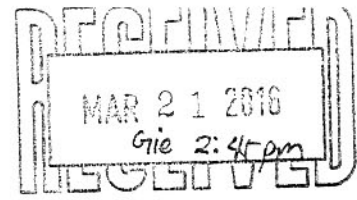




**OFFICE OF THE SECRETARY**

Elliptical Road, Diliman  
Quezon City 1100  
Philippines



*At/ m/f*

07 March 2016

**ADMINISTRATIVE ORDER**

No. 02

Series of 2016

**TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, OSEC SERVICE DIRECTORS, BUREAU DIRECTORS, REGIONAL DIRECTORS, ARMM SECRETARY OF AGRICULTURE, HEADS OF ATTACHED AGENCIES AND CORPORATIONS, AND PROGRAM DIRECTORS/COORDINATOR OF BANNER PROGRAMS AND FOREIGN ASSISTED PROJECTS**

**SUBJECT : IMPLEMENTING POLICIES, GUIDELINES AND PROCEDURES FOR THE ESTABLISHMENT AND OPERATIONS OF THE AGRICULTURAL AND FISHERIES MECHANIZATION RESEARCH, DEVELOPMENT AND EXTENSION NETWORK (AFMECHRDN)**

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Section 8 of R.A. No. 10601 otherwise known as the Agricultural and Fisheries Mechanization Law mandates the Department of Agriculture through the **Philippine Center for Postharvest Development and Mechanization (PhilMech)** the establishment and operations of the Agricultural and Fisheries Mechanization RDE Network (AFMechRDEN). Consistent herewith and pursuant to Rule 8.4, the following guidelines and procedures are hereby issued for the organization and operations of the AFMechRDEN:

**I. PURPOSE OF THE NETWORK**

The network is hereby organized with the following objectives:

1. Integrate, unify and harmonize the efforts of various RDE institutions engaged in agriculture and fishery mechanization;
2. Formulate and implement a unified National Agricultural and Fisheries Mechanization RDE Agenda through its member institutions;
3. Facilitate collaborations, partnerships and sharing of expertise and facilities to optimize the use of available RDE resources; and
4. Ensure high impact research and development outputs and effective extension delivery system.

## II. MEMBERSHIP OF THE NETWORK

1. Membership at the National level
  - a. DA-PHilMech as the lead agency;
  - b. DA Bureaus, Attached Agencies and Corporations; which are involved in research, development and extension:
    - Agricultural Training Institute (ATI)
    - Bureau of Animal Industry (BAI)
    - Bureau of Agricultural Research (BAR)
    - Bureau of Plant Industry (BPI)
    - Bureau of Soils and Water Management (BSWM)
    - Bureau of Fisheries and Aquatic Resources-NFRDI (BFAR-NFRDI)
    - Philippine Council for Agriculture and Fisheries (PCAF)
    - Philippine Carabao Center (PCC)
    - Philippine Fiber Industry Development Authority (PhilFIDA)
    - Philippine Rice Research Institute (PhilRice)
    - Sugar Regulatory Administration (SRA)
    - Philippine Rubber Research Institute (PRRI)
    - National Dairy Authority (NDA)
    - National Tobacco Administration (NTA)
    - Bureau of Agriculture and Fisheries Standards (BAFS)
  - c. Agencies under the Office of the Presidential Assistant for Food Security and Agricultural Modernization (OPAFSAM)
    - Fertilizers and Pesticides Authority (FPA)
    - National Food Authority (NFA)
    - National Irrigation Administration (NIA)
    - Philippine Coconut Authority (PCA)
  - d. DA-Regional Research Divisions; Cluster representative of Luzon; Cluster representative of Visayas; Cluster representative of Mindanao
  - e. UPLB-Agricultural Mechanization Development Program (AMDP) to serve as the lead agency for SUCs and other educational institutions
  - f. UPLB- Agricultural Machinery Testing and Evaluation Center (AMTEC)
  - g. Department of Science and Technology (DOST) - concerned councils and Research and Development Institutions (Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD), Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD), Metals Industry Research and Development Center (MIRDC), Industrial Technology Development Institute (ITDI), Food and Nutrition Research Institute (FNRI), Forest Products Research and Development Institute (FPRDI), Technology Application and Promotion Institute (TAPI), Philippine Nuclear Research Institute (PNRI), Advanced Science and Technology Institute (ASTI), Philippines Textile Research Institute (PTRI)
  - h. Commission on Higher Education (CHED); - Higher Education Institutions (HEIs)
  - i. Department of Energy (DOE) - Renewable Energy Management Bureau (REMB)
  - j. Department of Labor and Employment (DOLE)
  - k. Technical Education and Skills Development Authority (TESDA)
  - l. Board of Agricultural Engineering (BOAE);
  - m. Non-government Organizations, nationwide in scope involved in the conduct of agricultural and fishery mechanization RDE;
    - Society of Aquacultural Engineers of the Philippines (SAEP)

