



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

ADMINISTRATIVE ORDER NO. 20
Series of 2020

Subject: Revising Administrative Order No. 03 Series of 2011 on Guidelines Covering the Selection, Evaluation and other Administrative Procedures for Foreign Agriculture Service Corps(FASC) Officers

WHEREAS Administrative Order 03 Series of 2011 was issued to professionalize the Foreign Agriculture Service Corps (FASC) by providing guidelines in the selection and evaluation and other administrative procedures covering FASC officers.

WHEREAS, while the said Administrative Order has been able to serve its purpose of providing the necessary guidance, there is a need for specific revisions and expansion of coverage to improve governance and further strengthen the FASC.

THEREFORE, the following guidelines and procedures shall constitute this Administrative Order:

I. The Foreign Agriculture Service Corps (FASC) and its Constitution

The Department shall continue to maintain its Foreign Agriculture Service Corps whose members shall hold Agricultural Attaché plantilla positions in the Department of Agriculture (hereinafter referred to as Department), and augmented by qualified holders of regular plantilla positions in the Department designated by the Secretary of Agriculture (hereinafter referred to as Secretary) to be posted in an agricultural office abroad. This is consistent with Title V of the Philippine Foreign Service Act of 1991.

To expand the FASC, each FASC post shall be composed of an Agricultural Counselor/Attaché and an Assistant Attaché, duly designated by the Secretary, to be subjected for review by the DA Review Committee on Rationalization Plan.

II. On the Expansion of the FASC

Expansion of the FASC will be through a recruitment and selection process from among plantilla holders in the Department to form a reserve succession pool. The reserve succession pool can enter the FASC initially upon their designation by the Secretary as Assistant Agricultural Attaché. Thereafter, an Assistant Agricultural Attaché can be designated as Agricultural Counselor/Attaché based on evaluation of their performance by the FASC Committee as reconstituted in Section V.

III. The Reserve Succession Pool and the Reserve FASC Pool

a. The Reserve Succession Pool

Desk officers at the International Affairs Division who partner closely with FASC Officers based on their geographical and institutional assignments as well as other DA units such as the Policy Research Service who are engaged in WTO and other trade-related negotiations may apply to be part of the reserved succession pool.

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Selected members of the reserve succession pool will be provided with the necessary capacity building and other preparatory exposures to help prepare them for eventual posting. The number of personnel in the reserved succession pool at any one time shall be equal to the number of FASC posts, as much as practicable.

- b. The Reserve FASC Pool. This pool will be comprised of recalled FASC Officers who will be eligible for future posting upon completion of a two-year stay in the Home office.

IV. Duties and Functions of the FASC

The FASC shall continue to carry out the major functions specified in the Terms of Reference herein attached as Annex A. The TOR shall include functions to carry out trade and investment promotion; policy advocacy and representation, economic intelligence and monitoring; technology search; and advocacy for and sourcing of official development assistance (ODA).

Post-specific TORs may be developed and implemented as the need arises. In addition, the Secretary may assign special activities outside of the TOR as may be necessary.

V. Salaries, Allowances and Emoluments

Salaries of FASC members shall be based on their respective plantilla positions in the Home Office. They shall be entitled to allowances and other emoluments accorded to all foreign service personnel, as provided by Title XII of the Philippine Foreign Service Act of 1991.

VI. FASC Committee for Recruitment, Selection, Evaluation, Promotion and Post Transfer/Recall

An FASC Committee for Recruitment, Selection, Evaluation, Promotion and Post Transfer/Recall (hereinafter referred to as FASC Committee) is hereby created, as follows:

Chair: Undersecretary for Policy and Planning

Members:

1. Director, Policy Research Service
2. Chief, International Affairs Division

The Secretary may designate other concerned DA officials to join the FASC Committee as he may deem necessary. The International Affairs Division (IAD) shall act as Secretariat to the Committee. This Committee shall be tasked with the following:

1. Propose and implement upon approval of the Secretary guidelines for the recruitment, selection, evaluation, promotion, post transfer and recall of FASC Officers;
2. Propose post-specific qualifications in addition to the minimum qualification standards set by the Civil Service and Foreign Service Act of 1991 and other related rules and regulations covering the Philippine foreign service;
3. Develop and recommend a rotation scheme and succession system;
4. Recommend movement of FASC officers as appropriate, consistent with the rotation scheme agreed upon;

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5. Develop and recommend a program for the creation of a pool of prospective FASC members which should include capacity building geared towards foreign posting;
6. Recommend candidates to the Secretary after processing applications submitted by prospective candidates and administering examinations and interviews as may be necessary;
7. Evaluate the performance of FASC officers according to set performance standards;
8. Develop and recommend a re-entry program for recalled FASC officers.

