



MEMORANDUM CIRCULAR

No. 42
Series of 2022

SUBJECT: REVISED GUIDELINES FOR THE SELECTION AND APPOINTMENT OF REPRESENTATIVES FROM SMALL FARMER ORGANIZATIONS, NON-GOVERNMENT ORGANIZATIONS INVOLVED IN ORGANIC AGRICULTURE AND THE PRIVATE SECTOR IN THE ORGANIC VALUE CHAIN AS MEMBERS OF THE NATIONAL ORGANIC AGRICULTURE BOARD

WHEREAS, Republic Act No. 10068 has been amended by Republic Act No. 11511 on December 23, 2020;

WHEREAS, Section 5 of R.A. 10068, as amended, established the National Organic Agriculture Program (NOAP);

WHEREAS, Section 6 of R.A. 10068, as amended, created the National Organic Agriculture Board (NOAB) to serve as the policy-making body mandated to provide direction and general guidelines for the implementation of the NOAP;

WHEREAS, Section 7 of R.A. 10068, as amended, prescribed the new composition of the NOAB with representatives from different national government agencies, small farmer organizations, non-government organizations (NGOs) involved in organic agriculture for at least three (3) years, agricultural colleges and universities, the private sector in the organic value chain, the national association of Participatory Guarantee System (PGS) groups, the national association of local government units (LGUs) actually engaged in organic agriculture, and the indigenous organic farmers;

WHEREAS, Section 7 of the amended Act further provides that the representatives to the NOAB from the small farmer organizations, the NGOs and the private sector shall be chosen by the Secretary of Agriculture from among the nominees submitted by their respective national organizations. These representatives must represent their respective organizations at least from the provincial level, actually and actively practicing and promoting organic agriculture practices, must be conversant in organic agriculture and committed to the policies and programs provided under the amended Act. The three (3) seats given to small farmers shall be chosen from the crops and livestock sectors, which will have two (2) seats and one (1) seat, respectively.

WHEREAS, Rule 7.2 of the DA-DAR-DOH-DILG-DOST-DTI- TESDA-NCIP Joint Memorandum Circular No. 01, series of 2021, or the revised Implementing Rules and Regulations (IRR) of RA 10068, as amended, also provides that the small farmers from the aquaculture sector shall be considered in the livestock sector, and that the three (3) major islands are represented;

WHEREAS, Rule 7.1 of the same IRR likewise provides that the Department of Agriculture (DA) through the National Organic Agriculture Program-National Program Coordinating Office (NOAP-NPCO) is mandated to formulate the criteria and guidelines for the selection of the representatives from small farmer organizations, non-government organizations (NGOs), and the private sector, subject to the approval of the NOAB;

WHEREAS, the DA had issued Department Order No.11 in 2020, stipulating the guidelines for the selection of the non-government members of the NOAB. However, the NOAB deemed it necessary to revise the said Department Order to comply with the provisions of the amended Act and its IRR;

NOW THEREFORE, this set of guidelines is issued for the selection and appointment of representatives from small farmer organizations, non-government organizations involved in organic agriculture, and the private sector in the organic value chain as members of the NOAB.

ARTICLE I SCOPE

These guidelines prescribe the rules and regulations for the selection and appointment of NOAB members representing the small farmers, non-government organizations involved in organic agriculture, and the private sector in the organic value chain for a term of three (3) years.

ARTICLE II DEFINITION OF TERMS

For purposes of these guidelines, the following definitions shall apply:

1. ***Evaluators*** refer to the members of the National Technical Search Committee (NTSC) and the Regional Technical Search Committee (RTSC) responsible for evaluating and validating the documents submitted relative to the selection and appointment of the representatives from small farmer organizations, non-government organizations involved in organic agriculture, and the private sector in the organic value chain to the National Organic Agriculture Board;
2. ***National Technical Search Committee (NTSC)*** refers to a multi-office committee within the Department of Agriculture responsible for evaluating the documents vetted by the Regional Technical Search Committee (RTSC), in order to create a final short-list of nominees for selection and appointment by the DA Secretary as representatives from small farmer organizations, non-government organizations involved in organic agriculture, and the private sector in the organic value chain to the National Organic Agriculture Board, pursuant to these guidelines;
3. ***National Organization of Local Government Units*** refers to a duly registered non-profit, non-governmental association of local chief executives and agriculture focal persons of municipalities, cities and provinces that aims to promote sustainable organic agriculture development in their localities;
4. ***National Organization of Participatory Guarantee System Groups*** refers to a legal association or aggrupation of Participatory Guarantee System (PGS) groups that is national in scope and adheres to the principles of organic agriculture under the Participatory Guarantee System (PGS) system, which is a locally-focused quality assurance system developed and practiced by small farmers actually engaged in organic agriculture;

5. **Non-Government Organization (NGO)** refers to any non-profit, voluntary citizen's group organized at the national level. It is a legally constituted organization created by natural or legal persons that operate independently from the government. In the cases in which NGOs are funded totally or partially by governments, the NGO maintains its non-governmental status by excluding government representatives from membership in the organization.
6. **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 principles and policies of this Act, and enhance productivity without destroying the soil and harming farmers, consumers and the environment, as defined by the International Federation of Organic Agricultural Movements (IFOAM): Provided, that the biotechnology herein to shall not include genetically modified organisms or GMOs;
7. **Organic value chain** refers to agriculture-related activities that put farmers, processors, distributors and consumers within a system that produces, processes, transports, markets, and distributes organic agricultural products;
8. **Private/business sector** refers to a key factor in the economy where the central social concern and process is the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, enterprises, and individual businesses, among others;
9. **Private sector in the organic value chain** refers to private corporations, enterprises, and individual businesses, among others, that produce, process, transport, market and distribute organic agricultural products within a system for mutual profit and benefit;
10. **Regional Technical Search Committee (RTSC)** refers to the Committee created in the Department of Agriculture -Regional Field Offices (DA-RFOs) responsible for facilitating the call for nominations and initially vetting the documents submitted by individuals and organizations nominated for the selection and appointment of representatives from small farmer organizations, non-government organizations involved in organic agriculture, and the private sector in the organic value chain to the National Organic Agriculture Board, in accordance with these guidelines; and
11. **Small farmer/fisherfolk** refers to those utilizing not more than five (5) hectares of land for the single purpose of, or combination of the following purposes for, agricultural crop production, including rice and corn, aquaculture, and poultry/livestock raising; Provided, that poultry/livestock raising shall not be more than the following:
 - Poultry-1000 layers or 5,000 broilers
 - Swine/native pigs-10 sow level or 20 fatteners
 - Cattle-10 fatteners or 5 breeders
 - Dairy-10 milking cows
 - Goat, sheep and other small ruminants-50 heads
 - Other animals permitted to be raised, the limits of which are to be determined by the NOAB

**ARTICLE III
GENERAL PROVISIONS**

1. Eligible national organizations may nominate only one representative to the NOAB selection process, except for small farmer organizations which may submit two (2) nominees, one nominee representing the crops sector and one nominee representing the livestock sector;
2. Only qualified organizations with complete supporting documentary requirements as specified in Article IV (Eligibility Criteria and Supporting Documents) shall be evaluated;
3. Previously appointed non-government NOAB members are no longer eligible for nomination or re-appointment;
4. The National Technical Search Committee (NTSC) shall submit the shortlisted nominees for each category to the NOAB for endorsement to the DA Secretary for the final selection and appointment; and
5. The decision of the DA Secretary as the Chairperson of the NOAB shall be final and irrevocable.

