REPUBLIC ACT 10068 OR
THE ORGANIC AGRICULTURE ACT OF 2010
COMPENDIUM OF IMPLEMENTATION GUIDELINES

BUREAU OF AGRICULTURE AND FISHERIES PRODUCT STANDARDS
National Organic Agriculture Board (NOAB) Secretariat
BPI Compound, Visayas Avenue, Diliman, Quezon City
Tel Nos. (02) 920-6131/ 467-9039
Email Address: bafpsorganic@gmail.com
Website: organic.da.gov.ph

MAY 2012
Republic Act 10068 or The Organic Agriculture Act of 2010
Compilation of Implementation Guidelines

1. Administrative Order No. 07 Series of 2011
   Amendments to Administrative Order No. 13 Series of 2003 on the Guidelines in the Accreditation of Certifying Bodies (CBs) for Standards for Organic Agriculture
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ADMINISTRATIVE ORDER NO. 07 SERIES OF 2011

AMENDMENTS TO ADMINISTRATIVE ORDER NO. 13 SERIES OF 2003 ON THE GUIDELINES IN THE ACCREDITATION OF CERTIFYING BODIES (CBS) FOR STANDARDS FOR ORGANIC AGRICULTURE
March 22, 2011

Administrative Order
No. 07
Series of 2011

SUBJECT: AMENDMENTS TO ADMINISTRATIVE ORDER NO. 13 SERIES OF 2003 ON THE GUIDELINES IN THE ACCREDITATION OF CERTIFYING BODIES (CBS) FOR STANDARDS FOR ORGANIC AGRICULTURE

WHEREAS, Section 15 of Republic Act No. 10068 or the Organic Agriculture Act of 2010 designates and authorizes the Bureau of Agriculture and Fisheries Product Standards (BAFPS) to grant official accreditation to organic certifying body or entity;

WHEREAS, Section 15 of RA 10068 further mandates BAFPS to formulate the necessary rules and procedures for such accreditation;

WHEREAS, excerpt from the minutes of the 8th meeting of the National Organic Agriculture Board (NOAB) that DA AO 13, Series of 2003 or the Guidelines in the Accreditation of Certifying Bodies for Standards on Organic Agriculture shall be recognized as governing rules for the same purpose under Organic Agriculture Act of 2010 and shall be amended to include additional provisions;

NOW THEREFORE, I, HON. PROCESO J. ALCALA, do hereby order these amendments from DA AO No. 13, Series of 2003 that will read as follows:

3. Criteria for Accreditation

3.3 Track Record

3.3.1 must have been engaged in organic agriculture production or related extension services for at least three (3) years

3.3.6 must be able to conduct inspection in accordance with the approved Operating Manual of Certification Procedures. The Manual shall ensure the following:

   a) Compliance of its certified operations with the existing standards and record keeping requirements

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1 The guideline only applies to local certifying bodies; a separate guideline shall be formulated for international CBSs operating in the country.
b) Adherence to procedures in evaluating applicants, making certification decisions, issuing certification certificates, and maintaining the confidentiality of any business information submitted by the certified operation.

c) Conduct of necessary procedures to monitor the certified operations.

d) No conflict of interest. All persons involved in the certification procedure have declared existing or potential conflicts of interest.

e) Making information available to the public about the certified operations.

3.4 must have at least one satellite office or processing unit each in Luzon, Visayas, and Mindanao in case of only one accredited certifying body in the country.

3.5 must not be providing consultancy services to certification applicants to overcome identified barriers to certification.

4. Procedure for Accreditation

4.1 Application for Accreditation:

In addition to the requirements enumerated under Section 3 of AO 13, series of 2003, the applicant-institution shall submit the following to the Secretary of the Department of Agriculture through the Bureau of Agriculture and Fisheries Product Standards, to wit:

a) Written application for accreditation identifying each area of operation to engage in, for which accreditation is requested (e.g., crops, livestock, wild crops, inputs, etc).

b) Updated institution’s organizational profile.

c) Certificate of Registration from the Security and Exchange Commission (SEC) or other relevant regulatory agencies.

d) Latest audited financial statements.

e) ISO 65 (General Requirements for Bodies Operating Product Certification Systems) compliant.

f) Personnel Information (applicant shall demonstrate sufficient number of adequately trained personnel and provide evidence of their expertise to successfully perform the duties assigned). Contact details (telephone number, mobile number, and/or email address) shall be included.

g) Evidence that applicant’s personnel have sufficient expertise in organic production or handling techniques to successfully perform the duties assigned.

h) List of certified operations if the applicant is currently doing certification work.
Part II Project Evaluation

Article 1. Organic Project Evaluation Executive Committee

Section 1. Composition. There Organic Project Evaluation Executive Committee shall be composed of the members of the National Organic Agriculture Board (NOAB).

Section 2. Functions. The Organic Project Evaluation Executive Committee shall perform the following functions:

1. Review, approve, and prioritize project proposals/feasibility studies recommended by the Technical Working Group on Organic Agriculture Project Proposal Evaluation (herein referred to as the TWG);
2. Forward to the Office of the Secretary the list of approved project proposals together with their respective work and financial plans for the corresponding release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) to corresponding Implementing DA agencies and DA RFUs;
3. Approve and/or cause the review of guidelines relevant to the identification and prioritization of project proposals as well as the methods and procedures for project evaluation, appraisal and monitoring; and
4. The NOAB may preferably set a regular meeting to deliberate project proposals and/or review and approve guidelines. The Chair or the alternate Chair of the NOAB may however opt to cancel the regular meeting and/or call for a special meeting and/or with written notice, delegate to another member the authority to preside over a meeting in case of his/her absence.


Section 1. Composition. The TWG on Organic Project Proposal Evaluation shall be composed of the following:

Chair

Chief, Policy Advocacy & Legislative Support Division

Vice-Chair

Director, Project Development Service

Members

Representative, NAFC

Representative, Field Operations Service (FOS)

Representative, Bureau of Soils and Water Management (BSWM)

Representative, HVCAP

Representative, PCARRD-DOST

*Representative from BPI, BAI, BFAR and other concerned agencies such as DILG, DENR, DepEd, DAR, DTI and DOH (as needed)
All other provisions of AO 13, series of 2003 except for the aforementioned provisions shall remain

This Order shall take effect immediately.

[Signature]

PROCESO J. ALCAÑA
Secretary
ADMINISTRATIVE ORDER NO. 13 SERIES OF 2003
GUIDELINES IN THE ACCREDITATION OF CERTIFYING BODIES (CBS)
FOR STANDARDS FOR ORGANIC AGRICULTURE
Administrative Order No. 13
Series of 2003

Subject: GUIDELINES IN THE ACCREDITATION OF CERTIFYING BODIES FOR STANDARDS ON ORGANIC AGRICULTURE

Sec. 60 and Sec. 63 Chapter 7 of RA 8435 or the Agriculture and Fisheries Modernization Act of 1997, specifically mandates the Bureau of Agriculture and Fisheries Product Standards (BAFPS) to formulate and enforce standards of quality in the processing, preservation, packaging, labeling, importation, exportation, distribution and advertising of agriculture and Fisheries products.

It is further recognized that in order for the government to enforce standards of quality and safety throughout the country a strong collaboration and effective partnership with the private sectors and non-government organizations with proven competency and experiences in organic agriculture and with adequate technical personnel and financial resources must be forged. To tap their expertise as certifying bodies, there is an imperative need to provide and spellout specific guidelines in the accreditation of certifying bodies for the enforcement of standards for organic agriculture.

1. Objectives of Accreditation. The accreditation of the private sector institutions, and non-government organizations is aimed to attain the following:

1.1 To tap the expertise of the private sectors and non-government organizations as partners in certifying products as organically produce.

1.2 To provide them wider opportunities and direct participation in product certification activities.

1.3 To give due recognition of their efforts, capabilities, competencies and experiences in promoting the development and production of organic products, and marketing of organically produce products both in the local and foreign markets.

1.4 To ensure that the duly accredited certifying bodies shall enforce the Philippine Standards for organic Agriculture, and comply with the requirements of the approved operating Manual of Certification Procedures.

2. Coverage of Accreditation:

Accreditation shall apply to private business organization, cooperatives, non-government organization, people’s organization, foundations and civic-religious organizations.

3. Criteria for Accreditation:

3.1 Ownership: must be owned or controlled by Filipino citizens.

3.2 Must not be engaged in the production of organic agriculture at the time of the application for accreditation and during the lifetime of the accreditation authority as certifying body.

3.3 Track Record:

3.3.1 must have been engaged in organic agriculture production or related extension services for at least one year

3.3.2 must have undergone training in organic certification

3.3.3 must be able to deploy at least one inspector per region

3.3.4 must have financial resources to undertake certification activities in its coverage areas

3.3.5 must have a clean track record in its financial dealings in their previous transactions
3.3.6 must be capable of conducting inspection work in accordance with the approved Operating Manual of Certification Procedures.

4. Procedure for Accreditation:

4.1 Application for Accreditation:

The applicant-institution shall submit to the Secretary of the Department of Agriculture through the Bureau of Agriculture and Fisheries Product Standards, a written application for accreditation together with the institution’s organizational profile, Certificate of Registration, track record and other pertinent documents attesting to their competency to conduct organic product’s certification.

4.2 Conduct of Verification:

Whenever necessary, the DA through the BAPPS shall conduct inspection and interviews to validate the application-institution.

4.3 Issuance of Certificate of Accreditation:

A certificate of accreditation shall be issued to the institution that satisfies the criteria enumerated in para.3 of these guidelines within fifteen (15) calendar days from the date of the submission of the completed documents.

5. The Secretary may impose fees in such an amount sufficient to cover the administrative cost in processing accreditation documents.

6. Renewal of the Certificate of Accreditation:

The certificate of accreditation shall be valid only for a period of three years. After such period, the certifying body shall be required to renew its certificate of accreditation.