VII. Assignment to Post, Area of Coverage, Tour of Duty and Movement/Transfer

Prior to posting, FASC officers should be duly accredited by the DFA in their respective posts of assignment upon the request of the Secretary of Agriculture. An FASC officer may be granted accreditation to the host country alone, or with the approval of the Department of Foreign Affairs (DFA), may also apply for non-resident Attaché -accreditation to cover adjacent countries which are covered by the Philippine Embassy in the host country; or the entire regional grouping (e.g. the Brussels post will also cover European Union as a whole and its individual member countries) to which the host country belongs as may be necessary. For non-resident country accreditation, an official request to DFA from this Department's Secretary will be made.

The Secretary shall determine the assignment abroad of FASC officers, as recommended by the FASC Committee.

The initial tour of duty of an FASC officer in a new post shall be for a period of three years, and eligible for renewal, recall or transfer upon evaluation and recommendation of the FASC Committee one year before the end of the three-year period. The Secretary shall have the prerogative to recall, transfer or extend the tour of duty of an FASC Officer, in the exigency of the Service. The extension shall be supported by a justification on why the FASC officer should not be recalled which the FASC will evaluate accordingly for recommendation to the Secretary. The extension should specify a specific time frame. The Secretary likewise has the prerogative to cut short an FASC officer's tour of duty for recall to Home Office or transfer to another post.

A rotation scheme proposed by the FASC Committee and approved by the Secretary shall serve as guide for all personnel movement between and among posts and the Home Office.

The transition process for recall, transfer or new postings shall be for a period of at least three months and could be up to six months to ensure seamless transfer of responsibilities and accountabilities and a thorough preparation for the incoming Agricultural Counselor/ Attaché/Assistant Agricultural Attaché. FASC Officers should receive a written order from the Secretary no sooner than one year prior to the date of any movement.

For all post movements, Department Order No. 05-95 of the Department of Foreign Affairs on Implementing Procedure in Assignment, Recall and Transfer, attached as Annex B, shall be adhered to.

VIII. Re-Entry of Recalled FASC Officers

Recalled officers shall provide de-briefing sessions to the Secretary, the Undersecretaries and other officials concerned upon reporting to the Home Office. The FASC Committee shall recommend to the Secretary the assignment of the recalled officer, unless the Secretary has prior options in mind in the exigency of the Service. Recalled officers shall form part of the

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reserve FASC pool eligible for future posting upon completion of the required two year stay in the Home Office. However, in the exigency of the Service, the Secretary has the prerogative to assign an FASC Officer abroad before he/she completes the required 2-year home stay requirement.

Officers duly designated as Agricultural Counselors/Attaches or Special Agriculture Representatives by virtue of a Special Order issued by the Secretary of Agriculture shall revert back to their original appointment/DA plantilla position upon recall. A recalled officer with an FASC plantilla position (e.g. Agricultural Attaché) shall be designated to a position with at least a Salary Grade equivalent to his/her present Salary Grade, or be given an appropriate designation by the Secretary in the Department as he may deem necessary upon the recommendation of the FASC Committee.

Recalled officers shall undertake reorientation programs of the Department to keep them abreast of current developments in the agriculture and fishery sector in particular, and in the country in general.

IX. Reporting System, Supervision and Control

While the Secretary of Agriculture shall have direct control over the Corps, the Undersecretary for Policy and Planning shall provide administrative supervision and guidance. The FASC officers, while in their respective posts of assignment, shall be under the administrative supervision of the Chief of Mission or Ambassador.

All reports of the FASC shall be addressed to the Secretary, copy furnished the Undersecretary for Policy, Planning, R & D and Project Development. Other DA officials and the IAD may likewise be copy furnished as appropriate.

The IAD shall continue to serve as the focal point of the FASC. As such, the Division shall provide technical and administrative assistance to the Corps, as appropriate. The IAD shall also be the jump-off point of the FASC prior to posting, providing the necessary briefing and orientation especially to newly appointed/designated FASC officers.

X. Effectivity

These implementing guidelines shall take effect immediately.

This Administrative Order supersedes Administrative Order No. 3 series of 2011 and other related issuances on this matter.

Signed on May 20, 2020.


