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**THIS IS TO CERTIFY THAT ADMINISTRATIVE CIRCULAR No. 03, Series of 2022, Subject: REVISED GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) TO BE ENGAGED BY THE DEPARTMENT OF AGRICULTURE (DA) AS PARTNERS IN THE IMPLEMENTATION OF AGRICULTURE AND FISHERY PROJECTS**

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 Chief, Composing Division

Signature *[Handwritten Signature]* 6/24/22



CLAIMED

**MGA ALITUNTUNIN KAGAWARAN, KAWANIHAN AT  
TANGGAPAN AT MGA KAUTUSANG PAMPANGASIWAAN**  
[DEPARTMENT, BUREAU AND OFFICE ADMINISTRATIVE ORDERS AND  
REGULATIONS]

**Department of Agriculture**

**ADMINISTRATIVE CIRCULAR**

No: 03

Series of 2022

**SUBJECT: REVISED GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) TO BE ENGAGED BY THE DEPARTMENT OF AGRICULTURE (DA) AS PARTNERS IN THE IMPLEMENTATION OF AGRICULTURE AND 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 Administrative Order No. 13 Series of 2020 and subsequent amendments which were issued for the accreditation of Civil Society Organizations (CSOs) in the implementation of projects funded by the Department of Agriculture (DA);

**WHEREAS**, under Section 73 of the General Provisions of the 2022 General Appropriations Act (GAA) provides that a government agency may transfer public funds to a 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;

**NOW, THEREFORE**, I, 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 the Regional Field Offices in partnership with CSOs.



## **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.

### **Sec. 2. Definition of Terms**

- 2.1. **ACCREDITATION** - refers to the process by which the DA, officially recognizes and authorizes a CSO as eligible implementing partner 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 (HVC), fisheries, livestock & poultry, organic agriculture, and other locally funded or foreign-assisted agri-fishery related projects;
- 2.3. **APPLICANT** - a CSO applying for accreditation with the DA to be an implementing partner 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 socio-economic condition or problem, and is a recipient of a particular government program or project 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 (CSO)** - refers to a non-government organization (NGO), people's organization (PO), cooperative, trade union, professional association, media group, indigenous peoples' organization (IPO), and non-profit organization (NPO) or foundation expressing the interests and values of their members or others based on socio-economic, ethical, cultural and specific considerations, and are duly registered with any of the following as the case may be: Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment - Bureau of Rural Workers (DOLE-BRW); or National Commission on Indigenous Peoples (NCIP);



- 2.6 **GOOD STANDING** - refers to CSO's standing of being not in default or in delay of implementing a government project; and with no record of unliquidated funds received from any government agencies; and with no derogatory court record or even pending court cases including the majority of stockholders or members and Board of Directors or Trustees;
- 2.7. **IMPLEMENTING CSO** – or CSO Co-Implementer is an organization or association, duly registered with the SEC, CDA, DOLE-BRW, NCIP, or other certifying agencies, expressing the interests and values of their members to become active partners of DA in the delivery of agricultural services and may be engaged by DA to co-implement programs and projects using DA funds, upon approval of accreditation;
- 2.8 **LEGITIMATE CSO** – refers 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 of preparing CSO beneficiaries to become responsible implementers of government programs and projects. It includes 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;
- 2.10. **START-UP CSOs** - refer to duly registered CSOs that have not started yet or are in the first year or stage of operations.

