

February 23, 2017

Department Order
No. 05
Series of 2017

Subject: **GUIDELINES FOR THE SELECTION OF THE NON-GOVERNMENT MEMBERS OF THE NATIONAL ORGANIC AGRICULTURE BOARD (NOAB)**

WHEREAS, Section 5 of Republic Act No. 10068 otherwise known as the "Organic Agriculture Act of 2010" established the National Organic Agriculture Program (Program);

WHEREAS, pursuant under Section 6 of the Act, the Honorable National Organic Agriculture Board (NOAB) was created to serve as the policy-making body mandated to provide direction and general guidelines for the implementation of the Program;

WHEREAS, Section 7 of the same Act prescribed the composition of the NOAB with members from government line departments¹ and representatives from small farmer organizations each from Luzon, Visayas, and Mindanao, non-government organizations (NGO), agricultural colleges and universities, and private sector or agribusiness firms;

WHEREAS, the DA through the Bureau of Agriculture and Fisheries Standards (BAFS) as the NOAB technical and administrative secretariat and the Department of Science and Technology (DOST) through the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) are mandated to come up with criteria for the selection of the above cited representatives;

WHEREAS, the NOAB recommended the approval of the guidelines for the selection of the non-government members through NOAB resolution No. 05, Series of 2017.

NOW THEREFORE, this set of guidelines is issued for the selection of the new set of non-government members of the NOAB.

SECTION I. SCOPE

These guidelines prescribe the rules and regulations for the selection of NOAB members representing the small farmers, non-government organizations and private sector or agribusiness firms for the term of three (3) years.

SECTION II. DEFINITION OF TERMS

For the purpose of this document, the following definitions as stated in RA 10068 Implementing Rules and Regulations shall apply:

- 2.1 Agribusiness firm refers to a business entity involved in organic food and non-food production, farming and contract farming, inputs supply, farm machinery, wholesale and distribution, processing, marketing, and retail sales;

¹As per Section 7 of RA No. 10068 the NOAB is composed of secretaries or alternate representatives from the following government

- 2.2 Non-Government Organization (NGO) refers to any non-profit, voluntary citizens' group organized on a local, national or international level. It is a legally constituted organization created by natural or legal persons that operates independently from government. In cases where the NGO is funded totally or partially by the government, the NGO maintains its non-governmental status by excluding government representatives from membership in the organization;
- 2.3 Small farmer² refers to a natural person dependent on small-scale subsistence farming and fishing activities as his/her primary source of income and/or whose sale, barter or exchange of agricultural products does not exceed a gross value of One Hundred Eighty Thousand pesos (PhP180,000.00) per annum based on 1992 constant prices. Provided, that the small farmer holds and cultivates not more than 3 hectares of agricultural land. An inter-agency committee composed of the Department of Agrarian Reform, the Department of Trade and Industry, the Department of Finance and the National Economic and Development Authority and headed by the Department of Agriculture may conduct periodic review and adjustments of the income level to take into account the effects of changes in inflation, devaluation and consumer price index.

SECTION III. GENERAL PROVISIONS

The following are the general provisions governing the selection process:

- 3.1 Organizations can only nominate one representative to the NOAB Selection Process;
- 3.2 Only qualified nominees with complete portfolio as specified in Section 4 (Eligibility Criteria and Requirements) and have a score of at least 70% shall be evaluated;
- 3.3 The previously appointed non-government NOAB members can no longer be nominated nor reappointed to any NOAB position;
- 3.4 The National Technical Search Committee shall submit the shortlisted nominees for each category to the DA Secretary for the final selection of non-government representatives; and
- 3.5 The decision of the DA Secretary as the Chairman of the NOAB shall be final and irrevocable.

SECTION IV. ELIGIBILITY CRITERIA AND REQUIREMENTS

To qualify for the selection the following criteria and the requirements should be met:

4.1 Small Farmers Representatives

- 4.1.1 Must be an organic agriculture practitioner who is dependent on small scale organic farming or aquaculture activities as their primary source of income (as defined in Section 2 of this guidelines) for at least three (3) years;
- 4.1.2 Member of a duly registered and/or recognized by any government agencies (SEC, CDA, DOLE, DSWD etc.) farmer organization, cooperative, federation and/or coalition organized for the purpose of promoting and practicing organic agriculture or aquaculture which must be in existence for at least three (3) years;