7. Revocation of Accreditation:

Any institution accredited following these guidelines be required to submit year-end and other periodic report of the activity undertaken. Failure to comply with the requirement shall be a basis for the revocation of accreditation that shall further deprive the institution to participate in future undertaking. Furthermore, the Secretary, upon the recommendation of the BAPPS shall be empowered to revoke the certificate of accreditation at anytime if the Secretary has reasonable ground to believe that there is clear violation in the certification procedures.

8. Effectivity

This Order shall take effect fifteen (15) days after its filing with the UP Law Center

(Signed)

Luis P. Lorenzo, Jr.
Secretary
08 April 2011

ADMINISTRATIVE ORDER
No. 14
Series of 2011

SUBJECT: GUIDELINES ON THE REGISTRATION OF ORGANIC FOOD AND ORGANIC INPUT PRODUCERS

Pursuant to Section 16 of Republic Act No. 10068 otherwise known as "Organic Agriculture Act of 2010" and its Implementing Rules and Regulations, the Bureau of Agriculture and Fisheries Product Standards (BAFPS) hereby issues the following guidelines for the registration of organic food and organic input producers/establishments:

I. SCOPE

This guideline provides information and prescribes the rules and regulations for the registration of organic food and organic input producers/establishments to include importers, exporters, manufacturers and processors, to ensure farmers and end-users that the products being marketed are of good quality as guaranteed by the accredited organic certifying body(s) and compliant to the Philippine National Standard for Organic Agriculture.

The following are covered by this guideline:
A. Organic Food
   1. Fresh
   2. Processed
B. Organic Inputs, Producers/Establishments
   1. Seeds and planting materials
   2. Plant protection and pest management products
   3. Compost and Fertilizers, Soil Conditioner, Plant Growth Promoter
   4. Bio Control Agents (BCA)
   5. Feeds

II. DEFINITIONS
For the purposes of this Order, the following definitions shall apply:

**Organic** - refers to the particular farming and processing systems, described in the standards and not in the classical chemical sense. The term "organic" is synonymous in other languages to "biological" or "ecological". It is also a labeling term that denotes products considered organic based on the Philippine National Standards for organic agriculture.
**Organic food establishment** - refers to an entity, whether local or foreign, that produces fresh or processed organic food.

**Organic input establishment** - refers to an entity, whether local or foreign, that produces inputs acceptable for organic agriculture.

### III. REGISTRATION

#### A. For Organic Input Establishment

It shall contain the following information:

1. the name, address and contact information such as phone number and email address/website of each organic input/establishment that the registrant owns or sells;

2. the primary purpose and business activity of each input establishment, including the dates of operation in a year, if the organic input establishment is seasonal;

3. a list of organic input produced and their corresponding brand names;

4. the name, address and contact information of the organic input certifying body that certified the products sold;

5. a written assurance that the registrant will notify BAFPS of any change in the products, function or legal status of the domestic input establishment (including cessation of business activities) not later than thirty (30) days after such change;

6. a List of materials (common names and scientific name in the case of plant parts) used in the production of each particular input.

#### B. For Organic Food Establishment

It shall contain the following information:

1. the name, address and contact information such as phone number and email address/website of each organic food establishment that the registrant owns;

2. the primary purpose and business activity of each organic food establishment, including the dates of operation in a year, if the organic food establishment is seasonal;

3. a list of organic food produced and their corresponding brand names;
4. the name, address and contact information of the certifying body -
certifying that the products sold are compliant to the Philippine
National Standards for organic agriculture and processing;

5. a written assurance that the registrant will notify BAFPS of any
change in the products, function or legal status of the domestic
food establishment (including cessation of business activities) not
later than thirty (30) days after such change;

IV. REQUIREMENTS

A. Organic Fertilizer (solid or liquid)
   1. Administrative requirement:
      ✓ Duly accomplished and notarized Application Form with
documentary stamps. Original must be submitted together with
the duplicate copy.

      ✓ Organic certification from a DA-accredited certifying body.

   2. Technical requirements:
      (A) For new application - FERTILIZERS
      ✓ Proposed packaging materials/label or bag;
      ✓ Guaranteed analysis of nutrients (macro and micro) including
percentage of moisture and C:N ratio, in accordance to the
PNS;
      ✓ Raw materials used;
      ✓ Brochure/pamphlet describing the product including rate of
application and direction for use;
      ✓ General description of production process (Confidential
Business Information);
      ✓ Test for pathogens;
      ✓ Bio-efficacy data generated by accredited
researchers/institutions for fertilizers;
      ✓ Any claim on the presence of beneficial microorganisms must
be specified;
      ✓ Other relevant information (i.e. brochure/pamphlets of
exporting/manufacturing firm or company profile).

      (B) For new application - BIO-CONTROL AGENTS (BCA)
      ✓ Guaranteed analyses of active ingredients;
      ✓ Source of claim of bioactive ingredient/compound;
      ✓ Brochure/pamphlet describing the product including rate of
application, direction for use and recommended PHI (Pre-
harvest Interval);
✓ General description of production process (Confidential Business Information);
✓ Bioefficacy, environmental impact and toxicology data generated by accredited researchers/institutions;
✓ Any claim of effects other than efficacy should be supported by appropriate documentation;
✓ Other relevant information (i.e. brochure/pamphlets of exporting/manufacturing firm or company profile).
✓ Institutional producers or private companies should register their facilities for biosafety compliance.

For natural products used as bio-pesticide inputs -
✓ Submit bio-efficacy tests

(C) For renewal application -
✓ Inform BAFPS of any changes on the above items
✓ Recent chemical analysis from a duly accredited laboratory

a) At least one (1) month prior to the expiration of the registration, the company, firm or farm must apply for renewal, otherwise fees shall apply for late registration.

b) For products that are currently registered with FPA, but the validity of registration is about to expire, it shall be subject only to renewal requirements by BAFPS.

V. STATUS

(1) For FERTILIZERS -
a) Renewal of license is done annually. Product registration is done every three (3) years with submission of sample for validation of product quality and safety.

b) Provisional registration valid for one (1) year is given if the bioefficacy test has been done for one cropping only; Full registration is given after significant effectiveness of product for second cropping is validated.

c) Data generated from foreign countries may be accepted and given one (1) year probationary registration subject to generation of local bioefficacy data.

(2) For BIO-CONTROL AGENTS (BCA) -
a) Product registration is valid for five (5) years; if there is no report of any misuse after 5 years, only documentary submissions is required.
VI. FEES

Aside from cash basis, registration fees shall either be in Postal Money Order or Manager’s Check payable to the DA Cashier’s office. Personal and out-of-town checks are NOT accepted.

1. Organic Food Dealer - P 1,500.00
2. Organic Fertilizer Dealer - P 2,000.00/store
3. Bio-Control Agents Dealer - P 2,500.00
4. Dealer of both Fertilizer/BCA - P 4,000.00
5. Importer/Exporter - P 3,000.00
6. Input Manufacturer/Processor - P 3,000.00

VII. SEPARABILITY CLAUSE

Should any provision of this Order or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and in effect.

VIII. REPEALING CLAUSE

All previous guidelines and circulars inconsistent herewith are hereby superseded or modified accordingly.

IX. ADMINISTRATIVE PENALTIES

Administrative sanctions shall be imposed against all persons or entities who violate or refuse to abide by the provisions of this Administrative Order pursuant to the Penal Provisions under Section 26 of R.A. 10068, Articles 19, 95 and 107 of Chapter I, IV and V of the Consumer Act of the Philippines (R.A. 7394) and other pertinent laws and regulations.

X. EFFECTIVITY

This Order shall take effect immediately.

SO ORDERED.

PROCESO J. ALCALA
Secretary
ADMINISTRATIVE ORDER NO. 02 SERIES OF 2012
REGULATION OF THE INCENTIVE SUBSIDY SCHEME FOR ORGANIC CERTIFICATION
10 January 2012

Administrative Order
No. 02
Series of 2012

SUBJECT: REGULATION OF THE INCENTIVE SUBSIDY SCHEME FOR ORGANIC CERTIFICATION

I. OBJECTIVE

Pursuant to Section 24 of Republic Act No. 10068 otherwise known as "Organic Agriculture Act of 2010" and its Implementing Rules and Regulations, and with the aim of encouraging the farmers/producers/processors comply with the standards for organic agriculture, the Department of Agriculture hereby issues the following guidelines for the granting of subsidy for organic certification. The granting of subsidy further aims to prevent fraud and to provide the consumers assured quality of organic products.

II. SCOPE OF APPLICATION

Individual or organized group of farmers/producers/processors classified as micro, small and medium enterprises applying for local third-party organic certification and whose products are intended for the local market can avail of the incentive subsidy.

For products intended for the export market, subsidy shall be given only to MSMEs, indigenous people and agrarian reform beneficiaries, a DA’s accredited organic local certifying body, who has an international recognition, shall be tapped for the certification work.

Only farms/establishments which have complied with the organic agriculture standards as evidenced by the actual inspection report shall be entitled to subsidy.

The cost of certification and related expenditures of individual farms applying for subsidy should be less than 10% of the market price of the estimated total organic produce. For group certification, it should not be less than 5% of the...
IV. PROCESS OF CERTIFICATION

The applicant entity/farmer shall select a local certifying body from the list of the DA's accredited organic certifying bodies (CBs) through the Bureau of Agriculture and Fisheries Product Standards (BAFPS) to do the certification work and negotiate preferential fees for the enterprise to be certified.

The applicant may download the certification checklist from the organic agriculture website or get information from the regional organic focal persons for purposes of self-assessment of his readiness for certification.

