



**NATIONAL ORGANIC AGRICULTURE BOARD**  
**Resolution No. 21**  
**Series of 2023**

**APPROVING THE NATIONAL ORGANIC AGRICULTURE BOARD (NOAB)  
INTERNAL RULES OF PROCEDURES FOR THE TERM 2023-2026**

**WHEREAS**, Section 2 of Republic Act No. 10068 or the Organic Agriculture Act of 2010, as amended by Republic Act No. 11511, declares the policy of the State to promote, propagate, develop further, and implement the practice of organic agriculture in the Philippines;

**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) as the policy-making body that shall provide direction and general guidelines for the implementation of the NOAP;

**WHEREAS**, Section 8 of R.A. 10068, as amended, provided for the organization of the NOAB and prescribed the formulation of its rules and procedures to guide its members in the discharge of their mandate, functions, duties, and responsibilities;

**WHEREAS**, the new set of NOAB representatives from small farmer organizations, non-government organizations, the private sector, agricultural colleges and universities, and the national association of participatory guarantee system (PGS) groups for the term 2023-2026 took their oath of office on November 26, 2023;

**WHEREAS**, the NOAB held a Special Meeting on November 29, 2023 and discussed the Internal Rules of Procedures of the Board;

**NOW THEREFORE**, considering the foregoing, this Honorable Board, by virtue of the power vested in it by R.A. 10068, as amended by R.A. 11511, has **RESOLVED**, as it is hereby **RESOLVED**, to approve the **NOAB Internal Rules of Procedures for the Term 2023-2026**, attached herewith as "**Annex A**";

**RESOLVED FINALLY**, that all concerned offices be furnished a copy of this resolution for their information and reference;

**APPROVED**, on this 29<sup>th</sup> day of November 2023, in Quezon City, Metro Manila, by the following NOAB Members present:



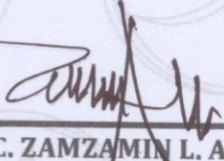


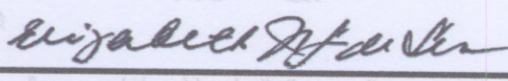
Republic of the Philippines  
Department of Agriculture  
**NATIONAL ORGANIC AGRICULTURE BOARD**

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**NATIONAL  
ORGANIC AGRICULTURE  
PROGRAM**  
"Organic agriculture is a healthy culture."

  
**USEC. ZAMZAMIN L. AMPATUAN**  
Chairperson  
Alternate Representative  
Department of Agriculture (DA)  
Date signed: 12-11-23

  
**ASEC. ELIZABETH N. LOPEZ DE LEON**  
Vice - Chairperson  
Permanent Representative  
Department of the Interior and Local  
Government (DILG)  
Date signed: 12-06-23

**DIR. LUCIENNE S. PULGAR**  
Permanent Representative  
Department of Agrarian Reform (DAR)  
Date signed: \_\_\_\_\_

**USEC. BEVERLY LORRAINE C. HO, MPH**  
Permanent Representative  
Department of Health (DOH)  
Date signed: \_\_\_\_\_

**DIR. JUANITO T. BATALON**  
Permanent Representative  
Department of Science and Technology  
(DOST)  
Date signed: \_\_\_\_\_

**USEC. BLESILA A. LANTAYONA**  
Permanent Representative  
Department of Trade and Industry (DTI)  
Date signed: \_\_\_\_\_

**DEP. DIR. GEN. ROSANNA A. URDANETA**  
Permanent Representative  
Technical Education and Skills Development  
Authority (TESDA)  
Date signed: \_\_\_\_\_

**EXEC. DIR. CAESAR M. ORTEGA**  
Representative, Indigenous Farmers  
National Commission on Indigenous  
Peoples (NCIP)  
Date signed: \_\_\_\_\_





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**MR. GABRIEL A. ARUBIO**  
Representative, Luzon Small Farmers  
Yakap at Halik Multi-Purpose Cooperative  
Cavite  
Date signed: 12-04-23

