



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

ADMINISTRATIVE ORDER NO: 08
Series of 2017

SUBJECT: GUIDELINES FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) 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 and Fisheries Modernization Act of 1997 (AFMA) R.A 8435 promotes people empowerment by strengthening people's organization, cooperatives and Non-Governmental Organizations (NGOs) and by establishing and improving mechanisms and processes for their participation in government decision-making and implementation of agriculture and fisheries programs and projects;

WHEREAS, there is a need to revisit or amend Administrative Orders No. 23, Series of 2012 and No. 01, Series of 2014 which were issued for the accreditation of Civil Society Organizations in the implementation of projects funded by Department of Agriculture (DA);

WHEREAS, Under Section 65 of the General Provisions of the 2017 General Appropriations Act (2017 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 or project;

WHEREAS, the DA recognizes the role of CSO in community development and acknowledges CSO capacities and capabilities in the successful implementation of agriculture and fisheries 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 the accreditation of CSOs;

I, THEREFORE, EMMANUEL F. PINOL, Secretary of the Department of Agriculture, do hereby issue the following guidelines that shall govern the Department

Emmanuel F. Pinol
Emmanuel F. Pinol, Secretary

including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices in partnering with NGOs/ POs.

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

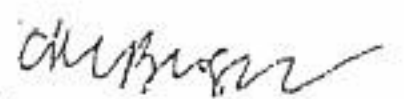
Section 1. Objectives

- 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 agriculture and fisheries (agri-fishery) 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 be 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 (HVC), fisheries, livestock and 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 agriculture and fishery projects using government or public funds;
- 2.4 BENEFICIARY CSO - 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 project using public funds; provided, that at least 75% of members of the CSO comprise the majority of the beneficiaries of such program or project

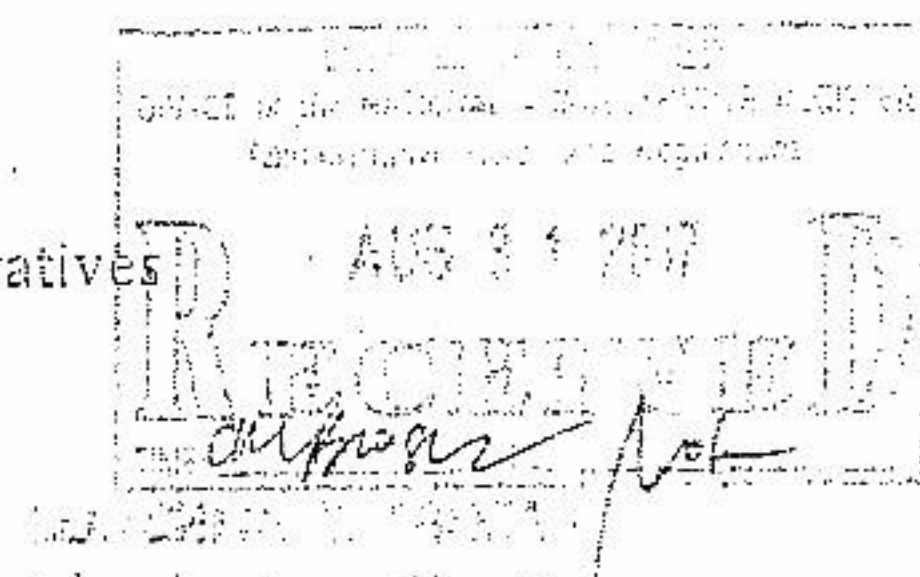



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- 2.5 **CIVIL SOCIETY ORGANIZATION** – a domestic corporation, organization, association, labor organization, workers' association, farmers' organization or cooperative, expressing the interests and values of their members or others, based on socio-economic, ethical, cultural and scientific considerations, duly registered with the Securities 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 stockholders or members and Board of Directors or Trustees;
- 2.7 **IMPLEMENTING CSO/NGO/PO**– an organization or association expressing the interests and values of their members duly registered with the SEC, CDA or DOLE-BRW 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 program 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 and Department of Budget and Management, 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 proposals, 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/Consortium of Cooperatives
- 3.3 Academe-based NGOs
- 3.4 Private Corporations or Foundations
- 3.5 People's Organizations



