to concerns raised by the implementing units since the execution of the RSBSA protocol signed by Secretary William Dar. Therefore, the crafting of supplemental guidelines for the updating of the registry is essential to enhance instructions for a more efficient and reasonable protocol for the farmers and fisherfolk. Moreover, the supplemental guidelines shall facilitate consistent dissemination of information across all working groups involved in the RSBSA. With that, the RSBSA's purpose may be fulfilled - to serve as a reference of the Department in the efficient delivery of basic services and adequate subsidies targeted to the needs of farmers and fishers for a sustainable agricultural growth.

2. Purpose

The general objective of this guideline is to provide a framework for the implementation of the updating of the RSBSA. Specifically, the guideline aims to provide additional instructions on procedures and requirements for the enrollment of legitimate farmers and fisherfolk and emphasize the roles and responsibilities of the involved government agencies/institutions in the updating of the RSBSA.

3. Legal Basis

- 3.1 Section 41 of the Republic Act No. 8435 or the "Agriculture and Fisheries Modernization Act of 1997" mandates the creation of a National Information Network (NIN) that shall be set up from the Department level down to the regional, provincial, and municipal offices within one (1) year from the approval of the Act taking into account existing information networks and seems. The NIN shall likewise link the various research institutions for easy access to data on agriculture and fisheries research and technology. All departments, agencies, bureaus, research institutions, and local government units shall consolidate and continuously update all relevant information and data on a periodic basis and make such data available on the internet.
- 3.2 Section 14 of Republic Act No. 11203 or "An Act Liberalizing the Importation, Exportation and Trading of Rice, Lifting for the Purpose the Quantitative Import Restriction on Rice, and for Other Purposes" provides that "the beneficiaries of the Rice Fund shall be those farmers and farmworkers and their dependents listed in the Registry System for Basic Sectors in Agriculture (RSBSA), and rice cooperatives and associations accredited by the DA." Further, "within one hundred eighty (180) days from the effectivity of [the] Act, the DA, in consultation with farmers' cooperatives and organizations and LGUs shall validate and update the masterlist of eligible beneficiaries to ensure that those listed are legitimate farmers, farmworkers and rice cooperatives and associations."

- 3.3 Section 19 of Republic Act No. 8550 or “The Philippine Fisheries Code of 1998” mandates the maintenance of a registry of municipal fisherfolk who are fishing or may desire to fish in municipal waters for the purpose of determining priorities among them, of limiting entry into the municipal waters, and of monitoring fishing activities and/or other related purposes.
- 3.4 The General Appropriations Act mandates that the National Programs of the DA to prioritize areas where majority of the small farmers and fisherfolk registered under the RSBSA are located.
- 3.5 DA Special Order (SO) No. 1161 which created the National Program Steering Committee (NPSC), National Program Management Office (NPMO), and the National Program Technical Working Groups (NPTWGs) for the National Farmers' and Fisherfolk's Information System (NFFIS).
- 3.6 Secretary William Dar signed last 17 September 2019 the RSBSA Registration Protocol to be adhered by all DA implementing units of the updating of the RSBSA. The RSBSA registration shall be conducted by the DA-RFOs in coordination with the LGUs.
- 3.7 Through the DA Special Order (SO) No. 853 Series of 2020, a Technical Working Group on National Registry System for Farmers and Fishers (TWG on NRSFF) was created to facilitate the completion of the updating of the RSBSA.

4. Scope/Coverage

This guideline shall cover all persons and/or offices involved in the updating of the RSBSA as well as the operation and maintenance of the FFRS. The updating shall include the registration and re-registration of all farmers, farm workers/laborers, fisherfolk and fish workers, as well as fishery operators nationwide (including BARMM). Fisherfolk who are registered in the Municipal Fisherfolk Registry System (FishR) of the Bureau of Fisheries and Aquatic Resources (BFAR) are not required to register in the RSBSA.

All RSBSA registrants are subject to the following criteria:

- 4.1 Must be a Filipino citizen;
- 4.2 Must be at least 18 years old at the time of registration; and
- 4.3 Must be a farmer, farm laborer/worker and/or fisherfolk as defined in Section 6 of this guideline.

5. Objectives

- 5.1 Issue additional guidelines, policies, and procedures for the inclusion of farmers, farm laborers/workers, and fisherfolk to the RSBSA; and
- 5.2 Define the respective duties and responsibilities of various government agencies/institutions in the registration of farmers, farm laborers/workers, and fisherfolk to the RSBSA.

