



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City, 1100 Philippines

ADMINISTRATIVE ORDER

NO: 13

Series of 2020

SUBJECT: GUIDELINES FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSO) TO BE ENGAGED BY DA AS PARTNER IN THE IMPLEMENTATION OF AGRI-FISHERY PROJECTS

WHEREAS, Article II, Section 23 of the 1987 Philippine Constitution provides that the "State shall encourage non-governmental, community-based or sectoral organizations that promote the welfare of the nation."

WHEREAS, Section 3 of the Implementing Rules and Regulations of the Agriculture & Fisheries Modernization Act (AFMA) RA 8435 promotes people empowerment by strengthening people's organization, cooperative and Non-Government Organization (NGOs) and by establishing and improving mechanisms and processes for their participation in government decision-making and implementation of agriculture and fisheries (A&F) programs and projects;


WHEREAS, there is a need to revisit or amend Administrative Order No. 23 Series of 2012 and No. 1, Series of 2014 which were issued for the accreditation of Civil Society Organizations in the implementation of projects funded by the Department of Agriculture (DA);

WHEREAS, Under Section 65 of the General Provisions of the 2017 General Appropriations Act (GAA) provides that a government agency may transfer public funds to a Civil Society Organization (CSO) that is either implementing a government program or project jointly with the government agency, or a beneficiary of a government program and project;

WHEREAS, the DA recognizes the role of CSO in community development and acknowledges CSO capacities in the successful implementation of A&F programs and projects in the countryside;

WHEREAS, to ensure that government programs and projects are properly, efficiently and effectively carried out by the DA in partnership with CSOs, it is imperative to promulgate guidelines for accreditation of CSOs;

I, THEREFORE, WILLIAM D. DAR, Secretary of the Department of Agriculture, do hereby issue the following guidelines that shall govern the Department including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices in partnership with NGOs/POs.

 *A food-secure Philippines*
with prosperous farmers and fisherfolk



ARTICLE I
OBJECTIVES, DEFINITION OF TERMS AND
ELIGIBLE CIVIL SOCIETY ORGANIZATIONS

Section 1. Objectives

- 1.1 Encourage people's participation in agricultural development based on the principle of good governance;
- 1.2 Ensure that only DA accredited CSOs can participate in the implementation of A&F programs and projects;
- 1.3 Promote transparency and accountability;
- 1.4 Improve the system of check and balance;
- 1.5 Safeguard the use and allocation of government resources;
- 1.6 Ensure efficient, effective and ethical program/project implementation; and
- 1.7 Guarantee compliance of existing pertinent laws, rules and regulations.

Section 2. Definition of Terms

- 2.1 ACCREDITATION - refers to the process by which the DA officially recognizes and authorizes a CSO as eligible to an implementing agency or beneficiary of DA programs and projects using DA funds;
- 2.2 AGRICULTURE AND FISHERY PROJECTS - cover interventions under any of the following DA Programs; rice, corn, high value crops (HYC), fisheries, livestock & poultry, organic agriculture, and other agri-fishery related projects;
- 2.3 APPLICANT - a CSO applying for accreditation with the DA to be an implementing agency or beneficiary of A&F projects using government or public funds;
- 2.4 CSO BENEFICIARY - a group of individuals directly affected by a calamity, crisis or a particular social condition or problem, who have undergone social preparation to become responsible implementers of a particular government program or projects using public funds; provided that at least 75% of members of the CSO comprise the majority of the beneficiaries of such program and project;
- 2.5 CIVIL SOCIETY ORGANIZATION - a domestic corporation, organization, association, labor organization, workers' association, farmers' organization or cooperative, expressing the interest and values of their members or others based on socio-economic, ethical, cultural and specific considerations, duly registered with the Security

and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment - Bureau of Rural Workers (DOLE-BRW), or similar legitimate CSO as defined in this guidelines;