**ARTICLE IV
ELIGIBILITY CRITERIA AND SUPPORTING DOCUMENTS**

I. Eligibility Criteria

Interested organizations shall submit a Letter of Intent addressed to the DA Regional Executive Directors (Attention: Regional Technical Search Committee) specifying the category for nomination and the name/s of their nominee/s with the following eligibility criteria:

A. Small Farmer Organizations/Representatives

1. The farmer/fisherfolk organization must be duly registered and/or recognized by any government agency (SEC, CDA, DTI, DOLE, DSWD);
2. The nominee/s must represent his/her organization at least from the provincial level and must be actually and actively practicing and promoting organic agriculture, must be conversant in organic agriculture and committed to the policies and programs provided under the Amended Act;¹
3. The nominee/s must be registered in the Registry System for Basic Sectors in Agriculture (RSBSA);
4. The nominee/s must be Filipino citizens, of legal age but not more than seventy-five (75) years old, and must not have been convicted by final judgment of a crime involving moral turpitude;

¹ Shall include functional literacy as defined in Literacy Coordinating Council (LCC) Resolution No. 01, series of 2008, entitled "Adoption of the New Operational Definition of Functional Literacy", to wit: *Functional literacy is the ability to communicate effectively, to solve problem scientifically, to think critically and creatively, to use resources sustainably and be productive, to develop one's sense of community and to expand one's world view.*

5. The nominees/s must not be public officials, as defined under R.A. 6713², in relation to P.D. 807³;
6. The nominee/s must be physically and mentally fit to perform his/her functions as a NOAB member; and
7. The nominee/s must not be related to the appointing or recommending authority, within the fourth civil degree of consanguinity or affinity.

B. Non-Government Organization/Representative

1. The non-government organization (NGO) must be duly registered and/or recognized by any government agency (SEC, CDA, DTI, DOLE, DSWD) and involved in organic agriculture for at least three (3) years;
2. The nominee must represent his/her organization at least from the provincial level and must be actually and actively practicing and promoting organic agriculture, must be conversant in organic agriculture and committed to the policies and programs provided under the Amended Act;⁴
3. The nominee must be a Filipino citizen, of legal age but not more than seventy-five (75) years old, and must not have been convicted by final judgment of a crime involving moral turpitude;
4. The nominee must not be a public official, as defined under R.A. 6713⁵, in relation to P.D. 807⁶;
5. The nominee must be physically and mentally fit to perform his/her functions as a member of NOAB; and
6. The nominee must not be related to the recommending or appointing authority, within the fourth civil degree of consanguinity or affinity.

C. Private Sector/Representative

1. The private sector organization must be duly registered and/or recognized by any government agency (SEC, DTI, CDA, DOLE, DSWD) and is operating in the organic value chain;
2. The nominee must represent his/her organization at least from the provincial level and must be actually and actively practicing and promoting organic agriculture, must be conversant in organic agriculture and committed to the policies and programs provided under the Amended Act;⁷
3. The nominee must be a Filipino citizen, of legal age but not more than seventy-five (75) years old, and must not have been convicted by final judgment of a crime involving moral turpitude;

² Sec. 3 of RA 6713 which states,

(a)xxx

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c)xxx

³ Sec. 6 of PD 807 which states,

"The Non-Career Service shall be characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made. The Non-Career Service shall include:

1. Elective officials and their personal or confidential staff;

2. Department Heads and other officials of Cabinet rank who hold positions at the pleasure of the President and their personal or confidential staff(s);

3. Chairman and members of commissions and boards with fixed terms of office and their personal or confidential staff;

4. Contractual personnel or those whose employment in the government is in accordance with a special contract to undertake a specific work or job, requiring special or technical skills not available in the employing agency, to be accomplished within a specific period, which in no case shall exceed one year, and performs or accomplishes the specific work or job, under his own responsibility with a minimum of direction and supervision from the hiring agency; and

5. Emergency and seasonal personnel."

⁴ LCC Reso No. 1, series of 2008

⁵ Sec. 3 of R.A. 6713.

⁶ Sec. 6 of P.D. 807

⁷ LCC Reso No. 1, series of 2008

4. The nominee must not be a public officials, as defined under R.A. 6713⁸, in relation to P.D. 807⁹;
5. The nominee must be physically and mentally fit to perform his/her functions as a NOAB member; and
6. The nominee must not be related to the appointing or recommending authority, within the fourth civil degree of consanguinity or affinity.