WILLIAM D. DAR, PH.D.
Secretary

DEPARTMENT OF AGRICULTURE
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Duties and Functions of the FASC

The FASC shall carry out the following major functions, among other special activities that may be assigned by the Secretary of Agriculture:

A. *Policy Advocacy and Representation, Economic Intelligence, Monitoring*

1. Represent the country in international fora whenever necessary, to uphold Philippine interests concerning various issues that will affect Philippine agriculture and fisheries;
2. Perform economic intelligence functions in their respective countries of assignment, such as monitoring of developments in the agricultural and/or agribusiness sectors, including significant government policies/activities in agriculture and agriculture trade and investment specially those which affect the Philippines;
3. Explore ways of expanding agricultural cooperation and trade on a bilateral level with their respective host countries;
4. Monitor compliance of member countries with their national commitments to the WTO and other international and regional groupings/configurations; and
5. Address trade and non-trade barriers and market access issues which hamper harmonious trade relations in the international market, through appropriate policy advocacy and implementation.

B. *Technology Search*

1. Conduct technology search by monitoring technological developments in agriculture/agribusiness and disseminating such information to the home office and other interested parties. The information can be used as basis for determining possible areas of cooperation under bilateral technical cooperation, programs and projects;
2. Liaise with relevant agricultural research institutions and development centers in their countries of assignment to explore and/or facilitate collaboration in training and research activities relevant to Philippine agriculture.

C. *Trade and market access*

1. Monitor trade developments specifically with regard to Philippine agri-based products;

2. Undertake market intelligence through market studies on the prospects of traditional and potential agricultural and agriculture-based Philippine products in the local market of their respective countries of assignment;
3. Promote market access for Philippine agricultural export products;
4. Assist in linking Philippine exporters with potential buyers by providing market situation report on the Philippines' agricultural products, including demand and supply, specific standards and quarantine regulations required by buyers in the importing country, prices, trends, conditions affecting access in the international market, and other relevant factors.

D. Investment Promotion

1. Assist in the info dissemination on Agri-Investment Opportunities in the Philippines.
2. Attend meetings related to agribusiness investment exploration, export promotion, ODA sourcing, Out Bound Missions for DA.

E. Official Development Assistance

1. Monitor trends and policies concerning official development assistance, especially concerning major donors
2. Provide assistance in endorsing projects for foreign funding to potential donor governments and institutions by negotiating for beneficial terms, as well as facilitating project approval, signing of appropriate Memoranda or agreements for project implementation and release of funds.



DEPARTMENT ORDER NO. 05-95**SUBJECT: Implementing Procedure in Assignment, Recall and Transfer**

The following rules shall be observed in enforcing order on assignment, recall and transfer from foreign post to another;

I. Assignment from the home Office to Overseas Post.

1. The office or employee shall leave for the overseas post of assignment within sixty (60) days from foreign of the assignment order or, in some extraordinary cases, at the specified time indicated in the assignment order.

The office of Personnel and Administrative Services shall inform the Office of Fiscal Management of the date that the assignment order received by the officer or employee.

2. If, after sixty (60) days, the officer or employee has not left for the post, he shall not be paid his salary and allowances in the Home Office. Payment may resume only upon approval of the Secretary.
3. If, after ninety (90) days, the officer or employee has not left for the post, the assignment order shall be rescinded, without prejudice to the filing of an administrative case against the officer or employee.
4. Any officer or employee who refuses to comply with new assignment order shall not be given another foreign assignment for a period corresponding to the tour of duty he should have served in the post of assignment that he refused, without prejudice to the filing of administrative charge against him.

II. Recall with Routine Advance Notice of Three months to One Year.

1. Officers and employees who are given the regular advance notice shall accordingly prepare for their departure from the post to meet their recall dates. They shall leave the post for the Home Office within reasonable period (one to seven days depending on the needed travel time) to enable them to personally register their presence at OPAS on the date that they are required to report in the Home Office.
2. If the recalled officer or employee fails to leave the post within the prescribed period, payment of salaries and allowances shall cease immediately upon expiration of the authorized period. The basic salary shall, forthwith, be payable in pesos in the Home Office.
3. The Head of Post or Administrative Officer shall inform the recalled officer or employee in writing that he is no longer a member of the staff of the post. At this point he shall no longer be given any assignment or responsibility unless there is a contrary order from the Secretary.
4. If after thirty (30) days, the officer or employee has not left the post, the following actions shall be taken:
 - a. The Ministry of Foreign Affairs or the relevant authority of the host country shall be informed by official note of the termination of his tour of duty at the post.
 - b. His name shall be stricken from the diplomatic or consulate staff list.



- c. His diplomatic or official passport shall be cancelled, and shall be issued a regular passport or travel document valid for direct return to the Philippines.
- d. These actions shall be without prejudice to the filing of an administrative case against the officer or employee.