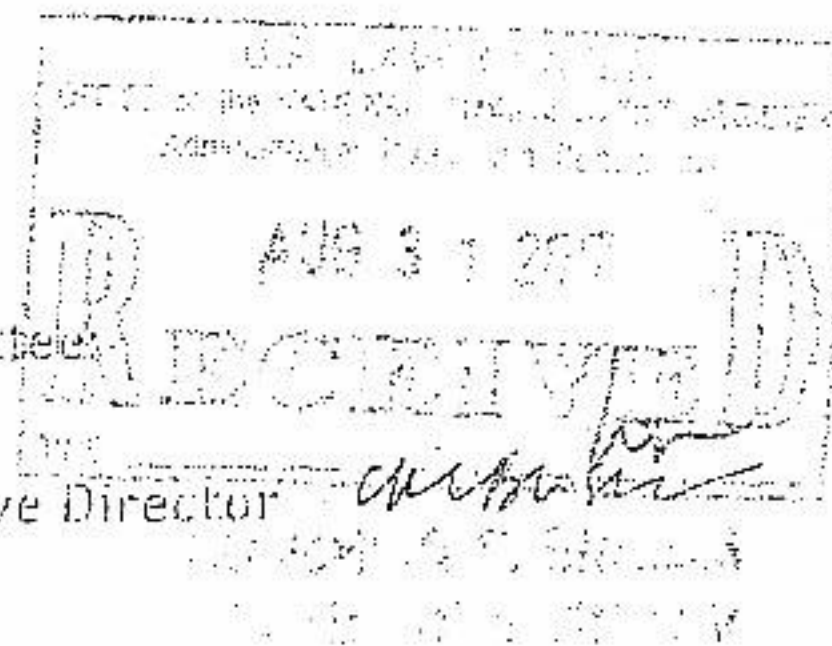
- 3.6 Religious Organizations
- 3.7 Alliances/Networks/Federations of NGOs/POs
- 3.8 Development-Oriented NGOs/POs
- 3.9 Duly registered DA Organized/Assisted Organizations
- 3.10 Government Organized NGOs/POs
- 3.11 Multi-Purpose Cooperatives

ARTICLE II

TECHNICAL COMMITTEES CREATION AND FUNCTIONS OF SECRETARIAT FOR ACCREDITATION

Section 1. Creation of Technical Committee and Secretariat

- 1.1 A National and a 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 and Special Orders shall be issued.
- 1.3 Composition of the National Technical Committee:
 - 1.3.1 Chairperson - Undersecretary for Operations
 - 1.3.2 Vice-Chairperson - Assistant Secretary for Agribusiness and Marketing
 - 1.3.3 Members
 - DA FOS Director
 - DA FMS Director
 - PCAF Executive Director
 - DA AMAS Director
 - DA Administrative Director
 - DA Legal Service Director
 - Representative from the Office of the Undersecretary for HVC and Rural Credit
 - Other members as may be designated by the Secretary
 - 1.3.4 Secretariat
 - DA FPOPD
 - DA FPCMD
- 1.4 Composition of the Regional Technical Committee:
 - 1.4.1 Chairperson - Regional Executive Director



- 1.4.2 Vice Chairperson - RTD for Research and Regulatory
- 1.4.3 Members
 - RTD for Operations
 - RMC Heads
 - DA RFO FOD Chief
 - DA RFO AMAD Chief
 - DA RFO Regulatory Chief
 - RAFC Chairperson
 - Other members as may be designated by the Secretary
- 1.4.4 Secretariat - DA RFO Planning Division

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

2.1 National Technical Committee (NTC) for Accreditation

- 2.1.1 Set and review policies relative to the accreditation of CSO;
- 2.1.2 Exercise supervision to the RTC and Regional Secretariat;
- 2.1.3 Ensure the proper implementation by the RTC of these Guidelines;
- 2.1.4 Review the qualification documents and evaluate the technical and financial capability of the CSO covering two or more regions as initially screened and assessed by the Secretariat; and
- 2.1.5 Recommend qualified CSO to the Secretary for approval.
- 2.1.6 Recommend/Order the suspension or revocation of certificate of accreditation.