### **Section 3. ELIGIBLE CSO**

The following CSOs venturing into or having the expertise in agriculture and fisheries and related activities are eligible for accreditation to be engaged as co-implementer or beneficiary of DA Programs:

- 3.1 Civic Organizations,
- 3.2 Cooperatives or Federation of Cooperatives
- 3.3 Non-Government Organizations (NGOs)
- 3.4 People's Organizations (POs)/Indigenous Peoples Organizations (IPOs)
- 3.5 Alliances/Network/Federation of NGOs/POs
- 3.6 Non-profit Organizations (NPOs) or Foundations

### **Section 4. CSO Accreditation Level and Classification**

- 4.1 The accreditation of CSOs shall be classified as either:
  - 4.1.1 **National Level Accreditation** – which refers to the accreditation of CSOs whose major areas of operation span more than one region or of national scope. This shall be undertaken by Philippine Council for Agriculture and Fisheries (PCAF) through the National Technical Committee (NTC).
  - 4.1.2 **Regional Level Accreditation** – refers to the accreditation of local and region-based CSOs. This is undertaken by the DA-Regional Field Offices (DA-RFOs) through the Regional Technical Committees or RTCs.



- 4.2. Each level of CSO Accreditation shall be further classified based on engagement as either CSO Co-implementer or as CSO Beneficiary.
- 4.3. Each CSO can only be issued one accreditation certificate from the DA.

## **Article II. Creation of Technical Committee 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 (RTC) shall be approved by the Regional Executive Director (RED). Special Orders shall be issued for the purpose.
- 1.3. Composition of the National Technical Committee:
  - 1.3.1 Chairperson: PCAF Executive Director
  - 1.3.2 Vice Chairperson: DA-AMAS Director
  - 1.3.3 Members:
    - DA-National Banner Program Coordinators/Directors (Rice, Corn, Livestock and Poultry, High Value Crops, Fisheries and Aquaculture, and Organic Agriculture)
    - Director, Field Operations Service
    - Director, Legal Service
    - Director, Agricultural Credit Policy Council
    - Director, Bureau of Agriculture and Fisheries Engineering
  - 1.3.4 National Technical Secretariat
    - Head: PCAF Deputy Executive Director
    - Asst. Head: Asst. Chief of PCAF PDD
    - Members: Representatives of PCAF-PDCD, PDD, PMKMD
- 1.4. Composition of the Regional Technical Committee:
  - 1.4.1 Chairperson: Regional Technical Director (to be designated by the RED)
  - 1.4.2 Vice Chairperson: Regional Technical Director (to be designated by the RED)
  - 1.4.3 Members:
    - Chief, Agribusiness Marketing Assistance Division (AMAD)
    - Chief, Field Operations Division (FOD)
    - Chief, Administration and Finance Division (AFD)
  - 1.4.4 Regional Secretariat
    - Head, Chief, Planning, Monitoring and Evaluation Division
    - Members:
      - PMED Staff
      - Regional Banner Program Representatives
      - Other DA-RFO Staff (to be assigned by the RED)



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

- 2.1. National Technical Committee for Accreditation
  - 2.1.1. Review the validity or authenticity of documents and evaluate the technical and financial capability of the CSOs as initially screened by the NTS;
  - 2.1.2. Recommend to the Agriculture Secretary the approval of qualified CSO applicants for national level accreditation;
  - 2.1.3. Develop participatory mechanisms for the conduct of periodic monitoring activities to guide 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 Department of Budget and Management, President of the Senate of the Philippines, Speaker of the House of Representatives, Senate Committee on Finance 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 regional CSOs;
  - 2.2.2. Review the qualification documents and evaluate/assess the technical and financial capacity of CSO confined to a specific region;
  - 2.2.3. Conduct ocular inspection of the CSO businesses;
  - 2.2.4. Recommend to the Regional Executive Director the approval of qualified CSOs for regional level accreditation; and
  - 2.2.5. Recommend the suspension or revocation of certificate of accreditation.
- 2.3. Functions of the National and Regional Technical Secretariat

The functions of the NTS for national level CSO accreditation and RTS for local/regional CSO accreditation are as follows:

  - 2.3.1. Receive applications from interested CSO applicants;
  - 2.3.2. Screen qualification documents submitted by CSOs;
  - 2.3.3. Assess the technical and financial capability of each CSO;
  - 2.3.4. Conduct field validation of the CSO business operations. The RTC shall assist the NTS in the field validation of CSOs for national level accreditation;
  - 2.3.5. Provide administrative support during the conduct of meetings and workshops, including preparation of the highlights/minutes of meeting of the Committees;
  - 2.3.6. Coordinate with appropriate DA and other 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 to the National Technical Committee Chairperson within five days from the end of the quarter. The report shall include the list of CSOs accredited, and amounts transferred per government program or project of all CSOs within the area of coverage; and
  - 2.3.9. 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. 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 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 and 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; and the CSO must have proven legal existence;
- 1.6. For beneficiary CSOs, the CSO must have the appropriate social preparation from the government agency providing the grant of financial assistance.
- 1.7. In the case of a cooperative who wished to become a CSO partner, the submission of 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.

#### **Section 2. Documentary Requirements for Accreditation**

- 2.1. Documentary requirements common to both national and regional CSO accreditation levels and classifications whether as co-implementer or beneficiary shall include the following:
  - 2.1.1. Accomplished and notarized data sheet with organizational set-up;
  - 2.1.2. Certification of good standing from Local Chief Executive or Head of a local religious organization, or Certification/endorsement from the AFC where the program/project will be implemented;
  - 2.1.3. Valid Mayor's Permit and BIR Registration;
  - 2.1.4. Certificate of Registration from SEC, CDA, DOLE-BRW or NCIP;
  - 2.1.5. Certificate of Good Standing or Good Performance issued by any government agency where the CSO applicant had implemented projects or programs. If the CSO applicant did not receive any government fund and support, a Certification from the Chairperson that they did not receive any intervention, projects or programs from any government agency shall be issued;



- 2.1.6. Notarized Omnibus Sworn Statement:
  - a. Certification that the CSO has authorized the application for accreditation and has authorized the person actually filing 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; 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; the CSO is aware of, understand, and agrees to abide by the guidelines for accreditation of CSOs; and
  - b. Declaration of Other businesses of the CSO and its key personnel.
- 2.1.7. Copy of Biodata with recent photo of current President/Chairman and latest amended Articles of Incorporation/Cooperation and by-laws, showing the original incorporators/organizers and the notarized Secretary's Certificate for incumbent officers.

## 2.2. Financial and Other Related Documents

- 2.2.1. CSOs that have been in operation for the past three (3) years are required to submit two (2) comparative years of Financial Statement audited by an independent auditor or at least signed by a Certified Public Accountant;
- 2.2.2. CSOs which has been in operation for less than three (3) years shall submit a report of accomplishment or any equivalent proof that it had previously implemented similar projects certified by the President and the Secretary in addition to the audited financial report for the year that they have been in operation;
- 2.2.3. Non-Profit Organizations/Foundations shall submit Report on Grants or Assistance Received and Liquidated for the last 3 years and a Statement with positive Net Cash Flow.
- 2.2.4. Start-Ups are not required to submit financial reports but shall submit a Board Resolution clearly stating their commitment to serve the purpose of being accredited with specific business or action plan.

## Section 3. Accreditation Processes

- 3.1. The CSO applicant shall submit duly accomplished application form for accreditation in triplicate to the Secretariat of the Technical Committee on Accreditation;
- 3.2. The Technical Secretariat shall 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;



- 3.3. The Technical Secretariat shall post in their respective agency websites and 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:
  - 3.3.1. Registered Name of CSO
  - 3.3.2. Name of CSO Incorporators
  - 3.3.3. Names of CSO Officers
  - 3.3.4. Address of CSO
  - 3.3.5. Nature of Services

The post shall invite the public to submit to the concerned government agency (GA) sworn reports of any derogatory record of the CSO applicant;

