



Republic of the Philippines
OFFICE OF THE SECRETARY
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MEMORANDUM ORDER

No. 06
Series of 2025

SUBJECT : GUIDELINES ON THE UPDATING OF THE REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA) THROUGH THE RSBSA PROFILING PLATFORM (RSBSAPP) FOR THE AGRI-PUHUNAN AT PANTAWID PROGRAM (APPP)

I. BACKGROUND

In response to the urgent need for service, this memorandum outlines additional policies and procedures for updating the Registry System for Basic Sectors in Agriculture (RSBSA), specifically focusing on the registration process.

II. SCOPE AND COVERAGE

It applies only to beneficiaries of the "Agri-Puhunan at Pantawid Program" (APPP) who have been endorsed by the National Irrigation Administration (NIA) and are not yet registered in the RSBSA.

III. PROCEDURE

To streamline the RSBSA registration process of Irrigators Association (IA) farmer members and their onboarding process for the Agri-PUHUNAN at Pantawid Program, the following measures are to be implemented:

- 1. Verification and Certification by IA President and National Irrigation Administration (NIA) Regional Manager/Division Manager:** The IA President, where the RSBSA registrant is a member, and the NIA Regional Manager/Division Manager shall be responsible for certifying the accuracy of all information provided in the RSBSA Enrollment Form. At a minimum, the signature of the abovementioned officials shall be sufficient to proceed to the next step.
- 2. Encoding by the NIA Regional Representative:** A designated representative from NIA Regional Office shall be authorized to encode the completed enrollment forms and upload the submitted supporting documents of IA members into the RSBSA Profiling Platform (RSBSAPP). This action shall be carried out following the verification process. NIA shall be required to submit a signed User Endorsement Form (see Annex A) and shall be authorized to encode only for the duration of the APPP implementation.

3. **Review and Approval of NIA Encoded Forms:** Upon successful encoding of the enrollment form by the NIA representative via the RSBSAPP, the respective RSBSA Regional Program Management Office (RPMO) shall be responsible for reviewing the record. Once approved, the IA member will be considered officially registered and will be assigned a unique RSBSA Reference Number. The IA member and APPP beneficiary shall now be eligible to be endorsed for onboarding and issuance of a DA IMC.

4. **Certification by C/MAO:** All approved records by the RSBSA-RPMO, encoded by NIA, shall undergo final vetting by the City/Municipal Agriculture Office (C/MAO) through the RSBSAPP for Local Government Units (RSBSAPP-LGU). In cases where the LGUs are not yet RSBSAPP-LGU users, NIA, in coordination with the RSBSA RPMO, will endorse the hard copies of the RSBSA Enrollment Form to the respective city/municipal agriculturist for signature. After the form is signed, it will be forwarded to the DA-RFO for safekeeping. The vetting and approval by the C/MAO is a key requirement for beneficiaries to access the interventions granted under the program.

IV. EFFECTIVITY

This Order shall take effect immediately and shall remain in force unless revoked in writing. All previous issuances inconsistent with the provisions of this Order are hereby revoked.

Done this 9th day of FEBRUARY, 2025.


FRANCISCO P. TIU-LAUREL JR.
Secretary



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