6. Definition of Terms

- 6.1 **Agrarian Reform Beneficiary** – under Section 3 (b) of the Republic Act No. 10000, refers to “farmers who were granted lands under Presidential Decree No. 27, the Comprehensive Agrarian Reform Law and Republic Act No. 9700 or the ‘Comprehensive Agrarian Reform Extension with Reforms’”.
- 6.2 **Agri-Youth** – refers to a person whose age range from 12 to 30 years old and is engaged to any agricultural activity such as (1) being part of a farming household; (2) attending/attended formal or non-formal agri-fishery related course; and/or (3) participated in any agricultural activity/ program.
- 6.3 **Ancestral Domain** – under Section 3 (a) of the Republic Act no. 8371, refers to all areas belonging to Indigenous Cultural Communities (ICCs) / Indigenous Peoples (IPs) comprising lands, inland waters, coastal areas, and natural resources, held under a claim of ownership, occupied or possessed by ICCs/IPs, by themselves or through their ancestors, communally or individually since time immemorial, continuously to the present.
- 6.4 **Commercial Farm** – refers to any farm which satisfies at least one of the following conditions: 1. Livestock: a) at least 21 head of adults, b) at least 41 head of young animals, c) at least 10 head of adults and 22 head of young; 2. Poultry: a) 500 layers or 1,000 broilers, b) 100 layers and 100 broilers if raised in combination, c) 100 head of duck regardless of age.
- 6.5 **Hydroponics** – according to the Department of Plant Sciences, University of Arizona (Jensen, 1997), is a “technology for growing plants in nutrient solutions (water containing fertilizers) with or without the use of an artificial medium to provide mechanical support.”
- 6.6 **Urban Agriculture** – is the “production of food or agricultural products done within the confines of the cities, which may also include population centers in bustling towns” (Nitural, 2011).
- 6.7 **Farmer** – refers to “a natural person whose livelihood is the cultivation of land or the production of agricultural crops and/or livestock/poultry, either by himself/herself, or primarily with the assistance of his/her immediate farm household, whether the land is owned by him/her, or by another person under a leasehold or share tenancy agreement or arrangement with the owner thereof, and whether for sale or for home consumption.”

- 6.8 **Farm Laborer/Worker** - based on Republic Act No. 6657 or the Comprehensive Agrarian Reform Law of 1988, refers to “a natural person who renders service for value as an employee or laborer in an agricultural enterprise or farm, regardless of whether his/her compensation is paid on a daily, weekly, monthly or *'pakyaw'* basis” and “includes regular and seasonal farm workers.” It also pertains to an unpaid family member who is a farm laborer or farm worker but excludes workers such as drivers, tractor drivers, motorized farm equipment operators, office clerks, veterinarian and others in agriculture enterprise farm.
- 6.9 **Farm Parcel/Lot** - any piece of land that is used, whether wholly or partly, for the purpose of growing of crops, and/or tending of livestock and/or poultry and/or aquaculture, regardless of land area, number of heads, and type of farm ownership.
- 6.10 **Fisherfolk** - based on Republic Act 8550 or The Philippine Fisheries Code of 1998, refers to “people directly or personally and physically engaged in taking and/or culturing fishery and/or aquatic resources” whether for commercial purposes or for household consumption. It excludes fish vendors, fish processors, stevedores in fish ports, pump boat operator, fishery/aquaculture caretaker, and others. For the purposes of this Circular, the term “fisherfolk” shall also refer to fishworker and fishery operator.
- 6.11 **Fishery Operator** - based on The Philippine Fisheries Code, Section 4 (35), refers to one who owns and provides the means or resources to take and/or culture fishery and/or aquatic resources including land, labor, capital, fishing gears and vessels, but does not directly engage in fishery.
- 6.12 **Fishworker** - based on Sec. 4(44) R.A. No. 8550, refers to “a person whether or not regularly employed in commercial fishing and related industries, whose income is either from wages, profit sharing or stratified sharing basis, including those working in fish pens, fish corral/traps, fishponds, prawn farms, sea farms, salt beds, fish ports, fishing boat or trawlers, or fish processing and/or packing plants, but excluding administrators, security guards and overseers.”
- 6.13 **Lessee** - a person cultivating “a land which belongs to or is legally possessed by another, the lessor. The rental payment is in the form of a fixed amount of either money, produce or both” (PSA, 2012).
- 6.14 **Tenant** - a person tilling a land, “belonging to, or possessed by another, with the latter’s consent for purposes of production, sharing the produce with the landholder under the share tenancy system, or paying to the landholder a certain amount or ascertainable in produce or in money or both, under a leasehold tenancy system” (PSA, 2012).

- 6.15 **Farmers and Fisherfolk Registry System** - an online system used to facilitate the registration of farmers in support to the updating of the Registry System for Basic Sectors in Agriculture (RSBSA). The FFRS replaces the National Farmers and Fisherfolk Information System (NFFIS) as the official application for enrolling farmers in the RSBSA electronically.
- 6.16 **Registry System for Basic Sectors in Agriculture (RSBSA)** - the electronic compilation or database of basic information on farmers, farm laborers, and fisherfolk who are the target beneficiaries of agriculture-related programs and services.
- 6.17 **RSBSA Enrollment Form**- refers to the standard enrollment form to be filled-out by members of the Basic Sectors in Agriculture (BSA) as a basic requirement for registration in the RSBSA. It is divided into two sections: 1) Personal Information and 2) Farming and/or Fishing Profile.

The Personal Information section comprises the basic data of the farmer/fisherfolk (i.e. complete name, sex, address of residence, date of birth, place of birth, contact number, civil status, religion, mother's maiden name, household information, educational background, affiliations, and person to notify in case of emergency).

The Farming and Fishing Profile consists of necessary data about the registrant's agriculture and fishing activity/ies (i.e. type of farming/fishing activity, gross annual income, farm location, number of farm parcels, total farm area, farm parcel size, farm type, crops/commodities, number of heads, type of ownership and ownership document available).

7. Key Components of RSBSA - Profiling of Farmers

7.1 **RSBSA Enrollment Form** - The RSBSA Enrollment Form (refer to Annex B) is a tool to collect basic information of the farmers and fisherfolk. It is a one-page back-to-back form, divided into two (2) major parts: 1) Personal Information and 2) Farm Profile.