- 2.6 GOOD STANDING - refers to CSOs which is not in default or in delay and with no record of unliquidated funds received from any government agencies; and with no pending court cases including the majority of stockholders or members and Board of Directors or Trustees;
- 2.7 IMPLEMENTING CSO/NGO/PO - an organization or association expressing the interests and value of their members duly registered with the SEC, DOLE-BRW, CDA including DA organized and assisted groups/organizations with interest to become active partners of DA in the delivery of agricultural services and may be engaged by DA to implement or co-implement programs and projects using DA funds upon approval of accreditation.
- 2.8 LEGITIMATE CSO - a CSO found to be reputable, qualified and capable and meeting all of the criteria for accreditation set forth herein;
- 2.9 SOCIAL PREPARATION - the process followed by the Guidelines of Accreditation by the Commission on Audit (COA), Department of Budget and Management (DBM) and Department of Social Work and Development (DSWD), as described and contained in its manual and guidelines to prepare individual beneficiaries who are directly affected by a calamity, crisis or a particular social condition or problem to become responsible implementers of government programs and projects; it must include activities to (i) identify, analyze and prioritize needs, and identify solutions to address needs. (ii) prepare proposal, studies and technical designs and financial plans, (iii) form committees and task groups, and (iv) build capacity and capability to undertake the project activities.

Section 3. ELIGIBLE CSO

- 3.1 Civic Organizations
- 3.2 Cooperative or Federation of Cooperatives
- 3.3 Academe-based NGOs
- 3.4 Private Corporation or Foundation
- 3.5 People's Organization
- 3.6 Alliances/Network/Federation of NGOs/POs
- 3.7 Development-Oriented NGOs
- 3.8 Duly registered DA Organized/Assisted Organizations
- 3.9 Government Organized NGOs/POs

ARTICLE II
TECHNICAL COMMITTEES CREATION AND
FUNCTIONS OF SECRETARIAT FOR ACCREDITATION

Section 1. Creation of Technical Committee and Secretariat

- 1.1 A national and Regional Technical Committee and Secretariat shall be created to facilitate the accreditation process.
- 1.2 The composition of the National Technical Committee (NTC) shall be approved by the Secretary while the composition of the Regional Technical Committee shall be approved by the Regional Executive Director and Special Orders shall be issued.
- 1.3 Composition of the National Technical Committee:
- | | | | |
|-------|------------------------------|---|---|
| 1.3.1 | Overseer | : | Undersecretary, Field Operations Service |
| 1.3.2 | Chairperson | : | PCAF Executive Director |
| 1.3.2 | Vice Chairperson | : | DA-AMAS Director |
| 1.3.3 | Members | : | DA-National Banner Program
National Representatives (Rice & Corn,
Livestock & Poultry, HVC, Fisheries, Organic
Agriculture and Mechanization
DA-Financial Management Service
DA-Legal Service Director
Representative from Rural Credit |
| 1.3.4 | National Secretariat
Head | : | PCAF Deputy Executive Director/
Asst. Chief of PCAF AFMD |
| | Members | : | Representatives of PDCCD, PDD, PMKMD |
- 1.4 Composition of the Regional Technical Committee:
- | | | | |
|-------|------------------|---|---|
| 1.3.1 | Chairperson | : | Regional Executive Director |
| 1.3.2 | Vice Chairperson | : | RTD for Research and Regulatory |
| 1.3.3 | Members | : | RTD for Operations
RMC Heads
Regional RFO Banner Program
Representatives (Rice & Corn, Livestock &
Poultry, HVC, Fisheries, Organic
Agriculture and Mechanization)
RAFC Chair |

Section 2. Functions of the National and Regional Technical Committee for Accreditation

2.1 National Technical Committee for Accreditation

- 2.1.1 Review the validation or authenticity of documents and evaluate the technical and financial capability of the Non-Government Organizations/ Peoples Organizations (NGO/PO) as initially screened by the Secretariat;
- 2.1.2 Recommend qualified partner organization to the Secretary for approval;
- 2.1.3 Develop participatory mechanisms for the conduct of periodic monitoring activities to guide repayment and/or project implementation;
- 2.1.4 Recommend/Order the suspension or revocation of certificate of accreditation; and
- 2.1.5 Prepare necessary report for submission to the President of the Senate of the Philippines, Speaker of the House of Representatives, Senate Committee on Appropriations and House of Representatives Committee on Appropriations.