The applicant shall inform the DA Agribusiness Marketing Assistance Service (AMAS) of their intent to avail the certification subsidy through submission of the following documents:

- Letter of intent (specifying the preferred Certifying Body)
- Farm-establishment/organization profile
- Computation of the total certification fees
- Copy of contract with the certifying body
- Copy of the pre-assessment report

A tripartite Memorandum of Agreement (MOA) shall be signed between the subsidy applicant, certifying body, and AMAS stating the total incentive amount and terms and conditions relative to the provision of certification subsidy.

The certifier must notify AMAS at least fourteen (14) working days prior to a scheduled inspection before conducting the actual inspection. A notice to proceed shall be transmitted within seven (7) days after notification.

AMAS has the right to follow up the entire process of certification application.

The subsidy shall be paid directly to the certifier upon certification of the inspected farm and the following shall be submitted by the certifier to AMAS:

- Actual inspection report signed by the inspectors
- Copy of the minutes of the certification committee meeting approving the application for certification
- Certified true copy of the organic certificate
- Signed declaration of no conflict of interest
- Billing statement based from the submitted computation of certification fees

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[Diagram shows flow of diagram for process of certification subsidy]
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- Signed declaration of no conflict of interest
- Billing statement based from the submitted computation of certification fees
All documents submitted to AMAS shall be subject for AMAS’ verification in coordination with other concerned agencies.

In case of approved applications with conditions, re-inspection fees shall be borne by the applicant.

In case of denial of the application and upon proof of non-compliance of the “must be” complied requirements of the standard, the farmer/entity applicant shall bear the cost of certification.

If conflict of interest is present during the certification process but identified after the issuance of organic certificate, accreditation certificate of the certifier and the organic certificate of the applicant shall be revoked. In addition, the approved subsidy shall be forfeited or if payment has already been made, the certifier is obliged to hand back to DA the amount of subsidy granted for the application in question after due process.

This Order shall take effect immediately.
ANNEX 1. APPLICATION PROCESS FOR CERTIFICATION SUBSIDY

Certification application to certifying body (CB) by subsidy applicant (SA)

Pre-assessment for technical compliance (to PNS for OA) of SA

CB Pre-assessment (1 day actual farm visit)

Denied

Approved

SA self-assessment

SA documents (time duration depends upon the SA)

Preparation of documents required for subsidy

CB documents (2 days)

SA submits docs to AMAS

AMAS validates and assess SA submitted docs (7 days)

AMAS, CB, and SA MOA (triplarite) signing

AMAS notice to proceed to CB

CB certification process

Certification denied

Certification approved

CB certification decision (max of 60 days after inspection)

AMAS process the subsidy and pays the CB (1 month)

SA pays

Certification fee payment to CB

Not part of subsidy

w/r inspection

w/re reinspection

Subsidy application process

Preliminary process with the certifying body
ADMINISTRATIVE ORDER NO. 04 SERIES OF 2012
GUIDELINES ON THE EVALUATION AND APPROVAL OF ORGANIC AGRICULTURE PROJECT PROPOSALS
SUBJECT: GUIDELINES ON THE EVALUATION AND APPROVAL OF ORGANIC AGRICULTURE PROJECT PROPOSALS

Article 1. General Framework

Section 1. Objective. To ensure the effective and efficient implementation of the activities supporting the promotion, propagation, and development of organic agriculture in the Philippines pursuant to Organic Agriculture Act of 2010 (RA 10068) and its Implementing Rules and Regulations (IRR) in line with National Organic Agriculture Program, the Department of Agriculture hereby issues the following guidelines for the Organic Agriculture Project Proposal Evaluation and Approval.

Article 2. Eligible Projects and Project Proponents

Section 1. Eligible Project Proponents. Eligible project proponents for FUNDS assistance would include any of the following:

1. People’s Organizations such as farmer’s and fisher folk organizations, cooperatives, federations and/or consortia of these groups;
2. Agribusiness enterprises including industry associations;
3. Non-profit organizations such as NGOs and foundations;
4. Government organizations such as local government units (LGUs), government corporations, and other local and national government agencies; and
5. Academic and educational institutions such as State Universities and Colleges (SUCs) and private academic institutions.

Section 2. Eligibility of Projects

1. Eligible Projects. Projects eligible for funding shall be limited to those which are directly related to:
   (a) National Organic Agriculture Programs (NOAP);
   Specifically listed are those projects and activities that shall support the National Organic Agriculture Programs:
i. Research and development such as policy analysis and advocacy studies, socio-economic, market or scientific research, technology development and dissemination among others;

ii. Certification and Accreditation;

iii. Advocacy and Policy;

iv. Marketing infrastructure;

v. Provision of market information;

vi. Retraining and extension services; and

vii. Infrastructure projects shall include construction or rehabilitation and/or upgrading of existing ones.

(b) Enhancing the global competitiveness of Philippine organic agricultural product;

(c) Projects that shall have organic sector/industry-wide impact such as the establishment of common service facilities; and

(d) Projects which shall cater to the disadvantage sector such as indigenous people, tribal communities among others.

2. Public-private partnership initiatives. Public-private partnership initiatives shall be encouraged to institutionalize and sustain organic agriculture project development, implementation, monitoring, and evaluation in government programs subject to proper authorization of the government.

Section 3. Minimum Project Criteria. The projects that shall qualify for FUNDS assistance, shall, at minimum be consistent with the policies and priority thrusts under RA 10068 and its Implementing Rules and Regulations and the NOAP:

1. Be complementary to, supportive and not duplicative of the various and current funding assistance windows/programs of DA and other government institutions;

2. Exhibit market, technical, financial, socio-economic, ecological, and organizational viability and feasibility;

3. Enhance the competitiveness of target project beneficiaries or sector(s), especially the small farmers and/or fisherfolk;

4. Provide product/service competitiveness in the local and/or foreign markets in terms of product/service prices/fees and quality;

5. Promote upstream and downstream linkages with related and/or complementary agricultural activities;

6. Provide clear and verifiable proof of sustainability of operations; and

7. Beneficial to most, and not only selected, firms or groups within a sector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
CERTIFIED TRUE XEROX COPY

JAIME R. RAMONCURA
ORG. RECORDS DIVISION

APR 11 2012
Part II Project Evaluation

Article 1. Organic Project Evaluation Executive Committee

Section 1. Composition. There Organic Project Evaluation Executive Committee shall be composed of the members of the National Organic Agriculture Board (NOAB).

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2. Forward to the Office of the Secretary the list of approved project proposals together with their respective work and financial plans for the corresponding release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) to corresponding Implementing DA agencies and DA RFUs;
3. Approve and/or cause the review of guidelines relevant to the identification and prioritization of project proposals as well as the methods and procedures for project evaluation, appraisal and monitoring; and
4. The NOAB may preferably set a regular meeting to deliberate project proposals and/or review and approve guidelines. The Chair or the alternate Chair of the NOAB may however opt to cancel the regular meeting and/or call for a special meeting; and/or with written notice, delegate to another member the authority to preside over a meeting in case of his/her absence.


Section 1. Composition. The TWG on Organic Project Proposal Evaluation shall be composed of the following:

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<tr>
<th>Chair</th>
<th>Vice-Chair</th>
<th>Members</th>
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<tbody>
<tr>
<td>Chief, Policy Advocacy &amp; Legislative Support Division</td>
<td>Director, Project Development Service</td>
<td>Representative, NAFC</td>
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<td>Representative, PCARRD-DOST</td>
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<td>*Representative from BPI, BAI, BFAR and other concerned agencies such as DILG, DENR, DepEd, DAR, DTI and DOH (as needed)</td>
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**NOTE:** This document appears to be a scanned image with handwritten notations and signatures at the bottom, which are not part of the formal text content. It seems to be a page from a legal or administrative document with some sections related to project evaluation. The handwritten notes and signatures indicate that this document might have been reviewed or approved, possibly in a formal setting or legal process.
Section 2. Functions. The TWG shall perform the following functions:

1. Review and recommend to the NOAB for approval the pre-qualified project proposals;
2. Develop a set of criteria for evaluating projects for approval by the NOAB;
3. Conduct of interviews when necessary to ensure veracity of the data or information contained in the project proposals;
4. Rank and prioritize proposals for endorsement to NOAB based on project feasibility/acceptability indicators and the minimum project requirements listed in Section I.C.3 of this Order;
5. Review and recommend for NOAB approval budget requirements for Organic Project Evaluation administrative, operational, monitoring, and evaluation concerns as submitted by the Secretariat.

Article 3. Organic Project Evaluation Secretariat

Section 1. Composition. The Bureau of Agriculture and Fisheries Product Standards (BAFPS) of the Department of Agriculture shall serve as the technical secretariat of the Organic Project Evaluation (herein referred to as the Secretariat) in addition to its functions as the national technical and administrative secretariat of the NOAB.

Section 2. Functions. The Secretariat shall perform the following functions:

1. Undertake initial screening and pre-appraisal of the project proposals (e.g. whether all necessary requirements/documents as indicated in Annex A of this order are submitted prior to Evaluation Meetings by the TWG) with representative from the DA Office of Special Concern;
2. Inform and update the proponents on the status of the application of project proposals;
3. Facilitate processing of fund transfer to implementing agencies and DA Regional Field Units (RFUs) for approved projects;
4. Prepare regular reports to NOAB of the status of the implementation of the approved project proposals;
5. Maintain database of approved and disapproved project proposals including assessment, monitoring, and completion reports.

Article 4. Evaluation Procedure

Section 1. Project Identification and Formulation

1. Projects for possible assistance shall be identified and formulated by prospective project proponents from the private, government sector, and non-governmental sector;
2. A substantive project proposal following the minimum criteria, prescribed project concept note (Annex B), together with other application requirements as requested by the TWG other than specified in Annex A of this Order, shall be
prepared and submitted to the (a) Regional Field Unit for proposals not greater than PhP1.5M or (b) the Secretariat for proposals greater than PhP1.5M;
3. Project proposal (Annex C) shall only be developed after the project concept note is approved by the TWG;
4. Concerned DA Units, Bureaus and/or Attached Agencies/Corporations may be consulted in the conduct of feasibility studies whose coverage are within their respective jurisdictions and/or mandates. However, the conduct of feasibility studies should be the responsibility of the proponent. These studies may be internally generated if the proponent has the capability to do so or outsourced;
5. If necessary, corresponding assistance shall be tapped to assist small farmers/fisherfolks groups in the preparation of their project proposals.