II. Supporting Documents

Interested organizations shall submit their nominations, together with the following supporting documents for evaluation.

A. Small Farmer Organizations/Representatives

1. Duly accomplished organization information sheet (Annex A) attached with certified true copies of the following documents:
 - a. Authenticated registration with Articles of Incorporation and By-Laws from any of the following government agencies: SEC, CDA, DTI, DOLE, DSWD;
 - b. Brief history of the organization;
 - c. Certification from the LGU indicating the area of operation of the organization;
 - d. Proposed agenda for the organic agriculture industry for the next three (3) years;
 - e. Manual of Operations;
 - f. Certificate of affiliation or letter of endorsement from the specific organization/association (specify name of the association, office address, and contact numbers);
 - g. Organizational structure;
 - h. List of current members (specify names, address, contact numbers, area of production in hectares);
 - i. Photocopy of any organic certificate (PGS or international certification), if any;
 - j. List of ongoing and completed organic agriculture-related projects with list of beneficiaries (members and non-members) duly signed by the President/Chairman of the organization, photo documentation, authenticated copies of memorandum of agreements, and certificate of awards for projects; and
 - k. Certification from organization's finance officer stating the source/s of funding for the operation and management of the organization, if applicable.
2. Duly accomplished nominee's information sheet and certificate of "Fit to Work" issued by a government medical health officer/doctor (Annex B).

B. Non-Government Organization/Representative

1. Duly accomplished organization information sheet (Annex A) attached with certified true copies of the following documents:
 - a. Authenticated registration with Articles of Incorporation and By-Laws from any of the following government agencies: SEC, CDA, DTI, DOLE, DSWD;
 - b. Brief history of the organization;
 - c. Certification from the LGU indicating the area of operation of the organization;
 - d. Proposed agenda for the organic agriculture industry for the next three (3) years;

⁸ Sec. 3 of R.A. 6713

⁹ Sec. 6 of P.D. 807

- e. Manual of Operations / Internal control system (ICS) manual;
 - f. Certificate of affiliation or letter of endorsement from the specific organization/association (specify name of the association, office address, and contact numbers);
 - g. Organizational structure;
 - h. List of current members (specify names, address, contact numbers, area of production in hectares);
 - i. Photocopy of any organic certificate (PGS, third party or international certification), if any;
 - j. List of ongoing and completed organic agriculture-related projects with list of beneficiaries (members and non-members) duly signed by the President/Chairman of the organization, photo documentation, authenticated copies of memorandum of agreements, and certificate of awards for projects; and
 - k. Certification from organization's finance officer stating the source/s of funding for the operation and management of the organization, if applicable.
2. Duly accomplished nominee's information sheet and certificate of "Fit to Work" issued by a government medical health officer/doctor (Annex B).

C. Private Sector/Representative

1. Duly accomplished organization 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 agribusiness industry for the next three (3) years;
 - c. Authenticated registration with Articles of Incorporation and By-Laws from any of the following government agencies: SEC, CDA, DTI, DOLE, DSWD;
 - d. Financial Statements for the past three (3) years;
 - e. Proof of affiliation with business-related organizations/associations (specify name of the association, office address, and contact numbers);
 - f. Certified true copy of any organic certificate (third party or international certification), if any; and
 - g. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.
2. Duly accomplished nominee's information sheet and certificate of "Fit to Work" issued by a government medical health officer/doctor (Annex B).