- 7.1.1 **Personal Information** - the first part of the enrollment form requires the registrant to fill out basic information which will be needed to recognize the identity of the farmer apart from other registrants. It consists of twenty (20) data requirements such as full name, address, contact number, date and place of birth, etc.
- 7.1.2 **Farm Profile (Main Livelihood and Farm Parcel Profile)** - basic information about the farm owned by the farmer shall also be collected through the RSBSA enrollment form. Fifteen (15) data requirements shall be filled out in the form which includes category of farming livelihood, type of farming activity, crop/commodity, number of farm parcels, farm location, total area in hectares, etc.

7.2 **Farmers and Fisherfolk Registry System (FFRS)** – the official online system to facilitate the encoding of data and information in the RSBSA enrolment form to upload them in the database. The RFOs are the main users of the system.

8. Registration

Registration to the RSBSA is **voluntary**; however, it shall be the basic requirement in availing agri-fishery related government services particularly for programs and projects of the DA, its bureaus, attached agencies and corporations, and other National Government Agencies (NGAs, i.e. DAR and NCIP).

8.1 Registration centers

- 8.1.1 City/Municipal Agriculture Office – The C/MAO will be the main registration site where all assignment of reference number of RSBSA enrollment forms will take place and where accomplished forms shall be submitted then forwarded to the DA-RFO. Farmer registrants shall submit their forms to the respective C/MAO of their residence. Meanwhile, farmers who reside in NCR with farms located in the province shall register at the C/MAO of their farm location.
- 8.1.2 DA Regional Field Office – The DA-RFOs are tasked to print enrollment forms and distribute these to their respective municipalities. Encoding and safekeeping of accomplished forms of farmers and fisherfolk shall be done in all DA-RFOs as well, except for sugarcane and IP farmers. Encoding of RSBSA enrollment forms of sugarcane and IP farmers shall be done in coordination with the SRA and NCIP offices, respectively. System-generated RSBSA reference number shall also be assigned after the RFO encoded the accomplished form through the FFRS.
- 8.1.3 DA Central Office – The registration site for registrants whose residence and farm location are both located in NCR shall be at the DA Central Office, Field Operations Service - Field Programs Operational Planning Division (FOS-FPOPD).

8.2 Documentary requirements

- 8.2.1 The registrant must provide a photocopy of any valid government identification card with ID number, as prescribed in Annex A.
- 8.2.2 Alongside the accomplished RSBSA enrollment form, all registrants are asked to attach necessary proof of ownership of land for farm owners, proof of tenancy for tenants, and proof of agreement for lessees. The following documents are advised:



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

8.2.3 In case of non-availability of any document prescribed above, the registrant may request for Barangay Certification as replacement to the documentary requirement. The Barangay Certification Form template is provided in Annex D, requiring the specification of necessary information (i.e. farm location, land area, and crops/commodities) and the signature of the Barangay Chairman and the farm owner/tenant/lessee to ensure the legitimacy of the issuance of the said document.

- (a) If certifying due to lack of valid ID card, the Barangay Chairman at the residence of the farmer shall issue the certification;
- (b) If certifying for land ownership/tenancy/lease, the Barangay Chairman at the farm location shall issue the certification.

8.2.4 In case of absence of Barangay Chairman to issue certification over the farm located in his/her jurisdiction, these authorities may issue certification:

- (a) C/MARO for ARB registrants;
- (b) Mill District Officer for sugarcane farmers;
- (c) City/Municipal Veterinarian for livestock and poultry raisers;
- (d) Tribe Leader for IP farmers; and
- (e) C/MAO for others.

8.2.5 For the cases of Hydroponics practitioners and other urban agriculture livelihood, alternative attachment shall be a geotagged photo with certification of Barangay Captain, indicating that the registrant is the owner of an existing project within the area of the Barangay's jurisdiction.

8.2.6 For the cases of farmers in Timberland areas, private-owned Timberland Corporations may issue certification to their farmers. Farmers of timberland areas under government property shall request for DENR certification as attachment.

8.2.7 For the cases of farmers who are tilling over public lands for free (e.g. government-owned, etc.) the farmer may request for certification from the Barangay of the farm location.

8.3 Registration process

8.3.1 The registrant must fill out all data fields included in the RSBSA Enrollment Form and attach any necessary document available as prescribed in Section 8.2.2.

8.3.2 The LGUs shall not deny application for registration to any individual who meets the minimum eligibility requirements specified in Section 4 of this guideline;

8.3.3 Only authorized personnel of the C/MAO shall receive RSBSA enrollment forms for processing of registration. Applications made through unauthorized registration centers not mentioned in Section 8.1 shall be deemed invalid.

8.3.4 No fees shall be collected from the registrants during registration. Expenses of DA/LGU solely in relation to the updating of the RSBSA registration shall be chargeable to project funds of RSBSA Regional Program Offices.

8.3.5 The Barangay Chairman, City/Municipal Agriculture and Fishery Council (C/MAFC) Chairman, and any authorized officer from the City/Municipal Agriculture Office (C/MAO) shall verify and certify all data and information specified in each RSBSA enrollment form of each registrant as true and correct with their respective signatures at the back of the form. For consideration of the availability of concerned officials, C/MAO shall accept submissions duly signed by at least two (2) of the abovementioned officials. C/MARO shall certify ARB registrants, Mill District Officer for sugarcane farmers, City/Municipal Veterinarian for livestock raisers, and Tribe Leader for IP farmers, in replacement to the Barangay Chairman as one of the required signatories.