Section 2. Evaluation

1. The submitted project concept notes and documents shall be initially screened and pre-appraised by a) Regional Field Unit for proposals not greater than PhP1.5M or (b) the Secretariat for proposals greater than PhP1.5M with a representative from the Office of Special Concern, as to the conformity of these documents with Annexes A and B as well as all other provisions of the guidelines herein;
2. Project concept notes that have passed the initial screening and pre-appraisal process shall be evaluated and pre-qualified by the TWG (either regional or national) using Quality Assessment Framework (QAF) found in Annexes D & E of this Order;
3. Project concept notes that have failed the initial screening and pre-appraisal process shall be returned to the proponent for improvement in accordance to the recommendations of the TWG;
4. Proponents of disapproved concept notes shall be notified. Proponents of approved concept notes shall be requested to develop the complete proposal based on the format found in Annex C for further evaluation of the TWG using the same QAF;
5. The Regional Field Units through their local TWG for the evaluation of proposals are given the authority to decide on the approval/disapproval of the projects. The RFIU, through its Regional Executive Director shall inform the NOAB of the approved projects for confirmation of the latter.
6. A short list of project proposals that have passed the evaluation and pre-qualification process including the QAF report by the TWG shall be submitted to the NOAB for review and endorsement to the Secretary for approval;
7. Project proposals that have failed the TWG evaluation and pre-qualification process shall also be submitted to the NOAB for information.
8. Proponents of non-endorsed project proposals by the NOAB shall be notified. Proponents may submit their revised and/or improved proposal for REAPPLICATION.
9. Any fraudulent submission of documents by a prospective proponent shall cause the disqualification of the said proponent to avail of any assistance and future funding.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
CERTIFIED TRUE XEROX COPY

JAIME R. TABANGUCURA
ORG. SECRETARY
Section 3. Approval and Financing

1. All approved project proposals shall be given Project Code for documentation purposes;
2. Proponents shall be notified immediately of evaluation result and shall be requested to submit final Work and Financial Plan (WFP) based on the approved funds within one month to the Secretariat upon receipt of approval notice;
3. Proponents shall be required to sign a Memorandum of Agreement with the Implementing Agency;
4. The approved project proposals and their corresponding WFP shall be endorsed by the Secretary to Department of Budget and Management, to enable the latter to issue the corresponding SARO/NCA for the endorsed projects to the Implementing DA Agencies;
5. The release of funds and disbursement procedures shall follow existing government accounting, auditing rules and regulations.

Section 4. Implementation, Monitoring and Post-Project Evaluation

1. All projects shall be monitored by the Implementing Agency to ensure that they are progressing in line with the timeframes, budgets, and methods specified in the approved project proposal;
2. The regular monitoring of the actual implementation of projects shall be done by the Implementing Agencies and RFUs, to include but not limited to the following:
   a. Actual usage of total funds released;
   b. Status of implementation/completion of project;
   c. Status of project operations;
   d. Competitiveness aspect of the project;
   e. Employment generated and other social benefits gained;
   f. Value-added on project
   g. Gender concern
   h. Other relevant information
3. The Implementing Agency shall also monitor environmental/ecological impact of the project, pursuant to IRR of R.A. 10068;
4. The Implementing Agency shall facilitate the conduct of an external audit in monitoring the operational, financial, and management aspects of all assisted projects;
5. All monitoring activities shall be done by the Implementing Agency in coordination with concerned DA Units including the Commission on Audit (COA), based on a set of monitoring guidelines (Annex F) to be approved by NOAB;
6. All projects must submit a completion report (Annex G);
7. Project monitoring and completion reports shall be submitted to NOAB through the Secretariat;
8. Completion reports are due within 2 months after the completion of the project as indicated by the proponent in their project proposal. A project is deemed completed after all DA Funds have been utilized;
9. DA through NOAB shall be notified of projects that have failed to provide a completion report;
10. Any Implementing Agencies, RFUs, and Proponents whose projects have not met the Monitoring and Completion Report requirements shall be ineligible to submit any future project proposal for prioritization;
11. All completed projects should be given final appraisal by NOAB and TWG on Project Success.
Part III. Miscellaneous Provisions

Section 1. Annexes. The following documents are deemed part of this guidelines.
1. Annex A - Application Requirements
2. Annex B - Project Concept Note Template
3. Annex C - Organic Agriculture Project Proposal Format
5. Annex E - Project Quality Assessment Framework (QAF) Assessment of Project Proposal
6. Annex F - Project Monitoring Report
7. Annex G - Project Completion Report
8. Annex H - MOA

Section 2. Subsequent Assistance. Successful Project Proponents may again avail of financial assistance for other projects provided:
1. Funds previously received has been properly liquidated;
2. Previous project has passed evaluation satisfactorily; and
3. The project proponent submits a favorable recommendation from the implementing agency of the previous project.

Section 3. Penalty Clause. A proponent shall be black listed and perpetually banned from receiving financial assistance under the Organic Agriculture program under the following grounds:
1. Failure, without justifiable cause, to submit completion report after receiving at least three (3) formal requests by the Implementing Agency or the NOAB; and
2. Failure, without justifiable cause, to liquidate funds previously received.

Section 3. Separability. Should any provision of this order or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and in effect.

Section 4. Effectivity. This order shall take effect immediately.

SO ORDERED.

PROCESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
CERTIFIED TRUE XEROX COPY

JAIME R. TANANOCURA
OIC-RECORDS DIVISION

U.P. Law Center
Office of the National Archives Management Board

Date: APR 11 2012
Section 5. Effectivity.
This order shall take effect immediately.

So ORDERED.

PROCESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
CERTIFIED TRUE XEROX COPY

JAIME R. TABANGCURA
OIC, RECORDS DIVISION
ADMINISTRATIVE ORDER NO. 10 SERIES OF 2012
GUIDELINES FOR THE SELECTION OF ORGANIC DEMO AND TRAINING FARMS
29 February 2012

Administrative Order
No. 10
Series of 2012

SUBJECT: GUIDELINES FOR THE SELECTION OF ORGANIC DEMO AND TRAINING FARMS

A nationwide educational and promotional campaign for the use and processing, as well as the adoption of organic agricultural systems as a viable alternative is essential in achieving the over-all objective of RA 10068 to promote, propagate, develop further and implement the practice of organic agriculture in the Philippines.

Similarly, the Organic Agriculture Act provides for establishing and strengthening national, regional, provincial and community-based learning centers to further highlight and showcase organic farming technologies and best practices that are consistent with the Philippine National Standards.

To facilitate the selection and establishment of organic demo and training farms, specific guidelines for this concern shall be provided and implemented through the Department of Agriculture in collaboration with local government units, NGOs, PAs, private sector, SUCs and other learning institutions.

I. OBJECTIVES
The main objective of the guideline is to lay down the criteria, rules and regulations for the establishment of Organic Demo and Training Farms that will:

a. Showcase organic farming technologies and best practices consistent with the Philippine National Standards;

b. Serve as learning and training farms for capability building of farmers, producers and or processors interest in organic agriculture technologies; and

c. Promote and showcase organic products in the area.

II. SCOPE AND COVERAGE
These guidelines establish the rules applied by the Department of Agriculture for establishing organic demo and training farms in areas identified by the DA RPUs in collaboration with interested proponents.
III. IMPLEMENTATION MECHANISM

A. Site Selection
Priority areas for the establishment of the Organic Demo and Training Farms are the following:

1. Convergence initiative sites as identified by DA, DAR and DENR;
2. Existing farms that have been certified organic; and
3. Existing farms that have structures allowing for the conduct of trainings and/or workshops/seminars.

In areas that do not have certified farms, existing organic farms that can prove their adherence to the Philippine National Standards are given preference. The latter should present documentation on the technologies they are adopting including a copy of their organic management plan.

In addition to the above mentioned criteria, proposed sites should be established in areas that are easily accessible via main thoroughfares.

B. Criteria for the Selection of Eligible Proponents or Recipients
Eligible proponents or recipients of the assistance for the establishment of demo and training farms include:

1. Government institutions
2. Local Government Units
3. State Colleges and Universities
4. Civil Society Organizations (CSOs) to include Non-Government Organizations (NGOs), and People’s Organizations (POs)
5. Cooperatives
6. Indigenous People’s Organizations
7. Private individuals

The proponents should satisfy the following criteria to qualify for the project:

- Legal document establishing proof of ownership of the land (i.e. titles, CLOA, stewardship agreements, etc.);
- Attestation or letter signifying that the lot shall be dedicated for sole use as an organic demo farm, and shall not be converted to any other purpose within (5) years from its establishment;
- Willingness to host or accommodate farmer trainees;
- Willingness to provide counterpart for the project in the form of manpower and labor for the operation and maintenance of the demo and training farm; and
- For CSOs should be accredited by the DA for the entitlement of Organic Funds.

The minimum requirement for the size of the lot shall depend upon the crops and/or livestock/poultry/aquaculture stocks to be grown and/or raised as outlined in Annex 1 of the guideline.
C. **Operation of the Demo Farm**

1. **Farm inputs**

   All inputs such as organic seeds, livestock/poultry/aquaculture stocks and minimal farm structure shall be provided initially by the project. Subsequent organic seeds and stocks should be produced by the proponent. Farm labor for cultivation (plowing, harrowing, weeding, etc.) or animal raising shall be the farmer's equity, except if the farm is established in a government lot. Labor cost for the construction of animal farm houses shall be provided by the project.