- 3.4. The Technical Secretariat shall conduct background investigation, verification, and ocular inspection not later than seven (7) working days for regional level and (10) working days for national level, upon receipt of application;
  - 3.4.1. Evaluation shall include authenticating documents submitted by the CSO applicant through confirmation with regulatory agencies such as the SEC, CDA, DOLE-BRW, Bureau of Internal Revenue (BIR), NCIP, local government units (LGUs) and other government agencies;
  - 3.4.2. 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.
- 3.5. If after background investigation and verification, the CSO still has a) incomplete documentary requirements; b) non-compliance with any of the provisions of the administrative order; or c) derogatory report from the public, same can be used as bases for disapproval of accreditation;
- 3.6. CSO applicants at the national level shall be assessed and validated by the NTS while those at the regional level shall be assessed and validated by the RTS, for endorsement to and deliberation of the NTC and RTC, respectively.
  - 3.6.1. If the CSO meets all the criteria including those related to financial performance, the NTC/RTC shall recommend to the DA Secretary/RED the issuance of a Certificate of Accreditation in favor of the applicant within fifteen (15) working days after NTC/RTC deliberation; and
  - 3.6.2. If the CSO fails to meet any of the criteria set forth, the NTS or RTS shall inform the applicant in writing of the reason/s for non-endorsement of their application within three (3) working days after the deliberation.



#### **Section 4. Analysis of Financial Performance**

- 4.1. To qualify for accreditation, the CSO's financial performance shall satisfy the following based on the financial reports submitted:
  - 4.1.1. Overall Profitability or Profitability of Agriculture Related Business Units should have a minimum ROI of 7% or in which at any time the value of investment exceeds expenses meaning the returns on investments are at least the same rate as inflation at the time of deliberation.
  - 4.1.2. Liquidity measured in terms of Current Ratio > 1 which indicates that the CSO has enough assets to pay off its liabilities or has the ability to pay its short-term obligations or those due within one year; and
  - 4.1.3. Solvency in terms of Debt Ratio of not more than 60% which indicates that the CSO has more assets than debt, hence, has greater probability that it will not default in its debt obligations.
- 4.2. If the CSO fails to pass one of the three indicators, a sufficient replacement indicator shall be: Capital Build-Up whereby at least 50% of authorized capital stock is already paid.
- 4.3. If the CSO as Co-Implementer fails to pass more than 1 indicator or the replacement indicator, the CSO shall provide a 3-year projected financial statement stipulating the major business intervention and clearly showing how it will result in the satisfaction of the three main financial indicators.
- 4.4. If the CSO as Beneficiary fails to pass more than 1 indicator or the replacement indicator, it should submit a Board Resolution clearly stating their commitment with specific action plan to recover financially.

#### **Section 5. Renewal of Certificate of Accreditation**

- 5.1. CSOs may apply for the renewal of accreditation two (2) months prior to the expiration of their certificate.
- 5.2. Documentary Requirements for Renewal of Accreditation shall include the following:
  - 5.2.1 Accomplished Renewal Form;
  - 5.2.2 Photo Copy of Certificate of Accreditation issued by DA;
  - 5.2.3 New Omnibus Sworn Statement including having submitted all material changes and/or updates on accreditation documents;
  - 5.2.4 New Certificate of Good Standing from government agencies;
  - 5.2.5 Audited Financial Report of Operations for the last two (2) years;
  - 5.2.6 For Cooperatives, latest CDA Certificate of Compliance (current year).



#### **Article IV. Duration, Coverage and Validity of Certificate of Accreditation**

The effectivity of accreditation shall start upon approval by the Secretary or RED for national and regional level accreditation, respectively and shall be valid for five (5) years unless sooner revoked as provided for in Article V.

#### **Article V. Revocation of Accreditation**

**Section 1.** A Certificate of Accreditation maybe revoked on any of the following grounds:

- 1.1 Misrepresentation in, or falsification of any document submitted in support of the application for accreditation of the CSO.
- 1.2 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.
- 1.3 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.
- 1.4 Bankruptcy and insolvency of the CSO.
- 1.5 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.
- 1.6 Failure to submit the required reports without any justifiable cause.