**MR. GODYNEL D. ISEDENIA**  
Representative, Visayas Small Farmers  
Aklan Provincial Organic Producers  
Association (APOPA)  
Date signed: 12-05-23

**MR. MAEL JETHEL J. KAPUNAN**  
Representative, Mindanao Small Farmers  
Peoples Action for Liberal Agriculture  
Industry (PALAI), Inc.  
Date signed: 12-06-23

**MS. AIMEE LOO PAREDES**  
Representative, Non-Government  
Organizations  
Cares Channels, Inc.  
Date signed: 12-04-23

**MS. DONNA LAO-PADRE**  
Representative, Private Sector  
Lao Integrated Farms, Inc.  
Date signed: 12-04-23

**DR. NOEL B. LUMBO**  
Representative, Agricultural Colleges and  
Universities  
University of the Philippines Los Baños  
Date signed: 12-04-23

**HON. ROMMEL C. ARNADO**  
Representative, National Organization of  
Local Government Units  
League of Organic Agriculture  
Municipalities, Cities and Provinces of the  
Philippines  
Date signed: \_\_\_\_\_

**MR. RODOLFO F. CORTEZ, JR.**  
Representative, National Association of  
PGS Groups  
Participatory Guarantee System (PGS)  
Pilipinas  
Date signed: 12-02-23

Attested by:

**DIR. BERNADETTE F. SAN JUAN, CESO II**  
NOAB Secretary  
Date signed: 12-08-23





**NATIONAL ORGANIC AGRICULTURE BOARD (NOAB)**  
**INTERNAL RULES OF PROCEDURES**

**A. Title**

This set of Rules shall be known as the **Internal Rules and Procedures of the National Organic Agriculture Board (NOAB)** and shall be referred herein and subsequently for brevity as the **"Rules"**.

**B. Purpose and Scope**

The Rules are promulgated pursuant to Republic Act No. 10068, as amended by Republic Act No. 11511, and its Implementing Rules and Regulations, to guide the members of the NOAB, in the discharge of their official functions, duties, and responsibilities, and in particular on internal organization, conduct and order of the meetings, determination of quorum and parliamentary procedures, voting and approval of NOAB resolutions, amendments to these rules, and adjournment and suspension of meetings.

**C. Composition of the NOAB**

1. Pursuant to Section 7 of RA 10068, as amended, the following shall compose the National Organic Agriculture Board (NOAB):
  - a. Secretary of Agriculture, or his duly authorized permanent representative, with a rank of Undersecretary, as Chairperson;
  - b. Secretary of the Interior and Local Government, or his duly authorized representative, as Vice-Chairperson;
  - c. Secretary of Agrarian Reform, or his duly authorized representative;
  - d. Secretary of Science and Technology, or his duly authorized representative;
  - e. Secretary of Trade and Industry, or his duly authorized representative;
  - f. Secretary of Health, or his duly authorized representative;
  - g. Director General of Technical Education and Skills Development Authority, or his duly authorized representative;
  - h. Three representatives from the small farmers;
  - i. One representative from non-government organizations involved in organic agriculture for at least 3 years;
  - j. One representative from agricultural colleges and universities;
  - k. One representative from the private sector in the organic value chain;
  - l. One representative from the national association of PGS groups;
  - m. One representative from a national organization of LGUs actually engaged in organic agriculture; and
  - n. One qualified representative from the indigenous organic farmers.
2. The designated national government agency representatives to the NOAB shall be occupying positions not lower than a bureau director level and shall serve on a co-terminus basis with the respective appointing authority.





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3. The representatives from small farmer organizations, private sector, and non-government organizations, and agricultural colleges and universities, shall be chosen by the Secretaries of Agriculture and Science and Technology, respectively. The criteria for the selection of these representatives shall be crafted and approved by the NOAB.
4. The representatives from the national association of PGS groups, the national organization of LGUs actually engaged in organic agriculture, and indigenous organic farmers shall be endorsed by their respective national organizations and appointed by the Secretary of Agriculture. However, in the case of the representative from the indigenous organic farmers, the National Commission for Indigenous Peoples (NCIP) shall represent them in the Board until such time that the NCIP has facilitated the nomination of their representative.
5. An appointed/elected member can only serve a single term of 3 years, without reappointment. In the event the appointed/elected member of the NOAB fails to complete his/her term of office for whatever reason, the DA Secretary shall appoint a successor from the same organization where they belong. The successor shall only serve the unexpired position of the uncompleted term of the previous representative.