   In addition, sheds for bio-composting and related structures and units of equipment shall be at the expense of the project. After the project, such facilities will be turned over to the owner of the area/tech demo provided that the project is successful, otherwise, movable units of equipment and facilities shall be transferred to another co-operator.

   In its second year and thereafter of operation, project funds shall be limited only to the cost of trainings of farmers and technicians.

2. **Produce**

   Income from the produce or sale of crops, biocontrol agents/sprays, organic fertilizers, vermicompost and other organic formulations shall accrue to the owner of the lot. For animals/fishery products, the owner must return to the government the cost of the purchase of the stock. Any excess will be the net share of the owner.

   For government projects, the harvested crops or animals/fishery products and organic inputs shall be disposed of in accordance with existing government regulations.

   In case of crop failure due to force majeure, upon verification, the project may, shoulder the expenses, subject to the approval of the DA RFUs concerned for the continuation of demo and training farm and will not charge the owner for the cost of stocks.

3. **Access**

   The owner of the demo and training farm shall allow full access to interested farmers to visit the farm within the reasonable time of the day. No fees, such as entrance fees, shall be charged to the visitors. The cost for training shall be provided free by the owner. (However visitors should abide by the rules and guidelines to be drafted by the project re: proper decorum, garbage disposal, collection/gathering of anything in the demo area)

4. **Training activities**

   The farm shall endeavour to conduct formal or informal training by at least thirty (30) farmers every quarter. Expenses for the training shall be at the expense of the project. No fees shall be collected from the trainees.

5. **Signage**

   A signage shall be put-up in a conspicuous place, the size of which is 4ft x 8 ft made of durable materials that can withstand the elements of nature with the following info: Name of the Farm, etc. Signage shall be at the expense of
D. Application and Selection Process
The selection, approval and evaluation process shall follow the Guidelines for the Approval of Project Proposals for Organic Agriculture.

E. Fund Assistance
Selected demo farms shall be given an amount that shall not exceed One Million and Five Hundred Pesos (PhP 1,500,000.00) which includes establishment of structures/housing facilities, provision of inputs/stocks and training expenses. The project fund covers the 5 year operation of the demo and training farms.

IV. MONITORING
Established demo farms shall establish a record keeping system demonstrating and highlighting organic farming management practices (i.e. farm diary, inputs, harvest records, sales records, etc.). Likewise, photo documentation is encouraged. The said documents will be open to the public.

Farm Managers/Responsible officers are required to give information and/or updates of the farm status to the DA- RFUs in a quarterly basis. These updates/news shall be posted in the dedicated website for organic agriculture. Likewise, the responsible officers shall also inform the DA RFUs of their activities, seminars and/or trainings in the farm. Managers and officers of the demo farms shall also furnish BAFPS copies of said documents.

Furthermore, the monitoring mechanisms for the demo farms shall be in consonance with the Guidelines for the Approval of Project Proposals for Organic Agriculture.

V. PENALTY CLAUSE
Should the cooperator of the lot or livestock desires to terminate the project, all project inputs must be returned to the government or to be transferred to another willing cooperator. A written notice to terminate shall be filed by the project co-operator with the concerned RFU within thirty (30) days prior to the date of intended termination.

The DA–RFU shall, likewise, terminate the project after due notice to the operator if the project after evaluation, dismally fails to accomplish the desired project outputs.

Aside from waiving the right to continue managing the operation of the demo and training farm, the proponent shall likewise refund to the DA the total amount of the latter’s counterpart fund.
## STOCKING DENSITY

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Hectarage/Population (No. of animals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td>0.5 ha (min)</td>
</tr>
<tr>
<td>Integrated Rice-Duck/Fish farming system</td>
<td>230 heads (max)/ha.; 1 ha (min)</td>
</tr>
<tr>
<td>Corn</td>
<td>1 ha. (min)</td>
</tr>
<tr>
<td>High-value vegetables</td>
<td>0.5 ha min</td>
</tr>
<tr>
<td>Other vegetables including indigenous vegetables</td>
<td>0.5 ha min</td>
</tr>
<tr>
<td>Swine</td>
<td></td>
</tr>
<tr>
<td>Breeding sows</td>
<td>7 heads (max)/ha./batch</td>
</tr>
<tr>
<td>Pigs for fattening</td>
<td>14 heads (max)//batch</td>
</tr>
<tr>
<td>Poultry</td>
<td></td>
</tr>
<tr>
<td>Broilers</td>
<td>300 heads/batch (max); 1 ha (min)</td>
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<tr>
<td>Laying chickens</td>
<td>200 heads (max)/ha.; 1 ha (min)</td>
</tr>
<tr>
<td>Bovine</td>
<td></td>
</tr>
<tr>
<td>Dairy cows</td>
<td>2 heads (max)/ha.; 2 ha (min)</td>
</tr>
<tr>
<td>Small Ruminants</td>
<td>20 heads (max)/ha</td>
</tr>
<tr>
<td>Coconut (existing)</td>
<td>5 ha. (min)</td>
</tr>
<tr>
<td>Fruit trees (existing)</td>
<td>1 ha.</td>
</tr>
<tr>
<td>Integrated fruits, vegetables and animals (existing)</td>
<td>1 ha. (min)</td>
</tr>
<tr>
<td>Aquaculture</td>
<td>0.25 ha. (min)</td>
</tr>
<tr>
<td></td>
<td>Stocking density shall be determined by BFAR</td>
</tr>
</tbody>
</table>

This Order shall take effect immediately.
ADMINISTRATIVE ORDER NO. 11 SERIES OF 2012
IMPLEMENTING RULES AND REGULATIONS ON THE ACCREDITATION OF PRIVATE ORGANIC AGRICULTURE EXTENSION SERVICE PROVIDERS (OA ESPS)
ADMINISTRATIVE ORDER
No. I
Series of 2012

SUBJECT: Implementing Rules and Regulations on the Accreditation of Private Organic Agriculture Extension Service Providers (OA ESPs)

Pursuant to the National Organic Agriculture Act of 2010, otherwise known as Republic Act No. 10068, the following Implementing Rules and Regulations are hereby promulgated to govern the accreditation of Private Organic Agriculture ESPs:

ARTICLE I
TITLE, OBJECTIVES AND DEFINITION OF TERMS

Section 1. Title. Implementing Rules and Regulations on the Accreditation of Private Organic Agriculture Extension Service Providers

Section 2. Objectives. The following rules and regulations are hereby adopted, promulgated and issued to carry out the provisions of Rule. 9.2 to 9.5, Section 9 of the Implementing Rules and Regulations of Republic Act. No. 10068, specifically:

a. To hasten and improve organic agriculture public-private partnership on extension services to the Department of Agriculture’s stakeholders;
b. To provide opportunities and wider participation of the private sector in the conduct of extension services on organic agriculture;
c. To recognize and harness the efforts and capabilities of private institutions/service providers dedicated to the delivery of organic agriculture extension services; and
d. To provide a variety of extension activities to Agricultural Extension workers, farmers, IPs and other stakeholders in support of the thrusts of AFMA and of the Organic Agriculture Act.

Section 3. Definition of Terms
When used in these Rules, the following terms shall mean:

a. Accreditation - a document issued by the Department of Agriculture-Agricultural Training Institute (DA-ATI), certifying that the holder is recognized as compliant to the approved standards as provided therein of a Private Organic Agriculture Extension Service Provider which will give eligibility and privilege to participate and undertake the Department’s extension services to target clientele on its behalf.
b. **Areas for Accreditation** – areas in conformity to approved standards shall be ensured

c. **Competency Matrix** – a summary table of the minimum expertise and skills of the POA ESP’s trainers, training support staff and faculty-on-call.

d. **Conformity** – fulfillment of the requirements for accreditation.

e. **Cooperative**- farmers’ and fisherfolks’ cooperatives

f. **OA ESP Accreditation Council** – the body that shall approve/disapprove application for accreditation.

g. **Field Validation** – on site confirmation, through the provision of objective evidence that the requirements have been fulfilled

h. **Local OA ESP** – a private Organic Agriculture Extension Service Provider on organic agriculture, operating at a regional or sub-regional level such as in a municipal/city or provincial area.

i. **Business entities**– refers to business organizations engaged in Organic Agriculture

j. **Nonconformity** – non-compliance of a requirement/s

k. **Non-Government Organizations (NGO)** – a non-profit organization providing welfare and development services in the agriculture and fisheries sector

l. **Organic Agriculture Extension Service Providers (OA ESP)** – organizations which undertake training and other complementary extension activities on organic agriculture, for target clientele along the value chain (input suppliers, producers, traders, processors and consumers)

m. **Rural-Based Organizations (RBO)** – Department of Agriculture-assisted organizations, such as Pambansang Mannalon, Maguuma, Magbabaaul, Magsasaka ng Pilipinas (P4MP), Rural Improvement Club (RIC), and 4-H that promote agriculture and fisheries extension in the rural areas.

n. **Sustainable Agriculture** - is the successful management of resources for agriculture to satisfy changing human needs which are technically feasible, economically viable and socially acceptable while maintaining or enhancing the quality of the environment and conserving the natural resources.

o. **Sustainable Development** – is the development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two (2) key concepts: (1) the concept of “needs” in particular, the essential needs of the world’s poor, to which overriding priority should be given; and (2) the idea of limitations imposed by the estate of technology and social organizations on the environment’s ability to meet present and future needs. It is the harmonious integration of a sound and viable economy, responsible governance, social cohesion and
harmony, and ecological integrity to ensure that human development now and through the future generations is a life-enhancing process.

p. **Organic Agriculture** – includes all agricultural systems that promote the ecologically sound, socially acceptable, economically viable and technically feasible production of food and fibers. Organic agriculture dramatically reduces external inputs by refraining from the use of chemical fertilizers, pesticides and pharmaceuticals. It also covers areas such as, but not limited to soil fertility management, varietal breeding and selection under chemical and pesticide-free conditions, the use of biotechnology and other cultural practices that are consistent with the policies and principles of this Act, and enhance productivity without destroying the soil and harming the farmers, consumers and the environment as defined by the International Federation of Organic Agriculture Movement (IFOAM): *Provided*, that the biotechnology herein referred to shall not include genetically modified organisms or GMOs.

q. **Farm Schools** - refer to farms which serve as learning center wherein youth and adult or families are empowered on growing crops and raising livestock.

r. **Learning Site** – refers to a field laboratory or a demonstration area established within or in the immediate vicinity of the ATI Center, wherein trainees and the public at large could practice organic agriculture systems to become effective trainers as well as practitioners.

s. **Trainers** – individuals who are capable of preparing training designs, training modules, executing training programs, delivering modules, facilitating training activities, and/or evaluating them.

t. **Training Management Staff** – individuals who provide administrative and technical assistance in the conduct/management of a training.

u. **Table Evaluation** - preliminary evaluation of applicants.