8.3.6 Registrants whose farm location and residence fall under NCR shall ask the Barangay Chairman of his/her farm location to certify the accomplished RSBSA enrollment form, which shall be submitted to the DA-Central Office afterwards for encoding and safekeeping. Meanwhile, farmers who reside in NCR with farms located in the province shall submit their forms at the C/MAO of their farm location.

8.3.7 The C/MAO shall provide the RSBSA enrollment stub to the registrant, which they may present to any DA institution, bureau, or attached agency providing DA interventions as proof of eligibility and listing in the updated RSBSA. Each RSBSA enrollment stub has a unique reference number and official DA stamp mark as required security features that must be employed by the LGUs (refer to Annex C).

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8.3.8 C/MAO shall create a masterlist summarizing the accomplished RSBSA enrollment forms being certified and received by their office. The masterlist shall include the following important data fields: (1) Full Name (Last Name, First Name, Middle Name, Extension Name), (2) Reference Number, and (3) Date Received (refer to Annex C, number 3).

8.3.9 C/MAO shall endorse the certified forms to their respective DA-RFOs addressed to the Regional Executive Director (RED) every two (2) weeks, for appropriate action. All official copies of LGU-certified RSBSA Enrollment forms shall be forwarded to DA-RFOs for encoding and safekeeping.

8.4 Encoding of forms

8.4.1 DA-RFOs shall designate FFRS Regional Administrators from the regional ICT Unit, through sending an endorsement letter to the DA-FOS. Individual credentials shall be requested afterwards once the endorsement has been approved.

8.4.2 Regional Administrators shall manage the Regional FFRS account and are capable of creating encoder accounts for the region.

8.4.3 Regional Encoders shall manually and accurately input the data from the RSBSA enrollment forms to the FFRS. DA-RFOs may assign multiple Regional Encoders as needed. They are also tasked to scan and upload the accomplished enrollment forms in the system for filing.

8.4.4 DA-ICTS and each Regional ICT Unit shall work closely in providing supervision and technical assistance in the encoding process of the DA-RFOs.

8.4.5 DA-RFOs shall facilitate full documentation for traceability and submit a monthly progress report to the DA-Central Office regarding the registration and encoding of the region. The monthly progress report shall indicate the following:

(a) Total number of accomplished RSBSA enrollment forms per province received by the DA-RFO from LGUs;

(b) Total number of records encoded thru the FFRS; and

(c) Problems and issues encountered on registration and encoding (indicate if resolved and the corresponding resolution).

8.4.6 In case of duplication of RSBSA paper form reference number encoded, the regional encoder may proceed to trigger the system to assign a unique system-generated reference number to each of the form with duplicate paper form reference number.

8.4.7 DA-RFOs shall store all FFRS attachments in the Network Attached Storage (NAS) procured by each region. FFRS attachments to be uploaded include (1) scanned copy of the proof of ownership documents (in PDF format), (2) 2x2 ID photo of the registrants; and (3) scanned copy of the accomplished RSBSA Enrollment Form (PDF format). Refer to Annex D for the guidelines on the setting up the Network Attached Storage.

8.5 Exclusion of records

8.5.1 In case of expiration of validity of RSBSA registration (e.g. deceased, changed occupation to non-farming, etc.), the DA-RFOs may endorse a letter drafted and signed by the C/MAO addressed to the RSBSA NPMO informing the expiration of RSBSA record, the reason of expiration, and the proof in support to the reason stated.

8.5.2 Once exclusion of record has been approved, the DA-ICTS shall authorize the Regional FFRS administrator to conduct the deletion of record from the system.

8.6 Validation

8.6.1 DA-ICTS shall update and perform cross-matching of data encoded in the FFRS against other updated databases available (e.g. PCA, ACPC, PCIC, and FishR farmer databases).

8.6.2 Validation activities shall be conducted by the DA-CO and RFOs to ensure the integrity of the RSBSA.

8.7 Updating of records

8.7.1 With the dynamic nature of farmer and farming data, updating of RSBSA records of registered farmers and fishers shall be continuously allowed throughout the duration of the funding of the RSBSA. Farmer and fisher registrants who request to update specific data fields may submit to the C/MAO an accomplished RSBSA Enrollment Form, checking the "Updating" box at the top section of the RSBSA Enrollment form (front).

9. Roles and Responsibilities in the updating of the RSBSA

9.1 **Role of the DA** - The DA shall provide overall guidance on policy and implementation of RSBSA registration at the RFO and LGU-level while managing and maintaining the developed FFRS for an efficient and secured access by its end-users.