2.2 Regional Technical Committee (RTC) for Accreditation

- 2.2.1 Implement policies related to the accreditation of CSOs;
- 2.2.2 Review the qualification documents and evaluate/assess the technical and financial capacity of CSO confined to specific region;
- 2.2.3 Conduct ocular inspection of the CSO businesses;
- 2.2.4 Recommend qualified CSO to the National Technical Committee for approval; and
- 2.2.5 Recommend/Order the suspension or revocation of certificate of accreditation

2.3 Functions of the National Secretariat and Regional Secretariat

- 2.3.1 Receive application from interested CSO;
- 2.3.2 Screen qualification documents submitted by CSO;
- 2.3.3 Assess the technical and financial capability of CSO;
- 2.3.4 Conduct field validation of the CSO business operations;
- 2.3.5 Provide administrative support during the conduct of meetings and workshops, including preparation of the highlights/minutes of meeting;
- 2.3.6 Coordinate with appropriate DA and other National Government Offices on matters relating to the technical requirements of the accreditation process;
- 2.3.7 Conduct formative and summative performance monitoring of accredited CSOs;
- 2.3.8 Prepare and submit quarterly report on funds transferred to CSO to the National Technical Committee Chair within five days from the end of the quarter. The report shall include the amount transferred per government program or project of all CSOs within the area of coverage; and
- 2.3.8 Perform other tasks as may be assigned by the Committee Chairperson.

ARTICLE III
ACCREDITATION CRITERIA, DOCUMENTARY REQUIREMENTS
AND PROCESSES OF CSOs

Section 1. Accreditation Criteria

- 1.1 Legal existence or presence of the CSO in its stated address and area of operation;
- 1.2 With identified membership and leadership and organizational structure;
- 1.3 In good standing (Provision of GAA 2017 Section 65) with all government agencies from which they have received public funds;
- 1.4 Not in default or delay in liquidating any public funds received from any government agency;
- 1.5 For implementing CSOs, the CSO must have proven track record of performance and good standing in undertaking civil society works;
- 1.6 The CSO must not have any Director, Trustee, Officer or Key Personnel related within the fourth civil degree of consanguinity or affinity to any official involved in processing of its accreditation, or any official of the government agency funding or implementing the programs or project to be implemented by the CSO;
- 1.7 For beneficiary CSOs, the CSO must have the appropriate social preparation from the government agency providing the grant of financial assistance;

Section 2. Documentary Requirements for Accreditation (Annex A)

- 2.1 Accomplished data sheet with organizational set-up;
- 2.2 Certification of good standing from Local Chief Executive or Head of Agency of a local religious organization where the program/project will be implemented;
- 2.3 Valid Mayor's Permit and BIR Registration;
- 2.4 Certificate of Registration and/or Certificate of Filing from SEC, CDA or DOLE-BRW;
- 2.5 Certificate of Good Standing from government agencies;
- 2.6 Omnibus Sworn Statement (see attached Annex A1);
- 2.7 Copy of Bio-data with recent photo of current President/Chairman and Article of Incorporation/Cooperation latest amend by law, showing the original incorporators/organizers and the Secretary's certificate for incumbent officer;

- 2.8 CSO that have been in operation for the last three (3) years, report of accomplishment or any equivalent proof certified by its President and Secretary that it has previously implemented similar projects shall be required, Sunset Provision of GPPB 17-2016;
- 2.9 Disclosure of the CSO Directors and Trustees of other related businesses, if any, extent of ownership therein; and
- 3.0 Sworn affidavit of the CSO Secretary that none of its incorporators, organizers, directors or official is an agent of, or related by consanguinity or affinity up to the fourth civil degree to the officials of the implementing agency who are authorized to process accreditation application.

Section 3. Accreditation Processes

- 3.1 CSO to submit duly accomplished application for accreditation in triplicate to the Secretariat of the Technical Committee on Accreditation;
- 3.2 Secretariat to check the application form, as well as the completeness and validity of requirements submitted by the CSO. It shall immediately return the application form and supporting documents to the applicant if found to be incomplete;
- 3.4 National Secretariat to post in the PCAF Website and the Regional Secretariat in two (2) conspicuous places in the vicinity of the CSO's principal place of business such as bulletin board of the Provincial Capitol, City/ Municipal Hall, and Barangay Hall for the period of seven (7) days, the following information:

1. Registered Name of CSO
2. Name of CSO Incorporators
3. Names of CSO Officers
4. Address of CSO
5. Nature of Services

The post shall invite the public to submit to the PCAF sworn reports of any derogatory record of the applicant CSO;

- 3.5 The Secretariat shall conduct the background investigation, verification, and ocular not later than seven (7) working days for Regional Level and (10) working days for National Level upon receipt of application;
 - 3.5.1 Evaluation shall include authenticating documents submitted by the Applicant through confirmation with regulatory agencies such as the SEC, CDA, DOLE-BWS, Bureau of Internal Revenue (BIR), local government units (LGUs) and other Government Agencies (GAs);
 - 3.5.2 The Accreditation Committee shall give full faith and credence to and rely on documents authenticated to have been issued by other GAs. The veracity of

the statements and accuracy of the information in such authenticated documents shall be the responsibility of the respective GAs that issued the same and not of the Accreditation Committee.