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**ARTICLE II**

**COVERAGE**

**Section 4. Coverage.** Accreditation shall apply to any of the following institutions/organizations which offer Organic Agriculture extension programs:

a. Rural-Based Organizations
b. Cooperatives
c. People's Organization
d. Non-Government Organizations;
e. Business Entities
f. Foundations
g. Faith-based Organizations
ARTICLE III
CONFLICT OF INTEREST

Section 5. Conflict of Interest. Organic Agriculture (OA) ESP’s shall not be eligible for accreditation under the circumstances set forth hereunder:

a. If an OA ESP is providing consultancy services to DA;
b. If any officer/staff of the OA ESP is related up to the third degree of affinity or consanguinity to the following:
   1. Management Committee of the Agricultural Training Institute and its Center networks, or any staff involved in standards setting and accreditation activities, and
   2. National and Regional OA ESP Accreditation Council; and
c. The OA ESP should not be composed of DA personnel, staff or faculty on call including its resource persons.

ARTICLE IV
OA ESP ACCREDITATION COUNCIL AND SECRETARIAT

Section 6. National Organic Agriculture ESP Accreditation Council

6.1 The National Executive Officer
The ATI Director shall serve as the National Executive Officer of the Organic Agriculture ESP Accreditation Council. As such, he shall be responsible for the execution of policies and directions of the National Council.

6.2 Membership
The following members shall compose the National OA Accreditation Council as endorsed by the respective sector:

a. One (1) representative from the Agriculture and Fisheries Extension Network (AFEN);
b. One (1) representative from the Association of College of Agriculture in the Philippines (ACAP), Philippine Association of State Universities and Colleges (PASUC);
c. One (1) representative from the private sector who is involved in agriculture selected from a federation;
d. One (1) representative from the National Organic Agriculture Board (NOAB) extension committee; and
e. One representative from Bureau of Agriculture & Fisheries Product Standards (BAFPS).

6.3 Election and Term of Office
The members shall elect the vice-chairman from among themselves.

Each member shall have a three (3) –year term of office without reappointment. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Council may nominate replacement/s from among themselves to serve the unexpired portion of the term subject to the approval of the ATI Director.
6.4 Functions of the National Organic Agriculture Accreditation Council
The following shall be the functions of the National Accreditation Council:
   a. Provides the overall policy ESP guidelines and directions of the program;
   b. Issues Accreditation Certificate through the Council’s Executive Officer;
   c. Continuously undertake appraisal and evaluation of the capability and competence of accredited Organic Agriculture ESPs.

Section 7. Regional OA ESP Accreditation Council

7.1. The Regional Executive Officer
The Center Director of the Agricultural Training Institute shall serve as the Regional Executive Officer. As such, he shall be responsible for the execution of policies and directions of the Regional Council.

7.2 Membership
The following members shall compose the Regional OA ESP Accreditation Council as endorsed by the respective sector:
   a. One representative from the Regional Agriculture and Fisheries Extension Network (AFEN)
   b. One representative from PASUC
   c. One representative from the Local Government Units Organic Agriculture Committee
   d. One representative from OA private sector
   e. Regional OA Focal Person

7.3 Election and Term of Office
The members shall elect the vice-chairman from among themselves. Each member will have a three (3)-year term of office without prejudice for reappointment. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Regional Council may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Director of the Agricultural Training Institute at each level.

The members shall elect the vice-chairman among themselves. Each member will have a three (3)-year term of office without prejudice for reappointment. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Regional Council may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Director of the Agricultural Training Institute at each level.

7.4 Functions of the Regional OA Accreditation Council
The following shall be the functions of the Regional Accreditation Council:
   a. Provides the regional policy guidelines and directions of the program;
   b. Evaluates the applicant’s eligibility for accreditation; and
   c. Evaluate/approves and issues accreditation certificates
   d. Provides report to the National Council’s Executive Officer through the National Secretariat for issuance of accreditation certificate.
Section 8. Attendance to Meetings and Quorums
Regular attendance among those appointed to the Council is expected. The Council shall meet every quarter and shall conduct an annual general meeting. The decisions by majority of the Council shall be valid, binding and executory. The Chairman and/or majority of the Council may call a special meeting, whenever necessary. Quorum shall be 50 percent plus one (1) of the council members.

Section 9. National Secretariat
The National Secretariat whose members shall come from the ATI-EPPD performs the following functions:

a. Provides application forms to national OA ESP applicants;
b. Receives all applications of national OA ESP’s for accreditation and conducts preliminary evaluation;
c. Coordinates and conducts field validation of national OA ESP applicants when deemed necessary;
d. Renders report of its findings and recommendations to the Council through the Executive Officer;
e. Issues notices of approval/disapproval to applicants;
f. Issues notices of renewal to accredited OA ESP’s; and
g. Performs other related duties as may be directed by the Council.

Section 10. Regional Secretariat
The ATI Center Director shall designate a Regional Secretariat whose membership comes from the Technical Section and shall have the following functions:

a. Provides application forms to local OA ESP applicant;
b. Receives all applications of local OA ESPs for accreditation and conducts preliminary evaluation;
c. Coordinates and conducts field validation for local OA ESP and preliminary evaluation for inter-regional OA ESPs when deemed necessary;
d. Renders report of its findings and recommendations to the Regional and National Council through the National Secretariat; and
e. Performs other related duties as may be directed by the Council.

ARTICLE V
CRITERIA FOR ACCREDITATION

Section 11. Eligibility
The following shall be considered for accreditation if they meet any of the following eligibility requirements:

a. Business entities, PO’s/RBO’s/corporations/e-learning institution/Faith-based organization duly organized under the Laws of the Philippines and registered with Security and Exchange Commission (SEC)/Department of labor and Employment (DOLE);
b. Cooperatives duly registered with the Cooperative Development Authority (CDA);
c. Non-profit and non-stock organizations duly registered with SEC;
d. Corporations with supporting relevant government laws and regulations allowing them to engage in extension services and;
e. Joint Venture among Filipino OA ESPs and foreign entities may be allowed, if it will result to better extension services, subject to the laws set forth by SEC and the provisions of this IRR.

Section 12. Credibility
a. Must have a positive image and a high degree of acceptability among stakeholders in the area/s to be served, including membership in or affiliation with any reputable local, national and/or international federations.
b. Must also have an experience of not less than three (3) years in Organic Agriculture work, especially using participatory/community-based approaches and documented positive impact on stakeholders.
c. Must not have any record of anomaly in its previous transactions.

Section 13. Technical Capability
a. The OA ESP must have the competence to carry-out training and other training-related services, especially in community organizing, use of participatory approaches, popularization of training materials, sustainable agricultural technologies, agribusiness and management skills, and is operating at the municipal/provincial/region levels for local level OA ESPs, and in two or more regions for national level OA ESPs.
b. The OA ESP must show proof of training designs and summary of evaluation results of at least ten (10) trainings conducted for the last five years.
c. The OA ESP must show at least first-level certification that their products are organically produced.

Section 14. Resource Capability

14.1. Training Services
The OA ESP must have at least two (2) trainers and five (5) faculty-on call or resource persons who meet the following eligibility requirements:

14.1.1 Training Program
The current offerings of the OA ESP applicant shall be evaluated based on the following criteria:

a. **Relevance** – the training program shall respond to the needs of the organic agriculture as identified in the National Organic Agriculture Programs.
b. **Objectives** – Its objectives shall be clearly defined, realistic and attainable.
c. **Content** – The content/curriculum of the training program shall be in consonance with its objectives. Topics shall be in logical sequence with due consideration to effectiveness of presentation in terms of trainees comprehension.
d. **Methodology** – There shall be an effective, simple, and comprehensive presentation of topics, clear
description of participatory learning interventions, examination schemes and test instruments related to course objectives. There shall likewise be a relevant and practical application of theories and concepts.

e. Qualifications of Participants – Minimum qualifications of participants shall be set for proper identification of participants to a specific training course.

f. Evaluation Procedures – The training program shall carry out effective evaluation instruments before, during and after training

14.1.2. Manpower Trainers

   a. Capable of developing training designs, training modules, visual aids, monitoring and evaluation tools;
   b. Must have undergone at least 40 hours of training in trainers skills/presentation skills and other related areas;
   c. Must possess BS Degree; and
   d. Must have effective communication skills, as well as presentation/facilitating techniques.

Faculty on-call

   a. Must have at least three (3) years experience on the subject matter of expertise; and
   b. Must have a good extension communication skills

Training Management Staff

The must have at least two support staff who possess thorough experience and adequate competence to deliver training support services (visual aids preparation, training process documentation, administration and processing of training evaluation, etc.)

