

## **Frequently Asked Questions (FAQs)**

### **What is Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)**

The FFEDIS is a web-based information system designed to assist the government in formulating plans and programs on enterprise development, and to enable the producer groups, the private sector, and the LGUs and potential donors to respond to the needs of the local and world markets and in generating resources for further enterprise development. The information system shall contain (1) a registry of agricultural and fisheries enterprises, (2) list of possible and implemented programs and projects, and (3) a roster of private companies engaged in these enterprises or have expressed interest in participating in the Program, and other information that may be identified by the Department.

### **What are the benefits of registering in FFEDIS?**

Registration to FFEDIS will allow enterprises to avail of the different programs and projects of the Department of Agriculture, such as:

1. Market linkage (APTC, KADIWA ni Ani at Kita Program)
2. Loan Program (ACEF, ACPC)
3. Grant Program (Farm mechanization, Enhanced KADIWA)
4. Trainings (ATI Training Programs)
5. Technology transfer
6. Subsidy Program
  - a. Provision of seedlings and farm inputs
  - b. Animal dispersal
  - c. Provision of machineries and other equipment
7. And MORE

### **Who can register in FFEDIS?**

1. Farmers and Fisherfolk Enterprises (FFE) – an agri-fishery enterprise owned and operated by a farmer or fisherfolk or by group/organization of farmers/fisherfolk with registration from the following agencies:
  - Department of Trade and Industry
  - Cooperative Development Authority
  - Securities and Exchange Commission
  - Department of Labor and Employment
2. Agri-fishery Enterprises (AFE) – enterprises engaged in production, processing, marketing and distribution of agricultural or fishery commodities and products
  - Crop, livestock, poultry production
  - Fishing, aquaculture
  - Food processing
  - Trucking, warehousing/storage, wholesale trading

- Retail selling
3. Other Agri-Fishery Enterprises (non-FFEs) – micro, small and medium enterprises engaged in production, processing, marketing and distribution of **locally produced** agri-fishery commodities and products or sourced from local producers (farmers or fisherfolk), or enterprises who express or intend to participate in DA assistance services or programs.

<b>Enterprise</b>	<b>Asset size</b>
Micro	Up P3,000,000
Small	P3,000,000 to P15,000,000
Medium	P15,000,001 to P100,000,000

### **How to register in FFEDIS?**

- Manual method
  - FFEDIS Registration Desks are located at the DA-Regional Field Offices at the Agribusiness and Marketing Assistance Division (AMAD). The hard copy of the FFEDIS Enrollment Form shall be accomplished by the authorized representative of the enterprise. All required details must be completed. The AMAD FFEDIS Focal Person shall assist in registering by encoding the details of the enterprises in the FFEDIS portal.
- Web-based/online registration- Enterprise directly register and submit required documents in the FFEDIS portal through this website <https://ffedis.da.gov.ph>

### **What are the requirements to register in FFEDIS?**

Here are the following requirements to register in FFEDIS:

1. Accomplished FFEDIS Enrollment Form
2. Valid Mayor's Permit / Business Permit
3. One of the following Business registrations certificates:
  - a. SEC Certificate of Registration
  - b. CDA Certificate of Registration
  - c. DTI Certificate of Business Name Registration
  - d. DOLE Certificate of Registration

### **What are the steps in registering to FFEDIS?**

#### **3-EASY STEPS IN REGISTRATION**

<p><b>1 Enrollment</b></p> <ul style="list-style-type: none"> <li>✓ Accomplish the 1-page enrollment form</li> <li>✓ Submit the requirements</li> </ul>	<p><b>2 Validation</b></p> <ul style="list-style-type: none"> <li>✓ Verification of the submitted documents</li> </ul>	<p><b>3 Issuance of the Certificate of Registration</b></p> <ul style="list-style-type: none"> <li>✓ Included in the FFEDIS Database</li> <li>✓ Issuance of the Certificate of FFEDIS Registration</li> </ul>
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**What if my documentary requirements are invalid (expired)?**

The requirement/s that has expired needs to be renewed in order to register in FFEDIS.

**Will I receive an ID as proof of registration to FFEDIS?**

An Enrollment Stub will be given to the registrant upon submitting their application and required documents as proof of registration.

**Is there a registration fee to register in FFEDIS?**

The FFEDIS registration does not require any fee to register, only the submission of the accomplished FFEDIS Enrollment form and required documents are needed to register.

**When will the FFEDIS Certificate of Registration expire?**

As of now, there are no expiration date on the FFEDIS Certificate of Registration.