- 9.1.1 The Technical Working Group on National Registry System for Farmers and Fishers (TWG on NRSFF), created through DA SO No. 853 Series of 2020, is mandated to facilitate the completion of the updating of the RSBSA. They are to provide overall direction and guidance to different agencies within the Department involved in the completion of the NRSFF.
- 9.1.2 The National Program Management Office (NPMO), created through SO No. 1161 Series of 2018, shall oversee the overall program implementation, coordinate all activities related to the program nationwide, and regularly monitor the progress of the implementation. The NPMO consists of the following offices:
- (a) The DA-Information and Communications Technology Service (DA-ICTS) shall lead in the deployment of the FFRS and conduct training for all users of the system. It shall also provide relevant technical support, manage, and maintain the FFRS.
 - (b) The DA-Field Operations Service (DA-FOS) shall directly coordinate with the DA-RFOs to provide guidance to the execution of protocol and guidelines and for the purpose of information dissemination, instruction, and response to concerns regarding the implementation of the program.
 - (c) The DA-Planning and Monitoring Service shall provide guidance in the formulation of protocol, guidelines, and the overall plan of the registry.
- 9.1.3 The Agriculture and Fisheries Information Division (AFID) shall develop and implement IEC programs, produce IEC materials for dissemination, and handle the training of Regional AFID (RAFID) for IEC production at the regional level. The RAFID shall translate the forms into vernacular language, as needed.
- 9.1.4 The DA-Regional Field Offices (DA-RFOs) shall be primarily and directly responsible for implementing the program in their respective regions. For this purpose, the Regional Executive Director (RED) shall create a Regional Program Management Office (RPMO) that will oversee the implementation of the RSBSA updating at the regional level.
- (a) The Field Operations Division (FOD) and/or the Planning, Monitoring and Evaluation Division (PMED) shall oversee the execution of guidelines issued by the NPMO, /monitor the implementation at the municipal level, and coordinate with LGUs and other agencies involved in the registration.



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- (b) The ICT Unit of the Planning, Monitoring and Evaluation Division (PMED) is tasked to lead the regional FFRS encoding and administration. They shall encode all activities involved and related to the encoding of records.
- 9.1.5 The Sugar Regulatory Administration (SRA) shall assist in the registration of all sugarcane farmers. Mill District Officers (MDO) are authorized to certify the accomplished RSBSA enrollment forms of sugarcane farmers, in replacement to the Barangay Chairman as one of the required signatories. The SRA shall also encode certified enrollment forms to further verify and crosscheck the profile of the sugarcane farmer through the SRA database.
- 9.1.6 All DA bureaus, attached agencies and attached corporations with existing registries/databases shall coordinate with DA-NPMO to discuss institutional arrangements for the updating of their respective registries.
- 9.2 **Role of the Local Government Units (LGUs)** – The primary responsibility of the LGU is to spearhead the registration process of farmers and fisherfolk in the municipality or city, with the assistance of DA-RFOs.
- 9.2.1 The LGU through its **City/Municipal Agricultural Officer (C/MAO)** are expected to receive and certify the RSBSA enrollment forms submitted by the registrants. They will coordinate the endorsement and handover of certified RSBSA enrollment forms with the DA-RFOs.
- 9.2.2 The **Barangay Chairman** is expected to certify the residence of the farmer under his/her area of jurisdiction. Also, the Barangay Chairman shall provide assistance on the verification of the person applying who are not able to present any valid ownership document. To do so, the Barangay Chairman from where the farm of the registrant is located shall issue Barangay Certification Form (Annex D) to certify the personal and farm information of registrant as true and correct.
- 9.2.3 **Role of the City/Municipal Agriculture and Fisheries Council (C/MAFC)** – The C/MAFC, through its Chairman or authorized representative(s), shall verify that the person applying for registration is qualified by duly signing the submitted RSBSA enrollment form of the registrant.
- 9.2.4 **Role of the City/Municipal Agrarian Reform Office (C/MARO)** – The C/MARO shall verify that the person applying for registration is an ARB, especially those who present Emancipation Patents and Certificate of Land Ownership Award (EP/CLOA), by certifying that the proof of land ownership/acquisition is provided by the DAR.

9.2.5 **Role of City/Municipal Veterinarian (C/MV)** – The C/MV shall verify the RSBSA enrollment form of livestock farmers, in replacement of the Barangay Captain among the required signatories.

9.3 **Role of the National Commission on Indigenous Peoples (NCIP)** – The NCIP shall assist all IP farmer registrants in filling out and submitting the accomplished forms to the C/MAO. IP Leaders are authorized to certify the RSBSA enrollment form of the IP farmer registrant, in replacement to the Barangay Chairman as one of the required signatories. The NCIP shall also encode certified enrollment forms to further verify and crosscheck the profile of the IP farmers through the NCIP database.

10. Access to Data

Access to data in the RSBSA/FFRS shall require the approval of the Secretary subject to existing data privacy policy in the Department, and the Data Privacy Act of 2012. In this regard, non-DA agencies requesting for data access shall submit a written request addressed to the DA Secretary, attention to the Chairperson of the TWG, specifying the information requested and the purpose for which the information is being requested. The RSBSA NPMO shall review and recommend actions to the Chairperson for approval.

11. Transitory Clause

The original RSBSA (versions 1.0 and 1.1) shall remain valid until the completion of the program; however, members who have registered more recently shall be given priority when availing benefits from programs/projects of the DA.

12. Repealing Clause

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

13. Effectivity

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

APPROVED / DISAPPROVED:



WILLIAM D. DAR, Ph.D
Secretary

DEPARTMENT OF AGRICULTURE

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ANNEX A. Documentary Requirements for Application

1. At least one (1) Original and Photocopy of any of the following valid Identification Card:
 - a. National ID
 - b. Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multipurpose Identification (UMID) Card
 - c. Postal ID
 - d. TIN card
 - e. Passport
 - f. Professional Regulatory Commission (PRC) ID
 - g. Overseas Workers Welfare Administration (OWWA)/Integrated Department of Labor and Employment (iDOLE) Card
 - h. Commission on Elections (COMELEC) Voter's ID or Voter's Certification from the Election Officer with Dry Seal
 - i. Philippine National Police (PNP) Firearms License
 - j. Senior Citizen ID
 - k. Valid School ID (for students)

In the absence of a valid identification card, the registrant shall secure a duly signed Barangay Certification Form (Annex D) from the Barangay Chairman of his/her permanent residence.