- 4.1.3 A Filipino citizen of legal age and good moral character as duly certified by the Barangay Chairman, Parish or any applicable third-party entity;
- 4.1.4 Must not be a government official/employee; and

4.1.5 Must be physically and mentally fit.

4.2 Non-government Organization (NGO) Representative

4.2.1 The NGO must be a duly registered and/or recognized by any government agencies (SEC, CDA, DOLE, DSWD etc.) with national representation of the interest of the sector with a proven track record for at least three (3) years;

4.2.2 The NGO must be predominantly advocating organic agriculture or aquaculture for the last three (3) years;

4.2.3 The nominee of the NGO must be an organic agriculture or aquaculture practitioner for at least three (3) years;

4.2.4 The nominee must be a Filipino citizen of legal age and of good moral character as duly certified by the Barangay Chairman or Parish or any applicable third-party entity;

4.2.5 The nominee must not be a government official/employee; and

4.2.6 The nominee must be physically and mentally fit.

4.3 Private Sector or Agribusiness Firm Representative

4.3.1. Must be a representative of a duly registered private sector or agribusiness firm which predominantly engaged in organic farming, processing, or trading of organic inputs and products for at least three (3) years;

4.3.2. A Filipino citizen of legal age and of good moral character as duly certified by the Barangay Chairman or Parish or any applicable third-party entity;

4.3.3. Must not be a government official/employee; and

4.3.4. Must be physically and mentally fit.

4.4. Documentary Requirements

4.4.1. Cover letter for the submission of documents addressed to the RFO Executive Director, attention to the RFO Organic Focal Person;

4.4.2. Letter of intent addressed to the DA Secretary coursed through the BAFS as the NOAB Secretariat (specifying the category for nomination; and if in the small farmer category, further specifying the island to be represented); and

4.4.3. Nominees shall submit the following documentary requirements:

A. Small Farmer Representatives

1. Duly accomplished organizational/firm information sheet (Annex A) attached with the certified true copies of the following documents:
 - a. Mission statement (if applicable);

- b. Brief history of the organization;
- c. Authenticated Registration with Article of Incorporation and By-Laws from any of the following: Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA); Department of Trade and Industry (DTI); Department of Labor and Employment (DOLE); Department of Social Welfare and Development (DSWD); or any other appropriate agencies;
- d. Internal control system (ICS) manual;
- e. Certification indicating the area of influence/operation of the organization;
- f. Organizational structure;
- g. List of current members (specify names, address, contact numbers, area of production in hectares);
- h. Certification stating their affiliation to specific organizations/associations (specify name of the association, office address, and contact numbers);
- i. Photocopy of any organic certificate (PGS, 3rd party or international certification), if any;
- j. List of ongoing and completed organic agriculture-related projects with a respective list of beneficiaries (also identify members and non-members) duly signed by the President/Chairman of the organization attached with photo documentation, authenticated copies of memorandum of agreements, certificate of awards for projects, and any other legal documents;
- k. Certification stating the source/s of funding for the operation and management of the organization, if applicable; and
- l. List of programs, projects, and activities on organic agriculture for the last three (3) years attached with photo documentations duly signed by the President/Chairman of the organization.

Duly accomplished nominee's information sheet (Annex B), short curriculum vitae (no longer than one page or 500 words focused on his/her involvement in the organic movement) attached with authenticated or certified true copies of the following documents:

- a. Proof of land coverage, any of the following:
 - Certificate of Land Holdings;
 - Certificate of Land Ownership Award (CLOA);
 - Certificate of Tax Declaration for Land, Building and Machineries;
 - Real Property Tax Assessment;
 - Certificate of Deed of Absolute Sale;
 - Contract of Lease
- b. Proof of income capacity, any of the following:
 - Latest income tax return (ITR) or BIR Certificate of Tax Exemption;
 - Financial statements/reports (Deed of Sales)
- c. Official endorsement including certificate of proof of period of advocacy on organic agriculture/aquaculture from the Local Technical Committees or any relevant organizations;
- d. Certificate of Good Moral Character;
- e. Authenticated NSO Birth Certificate;
- f. Medical Certificate;
- g. Endorsement from the Board/Officials of his/her organizations;
- h. Photocopy of certificates from various OA and OA-related trainings, seminars, workshops, conferences, etc. (attended and facilitated);

- i. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.