**Where are the locations of the Registration Desks?**

The submission of the FFEDIS Enrollment Form and required documents can be submitted to the following registration desks:

1. Department of Agriculture Central Office – Agribusiness and Marketing Assistance Service (DA - AMAS)
2. Department of Agriculture Regional Field Office – Agribusiness and Marketing Assistance Division (DA RFO – AMAD)

Region	Address
NCR	AMAS Ground Floor, Department of Agriculture, Elliptical Road, Diliman, Quezon City Tel. No. (02) 8920-2216 Email Address: da.ffedis@da.gov.ph
CAR	AMAD, DA-RFO CAR BPI Compound, Guisad, Baguio City Tel. No. (074) 665-5675 Email Address: amaddacar2016@gmail.com

I	AMAD, DA-RFO I Aguila Road, Capitol Compound, San Fernando, La Union Tel. No. (072) 888-7213 Email Address: amad.da.region1@gmail.com / amad_da_region1@yahoo.com
II	AMAD, DA-RFO II San Gabriel Village, Tuguegarao City, Cagayan Tel. No. (078) 304-2234 Email Address: amad.rfo2@da.gov.ph
III	AMAD, DA-RFO III Capitol Compound, Sto. Nino, San Fernando City, Pampanga Tel. No. (045) 963-5751 Email Address: amadrfo3.1@gmail.com
IV-A	AMAD, DA-RFO IV-A Technology Commercialization Bldg., Lipa Agricultural Research and Experiment Station (LARES), Brgy. Marawoy, Lipa City, Batangas Tel. No. (043) 8928-8741 to 45 local 4477 Email Address: amad@calabarzon.da.gov.ph / amad_rfu4a@yahoo.com
IV-B	AMAD, DA-RFO IV-B 3rd Floor Agricultural Training Institute (ATI) Compound, Elliptical Road, Diliman, Quezon City Tel. No. (02) 8426-0634 Email Address: amad4mimaropa@gmail.com
V	AMAD, DA-RFO V San Agustin, Pili, Camarines Sur Tel. No. (054) 477-2122 Email Address: amad.bicol@gmail.com / da5agribusiness@yahoo.com
VI	AMAD, DA-RFO VI WESVIARC Compound, Sitio Hamungaya, Brgy. Buntatala, Jaro, Iloilo City Tel. No. (033) 337-1227 Email Address: daamad6@yahoo.com
VII	AMAD, DA-RFO VII MES Compound, Estancia St., Maguikay, Mandaue City, Cebu Tel. No. (032) 268-2313 Email Address: daagribiz7@gmail.com
VIII	AMAD, DA-RFO VIII Kanhuraw Hill, Tacloban City Tel. No. (053) 321-7669 Email Address: amadrfo8@gmail.com
IX	AMAD, DA-RFO IX Gen. Vicente Alvarez St., Zamboanga City Tel. No. (062) 991-3188 Email Address:
X	AMAD, DA-RFO X A. Luna St., Cagayan de Oro City

	Tel. No. (088) 856-2753 to 55 local 212 Email Address: amad.northmin@gmail.com
XI	AMAD, DA-RFO XI F. Bangoy St., Davao City Tel. No. (082) 227-0810 / 221-1786 Email Address: 11agribiz@gmail.com
XII	AMAD, DA-RFO XII Regional Center, Brgy. Carpenter Hill, Koronadal City Tel. No. (083) 520-0693 Email Address: agribusiness.r12@gmail.com
CARAGA	AMAD, DA-RFO CARAGA Capitol Site, Butuan City Tel. No. (085) 305-0092 Email Address: amadcaraga@gmail.com
BARMM	Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR) BARMM Compound, Gov. Gutierrez Ave., Cotabato City Tel. No. (064) 421-1234 Email Address: mafar@bangsamoro.gov.ph

3. Provincial Agriculturist Office (to be forwarded to the DA RFO – AMAD)
4. Municipal Agriculturist Office (to be forwarded to the DA – AMAS for NCR registrants or DA RFO – AMAD for Regional registrants)

### **When will I know if my registration is complete?**

- For the manual method of registrations or desk registration, the Registration Officer will contact the representative of the enterprise through e-mail, SMS message or by phone call informing that the FFEDIS Certificate of Registration is already approved and ready for pick-up. The FFEDIS Focal Person in DA-AMAS for NCR registrations, and DA RFO – AMAD for regional registrations may be contacted to inquire on the status of the registration.
- For the web-based registrations or online registrations, you can visit [www.ffedis.da.gov.ph](http://www.ffedis.da.gov.ph) and login your account, then you can check the enrollment form and you can see the status of your registration under “Other information”. You will also receive an email from the system that your registration has been approved. You may also contact the assigned FFEDIS Contact person in DA-AMAS for NCR registrations and DA RFO – AMAD for Regional registrations about the status of your registration.