ARTICLE V
THE NATIONAL TECHNICAL SEARCH COMMITTEE (NTSC) AND
THE REGIONAL TECHNICAL SEARCH COMMITTEE (RTSC)

1. The National Technical Search Committee (NTSC) shall be created composed of permanent and alternate representatives (at least Section Chief level/rank) from the following agencies/bureaus/offices in the Department of Agriculture:

Position	Office/Agency
Chairperson	Office of the NOAB Alternate Chairperson
Vice-Chairperson	Office of the National Organic Agriculture Program Coordinator
Members	Agricultural Credit and Policy Council (ACPC)
	Agricultural Training Institute (ATI)
	Bureau of Agriculture and Fisheries Standards (BAFS)
	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 (BSWM)
	Agribusiness and Marketing Assistance Service (AMAS)
	Office of the Director – Policy Research Service
	Office of the Director – Planning and Monitoring Service

2. The NTSC shall take the lead in the conduct of the national selection stage of the NOAB Selection process. It shall:
 - a. Evaluate documents endorsed by the RTSC and come up with short list of nominees;
 - b. Assess the shortlisted nominees;
 - c. Conduct the Final Deliberation on the results of the evaluation;
 - d. Submit the results of the Final Deliberation to the NOAB for subsequent endorsement to and appointment by the DA Secretary; and
 - e. Conduct post-evaluation of the selection process.

3. The Regional Technical Search Committee (RTSC) shall be created at the DA Regional Field Offices (DA-RFOs) composed of permanent and alternate representatives (at least Section Chief level/rank) from the following offices:

Position	Office/Agency
Chairperson	Regional Executive Director or Regional Technical Director
Vice-Chairperson	Agricultural Training Institute-Regional Training Center (ATI-RTC)
Members	Bureau of Fisheries and Aquatic Resources – Regional Office
	Philippine Coconut Authority – Regional Office
	Regional Agricultural and Fisheries Council (RAFC)
	Agribusiness and Marketing Assistance Division
	Field Operations Division
	Planning, Monitoring and Evaluation Division
	Regulatory Division
	Research Division
	Regional Agriculture and Fisheries Information Section

4. The RTSC shall conduct the regional selection stage of the NOAB selection process. It shall:
 - a. Facilitate the call for nomination;
 - b. Evaluate the submitted documents;
 - c. Identify the regional nominees; and
 - d. Submit the nominees to the NTSC.

ARTICLE VI
THE NTSC AND RTSC SECRETARIAT AND ITS FUNCTIONS

1. The Advocacy and Policy Division of the National Organic Agriculture Program - National Program Coordinating Office (NOAP-NPCO) shall serve as the Secretariat of the NTSC. It shall:
 - a. Provide administrative and technical support to the NTSC;
 - b. Assess the completeness and validity of documents submitted by the DA RTSCs;
 - c. Facilitate the conduct of all activities relative to the selection process at the national level;
 - d. Prepare and keep all records relative to the activities of the selection process at the national level;
 - e. Prepare and facilitate the approval of the appointment of the selected representatives.

2. The Regional NOAP staff shall serve as the RTSC Secretariat at the regional level. It shall:
 - a. Provide administrative and technical support to the RTSC;
 - b. Assess the completeness and validity of documents submitted by organizations;
 - c. Facilitate the conduct of all activities relative to the selection process at the regional level;
 - d. Prepare and keep all records relative to the activities of the selection process at the regional level;
 - e. Prepare and facilitate submission of nominees to the NTSC.

ARTICLE VII
THE NOAB SELECTION PROCESS

A. Stage 1: Regional Selection

1. The RTSC of the DA RFOs 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 DA-RFO CALABARZON);
2. Interested organizations shall submit the documents as required under Article IV of these guidelines to the RTSC;
3. The RTSC shall validate the completeness and veracity of the submitted documents of the participating organization;
4. The RTSC shall evaluate the organizations using the scoresheets prescribed by these guidelines (Annexes C, D & E); and
5. The RTSC shall endorse the top organization and their nominee/s to the NTSC.