2.2 Regional Technical Committee (RTC) for Accreditation

- 2.2.1 Implement policies relative to the accreditation of CSOs;
- 2.2.2 Review the qualification documents and evaluate/assess the technical and financial capability of CSO confined to specific region;
- 2.2.3 Conduct ocular inspection of the CSO business premises;
- 2.2.4 Recommend qualified CSO to the Regional Executive Director for approval; and
- 2.2.5 Recommend/Order the suspension or revocation of certificate of accreditation.

Section 3. Functions of the National and Regional Secretariat

3.1 Functions of the National Secretariat (NS)

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- 3.1.1 Receive application from interested CSO;
- 3.1.2 Screening of qualification documents submitted by the CSO;
- 3.1.3 Conduct regular monitoring and evaluation of accredited CSOs;
- 3.1.4 Conduct ocular inspection of the CSO business premises;
- 3.1.5 Provide administrative support during conduct of meetings and workshops, including the preparation of highlights/minutes of the meetings;
- 3.1.6 Coordinate with appropriate DA Operating Units and other National Government Offices on matters relating to the technical requirements of the accreditation process;
- 3.1.7 Prepare and release certificate of accreditation to the CSO;
- 3.1.8 Recommend suspension or revocation of Certificate of Accreditation; and
- 3.1.9 Perform other tasks as may be assigned by the NTC.
- 3.1.10 Prepare quarterly reports on funds transferred to CSOs covering 2 or more regions. These reports shall indicate the names of the CSOs, the amounts transferred, and the government programs or projects involved. The NS shall submit these reports to 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, and post these reports on their official websites.

3.2 Functions of the Regional Secretariat (RS)

- 3.2.1 Receive application from interested CSO;
- 3.2.2 Screening of qualification documents submitted by the CSO;
- 3.2.3 Conduct regular monitoring and evaluation of accredited CSOs;
- 3.2.4 Provide administrative support during conduct of meetings and workshops including the preparation of highlights/minutes of the meetings;
- 3.2.5 Coordinate with appropriate DA and other National Government Offices on matters relating to the technical requirements of the accreditation process;
- 3.2.6 Prepare and release approved certificate of accreditation to the CSO; and
- 3.2.7 Perform other tasks as may be assigned by the RTC.
- 3.2.8 Prepare quarterly reports on funds transferred to CSOs covering not more than 1 region. These reports shall indicate the names of the CSOs, the amounts transferred, and the government programs or projects involved. The RS shall submit the reports to the NS within five (5) days from the end of the quarter.



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CONCHITA C. CROAS
 Administrative Officer V
 Records Division

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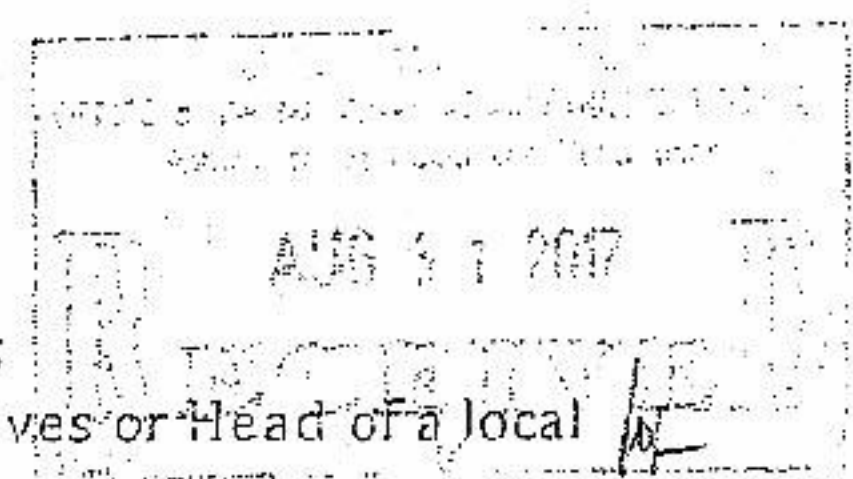
ARTICLE III
ACCREDITATION CRITERIA, DOCUMENTARY REQUIREMENTS
AND PROCESSES OF CSOs