- n. Accredited associations of machinery assemblers, manufacturers and distributors;
- o. Philippine Society of Agricultural Engineers (PSAE);
- p. Philippine Grains Postproduction Consortium (PGPC);
- q. Department of Interior and Local Government (DILG) – Local Government Units (LGUs);
- r. Department of Trade and Industry (DTI);
- s. Department of Agrarian Reform (DAR); and
- t. Department of Environment and Natural Resources (DENR)

2. Membership at the Regional AFMechRDEN

- a. DA-Regional Field Office as the lead agency;

Field Offices, research or training centers of DA Bureaus, Attached Agencies and Corporations in the regions:

- Agricultural Training Institute (ATI)
  - Bureau of Animal Industry (BAI)
  - Bureau of Plant Industry (BPI)
  - Bureau of Soils and Water Management (BSWM)
  - Bureau of Fisheries and Aquatic Resources (BFAR)-NFRDI
  - Regional Agriculture and Fishery Council (RAFC)
  - Philippine Carabao Center (PCC)
  - Philippine Fiber Industry Development Authority (PhilFIDA)
  - Philippine Rice Research Institute (PhilRice)
  - Sugar Regulatory Administration (SRA)
  - National Tobacco Administration (NTA)
- b. Field Offices, Research or Training Centers of Agencies under the Office of the Presidential Assistant for Food Security and Agricultural Modernization (OPAFSAM):
    - Fertilizers and Pesticides Authority (FPA)
    - National Food Authority (NFA)
    - National Irrigation Administration (NIA)
    - Philippine Coconut Authority (PCA)
  - c. Department of Science and Technology (DOST) – concerned councils and consortia
  - d. Commission on Higher Education (CHED)- Higher Education Institutions (HEIs)
  - e. Department of Trade and Industry (DTI) regional office
  - f. Department of Labor and Employment (DOLE) regional office
  - g. Representatives of Provincial, City and Municipal LGUs;
  - h. Non-government Organizations in the region involved in the conduct of agricultural and fisheries mechanization RDE;
  - i. Accredited associations of machinery assemblers, manufacturers and distributors in the region;
  - j. Department of Agrarian Reform regional office; and
  - k. Department of Environment and Natural Resources regional office.

### **III. FUNCTIONS**

#### **1. The Network (AFMechRDEN)**

As stipulated under Article III, Section 8, Rule 8.2, the network shall perform the following functions:

- a. Set direction, formulate and implement the unified NAFMechRDE agenda in consultation with the stakeholders;
- b. Gather information on the mechanization needs, problems and other issues related to mechanization as bases of formulating the unified NAFMechRDE agenda;
- c. Prepare mechanization roadmaps for the priority concerns of the Department of Agriculture;
- d. Integrate RDE concerns and prioritize which among the programs, projects and activities shall be recommended for funding and recommend to potential fund sources;
- e. Shall serve as the clearing house for all fishery and mechanization RDE project proposals before submission to the concerned funding agency like BAR, PCAARRD, CHED and other funding institutions;
- f. Evaluate and recommend a prioritized list proposals for funding and implementation in accordance with the parameters that will be established; and
- g. Establish and implement a Monitoring and Evaluation Scheme to keep an update on the status of implementation of the approved and funded priority programs and projects.

#### **2. PHilMech, organizing body and secretariat**

As stipulated under Article VI, Section 25, Rule 25.1, PHilMech shall have the following functions and responsibilities:

- a. Provide leadership in the formulation of a unified National Agricultural and Fisheries Mechanization R and D and Extension (RDE) Agenda, as stipulated under Rule 7.1 of the IRR of RA 10601;
- b. Spearhead the development of mechanisms, guidelines and systems for the effective organization, coordination, planning and execution of research and development activities on agricultural and fishery mechanization as stipulated under Rule 8.2 to Rule 8.6 of the IRR of RA 10601;
- c. Integrate, consolidate and unify all agricultural and fishery mechanization RDE programs and projects of various research institutions and ensure consistency of the agenda with the thrusts and priorities established by BAR and with that of the DOST;
- d. Ensure that RDE programs and projects shall be properly prioritized and endorsed to potential fund donors;

- e. Set-up and implement an effective Monitoring and Evaluation system established by the AFMechRDEN for RDE programs and projects on agriculture and fishery mechanization in the region, to keep an updated information on the status of implementation of RDE programs and projects; and
- f. Maintain sets of databases as input in the formulation of the unified NAFMechRDE agenda.

