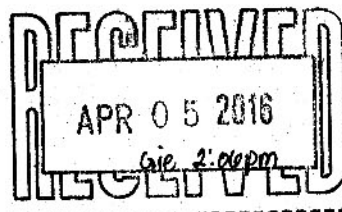




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Department of Agriculture  
**OFFICE OF THE SECRETARY**  
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22 March 2016

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**DEPARTMENT ORDER**

No. 03

Series of 2016

**SUBJECT: ESTABLISHING THE DEPARTMENT OF AGRICULTURE INSTITUTIONAL STRUCTURE AND ARRANGEMENTS ON REGULATORY POLICY WORK STREAMS, COORDINATION AND MONITORING**

The Department of Agriculture (DA) has long recognized the necessity of instituting a harmonized and streamlined framework for regulatory services in both areas of policy formulation and implementation. Such necessity has become increasingly underscored in carrying out DA's principal role and responsibilities in ensuring safe and quality agricultural and fisheries products for consumers as well as in facilitating trade of the same.

The inherent commodity-based orientation of our regulatory agencies has served to cause fragmented attention to regulatory measures and actions particularly those related to sanitary and phytosanitary (SPS) requirements. The gap has become increasingly evident in view of the farm-to-fork approach now being demanded by the market and consumers for the products they buy and consume. Notwithstanding the distinct traditional orientation of the regulatory agencies, SPS issues and requirements in the agricultural and fisheries sector are systemic and often interlinked across commodities.

Consistent with the rationalization of the DA bureaucracy, it has become imperative that DA refocus its efforts on enhancing effectiveness and efficiency of services in the field of regulation, including its manpower and financial resources, to priority areas for their optimized utilization. A shift towards harmonizing and streamlining our regulatory services beyond mere regulating is now called for. Towards this end, this Department Order is hereby issued to establish the institutional structure and arrangements on regulatory policy work streams, coordination, and monitoring in the DA.

**I. Objectives**

1. To establish the key work streams relevant to advancing a streamlined and harmonized the regulatory system and services of the DA;
2. To institute an effective linkage and appropriate level of coordination between DA and the relevant offices and agencies listed under II. Scope and Coverage of this Order in the formulation and implementation of regulatory policies and services in order to assure safe and quality agricultural and fisheries products and to facilitate trade;
3. To institute a mechanism for the unified development of regulatory policy positions and recommendations, and for effecting appropriate interventions consistent with international commitments and agreements relevant to trade regulation;



4. To facilitate networking with the other government offices involved in regulatory services, Local Government Units (LGUs) to ensure synchronized and transparent policies on regulation; and
5. To promote cooperation on regulatory-related initiatives, including capacity and capability building initiatives across the DA regulatory agencies.

## **II. Scope and Coverage**

This Department Order covers the following offices and agencies:

1. Office of the Assistant Secretary for Regulations (OASR)
2. DA Policy Research Service (PRS) Divisions:
  - a. Macro-Economic Policy Division (MEPD)
  - b. Food, Agriculture and Fisheries Policy Division (FAFPD)
  - c. International Affairs Division (IAD)
3. DA Agribusiness and Marketing Assistance Service (DA-AMAS)
4. The Food Safety Regulatory Agencies (FSRAs) per the Food Safety Act of 2013 and its IRR
5. Bureau of Agriculture and Fisheries Standards (BAFS)
6. NFA-Food Development Center (NFA-FDC)
7. Philippine Fiber Industry Development Authority (PhilFIDA)
8. National Tobacco Authority (NTA)
9. Bureau of Soils and Water Management (BSWM)
10. DA Information and Communications Technology Service (DA-ICTS)
11. DA Field Operations Service (DA-FOS)
12. DA Regional Field Offices (RFOs) Regulatory Divisions

## **III. Institutional Structure and Terms of Reference**

Under the general supervision of the DA Undersecretary for Planning, Policy, R&D and Regulation and the DA Undersecretary for Operations, the DA Regulatory Policy Coordinating and Monitoring Committee (DA RPCMC) is hereby created to oversee the implementation of this Department Order. It shall be composed of a Chairperson and Lead Coordinators (LCs) with specific core assignments deemed necessary to streamline and harmonize the DA's regulatory services.

The Chairperson and the LCs shall work with the offices and agencies listed in Section II. Scope and Coverage in undertaking their respective Terms of Reference (TOR) prescribed in this Order. Towards this end, they are hereby authorized to establish their respective sub-committees and working arrangements as necessary and appropriate.

The Policy Research Service shall designate a general Secretariat to provide technical and administrative support to the DA RPCMC in the conduct of its tasks.

## The DA RPCMC Composition and Terms of Reference

### **A. Chairperson: OIC-Assistant Secretary for Regulations Minda S. Manantan**

#### **Terms of Reference:**

1. Provide overall leadership and guidance to the LCs in carrying out their respective workstreams.
2. Monitor the development and implementation of LC responsibilities and actions plans.
3. Update the DA Secretary through the Undersecretary for Planning, Policy, R&D and Regulation, the DA Undersecretary for Operations, and the Chief of Staff on the progress of work and accomplishments of the LCs.
4. Provide policy recommendations based on the inputs and insights of the LCs to further enhance the implementation of their core assignments.