ANNEX B. RSBSA Enrollment Form

REVISED VERSION: 03-2021

 DEPARTMENT OF AGRICULTURE 1990	<h2 style="margin: 0;">ANI AT KITA</h2> <h1 style="margin: 0;">RSBSA ENROLLMENT FORM</h1> <p style="margin: 0; font-size: small;">REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)</p>	<p style="font-size: large; font-weight: bold; margin: 0;">2x2 PICTURE</p> <p style="margin: 10px 0 0 0;">PHOTO TAKEN WITHIN 6 MONTHS</p>
ENROLLMENT TYPE & DATE ADMINISTERED: <input type="checkbox"/> New <input type="checkbox"/> Updating		
Reference Number: _____		

PART I: PERSONAL INFORMATION			
SURNAME _____		FIRST NAME _____	
MIDDLE NAME _____		EXTENSION NAME _____	
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female			
ADDRESS _____ <small>HOUSE/LOT/BLDG. NO./PUROK</small>		STREET/SITIO/SUBDV. _____	
MUNICIPALITY/CITY _____		BARANGAY _____	
PROVINCE _____		REGION _____	
MOBILE NUMBER: _____		LANDLINE NUMBER: _____	
DATE OF BIRTH: _____ <small>M M D D Y Y Y Y</small>		PLACE OF BIRTH: _____ <small>MUNICIPALITY _____ PROVINCE/CITY _____ COUNTRY _____</small>	
RELIGION: <input type="checkbox"/> Christianity <input type="checkbox"/> Islam <input type="checkbox"/> Others, specify _____		HIGHEST FORMAL EDUCATION: <input type="checkbox"/> Pre-school <input type="checkbox"/> Junior High School (K-12) <input type="checkbox"/> Vocational <input type="checkbox"/> Elementary <input type="checkbox"/> Senior High School (K-12) <input type="checkbox"/> Post-graduate <input type="checkbox"/> High School (non K-12) <input type="checkbox"/> College <input type="checkbox"/> None	
CIVIL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated		PERSON WITH DISABILITY (PWD): <input type="checkbox"/> Yes <input type="checkbox"/> No	
NAME OF SPOUSE IF MARRIED: _____		4P's Beneficiary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MOTHER'S MAIDEN NAME: _____		Member of an Indigenous Group? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOUSEHOLD HEAD? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, specify: _____	
If no, name of household head: _____		With Government ID? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Relationship: _____		If yes, specify ID Type: _____	
No. of living household members: _____		ID Number: _____	
No. of male: _____ No. of female: _____		Member of any Farmers Association/Cooperative? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, specify: _____	
		PERSON TO NOTIFY IN CASE OF EMERGENCY: _____	
		CONTACT NUMBER: _____	

PART II: FARM PROFILE			
MAIN LIVELIHOOD <input type="checkbox"/> FARMER		<input type="checkbox"/> FARMWORKER/LABORER	
<input type="checkbox"/> FISHERFOLK		<input type="checkbox"/> AGRI YOUTH	
<p style="font-size: small; margin: 0;">For farmers:</p> <p style="margin: 0;">Type of Farming Activity</p> <input type="checkbox"/> Rice <input type="checkbox"/> Corn <input type="checkbox"/> Other crops, please specify: _____ <input type="checkbox"/> Livestock, please specify: _____ <input type="checkbox"/> Poultry, please specify: _____	<p style="font-size: small; margin: 0;">For farmworkers:</p> <p style="margin: 0;">Kind of Work</p> <input type="checkbox"/> Land Preparation <input type="checkbox"/> Planting/Transplanting <input type="checkbox"/> Cultivation <input type="checkbox"/> Harvesting <input type="checkbox"/> Others, please specify: _____	<p style="font-size: small; margin: 0;">For fisherfolk:</p> <p style="font-size: x-small; margin: 0;">The Lending Conduit shall coordinate with the Bureau of Fisheries and Aquatic Resources (BFAR) in the issuance of a certification that the fisherfolk-borrower under PUNLA/PLEA is registered under the Municipal Registration (FishRI).</p> <p style="margin: 0;">Type of Fishing Activity</p> <input type="checkbox"/> Fish Capture <input type="checkbox"/> Fish Processing <input type="checkbox"/> Aquaculture <input type="checkbox"/> Fish Vending <input type="checkbox"/> Gleaning <input type="checkbox"/> Others, please specify: _____	<p style="font-size: small; margin: 0;">For agri youth:</p> <p style="font-size: x-small; margin: 0;">For the purposes of trainings, financial assistance, and other programs catered to the youth with involvement to any agriculture activity.</p> <p style="margin: 0;">Type of involvement</p> <input type="checkbox"/> part of a farming household <input type="checkbox"/> attending/attended formal agri-fishery related course <input type="checkbox"/> attending/attended non-formal agri-fishery related course <input type="checkbox"/> participated in any agricultural activity/program <input type="checkbox"/> others, specify _____
Gross Annual Income Last Year: Farming: _____		Non-farming: _____	