B. Non-Government Organization Representatives

- I. Duly accomplished organizational/firm information sheet (Annex A) attached with the certified true copies of the following documents:
 - a. Mission statement (if applicable);
 - b. Policy thrust on organic agriculture/aquaculture of the organization;
 - c. Brief history of the organization;
 - d. Authenticated Registration with Article of Incorporation and By-Laws from any of the following: Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA); Department of Trade and Industry (DTI); Department of Labor and Employment (DOLE); Department of Social Welfare and Development (DSWD); or any other appropriate agencies;
 - e. Internal control system (ICS) manual;
 - f. Certification indicating the area of influence/operation of the organization;
 - g. Organizational structure;
 - h. List of current members (specify names, address, contact numbers, area of production in hectares);
 - i. Certification stating their affiliation to specific organizations/associations (specify name of the association, office address, and contact numbers);
 - j. Photocopy of any organic certificate (PGS, 3rd party or international certification), if any;
 - k. List of ongoing and completed organic agriculture-related projects with a respective list of beneficiaries (also identify members and non-members) duly signed by the President/Chairman of the organization attached with photo documentation, authenticated copies of memorandum of agreements, certificate of awards for projects, and any other legal documents; and
 - l. Certification stating the source/s of funding for the operation and management of the organization, if applicable;
- II. Duly accomplished nominee's information sheet (Annex B), short curriculum vitae (no longer than one page or 500 words focused on his/her involvement in the organic movement) attached with authenticated or certified true copies of the following documents:
 - a. Proof of land coverage, any of the following:
 - Certificate of Land Holdings;
 - Certificate of Land Ownership Award (CLOA);
 - Certificate of Tax Declaration for Land, Building and Machineries;
 - Real Property Tax Assessment;
 - Certificate of Deed of Absolute Sale;
 - Contract of Lease;
 - a. Proof of income capacity, any of the following:
 - Latest income tax return (ITR) or BIR Certificate of Tax Exemption;
 - Financial statements/reports (Deed of Sales)

- b. Certificate of proof of period of advocacy on organic agriculture/aquaculture from the Local Technical Committees or any relevant organizations;
- c. Certificate of Good Moral Character;
- d. Authenticated NSO Birth Certificate;
- e. Medical Certificate;
- f. Endorsement from the Board/Officials of his/her organizations;
- g. Photocopy of certificates from various OA and OA-related trainings, seminars, workshops, conferences, etc. (attended and facilitated);
- h. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.

C. Private Sector/Agribusiness Firm Representatives

- I. Duly accomplished corporation/firm information sheet (Annex A) attached with the certified true copies of the following documents:
 - a. Company Profile including mission statement and organizational structure;
 - b. Proposed Agenda for the Organic Agriculture/Aquaculture Agribusiness Industry;
 - c. Management and Operation Plan;
 - d. Marketing Plan;
 - e. Authenticated Certificate of Registration with Article of Incorporation and By-Laws from any of the following: Securities and Exchange Commission (SEC); Department of Trade and Industry (DTI); or any other appropriate agencies;
 - f. Certified True Copies of Business Permits;
 - g. Audited Financial Statements/Reports indicating return on investment, profitability ratio, etc.
 - h. Certification stating their affiliation to business-related organizations/associations (specify name of the association, office address, and contact numbers);
 - i. Certified true copies of Purchase Orders, Sales Agreements, Market Agreements, delivery receipts, or any applicable documents;
 - j. Certified true copy of any organic certificate (PGS, 2nd, 3rd party or international certification), if any; and
 - k. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.
- II. Duly accomplished nominee's information sheet (Annex B), short curriculum vitae (no longer than one page or 500 words focused on his/her involvement in the organic movement) attached with authenticated or certified true copies of the following documents:
 - a. Latest income tax return (ITR);
 - b. Endorsement from the Board/Officials of his/her corporation;
 - c. Photocopy of certificates from various OA and OA-related trainings, seminars, workshops, conferences, etc. (attended and facilitated);
 - d. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any;
 - e. List of affiliations/membership to organic agriculture/aquaculture-related organizations/associations;
 - f. List of affiliations/membership to business-related organizations/associations
 - g. Authenticated NSO Birth Certificate; and
 - h. Medical Certificate