14.1.3 Facilities and Equipment

   a. Must have a permanent office and address where they conduct their business.
   b. Size of the training room and dormitory – The training room and dormitory shall be able to accommodate a minimum of 30 participants. If the OA ESP does not own such facilities, it should be capable to rent or lease extension venues in the locality having the required size.
   c. Lighting and Ventilation - Lighting fixtures shall be so designed to ensure an atmosphere conducive to training. The training room shall also be well ventilated.
   d. Restrooms – There shall be separate restrooms for male and female with enough supply of water and light.
   e. Classroom Facilities, Equipment - The classrooms must have basic facilities such as chairs and tables,
blackboard/white board, sound system, overhead projector, electric fans and standby generator.

f. **Workshop/On-the-Job Facilities and Equipment** - Depending on the training program/s being offered, there shall be an adequate provision for techno demo area, appropriate facilities, and equipment.

g. **Resource Center/Library** - a reading room in the training facilities must be adequately provided with relevant reference materials, books, journals, magazines, kits and other materials related to the programs being conducted.

h. **Transportation and Communication Facilities** - there shall be a standby utility vehicle and available telephone or mobile phone units during the conduct of the training.

The presence of the following shall be an added advantage:

i. **Refreshment/Dining Area** - a refreshment/dining area accessible to the trainees;

j. **Kiosks or similar facilities** - with a capacity of 8 – 10 persons for small workshop group discussions; and

k. **Prayer Room**

### 14.2. Demonstration Services

The technologies promoted should be agri-fishery in nature and based on the needs of the region, province, municipality/city and the barangays.

#### 14.2.1 The Demonstration/Learning Site

1. Must be accessible to any means of transportation;
2. Must have a good source of water and dependable power supply, and relatively peaceful;
3. Must be contiguous or compact depending on the commodity (crop-livestock-fishery) combination of their own choice.

#### 14.3. Qualification Requirements Of Individual Speakers/Lecturers/Trainers On Organic Agriculture

Pursuant to the relevant provisions of Organic Agriculture Act of 2010 also known as Republic Act No. 10068 and the National Organic Agriculture Program (NOAP), the following are the eligibility requirements for Accreditation of Individual Speakers/Lecturers/Trainers on Organic Agriculture (Secretariat’s note: should be specified that they have a farm and must meet **at least three (3)** of the following eligibility requirements

1. Must have undergone at least 80 Hours of training/seminar or related learning process for organic agriculture;
2. Must be a practitioner of organic agriculture, with a relevant work experience of at least three (3) years;
3. Capable of developing training designs, training modules, and visual aids and training evaluation tools;
4. Should have effective communication skills as well as presentation/facilitating style;
5. A recipient of National or local awards in Organic Agriculture practice (Gawad Saka, etc.); and

APPLICANT’S CHECKLIST OF REQUIREMENTS:
1. Application form duly accomplished and notarized (in duplicate copy);
2. College Diploma;
3. PRC license if applicable;
4. Certificate of Training (original and photo copy);
5. Sworn affidavit of the applicant that she is not related by consanguinity of affinity up to the third degree to any officials and staff authorized to approve its application for accreditation (original copy); and
6. Sworn affidavit and documentary evidence that he/she is a practitioner of Organic Agriculture.

ARTICLE VI
THE ACCREDITATION PROCESS

Section 15. The OA ESP Accreditation Process

15.1 The Phases
The accreditation process shall consist of three (3) phases.

PHASE 1 – Filing of Application
The OA ESP shall accomplish the prescribed application form in duplicate and file it together with the required documentary requirements to ATI Central Office for national OA ESP’s and at the ATI RTC’s for the local OA ESP’s.

PHASE 2 – Documentary Evaluation
Initial screening shall be done by the National/Regional Secretariat through an evaluation of the documents submitted to determine whether these documents meet the eligibility requirements set by ATI. A report outlining the results of the review shall be prepared. Documentary evaluation shall be completed within 15 working days from receipt of the application and required supporting documents.

PHASE 3 – Ocular Inspection/Validation
a. Upon completion of the documentary evaluation, an ocular inspection and field validation be conducted to confirm the OA ESP’s compliance to approved standards.
b. A report of its findings and/or recommendations shall be submitted
within 15 days from the date of the completion of the ocular inspection and field validation.

**PHASE 4 – Approval**

a. The National/Regional Council, in the case of National OA ESP’s and the Regional Executive Officer in the case of local OA ESP’s shall approve/disapprove applications within 10 working days upon submission of the Inspection Report.

b. In case of non-conformity, ATI will give the applicant 10 working days within which to comply or submit the required documents. Failure to comply within the prescribed period shall mean automatic disapproval.

**PHASE 5 – Award of the Certificate**

a. Upon approval of the application, the Council through its Executive Officer shall sign and issue the Certificate of Accreditation for national OA ESP’s within 10 working days.

b. Upon approval of the application, the Regional Council through its Executive Officer shall sign and issue the Certificate of Accreditation for regional OA ESP’s within 10 working days.

**15.2 Supporting Documents to be submitted with Application**

**Legal Documents**

a. A certified true copy of its Articles of Incorporation, by-laws, and the amendments thereof, duly registered with SEC and in the case of cooperatives, at the CDA or at DOLE for associations;

b. DTI Business Name and SEC Registration Certificate;

c. Tax Identification Number (TIN);

d. Mayor’s Permit;

e. A sworn affidavit of the Corporate Secretary of the applicant that none of its officers, employees or directors is an agent of or related up to the fourth civil degree of consanguinity or affinity to any of the officials authorized to approve its application for accreditation; and

f. Certificate of Recognition from DA and other government agencies.

**Technical Documents**

a. A list of all the OA ESP’s ongoing and completed trainings/seminars conducted within the last three (3) years shall include the following details: title, duration and venue of the training and also the number of participants.

b. Competency Matrix of all its trainers, training support staff and faculty on call.

c. List of the names of all officials and employees and their respective designations, nationalities and home addresses.
d. List of identified training venues that the OA ESP owns, has under lease agreement and/or under purchase agreement.

e. The type and number of equipment that the OA ESP owns, has under lease, and or has under purchase agreement.

**Financial Documents**

a. The OA ESP’s Income Tax Return (audited Financial Statement-stamped “Received” by the Bureau of Internal Revenue (BIR) or its duly authorized and accredited institutions, for the immediately preceding calendar year, showing among others, its total and current assets and liabilities) or Certificate of Tax Exemption from the BIR.

b. Certification from the OA ESP’s depository bank.

c. The OA ESP Treasurer’s Affidavit certifying under oath that at least 25% of the OA ESP’s capital stock has been subscribed and paid for both stock and non-profit organizations.

d. Letter authorizing ATI to verify any or all of the Documents submitted.

e. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction or copy of the original, complete and that all statement and information provided therein are true and correct.

f. Certificate of good standing and operations from CDA, in case of cooperatives; from DA or other government organizations in case of RBOs/POs.

**ARTICLE VII
VALIDITY**

**Section 16. Validity of Certificate of Accreditation**

The Certificate of Accreditation shall be valid for a period of three (3) years from the date of issue, unless sooner cancelled by the Council.

**ARTICLE VIII
PERFORMANCE EVALUATION**

**Section 17. Audit**

During the effectivity period of the accreditation, the National/Regional Secretariat shall conduct yearly Performance Evaluation to verify/ensure continued compliance or conformity to approved standards.
Section 18. Renewal of Accreditation

Six (6) months prior to the expiration of the accreditation, the accredited OA ESP may apply for renewal, otherwise the accreditation shall be deemed terminated at the end of the three-year period.

ARTICLE IX
GROUNDS FOR DISAPPROVAL, SUSPENSION OR CANCELLATION OF ACCREDITATION

Section 19. Disapproval of Application for Accreditation

Making any false declaration or statement or making use of any such declaration or statement on any document submitted, committing fraud or any act of misrepresentation for the purpose of obtaining the issuance of accreditation shall be sufficient grounds for disapproval or disqualification.

Section 20. Suspension of Accreditation

Any of the following acts, omissions or offenses shall be sufficient grounds for the suspension of accreditation:

a. Failure to comply with or violate any of the conditions set forth in the certificate of accreditation;
b. Refusal of the OA ESP to be audited to determine continued compliance to approve standards;
c. Failure to install corrective measures within an agreed period of time for nonconformities found during the audit;
d. Contract or other agreements with ATI have been breached;
e. Failure to pay accreditation fee on due date;
f. Allowing the organization and its facilities to be used for illegal or immoral activities; and
g. Failure to submit required reports on time.

Section 21. Length of Suspension

An accredited OA ESP shall be suspended for a period of not less than six (6) months or suspension of not more than one (1) year or blacklisting depending on the gravity of the offense/s in violation of this IRR after due notice and hearing by the Council.

Section 22. Cancellation of Accreditation

Any of the following acts, omissions or offenses shall be sufficient grounds for the cancellation of accreditation:

a. Two (2) consecutive suspensions during the validity period of the certificate of accreditation; three (3) or more suspensions will be ground for blacklisting of ESP's;
b. Failure to provide the extension service/s called for without valid reasons; and
c. Existence of any of the instances enumerated under Section 5 of this Rules.

ARTICLE X
OBLIGATIONS OF ACCREDITED OA ESPs

Section 23. Obligations of the accredited OA ESP

The accredited OA ESP agrees to do the following:

a. Display the certificate of accreditation in a conspicuous place within the OA ESP’s Office;

b. Inform the ATI of all changes significantly affecting its activities/operation (such as changes of ownership, address, personnel, and By-laws) as this may require additional audit;

c. Not to use its accreditation in such a manner as to bring ATI into disrepute and does not make any statement regarding its accreditation which ATI may consider misleading or unauthorized; and

d. Must conduct a minimum of 6 trainings within the period of accreditation.

ARTICLE XI
ATI OBLIGATIONS

Section 24. Records and Retention of Documents

ATI shall maintain the documents of the accredited OA ESP for a retention period of five years after the validity of the accreditation has expired.

Section 25. Database of Accredited OA ESPs

ATI shall maintain a database of accredited OA ESPs that shall be available to the public upon request and for a fee of one hundred pesos (Php100) per copy.