Section 1. Accreditation Criteria

- 1.1. Existence or presence of the CSO in its stated address and area of operation;
- 1.2. With identified membership and leadership and defined 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 in delay in liquidating any public funds received from any government agency;
- 1.5. For implementing CSOs, the CSO must have a proven track record 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 the processing of its accreditation, or any official of the government agency funding or implementing the program or project to be implemented by the CSO; and the CSO must have proven legal existence; and
- 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

- 2.1. Accomplished data sheet with Organizational Set-up;
- 2.2. Certificate of good standing from Local Chief Executives or Head of a local religious organizations 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 (Form attached as Annex B);
- 2.7. Copy of Bio-data sheet with recent photo of all officers and Articles of Incorporation / Cooperation latest amend by law, showing the original incorporators / organizers and the Secretary's certificate for incumbent officers;
- 2.8. CSO which has been in operation for less than three (3) years, report of accomplishment or any equivalent proof certified by ~~its President~~ and



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Secretary that it had previously implemented similar projects shall be required, Sunset Provision of GPPB 17-2016;

- 2.9. Disclosure by the CSO Directors and its Trustees of other related business, if any, and extent of ownership therein; and
- 2.10. Sworn affidavit of the Secretary of CSO 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

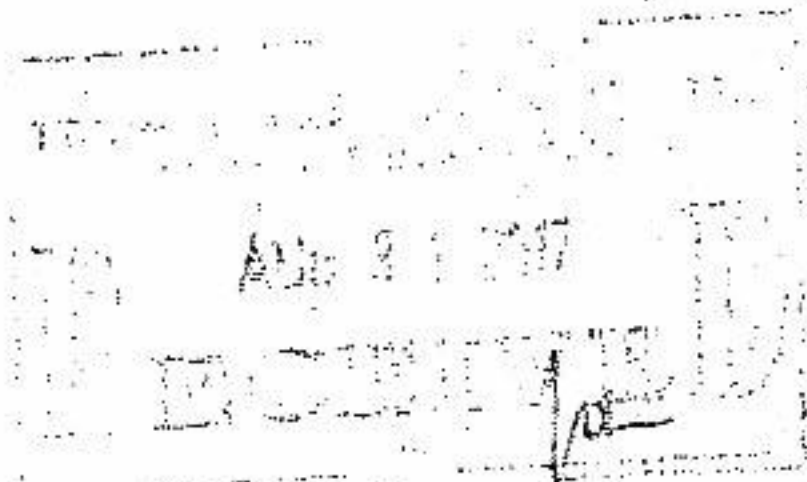
- 3.1. CSO submit duly accomplished application for accreditation in triplicate to the Technical Committee on Accreditation Secretariat;
- 3.2. Secretariat to check the application form, as well as the completeness and validity of requirements submitted by CSO upon submission who shall immediately return the application form and supporting documents to the applicant if found to be incomplete;
- 3.3. Secretariat to post in the DA Website and in two (2) conspicuous places in the vicinity of the CSOs 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:

- Registered Name of CSO;
- Names of CSO Incorporators;
- Names of CSO Officers;
- Address of CSO; and
- Nature of Services.

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

- 3.5. The Secretariat shall conduct the background investigation, verification, and ocular inspection not later than seven (7) working days for Regional Level and ten (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 Securities and Exchange Commission (SEC), the Cooperative Development Authority (CDA), the Department of Labor and Employment (DOLE), the Bureau of Internal Revenue (BIR), local government units (LGUs) and other Government Agencies (GAs)