### **3. UPLB-AMDP, lead agency of Higher Education Institutions (HEIs)**

As stipulated under Rule 8.7, of the IRR of RA 10601, UPLB-AMDP shall perform the following responsibilities:

- a. Formulate the necessary guidelines for the operation of all academic institutions in the AFMechRDEN;
- b. Integrate, consolidate and harmonize all agricultural and fishery RDE programs and promote collaborative RDE programs of all academic institutions in the AFMechRDEN; and
- c. Submit project proposal with the corresponding funding requirements for additional manpower complement, equipment, supplies and other logistical requirements for inclusion in the Annual General Appropriations Act (GAA). The funding support is intended to strengthen the capability of UPLB-AMDP for the implementation, coordination and monitoring of AFMechRDEN activities of all academic institutions in the country.

### **4. Member Agencies**

Member Agencies of the network are expected to give full support to the operations of the AFMechRDEN. In this regard, each member agency is expected to:

- a. Designate a permanent and an alternate representative who will represent the agency to semestral organizational meetings and other technical or special meetings;
- b. Submit data and other required inputs for the formulation of the National Agricultural and Fisheries Mechanization Research, Development and Extension Agenda (NAFMechRDE);
- c. Submit concept papers of the list of projects enrolled under the NAFMechRDE Agenda; and
- d. Ensure compliance with possible report requirements of the AFMechRDEN.

## **5. Regional AFMechRDEN**

The Regional AFMechRDEN shall:

- a. Provide leadership in the formulation of a unified Regional Agricultural and Fisheries Mechanization R and D and Extension (RDE) Agenda and ensure its submission to PHilMech for inclusion in the National AFMechRDE Agenda;
- b. Maintain and update sets of RDE databases, in coordination with the AFMech Engineering Resource Network (AFMechERN), as input in the formulation of the regional AFMechRDE agenda;
- c. Ensure a strong collaboration and partnerships through sharing of resources and facilities between and among members of the Regional AFMechRDEN ; and
- d. Prioritize which among the programs, projects and activities in the region shall be recommended for funding.

## **6. DA-Regional Field Offices**

- a. The DA-Regional Executive Director of the region shall act as the Chair of the Regional AFMechRDEN and the Assistant Regional Director for Research as Vice-Chair of the Regional AFMechRDEN;
- b. The DA Regional Research Division shall be the secretariat of the AFMechRDEN and ensure the submission of the priority projects to PHilMech and to possible fund donors;
- c. Implement the national level AFMechRDEN approved mechanisms, guidelines and systems for the effective organization, coordination, planning and execution, monitoring and evaluation of research and development activities on agricultural and fishery mechanization in the region.

## **IV. NETWORK'S VISION AND MISSION**

### **Vision**

The AFMechRDEN envisions "A Unified and strong Agricultural and Fisheries Mechanization Research, Development and Extension for sustainable and globally competitive Philippine agriculture."

### **Mission**

The AFMechRDEN shall take the lead in formulating and implementing unified agricultural and fisheries mechanization research, development and extension programs towards accelerating agricultural and fisheries modernization in the country.



## V. STATEMENT OF POLICIES

1. The network's creation and operations shall be covered by a Memorandum of Understanding between and among member agencies, duly signed by their respective heads of concerned offices.
2. The network shall establish an Executive Committee to facilitate policy decisions and actions.
3. The network shall align its priorities and thrusts with the Planning Frameworks of the Medium-term Philippine Development Plan (MTPDP), Millenium Development Goals (MDG), ASEAN Integration and the National Agricultural and Fisheries Mechanization Program (NAFMechP), specifically in:
  - a) Supporting to the attainment of the goals and objectives of Chapter 4 Competitive and Sustainable Agriculture and Fisheries Sector, of the Philippine Development Plan towards achieving:
    - 1) improved food security and increased rural incomes;
    - 2) increased sector resilience to climate change risks; and
    - 3) enhanced policy environment and governance.
  - b) Contributing to the Key Result Area of Executive Order No. 43, series of 2011, entitled "Pursuing Our Social Contract With the Filipino People Through the Reorganization of the Cabinet Clusters", which are:
    - 1) Poverty Reduction and Empowerment of the Poor and Vulnerable;
    - 2) Rapid, Inclusive, and Sustained Economic Growth; and
    - 3) Integrity of the Environment and Climate Change Mitigation and Adaptation.
  - c) Utilizing value chain approach in identifying researchable areas and technological gaps
  - d) Encouraging collaborations, partnerships and sharing of resources in the conduct of agriculture and fishery mechanization RDE programs and projects. Any collaborations and partnerships shall be covered by a Memorandum of Agreement (MOA). Matters pertaining to intellectual property rights that may arise from any collaborations or partnerships shall be determined and agreed upon by the involved member agencies in consonance with existing laws.
  - e) Adopting a "bottom-up approach" in the RDE Agenda formulation. However, the planning framework shall be established at the national level.
4. The network shall formulate the National Agricultural and Fishery RDE Agenda, which shall have the following contents and characteristics:
  - a) The unified NAFMechRDE agenda shall address, among others, the priority areas of concerns and commodities of the DA and the major mechanization needs of these commodities.