B. Stage 2: National Selection

1. The NTSC shall assess the completeness of submitted documents of nominees for each category;
2. The NTSC shall evaluate each nominee using the scoresheets prescribed by these guidelines (Annexes C, D & E);
3. The NTSC shall identify the top three (3) nominees for each category;
4. Field validation shall only be conducted if the NTSC or the NOAB deems it necessary to verify the qualifications of the nominee in its actuality;
5. Public consultation may be conducted with relevant stakeholders, if necessary;
6. The NTSC may conduct panel interview to further assess the finalists, if necessary;
7. The NTSC shall deliberate the results of the evaluation and shall submit the final list of nominees to the NOAB; and

8. The NOAB shall issue a resolution endorsing the results of the National Selection to the DA Secretary.

C. Stage 3: Selection and Appointment

The DA Secretary, as Chairperson of the NOAB, shall select and appoint the new set of representatives from small farmer organizations, non-government organizations involved in organic agriculture for at least three (3) years, and the private sector in the organic value chain as members of the NOAB through the issuance of a Special Order.

**ARTICLE VIII
REPEALING CLAUSE**

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

**ARTICLE IX
SEPARABILITY CLAUSE**

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

**ARTICLE X
EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon publication in the Official Gazette or in a newspaper of general circulation, and its filing with the University of the Philippines Law Center – Office of the National Administrative Register.

Issued this 22nd of November, 2022 in Quezon City, Philippines.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-ASECO-BRF20221114-00027

ANNEX A

ORGANIZATION'S INFORMATION SHEET

<i>Note: Please write legibly.</i>	
NAME OF ORGANIZATION	
Registration No.:	
Issued by:	
Issued on:	
Issued at:	
Area of Operation:	
OFFICE ADDRESS (No./Street/Barangay/ City/Town/Province)	
CONTACT NO.	EMAIL ADDRESS
CONTACT PERSON <i>(The designated contact person must be the head/officer of the organization)</i>	
POSITION IN THE ORGANIZATION	
TELEPHONE/MOBILE NO.	
EMAIL ADDRESS	
<p>I hereby certify that all information indicated herein are true and correct to the best of my knowledge.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Print Name and Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date Accomplished</p>	

ANNEX B

NOMINEE'S INFORMATION SHEET

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

I. PERSONAL INFORMATION						
SURNAME						
FIRST NAME						
MIDDLE NAME				NAME EXTENSION <i>(e.g. Jr., Sr.)</i>		
DATE OF BIRTH <i>(mmddyyyy)</i>				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						
<i>(Continue on separate sheet if necessary)</i>						

IV. WORK EXPERIENCE (Start from current employment)				
INCLUSIVE DATES (mm/dd/yyyy)		AGENCY / OFFICE / COMPANY (Write in full)	POSITION TITLE (Write in full)	NATURE OF WORK (Brief description)
From	To			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

(Continue on separate sheet if necessary)

V. TRAINING PROGRAMS				
Title of Seminar/Conference/Workshop/Short Courses/Trainings (write in full)	Inclusive Dates of Attendance (mm/dd/yy)		No. of Hours	Conducted/Sponsored by (write in full)
	From	To		

(Continue on separate sheet if necessary)

VI. OTHER VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON- GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS				
Name and Address of Organization (write in full)	Inclusive Dates (mm/dd/yy)		No. of Hours	Position/Nature of Work
	From	To		

(Continue on separate sheet if necessary)

VII. AWARDS AND RECOGNITIONS		
DISTINCTION/RECOGNITION (WRITE IN FULL)	DATE RECEIVED (mm/dd/yy)	ORGANIZATION THAT PRESENTED THE AWARD/RECOGNITION

I hereby certify that all information indicated herein are true and correct to the best of my knowledge.

Print Name and Signature

Date Accomplished

NOTARY PUBLIC

ANNEX C

National Organic Agriculture Board (NOAB) Selection Score Sheet for the Evaluation of Nominee SMALL FARMER REPRESENTATIVE CATEGORY