#### **D. Powers and Functions of the NOAB**

Pursuant to Section 9 of RA 10068, as amended, the NOAB shall have the following powers and functions:

1. Formulate policies, plans, programs and projects to develop and promote organic agriculture, production, processing and trade.
2. Oversee the successful implementation of the NOAP.
3. Identify sources of financing to expand organic agriculture.
4. Monitor and evaluate the performance of programs for appropriate incentives.
5. Undertake measures for the international recognition of local certification of organic products.
6. Call upon any government agency to carry out and implement programs and projects identified by the NOAB.
7. Call upon private sectors, POs, NGOs and the academe to provide advice on matters pertaining to organic agriculture and conduct of capability-building initiatives to farmers, producers, extension workers, consumers and other stakeholders in the agriculture sector in coordination with the ATI.
8. Submit annual and periodic reports to the President, Secretary of the DA and Congress of the Philippines through the COCAF.
9. Promulgate such rules and regulations and exercise such other powers and functions as may be necessary to carry out effectively the purposes and objectives of this Act.
10. Perform such other functions as may be necessary for its effective operations and continued enhancement, growth or development of organic agriculture.





#### **E. Meetings of the NOAB**

1. The NOAB shall hold Regular Meetings every quarter. Special meetings may also be called at any time to discuss and address urgent matters needing immediate action of the Board.
2. The NOAB meetings may either be physical or via teleconference or a combination of both, taking into consideration all the circumstances obtained before the meeting is held. The Board Secretary shall make the proper recommendation to the NOAB.
3. The Chairperson shall preside over the NOAB meetings. In cases when the Chairperson is not in attendance, he/she shall authorize who will act as the Presiding Officer for that particular meeting.
4. The Director of the National Organic Agriculture Program – National Program Coordinating Office (NOAP-NPCO) and the Chief of the Advocacy and Policy Division (APD) of the NOAP-NPCO shall act as Board Secretary and Assistant Board Secretary, respectively. The APD shall act as Secretariat of the NOAB.
5. The attendance of national government agency representatives to NOAB meetings who are not the duly authorized representatives shall not be counted for the purpose of constituting a quorum. They are likewise not entitled to vote. They are merely observers and are not entitled to participate in the deliberation unless specifically recognized and asked by the NOAB. However, where such representatives show written authority from the member of the Board, they shall be deemed as authorized to act on behalf of the particular member of the Board for the particular meeting. This fact shall be appropriately reflected in the minutes of the meeting.
6. Executive sessions may be called during a meeting by the Chairperson to further discuss matters arising from unresolved concerns that are confidential in nature. However, topics to be discussed in executive sessions should already be reflected as an item in the agenda prior to the meeting. Only members of the NOAB, the Board Secretary and a designated staff shall be allowed to be present during executive sessions. The attendees shall preserve the confidentiality of every matter discussed in the session. Only the decision made during executive sessions shall be entered or recorded in the minutes of the meeting.
7. Other officers and staff of NOAP implementing agencies/organizations may attend the NOAB meetings as resource persons. Their attendance shall not be counted for the purpose of constituting a quorum and they are not entitled to vote.
8. The NOAB Secretariat shall facilitate the smooth conduct of all NOAB meetings. For meetings via teleconference, the NOAB Secretariat shall ensure, insofar as practicable, that all NOAB members have online access to the meeting and copies of the meeting documents.
9. A pre-deliberation meeting may be called a day prior to the scheduled regular or special meeting. The NOAB shall elect the presiding officer of the pre-deliberation meeting. The agreement during the pre-deliberation meeting





shall be recorded and presented in the schedules of regular or special meetings for approval of the NOAB.