- 3.6 After background investigation and verification, if CSOs still submit an incomplete documentary requirements and/or non-compliance with any of the provisions of the administrative order, and/or derogatory report from the public can be the basis of non-approval for accreditation;
- 3.7 The application of qualified CSO shall be forwarded to the National/Regional Technical Committee for deliberation and endorsement to the Secretary/Regional Executive Director for approval of accreditation within fifteen (15) working days upon receipt of all documents in support of the application;
 - 3.7.1 if the CSO fails to meet any of the criteria set forth above, the DA Secretary shall, upon the recommendation of the Accreditation Committee deny the application and inform the Applicant of the denial of the ground(s) thereof;
 - 3.7.2 If the CSO meets all of the criteria set forth above, the National Technical Committee shall recommend to the DA Secretary the issuance of a Certificate of Accreditation in favor of the Applicant.
- 3.8 The accredited CSOs may apply for the renewal of accreditation two (2) months prior the expiration of its accreditation. The renewal of accreditation shall be subjected to the same requirements as stated in this guidelines.

Section 4. Accreditation of Cooperatives

In the case of a cooperative who wished to become a CSO partner, the submission to the certificate of registration and certificate of compliance as issued by the CDA specifically for the purpose including meeting the minimum requirements as stated in Section 2, Article III of these guidelines shall be sufficient for it to qualify as a CSO.

ARTICLE IV DURATION, COVERAGE AND VALIDITY OF CERTIFICATE OF ACCREDITATION

The accreditation shall be effective and valid for a period of three (3) years unless sooner revoked as provided in Article V.

ARTICLE V

REVOCATION OF ACCREDITATION

Section 1. A certificate of Accreditation may be revoked on any of the following grounds:

- a. Misrepresentation in, or falsification of any document submitted in support of the application for accreditation of the CSO.
- b. Failure by the CSO, during the validity period of the Certificate of Accreditation, to comply with the material term of an agreement with the DA involving the transfer of the government public funds, including default or delay in liquidating any fund received from the DA.
- c. Violation by the CSO, during the validity of the Certificate of Accreditation, of any law, rule or regulation involving the use of government or public funds received from the DA.
- d. Bankruptcy and insolvency of the CSO.
- e. Revocation, cancelation or expiration of the principal or any secondary registration of the CSO, or any material license or permit required of the CSO to operate.
- f. Failure to submit the required reports without any justifiable cause.

Section 2. Initiation. Revocation proceedings shall be initiated when the Accreditation Committee discovers, or receives an Official Report or Sworn Complaint alleging, any of the above grounds.

Section 3. Explanation. Within three (3) working days from the initiation of Revocation Proceedings, the Accreditation Committee shall send Notice to the concerned CSO stating the ground(s) and directing the concerned CSO to submit, within three (3) working days from receipt of such Notice, a Sworn Explanation regarding the same.

Section 4. Hearing within five (5) working days from receipt of the Sworn Explanation, the Accreditation Committee shall, if needed, hold a Hearing inviting hereof the following:

- a. The author of the Official Report or the Sworn Complaint if the Revocation Proceedings were initiated thereby, or a representative of the DA Legal Service if the Revocation Proceedings were initiated by the discovery of the Accreditation Committee - to present the evidence and arguments in favor of the revocation;
- b. The concerned CSO - to present the evidence and arguments against revocation;
- c. Any other resource persons as may be deemed necessary - to provide additional information relevant to the matter; and
- d. If the CSO belongs to an umbrella group, a representative from such umbrella group - to act as an observer.

Section 5. Recommendation. Within five (5) working days from the Hearing, or from expiration of the period of the file Sworn Explanation if no such Sworn Explanation was filed, the Accreditation Committee shall transmit its findings and recommendation to the DA Secretary.

Section 6. Resolution. Within three (3) working days from the receipt of the recommendation of the Accreditation Committee, the DA Secretary shall issue a Resolution either:

- a. Dismissing the complaint against the CSO if there is no ground for revocation, or
- b. Revoking the Certificate of Accreditation of the CSO if there is ground for revocation.

The Resolution shall be Final and executory upon receipt by the CSO.

