

2. FARMERS & FISHERFOLK ENTERPRISE DEVELOPMENT INFORMATION SYSTEM (FFEDIS) REGISTRATION

For the purpose of documentation, planning, reporting and processing in availing agri-fishery enterprise related interventions of the Department of Agriculture, FFEDIS registration is required as mandated in the Republic Act 11321 also known as the Sagip Saka Act. Processed data shall only be shared to partner agencies for planning, reporting and other use in accordance to the mandate of the agency.

Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

Office or Division:	AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Client/ G2B – Government to Business			
Who may avail:	All enterprises engaged in agriculture and fishery-related economic activities, including, among others, producer groups, fisherfolk organizations/groups, cluster of growers or fishers and other similar enterprises as well as micro, small and medium scale processors, consolidators, exporters and other enterprises who are willing to assist producer groups in vertical clustering or joint business planning and/or forge contracts or formal marketing agreements with such producer groups.			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Duly accomplished FFEDIS Enrollment Form		OSAC Office		
2. Mayor's Business Permit (1 original & photocopy)		Concerned LGUs		
3. Applicable Certificate of Registration: (1 original & photocopy) <ul style="list-style-type: none"> ▪ Securities and Exchange Commission (SEC) for Corporations ▪ Cooperative Development Authority for Cooperatives ▪ Department of Trade and Industry (DTI) Registration for single proprietor 		Concerned Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

A. REGISTRATION AT THE FFEDIS REGISTRATION DESK				
1. Secure Agri-Fisheries Enterprise Enrollment Form at the Registration Desk located at OSAC Office	Step 1.1: Hands-out enrolment form	None	10 minutes	Administrative Assistant II
2. Submit accomplished enrolment form attached with documentary requirements .	Step 2.1: Receive, logged and review the submitted accomplished form. Checks if the required fields are completely filled-out and attachments are complete vis-à-vis checklist of requirements	None	10 minutes	Administrative Assistant II/ Agriculturist II AMAD
	Step 2.2: Input the information to the system and then generate the User's Credentials/username and password of the FFE.	None	5 minutes	Administrative Assistant II/ Agriculturist II AMAD
	Step 2.3: Check and verify the information inputted in the system vis-à-vis Permits and Certifications attached	None	20 minutes	Agriculturist II & Supervising Agriculturist AMAD
	Step 2.4: Check and approve Enterprise Registrants	None	10 minutes	Chief, AMAD
	Step 2.5: Issue/sign Certificate of FFEDIS Registration	None	5 minutes	Regional Executive Director
TOTAL			1 Hour	

FOR WEB-BASED REGISTRATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the FFEDIS website using the link www.ffedis.da.gov.ph and fills-out the Enrollment Form and submit/attach online in PDF format the scanned copy of the documentary requirements	<p>Step 1.1: Examine if all the fields of the Enrollment Form are properly filled-out and if attachments are complete</p> <p>Check and verify the information inputted in the system vis-à-vis permits and certifications attached</p>	None	5 minutes	Agriculturist II & Supervising Agriculturist AMAD
	<p>Step 1.2: Check and approve enterprise Registrants</p>	None	5 minutes	Chief, AMAD
	<p>Step 1.3: Issue/sign Certificate of FFEDIS Registration</p>	None	5 minutes	Regional Executive Director
TOTAL			15 Minutes	