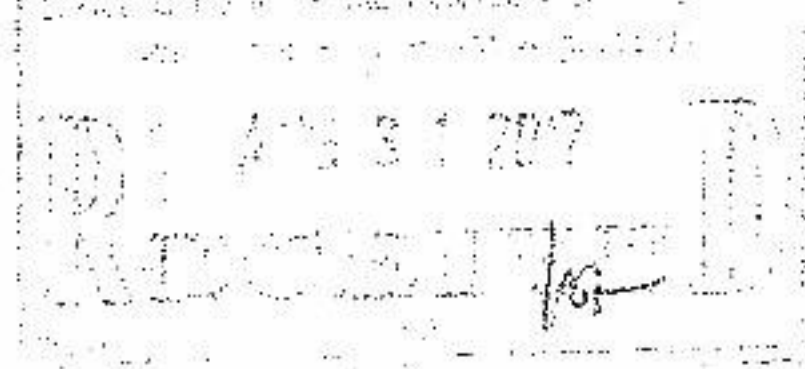
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- 3.5.2 The Accreditation Committee shall give full faith and credence to, and rely on, documents authenticated to have been issued by other GAs. The veracity of the statements and accuracy of the information in such authenticated documents shall be the responsibility of the respective Gas that issued the same and not of the Accreditation Committee.
- 3.6. After background investigation and verification, an incomplete submission of documentary requirements and/or non-compliance with any of the provisions of the administrative order, and/or derogatory report from the public can be a 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 the approval of accreditation within fifteen (15) working days from 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 and of the ground(s) therefor.
- 3.7.2 If the CSO meets all of the criteria set forth above, the DA Secretary shall, upon the recommendation of the Accreditation Committee, grant the application and issue a Certificate of Accreditation in favor of the Applicant.
- 3.8. CSO Certificate of Accreditation shall be forwarded to the Secretary and Regional Executive Director for issuance of accreditation certificate, respectively;
- 3.9. The accredited CSOs may apply for the renewal of accreditation two months prior to the expiration of its accreditation. The renewal of accreditation shall be subject to the same requirements as stated in these guidelines.

Section 4. Accreditation of Cooperatives

In the case of a cooperative who wishes to become a CSO partner, the submission of certificate of registration and certificate of compliance as issued by the CDA specifically for that purpose including meeting the minimum requirements as stated



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CONCEPCION A. BARRERA
Administrative Officer V
Records Division

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in Section 2, Article III of these guidelines shall be sufficient for it to qualify as a CSO partner.

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 a material term of an agreement with the DA involving the transfer of the government or public funds, including default or delay in liquidating any funds received from the DA.
- (c) Violation by the CSO, during the validity period 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 or insolvency of the CSO.
- (e) Revocation, cancellation 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 Sword Complaint alleging, any of the above grounds.

Section 3. Explanation. Within three (3) working days from initiation of Revocation Proceedings, the Accreditation Committee shall send a Notice to the concerned CSO stating said 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.

[Signature]
Administrative Officer V

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

- (a) The author of the Official Report or of 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 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 observer.

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

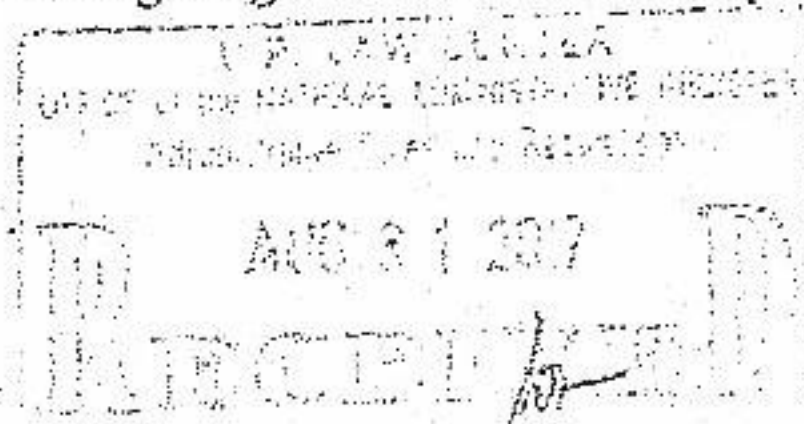
Section 6. Resolution. Within three (3) working days from receipt of the recommendation of the Accreditation Committee, the DA Secretary shall issue a Resolution either -

- (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 all Gas that has existing agreements with that CSO.

Section 8. Disqualification. A CSO whose Certificate of Accreditation is revoked for the first time shall be disqualified from 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 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, organizers, directors, trustees, officers or key personnel.

ARTICLE VI CONTINUING VERIFICATION AND REPORTING

Section 1. Spot Checks. After the issuance of the Certificate of Accreditation, but within the period of validity of the same, the DA may 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.