Section 7. Notice. Upon revocation of the Certificate of Accreditation of a CSO, the Accreditation Committee shall immediately give notice of such revocation to the GAs that has existing agreements with the CSO.

Section 8. Disqualification. A CSO whose Certificate of Accreditation is revoked for the first time shall be disqualified for applying for accreditation for a period of one (1) year from the date of revocation, unless if the ground for the revocation is misrepresentation or falsification, in which case the CSO shall be blacklisted and perpetually disqualified from applying for accreditation. A CSO whose Certificate of accreditation is revoked for the second (2nd) time shall be blacklisted and perpetually disqualified from applying for accreditation. The foregoing shall be without prejudice to any other legal action that may be taken against the CSO, and/or any or all of its incorporators, directors, trustees, officers or key personnel.

ARTICLE VI

CONTINUING VERIFICATION AND REPORTING

Section 1. Spot Checks. After the issuance of the Certification of Accreditation, but within the period of validity of the same, the PCAF should conduct unannounced spot checks to validate the veracity of any statement or information contained in any document that the Applicant submitted in support of its application.

Section 2. Reporting. Every accredited CSOs, shall submit to the Accreditation Committee an annual accomplishment report, a financial report certified under oath by the Chairperson or Treasurer, and a report of all material changes and updated on accreditation documents already submitted.

- a. Every GA shall submit to the Accreditation Committee copies of all agreements involving the transfer of public funds entered into with CSOs during the immediately preceding month, within the first three (3) working days of every month.
- b. Any GA that comes into knowledge of any fact that may constitute a ground for the revocation of the Certificate of Registration of a CSO shall immediately report the same to the Accreditation Committee.

The National Technical Committee through the Regional Technical Committee shall monitor, consolidate all reports and submit annually to the Secretary and concerned GAs the status of project implementation and overall performance of partner CSOs. PCAF as the overall chair of the DA CSO Accreditation

**ARTICLE VII
IMPLEMENTING GUIDELINES**

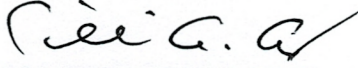
The DA through PCAF may modify, amend, revise and/or make further issuances as it may deem necessary and appropriate to implement and/or supplement these guidelines.

**ARTICLE VIII
REPEALING CLAUSE AND EFFECTIVITY**

This Order supersedes DA Administrative Order No. 08, series of 2017 and Special Order No. 1124, series 2019 and other administrative circulars, memoranda, and administrative issuances which are inconsistent with these guidelines are hereby deemed revoked.

This order shall take effect fifteen (15) days from the date of publication in the Official Gazette or at least two (2) newspaper of general circulation. The UP Law Center's Office of National Administration Register shall be provided copy of this order.

Issued this 8 day of April 2020, in Quezon City, Metro Manila, Philippines.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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ANNEX A
Documents Required for Application for CSO Accreditation

1. Duly accomplished **APPLICATION FORM** with:

- a. Complete Name of the CSO, including any other name by which the CSO has been or is currently known
- b. Principal address of the CSO, and the addresses of any branches or satellite offices
- c. Contact number and details of the CSO
- d. Date of filling of the application
- e. Name and signature of the individuals applying on behalf of the CSO
- f. Geographical Area(s) of Activity in which the CSO expects to receive public funds
- g. Government Agency(ies) from which the CSO expects to receive public funds
- h. CERTIFICATION UNDER OATH that -
 1. The individual filling of the application has been duly authorized by the CSO to do so on its behalf;
 2. All documents submitted in support of the application are authentic and genuine;
 3. All statements in the Application Form and in supporting documents are true and correct; and
 4. The CSO is aware of, understands, and agrees to abide by, the *Guidelines for Civil Society Organizations as Implementing Entities of Government or Public Funds*.

ANNEX A1

OMNIBUS SWORN STATEMENT

Certification that:

- The CSO has authorized the application for accreditation and has authorized the person actually filling the application to represent the CSO in the application.
- All supporting documents are authentic, true and correct.
- The CSO is not in default or delay in liquidating public funds received from any government agency.
- Neither the CSO nor any of its member(s) has been blacklisted by any government agency.
- None of the members of the CSO has been convicted in any case, or is currently a defendant/accused/respondent in any pending case, related to the use of public funds.
- The CSO is aware of, understand, and agrees to abide by the guidelines for accreditation of CSOs.

Declaration of:

- Other businesses of the CSO and its key personnel.