### **B. Lead Coordinators by Work Stream**

#### **1. General SPS Coordination and Monitoring**

**Lead Coordinator: Ms. Annalyn L. Lopez, FAFPD-PRS**

#### **TOR**

- a. Serve as the lead coordinator of the DA SPS Focal Group and assist the DA RPCMC Chairperson in the planning and conduct of the regular plenary meetings, thematic group meetings, and/or special meetings of the group; prepare the annual work program of the group and monitor its implementation; and update as necessary for the Secretary's approval the composition and TOR of the group
- b. Review and monitor technical assistance/capacity building activities to ensure consistency with DA SPS policy priorities and needs (e.g., DA-IFC/WB Project (TERMS); EU-TRTA; US-PH PFG, others).
- c. In coordination/consultation with concerned regulatory agencies and other relevant offices:
  - i. review and consolidate policies, rules, and regulations on SPS and organize the required internal review and public consultations on issuances affecting stakeholders;
  - ii. provide policy inputs in formulating/amending SPS measures as necessary and in addressing implementation issues;
  - iii. provide inputs in addressing bilateral SPS concerns with trading partners as well as country positions for multilateral organizations.
- d. Represent the DA on information sharing/advocacy activities on SPS policy/implementation matters.

## 2. Harmonization of DA Laboratory Services

**Lead Coordinator: BAFS OIC-Executive Director Karen Kristine A. Roscom**

### **TOR:**

- a. Develop a national action plan on harmonizing all laboratory services provided by the DA national agencies and the DA RFOs through the Regional Integrated Agricultural Laboratory Divisions and oversee its implementation.
- b. Synchronize plans and efforts with the NFA-FDC on harmonization of food safety laboratory services particularly in line with the latter's role and responsibilities as Coordinating Laboratory for DA Laboratories as stipulated in the FSA 2013 and its IRR (Section 16. Rules 16.11-16.15).
- c. Develop and oversee the implementation of an integrated program for over-all development including, but not limited to, accreditation, proficiency testing, and training for the laboratories.
- d. Coordinate with the concerned national agencies and the DA RFOs on the upgrading of laboratory and testing facilities and provide pertinent recommendations for this purpose.
- e. Develop, establish and maintain the DA National Laboratory Information Management System (LIMS).

## 3. Implementation of the Food Safety Act 2013

**Lead Coordinator: Ms. Amparo C. Ampil, Chief FAFPD**

### **TOR:**

- a. Develop an action plan for the implementation the FSA 2013 in accordance with its IRR and the requirements stipulated therein, to include, among others:
  - i. Conduct of advocacy and information campaign on promoting awareness and understanding of the Act and its IRR for both public and private sector stakeholders at the national and local levels;
  - ii. Program for technical assistance and capability building support on meeting the requirements of the Food Safety Act;
  - iii. Drafting of subsidiary Issuances, specific guidelines and procedures in support of the IRR in the form of Administrative Circulars, Orders, or other appropriate legal issuances at the national and local levels for the approval of the Secretary.
- b. Participate in/monitor Codex work such as those of the Technical Committee of the National Codex Organization; serve as NCO-TC Permanent Representative to the Codex Contact Point; and oversee the tasks and responsibilities of the CCP Philippines.
- c. Supervise the operations of the Philippine SPS National Notification Authority and Enquiry Point; ensure active and updated DA SPS e-Portal and other web-based SPS-related services to be established such as DA/PHL RASFF, INFOSAN, and others as these develop.



#### 4. Harmonization of DA Quarantine Services under DA-TERMS Project

**Lead Coordinator: OIC-Director Christopher V. Morales, DA-FOS**

**TOR:**

- a. Provide over-all coordination for activities under DA-TERMS.
- b. Oversee the smooth transition from a commodity-based regulatory approach to an integrated risk-based management approach through the implementation of the DA Trade Enabling Risk Management System in SPS Operations (TERMS) project and facilitate the implementation of the following work streams under said project:
  - i. Strengthening SPS Policy & Risk Management Framework
  - ii. Implementing Risk Management for Quarantine & Inspections
  - iii. Simplifying & Automating SPS Export Clearance
  - iv. Enhancing SPS Import Clearance
  - v. Enhancing Collaboration Across Agencies
- c. Design and implement capacity and capability building activities on strengthening quarantine and inspection functions and services under a "one DA Quarantine Service" rather than a separate, commodity-focused service.

#### 5. Harmonization DA RFO Regulatory Services

**Lead Coordinator: OIC-Director Christopher V. Morales, DA-FOS**

**TOR:**

- a. Monitor and report on the implementation of regulatory activities in the regions such as provision of laboratory services (including animal feed laboratory services); licensing, registration, and accreditation (including of nurseries); implementation of Codes of Good Practice (GAP, GAHP, GAQP, including NOAP); post-market surveillance, if any, and other regulatory services.
- b. Report on the linkages between National Competent Authorities/FSRAs and RFOs on the conduct of regulatory activities, identify issues and concerns on implementation, and provide recommendations to address these.
- c. Provide updates on the decentralization of trade regulatory services from national competent authorities (BAI, BPI, and BFAR) to the RFOs.

### IV. Implementation Arrangements

The Chairperson shall immediately call for an organizational meeting to discuss the various work streams and the corresponding TORs of each LC. Henceforth, the DA RPCMC shall meet regularly to discuss progress of work, accomplishments, issues and problems encountered, and recommendations for improved delivery of work.

A monthly written report shall be prepared and submitted to the Secretary through the Undersecretary for Planning, Policy, R&D and Regulation, the DA Undersecretary for Operations, and the DA Chief of Staff.

All expenses relative to the implementation of this Order shall be charged against the funds of concerned offices and agencies, subject to accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked. All other Orders inconsistent hereto are deemed revoked.

**PROCESO J. ALCALA**  
Secretary

DEPARTMENT OF AGRICULTURE  
In replying pls cite this code :  
For Signature: S-03-16-0505  
Received : 03/29/2016 12:10 PM