**F. Technical Working Group, Task Forces, Committees**

1. To facilitate the work of the NOAB, there shall be a NOAB Technical Working Group (TWG) that shall study, evaluate and deliberate all business matters prior to approval of the NOAB.
2. The members of the TWG shall be composed of representatives from the different agencies and organizations of the NOAB.
3. The national government agencies who are members of the NOAB shall designate their TWG technical representatives who are knowledgeable on organic agriculture and other related concerns.
4. The appointed/elected members of the NOAB may also designate their TWG representatives from the organizations where they come from.
5. Once constituted, the TWG shall thereafter organize themselves and elect their Chairperson and Vice-Chairperson.
6. The TWG shall make a report or the proper recommendation to the Board on all matters assigned to it for study and deliberation.
7. The NOAB may likewise create Task Forces (TFs) and Committees to handle specific assignments or topics for study.
8. TWG/TF/Committee meetings may be called and conducted as agreed by and among its members in coordination with the NOAB Secretariat.
9. The TWG/TF/Committee shall promptly commence its work on any matter referred to it and complete and/or terminate the same, as the case may be. After completion or termination, they shall submit a report or recommendation and/or resolution thereon. This shall be submitted as part of the agenda of the regular or special NOAB Meetings.

**G. Quorum**

1. Quorum for all NOAB meetings is set at a simple majority of fifty percent plus one, including the Chairperson. No quorum is required for the TWG/TF/Committee meetings.
2. Once a quorum has been declared, it is presumed at any stage before adjournment unless questioned by any member for the lack of it.
3. Prior to the date of the meetings, the NOAB Secretariat shall confirm the attendance of the NOAB members. If a quorum cannot be reached, the Secretariat shall reschedule the meeting to a date that shall ensure a quorum. The NOAB Secretariat shall resend to the members a revised notice of meeting corresponding to the new schedule.





## H. Order of Business

1. All meetings of the NOAB shall follow the order of business hereunder enumerated:
  - a. Call to Order;
  - b. Invocation/National Anthem;
  - c. Adoption of the Agenda;
  - d. Approval of the Minutes of the Previous Meeting;
  - e. Business Matters;
  - f. Other Matters
  - g. Adjournment
2. The agenda of the meeting shall be based on the identified priority agenda of the NOAB and agreements during the previous meetings. Any member of the NOAB may propose agenda items through the NOAB Secretariat prior to the scheduled regular or special meeting.
3. Any NOAB member may personally propose additional agenda item/s during the meeting, but prior to the adoption of the agenda. The proponent of the additional agenda should provide briefing materials (if any) for reference of the Board. Should a Resolution be required, the proponent must have drafted the proposed resolution for discussion and approval of the Board.

## I. Procedures During Meetings

1. In order to facilitate the smooth conduct of meetings, the NOAB shall follow the parliamentary procedure where all manifestations shall first be coursed through or addressed to the Presiding Officer. Under this procedure, no member of the Board is allowed to directly speak or address another member without coursing it through the Presiding Officer. All members of the NOAB have the right to participate in the discussion, but must first be recognized by the Presiding Officer by raising his/her hand prior to speaking. The same procedure shall be followed in case of meetings via teleconference.
2. The NOAB may, upon motion and second by any member, waive the reading of the minutes of a previous meeting before it, in the interest of time, or in order to directly take up other important matters, as deemed by the Board.
3. The Presiding Officer shall begin the agenda by opening the floor for discussion or giving the floor to the concerned agency, office or proponent of the agenda item to provide elaborations or clarifications on a particular agenda item.
4. After discussion of the first agenda, where there are no objections or clarifications from the body, the Presiding Officer may proceed to the discussion of the next item in the agenda. For items that require the decision of the NOAB, the Presiding Officer shall call for a motion and a second from the members before putting the item to a vote by the NOAB.
5. Meetings via teleconferences shall be guided by a similar set of rules, which shall be reiterated before the start of every meeting.