SECTION V. PROCESS OF SELECTION

5.1 Regional Selection

- 5.1.1 The DA Regional Field Offices (DA RFO) shall facilitate the identification of nominees for the above categories through meetings and/or any other form of media. (NCR stakeholders shall be covered by RFO CaLaBaRZon);
- 5.1.2 The interested organization shall submit the documents as required under Section IV of this guidelines to the DA RFO;
- 5.1.3 The DA RFO shall evaluate the completeness and veracity of the submitted documents of the participating organization, validate, if necessary, and come up with the short list of nominees;
- 5.1.4 The RFO shall endorse the qualified nominees to BAFS addressed to the Executive Director through the NOAB Secretariat

5.2 National Selection

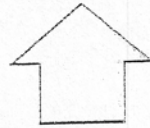
- 5.2.1 The NOAB Secretariat shall assess the completeness of submitted documents of nominees for each category by the DA RFO;
- 5.2.2 The Technical Search Committee shall evaluate the submitted documents based on the criteria and requirements prescribed by this guidelines and shall come up with the finalist for each category to be subjected to public consultation, as follows:
 - a. A total of nine (15) nominees for small farmers' category, five (5) each for Luzon, Visayas and Mindanao;
 - b. Five (5) nominees for NGO; and
 - c. Five (5) nominees for private or agribusiness sector.
- 5.2.3 The Technical Search Committee shall confirm the veracity of the information presented on the submitted documents through island-wide consultation and field validation. The top finalists shall participate in the island-wide consultative meetings to present their organization profile and plan of actions;
- 5.2.4 The Evaluation Panel shall conduct panel interview during the island-wide consultation to further assess the finalists; and
- 5.2.5 The Technical Search Committee and the Evaluation Panel shall deliberate the results of the island-wide consultations and field validation and shall endorse the shortlisted nominees to the DA Secretary for final selection of non-government members to NOAB; as follows:
 - a. A total of nine (9) nominees for small farmers' category, three (3) each for Luzon, Visayas, and Mindanao;
 - b. Three (3) nominees for NGO; and
 - c. Three (3) nominees for private or agribusiness sector.

5.3 Selection and Appointment

- 5.3.1 The DA Secretary as the Chairman of the NOAB shall select and appoint the new set of representatives from the non-government organization.

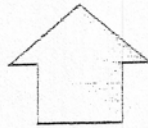
Selection and appointment

issuance of Special Order of the new non-government representatives



National Selection

Conduct desk evaluation of endorsed nominees
Identify top finalists
Conduct island-wide consultative meetings and field validation
Endorse result of the island-wide consultative meetings and field validation



Regional Selection

Facilitate call for nomination
Evaluate submitted documents
Identify regional nominees
Submit nominees to the Secretariat

Figure 1: NCAD Selection Process

SECTION VI.COMPOSITION AND FUNCTIONS OF THE EVALUATION PANEL AND TECHNICAL SEARCH COMMITTEE

- 5.1 An Evaluation Panel composed of the designated permanent representatives of government member departments shall be created:

	Office/Agency
Chairperson:	Department of Agriculture
Vice-chairperson:	Department of Interior and Local Government (DILG)
Members:	Department of Agrarian Reform (DAR)
	Department of Education (DepEd)
	Department of Environment and Natural Resources (DENR)
	Department of Health (DOH)
	Department of Science and Technology (DOST)
	Department of Trade and Industry (DTI)
	Small Farmer-Luzon Representative
	Small Farmer-Visayas Representative
	Small Farmer-Mindanao Representative
	Agribusiness Firm Representative
	NGO Representative

- 6.2 The Evaluation Panel shall conduct the panel interview to further assess the finalists and deliberate the results of the island-wide public consultations and field validation with the Technical Search Committee.

- 6.3 A Technical Search Committee composed of permanent and alternate representatives from the following agencies is hereby created:

	Office/Agency
Chairperson:	National Organic Agriculture Program - National Program Coordinating Office (NOAP-NPCO)
Vice-Chairperson:	Bureau of Agriculture and Fisheries Standards (BAFS)
Members:	Office of the Undersecretary for Administration, Agribusiness and Marketing, and Regional Engagement (OUAAMRE)
	Agricultural Training Institute (ATI)
	Bureau of Animal Industry (BAI)
	Bureau of Agricultural Research (BAR)
	Bureau of Fisheries and Aquatic Resources (BFAR)
	Bureau of Plant Industry (BPI)
	Bureau of Soils and Water Management
	Office of Undersecretary for Policy and Planning

- 6.4 The Technical Search Committee shall take the lead in the conduct of the selection process. Specifically, it shall:

- a. Evaluate submitted documents of endorsed by the DA Regional Field Offices (DA RFO) and come up with shortlist of nominees for field validations;
- b. Assess the shortlisted nominees through island-wide consultation and field validation;
- c. Endorse the result of the validation to the Office of the Secretary for selection and appointment; and
- d. Conduct post-evaluation of the selection process.