- b) The NAFMechRDE agenda and the corresponding programs and projects shall consider the transformation of a highly productive, gender responsive, environment-friendly, climate-resilient and sustainable agricultural and fishery sector.
- 5. The NAFMechRDE agenda, after it has been finalized shall be submitted to the DA, for inclusion in the National Agricultural and Fisheries Mechanization Program (NAFMechP), and shall be updated every five years thereafter, as prescribed under the law.
- 6. Decisions that will be made by the AFMechRDEN during meetings shall be in the form of resolutions, for approval of the Executive Committee.

#### **VI. RDE AGENDA FORMULATION PROCESS**

- 1. The Regional AFMechRDEN shall spearhead the conduct of consultation workshops for the formulation of RDE Agenda on Agriculture and Fishery Mechanization.
- 2. The Region shall involve the Local Government Units, private sector, farmer's groups, HEI's in the determination of relevant issues to be addressed and in the establishment of researchable areas.
- 3. The Regional AFMechRDEN shall be responsible in the integration, consolidation and prioritization of strategic concerns, programs, projects and activities within the region.
- 4. The UPLB-AMDP shall conduct consultation workshops among HEIs and shall be responsible in the harmonization and consolidation of the agricultural and fishery mechanization RDE Agenda of the different Higher Education Institutions in the country.
- 5. The PHilMech shall be responsible in integrating and consolidating the RDE Agenda of various national institutions, of the different regions of the country which will emanate from various consultation workshops to be conducted both at the national and regional levels, including the RDE Agenda of various HEIs, integrated and consolidated by the UPLB-AMDP.

#### **VII. CONDUCT OF MEETINGS**

- 1. The National AFMechRDEN meetings shall be held semestral while special meetings shall be held as the need arises.
- 2. The EXECOM meeting shall be held semi-annually, specifically for the approval of policy decisions and endorsement of proposals for funding.
- 3. Expenses to be incurred during the conduct of meetings shall be charged against the funds appropriated by the Department of Budget and Management for the establishment and operations of the AFMechRDEN, or on a case to case basis, other meetings maybe sponsored by member agencies.



4. Special meetings specifically for the prioritization of proposals may also be organized by the secretariat, as the need arises.
5. Notices of meetings, reports and official communications of the network shall be disseminated via e-mail or facsimile.

#### VIII. FUNDING

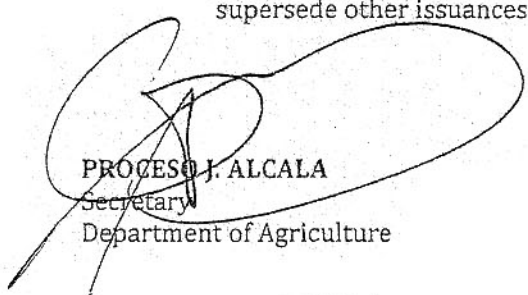
1. Funding of the national AFMechRDEN's activities shall be included in the proposed budget of PHilMech, while the regional network activities shall be incorporated in the proposed budget of the DA Regional Field Offices.
2. As stipulated under Section 11, the Bureau of Agricultural Research of the DA, the DOST and the Commission on Higher Education (CHED), shall provide competitive research grants for the funding of the priority agri-fishery mechanization RDE programs and projects. The network shall also explore other potential fund donors.

#### IX. SUPPLEMENTAL GUIDELINES

The DA Secretary may authorize the network to adopt and implement other modalities in the conduct of research and development and to prepare additional specific guidelines which are deemed necessary for the successful implementation of priority programs and projects.

#### X. EFFECTIVITY

This Administrative Order shall take effect immediately upon signing and shall supersede other issuances that are inconsistent herewith.



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Department of Agriculture

DEPARTMENT OF AGRICULTURE  
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