

22 August 2024

**MEMORANDUM FROM THE SECRETARY**

**SUBJECT : ADDENDUM TO THE SUPPLEMENTAL GUIDELINES ON THE UPDATING OF THE REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA) THROUGH THE RSBSA PROFILING PLATFORM (RSBSA)**

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In the exigency of service, this memorandum is hereby issued to provide additional policy and procedural guidelines on the implementation of the Updating of the RSBSA, specifically the registration process, in relation to the implementation of the "Agri-PUHUNAN at Pantawid Program" by the Department.

Under Section 8.3.5 of the signed Supplemental Guidelines On The Updating Of The Registry System For Basic Sectors In Agriculture (RSBSA) Through The RSBSA Profiling Platform signed by the Secretary on 05 March 2021 the following persons allowed to verify and certify an RSBSA Enrollment Form:

*"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."*

In relation to the authorized signatories and for the purpose of expediting the registration of Irrigators Association (IA) members to the RSBSA in the implementation of the "Agri-PUHUNAN at Pantawid Program", the IA President where the RSBSA registrant is a member, shall be allowed to verify and certify all the information specified in the RSBSA enrollment form, along with one (1) of the above-mentioned authorized signatories.

Additionally, IA member registrants whose spouses are registered to the RSBSA tilling the same farm parcel, a declaration of intent to update their RSBSA Registration (Annex A) must be submitted along with the appropriate Updating Slip for their concern.

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

Done this 27<sup>th</sup> of AUGUST, 2024.



**FRANCISCO P. TIU LAUREL JR.**



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**ANNEX A**

## **DECLARATION OF INTENT TO UPDATE RSBSA REGISTRATION**

I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Ext. Name)

Filipino, of legal age, resident of \_\_\_\_\_  
(Complete Address: Purok, Barangay, City/Municipality, Province)

and RSBSA-registered farmer with RSBSA No. \_\_\_\_\_

hereby state that:

3. \_\_\_\_\_ is my \_\_\_\_\_; and  
(First Name) (Middle Name) (Last Name) (Relationship)

4. I am tilling the same farm parcel as with that of the person above-stated and made  
the same declaration in my RSBSA registration.

In relation to this, and to reflect the truthfulness of my farming activity, I am updating my  
RSBSA registration by: (choose only one)

- ☐ Updating my Livelihood from FARMER to FARMWORKER (RSBSA Updating Slip B)
- ☐ Deactivating my RSBSA record (RSBSA Updating Slip A)

I am attaching this Declaration with my fully accomplished RSBSA Updating Slip.

In witness hereof, I hereby set my hand this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
RSBSA Registrant

Verified by:

\_\_\_\_\_  
RSBSA Regional PMO Staff

Date: \_\_\_\_\_  
(mm/dd/yyyy)





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**ANNEX A**

## DEKLARASYON NG LAYUNIN SA PAG-UPDATE NG RSBSA REGISTRATION

Ako si \_\_\_\_\_,  
(Pangalan) (Gitnang Pangalan) (Apelyido) (Ext. Name)

Filipino, nasa legal na edad, residente ng \_\_\_\_\_  
(Tirahan: Purok, Barangay, City/Municipality, Province)  
\_\_\_\_\_, at rehistradong magsasaka sa RSBSA na  
may RSBSA No. \_\_\_\_\_, ay nag-papahayag na:

3. Si \_\_\_\_\_ ay aking \_\_\_\_\_; at  
(Pangalan) (Gitnang Pangalan) (Apelyido) (Relationship)
4. Ako ay nagsasaka sa parehong parsela ng sakahan ng taong nabanggit sa itaas at ito ay aking  
naideklara sa aking RSBSA registration.

Kaugnay nito, at upang ipakita ang katotohanan ng aking aktibidad sa pagsasaka, ina-update  
ko ang aking RSBSA registration sa pamamagitan ng: (pumili lamang ng isa)

- ☐ Pag-update ng aking Livelihood mula FARMER na maging FARMWORKER  
(RSBSA Updating Slip B)
- ☐ Pag-deactivate ng aking record (RSBSA Updating Slip A)

Inilakip ko ang Deklarasyon na ito kasama ng aking ganap na natapos na RSBSA Updating Slip.  
Bilang patotoo nito, itinatakda ko ang aking kamay ngayong ika-\_\_\_\_ araw ng  
\_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
RSBSA Registrant

Verified by:

\_\_\_\_\_  
RSBSA Regional PMO Staff

Date: \_\_\_\_\_  
(mm/dd/yyyy)





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### **GUIDE FOR THE RSBSA REGIONAL PMO STAFF**

Upon receiving the Declaration Form of Intent to Update the RSBSA registration (Annex A), the assigned RSBSA Regional PMO Staff must:

5. Check the completeness of all information declared including the required authorized signatures in the documents submitted;
6. Validate the indicated RSBSA Number by the RSBSA-registered individual submitting the declaration form of intent via RSBSA Finder or RSBSA Profiling Platform (RSBSAPP);
7. Review the completeness of the documentary requirements submitted. See checklist below:
  - Accomplished Declaration Form of Intent to Update the RSBSA registration with photocopy of one (1) valid Government-issued ID of the of the RSBSA-registrant declared to be updated
  - Accomplished RSBSA Enrolment Form with attached 2x2 photo of the new registrant
  - Photocopy of one (1) valid Government-issued ID of the new registrant
  - Accomplished RSBSA Updating Slip A or B of the RSBSA-registrant declared to be updated:
    - Slip B for updating as “FARMER to FARMWORKER”; or
    - Slip A for updating as “DEACTIVATED”
8. Affix your signature and date (in mm/dd/yyyy format) in the declaration form to signify that all documents submitted are verified correct and complete.



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and RSBSA-registered farmer with RSBSA No. \_\_\_\_\_

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I am attaching this Declaration with my fully accomplished RSBSA Updating Slip.

In witness hereof, I hereby set my hand this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
RSBSA Registrant

Verified by:

\_\_\_\_\_  
RSBSAPP-LGU Staff

Date: \_\_\_\_\_  
(mm/dd/yyyy)







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Verified by:

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3. Review the completeness of the documentary requirements submitted. See checklist below:
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