#### **J. Voting**

1. The Presiding Officer shall strive to arrive at a consensus first before asking the NOAB to vote on items being deliberated. In cases where a vote is required, the following voting method may be used upon the agreement of the majority of the members:
  - a. By voice (viva-voce);
  - b. By raising of hand (show of hand);
  - c. By nominal voting (roll call vote); and
  - d. By secret roll call ballot (members sign ballot).
2. The NOAB shall decide by simple majority vote, or fifty percent plus one of all the members present, on all matters in the agenda that requires its approval. The Presiding Officer shall not participate in the voting. In case of a tie, however, the Board decision shall be the position of the NOAB members where the Presiding Officer casts his/her vote.

#### **K. Minutes of Meetings and Board Resolutions**

1. All meetings of the NOAB shall be recorded and documented. The NOAB Secretariat shall prepare the draft minutes of the meeting, copy of which shall be provided to the NOAB as part of the meeting documents of the succeeding meeting. The approval of the draft minutes of previous meetings shall be part of the agenda of the succeeding meeting. Any revisions in the minutes shall be reflected accordingly, and shall be recorded in the minutes of the current meeting.
2. The NOAB members may choose to defer actual reading and correction of the minutes and opt to provide their comments within five (5) working days from the date of the meeting. Otherwise the minutes will be deemed in order.
3. The approved minutes of the Board meetings shall be signed by the NOAB Secretary and approved by the Chairperson.
4. All decisions of the NOAB shall be made through a Board Resolution signed by all NOAB members present during the meeting, or at least nine (9) members if via a referendum. The draft NOAB resolution shall be discussed and approved during the meeting. The Board shall likewise increasingly use digital technology in approving Board Resolutions.
5. The NOAB Secretariat shall keep a copy of the signed resolution, and a certified copy of the same shall be disseminated to all the members of the NOAB and concerned offices after its approval. Board Resolutions shall likewise be posted in the NOAP website.





#### L. Implementation of Board Resolutions and Feedback

1. Certified true copies (CTC) of NOAB resolutions shall be provided to concerned offices for their reference and appropriate action within seven (7) working days after approval. The NOAB Secretariat shall facilitate the circulation of the resolutions and the monitoring of actions taken.
2. Updates and actions taken relative to the resolutions shall be submitted to the NOAB through the NOAB Secretariat. These shall be reported to the NOAB during the succeeding meetings.

#### M. Amendments, Suspension and Adjournment

1. The "Rules" may be amended at any meeting by majority of the members of the NOAB, provided that prior notice of such proposed amendment be given to all members and, provided further, that no rule herein shall be contrary to, amend, or repeal existing laws.
2. NOAB meetings may be suspended by the Presiding Officer for valid reasons, provided the meeting resumes immediately or within a reasonable time.
3. No NOAB meetings shall adjourn until all items or business matters in the agenda have been taken up and resolved by the Board. The Presiding Officer shall declare the meeting adjourned only upon a motion for adjournment that has been seconded. Adjournments during NOAB meetings may likewise be made for lack of time, provided, the Board agrees to take up the unfinished business during the next meeting, and provided further, that a motion for adjournment has been manifested and seconded. The NOAB Secretariat shall take note of unfinished business and shall include the item in the agenda for the next Board meeting.

#### N. Adoption and Effectivity

The "Rules" shall take effect upon approval by the National Organic Agriculture Board.

**APPROVED** by the following members of the National Organic Agriculture Board on November 29, 2023 in Quezon City.

**USEC. ZAMZAMIN L. AMPATUAN**  
Chairperson

Alternate Representative  
Department of Agriculture (DA)  
Date signed: 12-11-23





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*Elizabeth N. Lopez de Leon*

**ASEC. ELIZABETH N. LOPEZ DE LEON**

Vice - Chairperson  
Permanent Representative  
Department of the Interior and Local  
Government (DILG)  
Date signed: 12 - 06 - 23

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Development Authority (TESDA)  
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Representative, National Association of  
PGS Groups  
Participatory Guarantee System (PGS)  
Pilipinas

Date signed: 12-02-23

**Attested by:**

**DIR. BERNADETTE F. SAN JUAN, CESO II**  
NOAB Secretary

Date signed: 12-08-23