- 5 The NOAB Secretariat Section of the BAPS shall serve as the general administrative and technical arm of the Technical Search Committee and the Evaluation Panel. Specifically, it shall:
- a. Provide administrative and technical support to the Technical Search Committee and the Evaluation Panel;
 - b. Assess the completeness and validity of the documents submitted by the DA RFO;
 - c. Facilitate the conduct of all activities relative to the selection process e.g. meetings, island-wide consultation and field validation;
 - d. Prepare and keep all records relative to the activities of the selection process e.g. minutes of the meetings, results of the desk evaluation, field validation and the final deliberation; and
 - e. Prepare and facilitate the approval of the appointment of the selected representatives.

SECTION VII. CRITERIA FOR SELECTION

7.1 The Evaluation Panel and Technical Search Committee shall evaluate the nominees based on the following criteria:

- 7.1.1 Organization's management and operations;
- a. Sustainable/efficient OA programs, projects, activities implemented and/or initiated;
 - b. Area of influence/ operation of the organization;
 - c. Number of members;
 - d. Source of funding
- 7.1.1 Representative's competence:
- a. Number of years as OA practitioner;
 - b. Number of OA-related trainings/seminars attended;
 - c. Number of citations/awards received;
 - d. Affiliation/linkage

SECTION VII. REPEALING CLAUSE

All existing Department Orders, Circulars, Guidelines, Rules and Regulations inconsistent with this Department Order are hereby modified, revoked or repealed accordingly.

SECTION VIII. SEPARABILITY CLAUSE

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

SECTION IX. EFFECTIVITY

This Department Order shall take effect immediately.

SO ORDERED

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code
For Signature: S-03-17-0098
Received: 03/07/2017 09:00 AM

ANNEX A.
Organization Information Sheet

ORGANIZATION INFORMATION SHEET

NOABSec Form _

Note. Please write legibly. Mark appropriate boxes with "x" and use separate sheet if necessary.

NAME OF
ORGANIZATION

OFFICE ADDRESS
(No.
/Street/Barangay/City/T
own/
Province)

CONTACT
NO.

EMAIL
ADDRESS

CONTACT PERSON
(The designated contact
person must be the
head/officer of the
organization)

POSITION IN THE
ORGANIZATION

TELEPHONE/MOBILE
NO.

EMAIL ADDRESS

ANNEX E
Representative's Information Sheet

PERSONAL DATA SHEET

NOABSEC Form

Note: Please write legibly. Mark appropriate boxes with "X" and use separate sheet if necessary.

I. PERSONAL INFORMATION

SURNAME			
FIRST NAME			
MIDDLE NAME		NAME EXTENSION (e.g. Jr., Sr.)	
DATE OF BIRTH (mmddyyyy)	__/__/____	CITIZENSHIP	
PLACE OF BIRTH			
SEX	<input type="checkbox"/> Female <input type="checkbox"/> Male	CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others, specify _____
PERMANENT ADDRESS			
ZIP CODE		TELEPHONE NO.	
MOBILE NO.		EMAIL ADDRESS	

II. FAMILY BACKGROUND

SPOUSE'S NAME	
FATHER'S NAME	
MOTHER'S MAIDEN NAME	

III. EDUCATIONAL BACKGROUND

LEVEL	NAME OF SCHOOL <i>(Write in full)</i>	DEGREE COURSE <i>(Write in full)</i>	YEAR GRADUATED	HIGHEST GRADE/LEVEL/UNITS EARNED <i>(if not graduated)</i>	INCLUSIVE DATES OF ATTENDANCE	
					From	To
ELEMENTARY						
SECONDARY						
VOCATIONAL						
TRADE COURSE						
COLLEGE						
GRADUATE STUDIES						

(Continue on separate sheet if necessary)

V. TRAINING PROGRAMS (Start from the most recent training.)

TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES/TRAININGS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

VI. OTHER VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

VII. AWARDS AND RECOGNITIONS

DISTINCTIONS / RECOGNITION: (Write in full)	DATE RECEIVED (mm/dd/yyyy)	Organization presented the award/recognition
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

(Continue on separate sheet if necessary)