### **How can I get my FFEDIS Certificate of Registration?**

The registration office will contact you or your authorized representative through e-mail, SMS message or phone call that your certificate is ready for pick-up from the following:

1. The Department of Agriculture Central Office – Agribusiness and Marketing Assistance Service (DA-AMAS) for NCR registrations.

- Presentation of one (1) valid ID to the registration officer and signing of the Routing Slip as proof that the certificate has already been received. The authorized representative may claim the FFEDIS certificate upon presentation of one (1) valid ID and an authorization letter
2. The Department of Agriculture Regional Field Offices – Agribusiness and Marketing Assistance Division (DA RFO – AMAD) for Regional registrations.
    - Presentation of one (1) valid ID to the registration officer and signing of the Routing Slip as proof that the certificate has already been received. The authorized representative may claim the FFEDIS certificate upon presentation of one (1) valid ID and an authorization letter
  3. Through courier services at the registrant’s expense and the registrant must also provide one (1) valid ID and an authorization letter authorizing the courier rider/driver and courier company to receive the FFEDIS Certificate of Registration on your behalf

**I am a member of a cooperative/association, can I still register even if I don’t own a business/enterprise?**

The FFEDIS Registry is a registry of agri-fishery enterprises or those agri-fishery businesses that have a valid Mayor’s permit or business permit. Individual farmer member of cooperatives or associations may register in the Registry System for the Basic Sectors in Agriculture (RSBSA) at [www.rsbsa.da.gov.ph](http://www.rsbsa.da.gov.ph).

**I did not receive any support from the government since my registration, what can I do to receive such assistance and support?**

Registration to FFEDIS does not guarantee that you will automatically receive assistance from the government (eg. ACPC Loan Programs). There are DA Programs that require registration in FFEDIS to avail of assistance. However, agri-fishery enterprises (AFEs) still need to apply with concerned DA Offices/Bureau/Attached Agency in availing assistance.

**How would the data collected through the FFEDS enrollment forms be used?**

The data collected will be used by the DA in the market matching activities, promotion of agri-fishery enterprise in social media, inclusion in the digital and printed directories of agri-fishery enterprises (AFEs), and information sharing to prospective buyers and sellers. Such purpose is stated in the FFEDIS Enrollment Form-Data Privacy Policy Statement in compliance to the Data Privacy Act of the Philippines, to wit:

“The collection of personal information is for documentation, planning, reporting and processing purposes in availing agri-fishery enterprise related interventions of the Department of Agriculture. Processed data shall only be shared to partner agencies

for planning, reporting and other use in accordance to the mandate of the agency. Further, the Registrant agrees to the posting of his/her enterprise's marketing information in social media for market matching, creation and printing of directory and for sharing of information to prospective buyers and sellers. 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 the DA-AMAS Office at email address: [da.ffedis@da.gov.ph](mailto:da.ffedis@da.gov.ph)."

### **What could be the possible reasons for the disapproval of my registration?**

1. Inconsistency of entries in the Enrollment Form and the documents submitted,
2. Invalid or expired documents,
3. Upon verification with concerned agency, there are issues on the legality, authenticity and integrity of the applicant's enterprise.

### **Will I be notified of my application's disapproval?**

The Department of Agriculture reserves the right to deny registration of the applicant if there are issues on the issues on the legality, authenticity and integrity of the applicant's enterprise. In which case, a Notice of Disapproval signed by the Regional Executive Director (RED)/Agribusiness and Marketing Assistance Service (AMAS) Director shall be issued to the Registrant citing the reason for the denial of the application

### **Are livestock and poultry businesses eligible to register in FFEDIS?**

Yes, Livestock and poultry growers are part of the Agri-Fishery Enterprises (AFEs), so long as livestock and poultry businesses provide the required documents.

### **How do I update my registration details in the FFEDIS?**

For enterprises who directly registered in the FFEDIS portal, you may log in the FFEDIS portal using the provided user account. Select "Enrollment Form", then click "Edit Info" and hit "Update" to save the changes. To update attachments, previous documents submitted should be first deleted before new attachments can be sent. To upload updated documents, select "Enrollment Form", then click "Attachment" and upload the applicable pdf document. Or the enterprise may email the updated details to [da.ffedis@da.gov.ph](mailto:da.ffedis@da.gov.ph) or the respective DA-RFO AMAD FFEDIS Focal.