Name of Organization			
Name of Nominee			
Region			
Criteria	Max Point	Score	Remarks
1. Number of successful projects implemented <ul style="list-style-type: none"> • > 5 projects: 40 pts. • 4-5 projects: 30 pts. • 1-3 projects: 20 pts. 	40		
2. Number of members <ul style="list-style-type: none"> • ≥ 30 members: 30 pts. • 21-29 members: 25 pts. • 10-20 members: 20 pts. 	30		
3. Number of years in existence <ul style="list-style-type: none"> • > 5 years: 30 pts. • 4 – 5 years: 25 pts. • 3 years: 20 pts. 	30		
Score	100		
Bonus points	15		
4. Source of Funding of the Organization <ul style="list-style-type: none"> • Internal + External: 5 pts. • External: 3 pts. Internal (self-sufficient): 10 pts. 	10		
5. Certification <ul style="list-style-type: none"> • Locally 3rd party certified organic (either the farmer/operator or the organization): 5 pts. PGS or other international 3rd party certification: 5 pts. 	5		
Total Score	115		

(Signature over printed name)

Evaluator

Date _____

ANNEX D

National Organic Agriculture Board (NOAB) Selection Score Sheet for the Evaluation of Nominee NON-GOVERNMENT ORGANIZATION REPRESENTATIVE CATEGORY

Name of Organization			
Name of Nominee			
Region			
Criteria	Max Point	Score	Remarks
1. Number of successful projects implemented <ul style="list-style-type: none"> • > 15 projects: 40 pts. • 10 - 15 projects: 30 pts. • 5 - 9 projects: 20 pts. 	40		
2. Affiliation and linkages <ul style="list-style-type: none"> • International: 20 pts. • National: 15 pts. 	20		
3. Number of members <ul style="list-style-type: none"> • ≥ 100 members: 20 pts. • 50 - 99 members: 15 pts. • 10 - 49 members: 10 pts. 	20		
4. Number of years in existence <ul style="list-style-type: none"> • > 5 years: 20 pts. • 4 – 5 years: 15 pts. • 3 years: 10 pts. 	20		
Score	100		
Bonus points	15		
5. Source of Funding of the Organization <ul style="list-style-type: none"> • Internal + External: 5 pts. • External: 3 pts. • Internal (self-sufficient): 10 pts. 	10		
6. Certification <ul style="list-style-type: none"> • Locally 3rd party certified organic (either the farmer/operator or the organization): 5 pts. • PGS or other international 3rd party certification: 5 pts. 	5		
Total Score	115		

(Signature over printed name)
Evaluator

Date _____

ANNEX E

National Organic Agriculture Board (NOAB) Selection Score Sheet for the Evaluation of Nominee PRIVATE SECTOR REPRESENTATIVE CATEGORY

Name of Organization			
Name of Nominee			
Region			
Criteria	Max Point	Score	Remarks
1. Profitability <ul style="list-style-type: none"> • > 2.0: 15 pts. • 1.5-2.0: 10 pts. • 0.5 – 1.49: 5 pts. 	15		
2. Area of operation/market reach <ul style="list-style-type: none"> • Domestic and International: 15 pts. • National: 10 pts. • Domestic: 5 pts. 	15		
3. Type of operation (enumerate types of operation on footnote) <ul style="list-style-type: none"> • 4 or more operations: 15 pts. • 3 types of operations: 10 pts. • 1 type of operations: 5 pts. 	15		
4. Number of years in operation <ul style="list-style-type: none"> • > 5 years: 15 pts. • 4 – 5 years: 10 pts. • 3 years: 5 pts. 	15		
5. Number of employment opportunities generated <ul style="list-style-type: none"> • > 20 personnel: 20 pts. • 15-20 personnel: 15 pts. • 11-14 personnel: 10 pts. • 5-10 personnel: 5 pts. 	20		
6. Number of Affiliations/involvement/ partnership with organizations <ul style="list-style-type: none"> • > 4: 20 pts. • 3-4: 15 pts. • 1-2: 10 pts. 	20		
Score	100		
Bonus points	5		
7. Certification <ul style="list-style-type: none"> • Locally 3rd party certified organic (either the farmer/operation or the organization): 5 pts. • PGS or international 3rd party certification: 5 pts. 	5		
Total Score	105		

(Signature over printed name)
Evaluator

Date _____