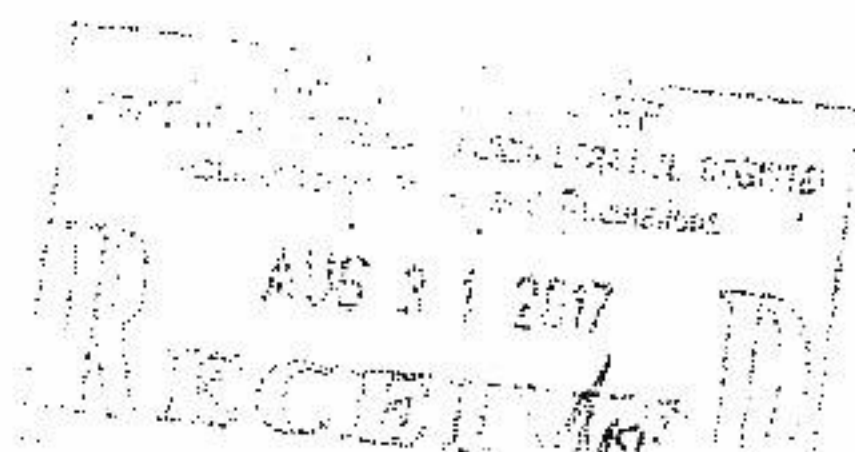
(b) Any GA that comes into knowledge of any fact that may constitute a ground for the revocation of the Certificate of Registration of a CSO shall immediately report the same to the Accreditation Committee.

VII IMPLEMENTING GUIDELINES

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

ARTICLE VIII TRANSITORY PROVISION

CSOs which were previously accredited by the Department of Social Welfare and Development (DSWD) in CY 2015 and 2016 in accordance with COA-DBM and DSWD Joint Resolution No. 2014-001, as amended by Joint Resolution No. 2015-001, shall remain valid until the date of expiration.



Conchita C. Brogas
CONCHITA C. BROGAS
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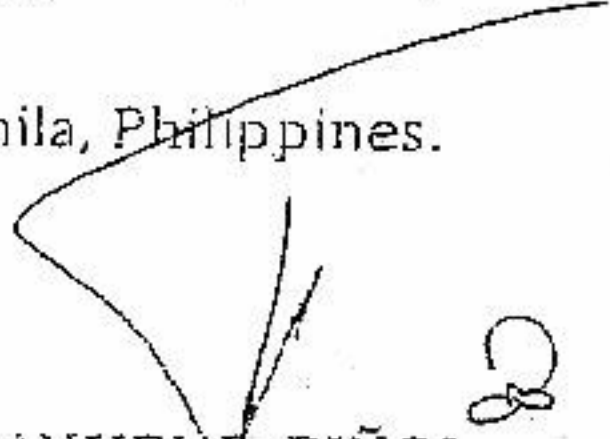
All pending applications for accreditation transmitted to the DA by the DSWD shall be covered by these Guidelines.

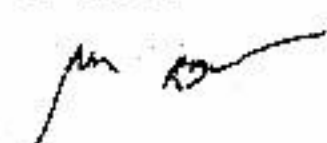
ARTICLE IX
REPEALING CLAUSE AND EFFECTIVITY

This Order supersedes DA Administrative Orders No. 23, series of 2012 and No. 01, Series of 2014 and other administrative circulars, memoranda, and administrative issuances which are inconsistent with these guidelines are hereby deemed revoked.

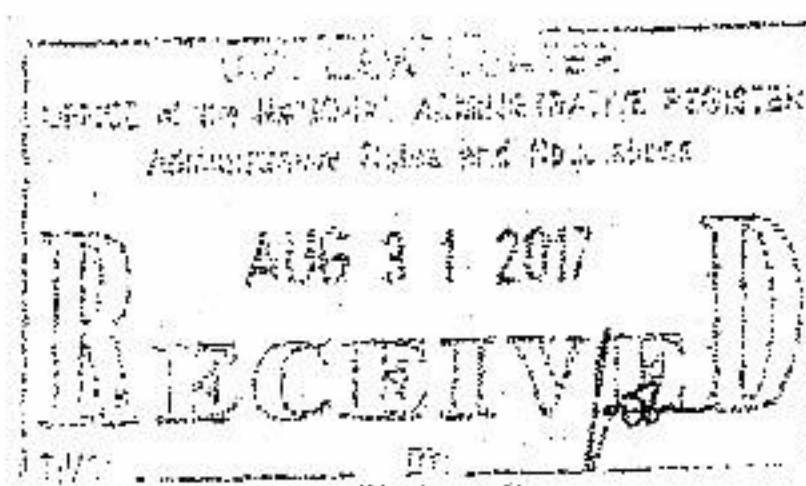
This order shall take effect fifteen (15) days from the date of publication in the Official Gazette or at least two (2) newspapers of general circulation. The UP Law Center's Office of National Administrative Register shall be provided copy of this order.