#### **Section 2. Initiation**

Revocation proceedings shall be initiated when the NTC/RTC 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 NTC/RTC 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 NTC/RTC shall, if needed, hold a Hearing inviting hereof the following:

- 4.1 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 - Litigation and Adjudication Division if the Revocation Proceedings were initiated by the discovery of the Accreditation Committee shall present the evidence and arguments in favor of the revocation;
- 4.2 The concerned CSO shall present the evidence and arguments against revocation;



- 4.3 Any other resource persons as may be deemed necessary shall provide additional information relevant to the matter; and
- 4.4 If the CSO belongs to an umbrella group, a representative from such umbrella group shall 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 NTC/RTC shall transmit its findings and recommendation to the DA Secretary for national level accreditation or RED for regional level accreditation.

### **Section 6. Resolution**

Within three (3) working days from the receipt of the recommendation of the NTC/RTC, the DA Secretary/RED shall issue a Resolution either:

- 6.1 Dismissing the complaint against the CSO if there is no ground for revocation, or
  - 6.2 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 NTC/RTC 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 Validity of Certificate**

### **Section 1. Spot Checks**

After the issuance of the Certification of Accreditation, but within the period of validity of the same, the PCAF shall 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**

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

## **Article VII. CSO Engagement in the Implementation of DA Programs/Projects**

Engagement of CSOs as Co-implementers or Beneficiaries of DA programs and projects using government funds shall follow the revised guidelines in the granting, utilization, accounting and auditing of the funds released to NGOs and POs per COA Circular 2007-001 dated October 25, 2007, as well as the guidelines of the program from which the funds are drawn.

## **Article VIII. Results Monitoring, Evaluation and Feed Forward Mechanism**

**Section 1.** To ensure that the CSOs comply with all pertinent rules and regulations covering the transfer, use, liquidation and audit of public funds, the NTC/RTC shall put into place a unified monitoring, evaluation and feed forward mechanism. Government agencies shall remain accountable for funds and other resources transferred to CSOs in accordance with government accounting and auditing rules and regulations.

**Section 2. Results Monitoring.** The NTC and RTCs shall monitor and submit quarterly monitoring reports to the Agriculture Secretary through PCAF. These reports shall include list of accredited CSOs, status of co-project implementation per CSO and overall performance of each accredited CSO engaged as Implementing or Beneficiary CSO.

**Section 3.** The PCAF shall publish/update published list of all accredited CSOs in its website and CSO dashboard for reference of oversight agencies and other interested stakeholders. The Head of the respective implementing agencies through their web administrators shall be responsible for ensuring that said quarterly reports are likewise posted on their websites.

**Section 4. Feed Forward Mechanism** - PCAF, as the overall Chair of the DA CSO Accreditation, shall consolidate all performance monitoring reports for endorsement by the Secretary to the DBM, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, either in printed form or by way of electronic document, quarterly reports on funds transferred and the government programs or projects involved.



**Section 5. Annual Performance Evaluation** – An annual performance evaluation of the accreditation and engagement process shall be conducted every first week of the year to showcase performance of CSOs engaged and discuss issues encountered for continual improvement of the accreditation and engagement of CSOs.

**Article IX. Implementing Guidelines**

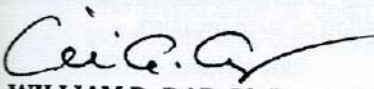
The DA through PCAF, in coordination with NTC and RTCs, may modify, amend, revise and/or make further issuances as it may deem necessary and appropriate to implement and/or supplement these guidelines.

**Article X. Repealing Clause and Effectivity**

This Order supersedes DA Administrative Order No. 13, Series of 2020 and its subsequent amendments. All other DA 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.

Done this 10th day of May, 2022.



**WILLIAM D. DAR, Ph.D.**  
Secretary