Section 26. Notification of Changes in the Accreditation Procedure

ATI shall notify the OA ESPs relevant changes in its accreditation process.

ARTICLE XII
INCENTIVES

Section 27. - Incentives

Once accredited, the OA ESP shall enjoy the following incentives:

a. Availment of extension funds subject to an approved project proposal;

b. Technical assistance in the availment of DA-Agribusiness and Marketing Assistance Services (DA-AMAS);
c. Access to financial assistance thru lending institutions (e.g., LBP, QUEDANCOR);
d. Access to ATI Capability Building Program;
e. Discounted multi-media knowledge products produced by ATI;
f. Inclusion in the nomination list for both local and international scholarship/fellowship opportunities; and
g. Inclusion in the development of the learning sites as farm schools.

ARTICLE XIII
FEES AND SCHEDULE OF PAYMENTS

Section 28. Fees

1. The following are the fees to be collected:
   a. The application fee shall be Five hundred pesos (P500.00) and shall be non-refundable. Application form is free and downloadable from the ATI website- www.ati.da.gov.ph;
   b. An Accreditation Fee of Seven Thousand Five Hundred Pesos (Php 7,500.00) for National level OA ESPs, and Five Thousand Pesos (Php 5,000.00) for Local OA ESPs, payable in full upon approval; and
   c. These fees are subject to review every three years.

2. All fees collected shall be remitted to the National Treasury.

ARTICLE XIV
FUNDING REQUIREMENTS

Section 29. Fund Source and Expenditures

29.1 Fund Source

Funds for Operational and Administrative costs for this purpose shall be included in the regular budget of ATI.

29.2 Expenditure Items

Members of the Councils and the Secretariat will be entitled to honorarium, traveling expenses and other incidental expenses subject to government accounting rules and regulations.
ARTICLE XV
APPEAL

Section 30. Appeal

Suspensions are appealable in writing to the Director of the Agricultural Training Institute within fifteen (15) working days from receipt of the notice. On the other hand, cancellation or revocation of accreditation are non-appealable.

ARTICLE XVI
MISCELLANEOUS PROVISIONS

Section 31. Separability Clause

The provisions of these Rules are hereby declared separable, and in the event that anyone or more of such provisions are declared invalid, the other provisions not affected thereby shall remain valid and subsisting.

Section 32. Amendments

As the need arises, the rules and regulations maybe recommended for amendment by the Council through the Executive Officer, subject to the provisions of National Organic Agriculture Act RA 10068 and Section 91 of Administrative Order No. 2 otherwise known as the IRR of R.A. 8435 (AFMA) for approval by the Secretary, Department of Agriculture.

ARTICLE XVII
EFFECTIVITY

Section 33. Effectivity

This Rules and Regulations shall take effect after fifteen (15) days following the completion of its signing and publication in a newspaper of general circulation in the Philippines.

APPROVED AND PROMULGATED this 7th day of February, 2011.

SIGNED:

PROFESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE
In replying plea cite this code
For Signature: 8-03-12-0090
Received: 15082012 09:22 AM
MEMORANDUM CIRCULAR
No. 02
Series of 2012

TO : Agribusiness and Marketing Assistance Service Director
All Regional Executive Directors
All Regional Organic Agriculture Focal Persons
All Regional Agribusiness and Marketing Assistance Service Chiefs

SUBJECT : GUIDELINES FOR THE ESTABLISHMENT OF ORGANIC TRADING POSTS

This Memorandum Circular is hereby issued to facilitate establishment of trading posts for organic inputs and produce and to ensure the strategic set-up of each post.

Concerned officials are hereby ordered to abide the following guidelines for the establishment of organic trading posts as approved by the National Organic Agriculture Board by referendum through its Board Resolution No.04 series of 2012:

GUIDELINES FOR THE ESTABLISHMENT OF ORGANIC TRADING POST

I. RATIONALE

Organic Agriculture as defined in the Republic Act 10068 includes all agricultural systems that promote the ecologically sound, socially acceptable, economically viable and technically feasible production of food and fibers covering areas such as but not limited to, soil fertility management, varietal breeding and selection under chemical and pesticide-free conditions, the use of biotechnology and other cultural practices enhancing productivity without destroying the soil and harming farmers, consumers and the environment.

The same Act provided for the preparation of comprehensive program for the promotion of community-based organic fertilizers such as compost, pesticides and other farm inputs, together with a nationwide educational and promotional campaign for the use and processing, as well as the adoption of organic agricultural system as a viable alternative.

In order to strengthen the adoption and practice of Organic Agriculture as well as the consumption of the organic produce in the country, the availability of the organic inputs and produce through trading posts needed to comply with the requirements of organic agriculture standards.
RA 10068 Section 18 mandated the designation of a separate area to display the organic produce to avoid mixing it with non-organic produce in retail establishments or stores of organic produce. On the other hand, Section 19 mandated the Local Chief Executives to establish, as far as practicable, at least one (1) trading post for organic inputs for every LGU in their area of jurisdiction.

To facilitate establishment of trading posts for organic inputs and produce and to ensure the strategic set-up of each post, specific guidelines for this concern shall be provided and implemented through the DA in collaboration with local government units and congressional districts.

II. OBJECTIVES

To establish a defined organic trading post for organic producers that will:

a. Ensure availability and accessibility of certified and/or registered organic inputs and organic food for farmers, producers, manufacturers and stakeholders interested in adopting organic agricultural practices;

b. Promote and showcase farmers’ organic produce such as organic inputs and products in strategic areas.

c. Provide an outlet for selling organic food products.

III. SCOPE AND COVERAGE

The guideline establishes the rules applied by the Department of Agriculture for establishing trading post for organic inputs and organic food in strategic areas as identified by the DA-Regional Field Units (DA-RFUs) through the help of the local government units (LGUs) and the congressional districts.

IV. IMPLEMENTATION MECHANISM

A. Selection of Target Sites

Priority areas for the establishment of the trading posts are the following:

1. Convergence initiative sites as identified by DA, DAR and DENR
2. Sites/Areas where organic farming is advanced as identified by DA-RFU Organic Focal Person
3. Areas with established demo farms when feasible under the Organic Agriculture Program
B. Selection of Products to be Sold in the Trading Post

Products allowed to be sold in the organic trading posts are the following:

1. Third party certified products
2. First party and Second party verified and/or PGS products.

C. Eligible Proponent or Recipient

Only the local government units are eligible to be the proponent or recipient of the organic trading post. They must satisfy the following criteria to qualify for the project.

a. Willing to provide the counterpart for the project
b. Must have an existing Local Technical Committee on Organic Agriculture (LTC/OA)
c. Must have a Local Ordinance in support of the Organic Agriculture Program in their respective area
d. Must identify or create a Management Team who will oversee the implementation and operation of the Organic Trading Post

D. Operation of the Organic Trading Post

The Organic Trading Post may be established either for organic inputs or organic food products only or a combination of both organic inputs and organic food products. In the case of the latter, proper sectioning of the trading post should be observed.

The trading post should be managed by a Management Team duly created or identified by the LGU. The management team can be an existing organized group, cooperative, association or non-government organization, in which case, a Sangguniang Panlalawigan/Bayan Resolution should be issued identifying such group as the Management Team for the trading post. In absence of an organized group, the Local Chief Executive (LCE) may assign or designate the Management Team. The Management Team should be composed of not less than three (3) personnel who will be headed by an Operation Manager.

In order to promote organic products sold in the trading post, the LGU should conduct a regular "Organic Market Day".

The LGU shall open a separate Bank Account and maintain a separate Book of Accounts for the operation of the trading post to ensure sustainability of operation. The Book of Accounts should be always open for audit.

V. COUNTERPARTING SCHEME

The organic trading post will be established on a counterparting arrangement with the Local Government Unit. The following are the counterparting scheme.
VI. STALL RENTAL SUBSIDY FOR ORGANIC PRODUCERS

This provision of the guidelines is open to cooperative, association, non-government organization, people’s organization, faith-based organization, individual and agribusiness firm involved in organic food and non-food production, wholesale and distribution, processing, marketing and retail selling.

The DA, as a component of the organic trading post shall provide stall rental subsidy for organic producers who want to sell their organic inputs or organic food products to retail establishments and organic stores. The period of subsidy would be a minimum of three (3) months and a maximum of six (6) months. This is to provide enough time for the producers to establish its own market outlets.

Products to be sold in the subsidized stall follow the same qualifications set in I.B.B. of this guidelines. Organic producers who are qualified to avail of the subsidy should be duly endorsed by the Local Technical Committee and the DA Agribusiness and Marketing Assistance Division.

VII. MONITORING

The DA through the DA-RPU Organic Focal person and Agribusiness and Marketing Assistance Division (AMAD) shall conduct periodic monitoring of implementation and operation of the Organic Trading Post. The Local Technical Committee shall regularly submit to DA a progress or status report on the operation of the trading post.

VIII. PENALTY CLAUSE

Operation of the trading post commences immediately upon its completion (building fully constructed, equipment installed). The DA, upon evaluation and recommendation of the Agribusiness and Marketing Assistance Division (AMAD), reserves the right to transfer the management and operation of the trading post to any entity it deems capable of, should any of the following instances occur:

a. LGU failed to operate the trading post one (1) month after its completion

b. The trading post stopped its operation for at least three (3) consecutive months

Aside from waiving the right to continue managing the operation of the trading post, the LGU shall likewise refund to DA the total amount of the latter’s counterpart fund.
IX. ADDITIONAL REGULATIONS

Other Regulations may be introduced and notified when they become necessary to ensure successful implementation of the project.

X. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in a newspaper of national circulation or in the Official Gazette or its filing with the UP Law Center.

[Signature]

[Stamp]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
CERTIFIED TRUE XEROX COPY

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APR 11 2012