 <h3 style="margin: 0;">Registry System for Basic Sectors in Agriculture (RSBSA)</h3> <h4 style="margin: 0;">ENROLLMENT CLIENT'S COPY</h4>	
Reference Number: _____	
SURNAME _____	
FIRST NAME _____	
MIDDLE NAME _____	
EXTENSION NAME _____	

THIS FORM IS NOT FOR SALE

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No. of Farm Parcels: _____		Name of Farmer/s in Rotation: (P1) _____ (P2) _____ (P3) _____					
FARM PARCEL NO.	FARM LAND DESCRIPTION	CROP/COMMODITY (Rice/Corn/HVC/ Livestock/Poultry/ Agri-fishery) For Livestock & Poultry (specify type of animal)	SIZE (ha)	N.O. OF HEAD (For Livestock and Poultry)	FARM TYPE **	ORGANIC PRACTITIONER (Y/N)	REMARKS
1	Farm Location: _____ <small>BARANGAY</small> _____ <small>CITY/MUNICIPALITY</small> _____ Total Farm Area (in hectares): _____ ha Within Ancestral Domain: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Document No*: _____ Agrarian Reform Beneficiary: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Type: <input type="checkbox"/> Registered Owner <input type="checkbox"/> Others: _____ <input type="checkbox"/> Tenant (Name of Land Owner: _____) <input type="checkbox"/> Lessee (Name of Land Owner: _____)						
2	Farm Location: _____ <small>BARANGAY</small> _____ <small>CITY/MUNICIPALITY</small> _____ Total Farm Area (in hectares): _____ ha Within Ancestral Domain: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Document No*: _____ Agrarian Reform Beneficiary: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Type: <input type="checkbox"/> Registered Owner <input type="checkbox"/> Others: _____ <input type="checkbox"/> Tenant (Name of Land Owner: _____) <input type="checkbox"/> Lessee (Name of Land Owner: _____)						
3	Farm Location: _____ <small>BARANGAY</small> _____ <small>CITY/MUNICIPALITY</small> _____ Total Farm Area (in hectares): _____ ha Within Ancestral Domain: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Document No*: _____ Agrarian Reform Beneficiary: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership Type: <input type="checkbox"/> Registered Owner <input type="checkbox"/> Others: _____ <input type="checkbox"/> Tenant (Name of Land Owner: _____) <input type="checkbox"/> Lessee (Name of Land Owner: _____)						

OWNERSHIP DOCUMENT *

- Certificate of Land Transfer
- Emancipation Patent
- Individual Certificate of Land Ownership Award (CLOA)
- Collective CLOA
- Co-ownership CLOA

- Agricultural sales patent
- Homestead patent
- Free Patent
- Certificate of Title or Regular Title
- Certificate of Ancestral Domain Title
- Certificate of Ancestral Land Title
- Tax Declaration
- Others (e.g. Barangay Certification)

FARM TYPE **

- Irrigated
- Rainfed Upland
- Rainfed Lowland

(NOTE: not applicable to agri-fishery)

I hereby declare that all information indicated above are true and correct, and that they may be used by Department of Agriculture for the purposes of registration to the Registry System for Basic Sectors in Agriculture (RSBSA) and other legitimate interests of the Department pursuant to its mandates.

DATE	PRINTED NAME OF APPLICANT	SIGNATURE OF APPLICANT	THUMBMARK

VERIFIED TRUE AND CORRECT BY:

SIGNATURE ABOVE PRINTED NAME / DATE
BARANGAY CHAIRMAN / CITY / MUN. VETERINARIAN (LIVESTOCK) /
MILL DISTRICT OFFICER (SUGARCANE) / IP LEADER / C/M/PARO (ARB)

SIGNATURE ABOVE PRINTED NAME / DATE
CITY/MUNICIPAL AGRICULTURE OFFICE

SIGNATURE ABOVE PRINTED NAME / DATE
CAFC/MAFC CHAIRMAN

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, please contact <Contact Person and Contact Details>.

THIS FORM IS NOT FOR SALE

VERIFIED TRUE AND CORRECT BY:		
_____ <small>SIGNATURE ABOVE PRINTED NAME / DATE</small> <small>BARANGAY CHAIRMAN / CITY / MUN. VETERINARIAN (LIVESTOCK) /</small> <small>MILL DISTRICT OFFICER (SUGARCANE) / IP LEADER / C/M/PARO (ARB)</small>	_____ <small>SIGNATURE ABOVE PRINTED NAME / DATE</small> <small>CITY/MUNICIPAL AGRICULTURE OFFICE</small>	_____ <small>SIGNATURE ABOVE PRINTED NAME / DATE</small> <small>CAFC/MAFC CHAIRMAN</small>

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ANNEX C. RSBSA Reference Code Issuance Guide

1. Each Regional Field Offices shall print the enrollment form provided by DA-ICTS based on the estimated number of registrants.
2. A standard Reference Number shall be manually written in the top left portion of the RSBSA enrollment form using geo-code following the sequence as specified below, with the last six-digits as incremental:

Region - Province - Municipal - Barangay - 00000x

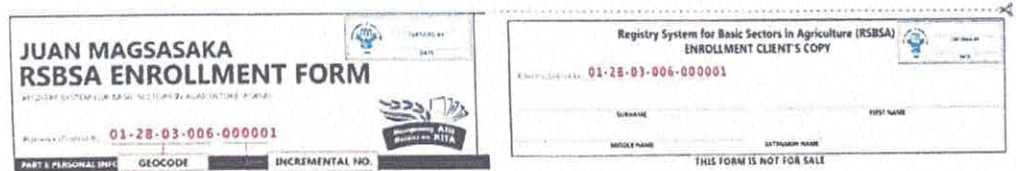
Reference Number:

0	1	-	2	8	-	0	3	-	0	0	6	-	0	0	0	0	0	1
GEOCODE													INCREMENTAL					
Region I,			Ilocos Norte,			Badoc,			Barangay Bato									
01			28			03			006									

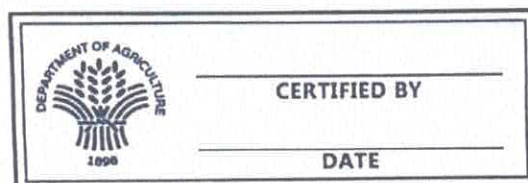
3. The LGU personnel-in-charge in the registration shall input the assigned RSBSA reference code in a masterlist (see prescribed format below):

DATE RECEIVED	REFERENCE NUMBER	REGISTRANT'S NAME		
		Surname	First Name	Middle Name
03/09/2020	01-28-03-006-000001	Dela Cruz	Juan	Santos

4. As additional security feature, stamping will be done in the form and the Enrollment Stub as shown in the photo below:



Below is the standard design of the stamp pad.



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ANNEX D. Guide on the Compilation of Proof of Ownership Documents and other RSBSA Related Attachments

I. SET UP OF SHARED DRIVE

The ICTS Network Operations and Management Division (NOMD) to provide assistance in the setting up of the shared drive.

a. Create Shared Drive

There are two options to create the shared drive in RFOs:

- (1) Create a shared drive from the existing servers/HCI of RFOs, and
- (2) Procurement and setup of Network Attached Storage (preferably 20TB).

b. Create Default Folders

DESCRIPTION	FOLDER NAME
Main Folder/ mount drive name	RSBSA
Subfolders	IDPhoto OwnershipDocument <Province Code> < Municipality Code> RSBSAForm OtherDocuments
<i>(These are the 4 FFRS default document folders.)</i>	

The above drives/ folders must be accessible in the RFO local network and from the Encoder workstations.

II. SCANNING OF FILES

All attachments must be scanned and kept in an electronic format. This is to ensure soft copies of the documents for future reference and integration with the FFRS. Scanned proof of ownership documents must be placed within the folder:

OwnershipDocument > Province Code > Municipality Code

File format	PDF, PNG, JPG
File Naming Convention	od_RR-PP-MM-LASTNAME-FIRSTNAME-MI_page number Ex: od_01-28-13-001-Dela Cruz-Juan-O_1.pdf <i>Note: "od" is the prefix set to identify "ownership documents"</i> <i>RR-Region Code(2 Digits) PP-Province Code(2 Digits) MM-Municipality Code(2 Digits)</i>

III. PREPARING THE CATALOG

The catalog is created through Excel sheet which incorporates the name of the registrant, RSBSA ID number (system-generated), documents submitted, and filename of the scanned document. The Excel sheet can be stored inside the localized storage, along with the compilation of scanned soft copies of documents, for easy retrieval.

The catalog must be formatted as below:

Department of Agriculture
Registry System for Basic Sectors in Agriculture (RSBSA)
<REGION NUMBER- NAME OF REGION>
Farmers and Fishers with Attached Proof of Ownership Documents

Date uploaded (mm/dd/yyyy)	Name of Registrant				RSBSA ID number	Documents submitted	Filename of Scanned Document
	Surname	First name	Middle name	Suffix (if any)			

ANNEX E. Barangay Certification Form (Filipino and English)

SERTIPIKASYON MULA SA BARANGAY

Ito ay nagpapatunay na si _____
(Apelyido) (Pangalan) (Middle Name)

_____ taong gulang, at nakatira sa _____

_____, ay namumuhunan at nagsasaka ng _____

para sa sakahang nasa _____ na may sukat na

_____ (hectares) mula pa nuong _____ / _____ / _____.
(Buwan) (Araw) (Taon)

Ang Sertipikasyong ito ay ibinibigay ng Barangay para lamang sa pagrerehistro sa Registry Sector for Basic Sectors in Agriculture (RSBSA) ng Department of Agriculture (DA), at hindi maaring gamitin para sa iba pang hangarin.

Barangay Chairman
Pangalan at Lagda

Petsa

Barangay: _____

Munisipyo/Bayan: _____

Lagda: _____
Magsasaka

Lagda: _____
Niyutral na Saksi

Petsa: _____

Petsa: _____

BARANGAY CERTIFICATE

This is to certify that _____
(Surname) (First Name) (Middle Name)

age _____, residing at _____
(Complete Address – Purok, Barangay, City/Municipality, Province)

_____, is tilling the following crop(s): _____

as _____ at _____
(owner/tenant/lessee/specify) (Farm Location – Barangay, City/Municipality, Province)

with size _____ hectares since _____ / _____ / _____.
(Month) (Day) (Year)

This certification is being issued by the Barangay solely for the purpose of the farmers and fisherfolk registration to the Registry System for Basic Sectors in Agriculture (RSBSA) of the Department of Agriculture, and may not be used for other purposes not mentioned above.

Name and Signature of Barangay Chairman _____
Date

Barangay

City/Municipality

Name and Signature of Farmer/Fisher

Name and Signature of Neutral Third-Party Witness

Date

Date

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