III. Non-routine or Disciplinary Recall:

1. In case of immediate recall under emergency extraordinary circumstances, regardless of length at service at the post, the recall order shall be deemed to be effective immediately and the recalled officer or employee shall leave the post for Home Office within sixty (60) days from the date of his receipt of the order.
2. If the date of return to the Home Office is specified in the recall order, the recalled officer or employees shall abide by the specified date.
3. If, after sixty (60) days, the officer or employee has not left the post, he shall be paid basic salary in pesos in the Home office, and payment of all allowances shall cease,
4. The Head of Post or Administrative Officer shall inform the recalled officer or employee in writing that he is no longer a member of the staff of the post. At this point, he shall no longer be given any assignment or responsibility, unless there is a contrary order from the Secretary.
5. If, after ninety (90) days, the officer or employee has not left the post, the following action shall be taken:
 - a. The Ministry of Foreign Affairs or the relevant authority of the host country shall be informed by official note of the termination of his tour of duty at the post.
 - b. His name shall be stricken from the diplomatic or consular staff list.
 - c. His diplomatic or official passport shall be cancelled, and he shall be issued a regular passport or travel document valid for direct return to the Philippines.
 - d. These actions shall be without prejudice to the filing of an administrative case against the officer or employee.

IV. Transfer from One Foreign Post to another Foreign Post

1. The officer or employee shall leave his post within sixty (60) days from the date of receipt of the assignment order.
2. If, after sixty (60) days, the officer or employee has not left the post, he shall be paid basic salary only. Payment of all allowances shall cease.
3. If, after ninety (90) days, the officer or employee has not left the post, the following actions shall be taken:
 - a. The assignment order shall be rescinded, and he shall be instructed to return to the Home Office. The usual tour of duty in the Home Office shall then apply to him.
 - b. The Ministry of Foreign Affairs or the relevant authority of the host country shall be informed by official note of the termination of his tour of duty.
 - c. His name shall be stricken from the diplomatic or consular staff list.
 - d. His diplomatic or official passport shall be cancelled, and he shall be issued a regular passport or travel document valid for direct return to the Philippines.
 - e. These actions shall be without prejudice of the filing of an administrative case against him.

V. Vacation Leave for Recalled Personnel

1. Applications for vacation leave after receipt of a recall order shall be submitted to the Home Office for approval. Such vacation leaves may be granted for a period not exceeding

one (1) month. The application shall be filed at least three (3) weeks before the commencement date of the vacation leave.

2. Application for study leaves after a tour of duty may be granted on a case-to-case basis subject to the approval of the Home Office. Such study leaves shall not be allowed for more than one (1) year.
3. Upon arrival in the Philippines, recalled personnel may be allowed to go on vacation leave for a period of one (1) month. Thereafter, no further vacation leave shall be allowed for the remainder of the first year of Home Office assignment.

VI. General Rules:

1. The effectivity date of the recall shall be the date indicated in the advance notice.
2. The 60-day period for compliance with an assignment, recall or transfer order shall be counted from the date of receipt by the officer or employee of the order via pouch or telegram/fax advice, whichever comes first.

If the order or advice is received by the Foreign Service establishment during the absence of the personnel concerned, efforts shall be exerted to transmit the assignment order or advice to the officer or employee as such as possible.

3. Overlap for Accountable officers: Notwithstanding the foregoing provisions, the outgoing Finance and Property Officer shall await, whenever possible, the arrival at the post of their replacements, in accordance with D.O 02-91, to ensure the efficient turnover of financial and property accountabilities.
4. Relocation Allowance: In line of actual shipment of personal effects and household goods, including one (1) motor vehicle, personnel concerned may opt for the payment of the money value of the relocation allowance equivalent to fifty percent (50%) of estimated cost of packing and shipping, without prior authority from the Secretary. This shall be payable at the post of destination, except in the case of those assigned from the Home Office who will be paid in Manila. Due to budgetary constraints, the rates applicable shall be those provided for under Ministry Order No. 21-05, dated 25 August 1985.

VII. Exercise of Prerogative:

The Secretary may exercise his discretion and prerogative to assign, recall and transfer personnel of the Department as the exigencies of the service may require, or defer the implementation of any such order.

Department Orders, Foreign Service Circulars and other regulations, or parts thereof, inconsistent with the provisions of this Department Order, are hereby repealed.

This Order shall take effect immediately.

(SIGNED)

Alberto M. Romulo
Secretary of Foreign Affairs

Pasay City. Jan 23 1995