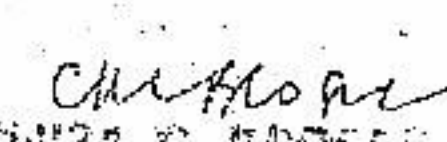
Issued this 31 day of July 2017, in Quezon City, Metro Manila, Philippines.


EMMANUEL V. PIÑOL

Secretary 

DEPARTMENT OF AGRICULTURE
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
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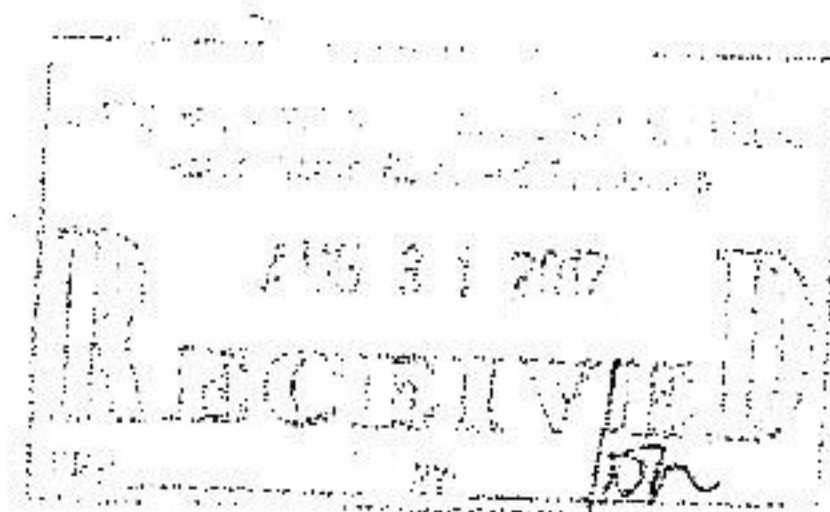
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ANNEX A

Documents Required for Application for Accreditation

☐ Duly accomplished APPLICATION FORM with:

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



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ANNEX B

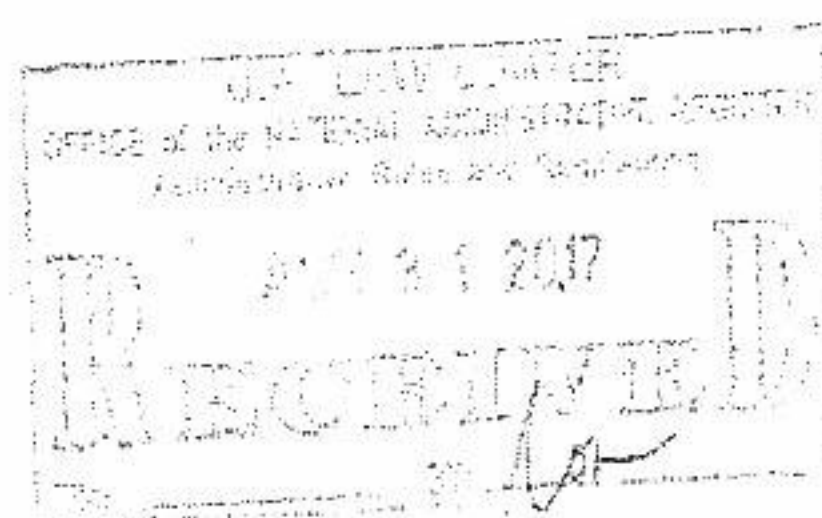
OMNIBUS SWORN STATEMENT

▪ 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 GA.
- ☐ Neither the CSO nor any of its member/members has been blacklisted by any GA.
- ☐ 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, understands, and agrees to abide by the guidelines for accreditation of CSOs.

▪ Declaration of:

- ☐ Other businesses of the CSO and its key personnel.



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