



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

**DEPARTMENT ORDER**

No. 08

Series of 2020

**SUBJECT : NEW SET OF GUIDELINES FOR THE CONDUCT OF THE NATIONAL ORGANIC AGRICULTURE ACHIEVERS' AWARDS**

**I. RATIONALE**

In order to recognize the outstanding LGUs and farmer-practitioners of organic agriculture across the country, the National Organic Agriculture Program (NOAP) conducts the National Organic Agriculture Achievers' Awards. In line with the mandates of the NOAP, the activity is a major strategy in order to promote and encourage farmers to venture into organic farming. Moreover, it also intends to strengthen the advocacy of the farmers already engaging into organic farming to continue on producing quality outputs.

The search is open to all LGUs (Provinces, and Cities/Municipalities), Provincial and City/Municipal Focal Persons, Agricultural Extension Workers (AEWs), Farmers' Group, Small Farmer Individuals, Organic Farming Families, and Young Farmers with exemplary contribution and unwavering support towards the implementation of RA 10068 and achievement of the National Organic Agriculture Program's envisioned goals.

<b>CATEGORY</b>	<b>NO. OF WINNERS</b>	<b>REGIONAL AWARDS</b>	<b><sup>3</sup>NATIONAL AWARDS</b>
1. Province	1	Php 500,000 <sup>1</sup>	Php 3,000,000 <sup>1</sup>
2. City/Municipal	1	Php 300,000 <sup>1</sup>	Php 1,000,000 <sup>1</sup>
3. Provincial Focal Person	1	Php 25,000 <sup>2</sup>	Php 62,500 <sup>2</sup>
4. City/Municipal Focal Person	1	Php 20,000 <sup>2</sup>	Php 50,000 <sup>2</sup>
5. Agricultural extension Worker	1	Php 15,000 <sup>2</sup>	Php 37,500 <sup>2</sup>
6. Small Farmer Individual	1	Php 50,000 <sup>2</sup>	Php 250,000 <sup>2</sup>
7. Farmers' Group	1	Php 100,000 <sup>1</sup>	Php 625,000 <sup>1</sup>
8. Organic Farming Family	1	Php 50,000 <sup>2</sup>	Php 375,000 <sup>2</sup>
9. Young Farmer	1	Php 30,000 <sup>2</sup>	Php 125,000 <sup>2</sup>

<sup>1</sup>Grant+Plaque. Prize is in form of funding assistance to an Organic Agriculture project proposal of the winner.

<sup>2</sup>Cash Prize+Plaque

<sup>3</sup>Prizes for National Categories are subjected to 20% withholding tax except for Provincial and City/Municipal Category.

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## I. GENERAL PROVISIONS

The following are the general provisions governing the Search:

- a. Only qualified nominees as defined in **Section III (Selection Criteria)** with complete portfolio shall be evaluated during the Search.
- b. Nominees for the Small Farmer Individual, Agricultural Extension Workers, Provincial and Municipal Focal Persons, Organic Farming Family, and Organic Young Farmer categories must not be related by third degree consanguinity with the members of the Regional Technical Search Committee (RTSC);
- c. The rating period cover for evaluation is at least one (1) year preceding the Search.
- d. Only one (1) regional winner per category shall be considered for evaluation of the National Technical Search Committee (NTSC).
- e. In case an entry only has one (1) nominee, the entry should still undergo and qualify in the field validation to be declared winner of the search.
- f. The top nominee shall have a minimum score of 80% to be declared as the winner.
- g. The winners shall be approved and declared by the NOAB and are considered final and irrevocable.
- h. For desk evaluation, all portfolios submitted shall be evaluated and shall be in digital format. Meanwhile, for field validation, all original documents shall be presented to the NTSC for evaluation.
- i. Nominees for the Regional and National Gawad Saka Outstanding Organic Farmer Category are no longer allowed to participate in the NOAAA Small Farmer Individual Category.
- j. The previous year's regional winners are not allowed for nomination for a year while national winners are not allowed for nomination for three (3) years in the same category under the NOAAA Search.
- k. A nominee who wins the same award three times within 10 years will be included in the NOAAA Hall of Fame and shall receive a plaque of recognition.

## III. SELECTION CRITERIA AND REQUIREMENTS

To qualify for the National Organic Agriculture Achievers' Awards, the following should be met:

### A. LGU (PROVINCE and CITY/MUNICIPALITY)

#### 1. Qualifications

- a. At least 3% of the total of agricultural area<sup>4</sup> is devoted to organic farming excluding in-conversion as of 2019. Organic by default areas shall be included provided that support services were extended;

<sup>4</sup>Area of production for livestock and aquaculture shall be computed according to Philippine National Standards for Organic Agriculture and Aquaculture

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- b. Must have an organic agriculture Local Technical Committee (LTC);
- c. Must have an organic agriculture ordinance;
- d. Must include organic agriculture in the Annual Investment Plan (AIP) with corresponding budget allocation; and
- e. Must have an organic agriculture roadmap.

**2. Documents required Province (Annex A); City/Municipality (Annex B)**

**B. PROVINCIAL FOCAL PERSON**

**1. Qualifications**

- a. Must be a duly designated provincial organic agriculture focal person for the last two (2) years; and
- b. Must be endorsed by the Provincial Local Technical Committee (PLTC) to the RTSC.

**2. Documents required (Annex C)**

**C. CITY/MUNICIPAL FOCAL PERSON**

**1. Qualifications**

- a. Must be a duly designated organic agriculture program for at least two (2) years; and
- b. Must be endorsed by the Municipal Local Technical Committee (MLTC) to the RTSC.

**2. Documents required (Annex D)**

**D. AGRICULTURAL EXTENSION WORKER**

**1. Qualifications**

- a. Must be in service to organic agriculture program for at least one (1) year during the said period as attested by the Municipal Agriculture Officer (MAO)/ Municipal Agriculturist (MA);
- b. Assisted at least five (5) Organic Agriculture Program, Activities and Projects (PAPs); and
- c. Must be endorsed by the MLTC to the DA-Regional Field Office.

**2. Documents required (Annex E)**

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## **E. SMALL FARMER INDIVIDUAL**

### **1. Qualifications:**

- a. Must be an organic agriculture practitioner who is on small-scale farming or aquaculture activities as their primary source of income and cultivates not more than three (3) hectares of agricultural land;
- b. Must have an endorsement from the Barangay Chairman that the nominee is a resident of the locality, a Filipino citizen and of good moral character; and
- c. Must submit a copy of the following documents: farm records, farm reports of operations, expenses and incomes immediately preceding the evaluation period.

### **2. Documents required (Annex F)**

## **F. FARMERS' GROUP**

### **1. Qualifications**

- a. A people's organization engaged in organic farming for at least three (3) years duly registered under Philippine laws (SEC, CDA, DOLE, DSWD); and
- b. Must have an established and operational Internal Control System (ICS) for at least one (1) year.

### **2. Documents required (Annex G)**

## **G. ORGANIC FARMING FAMILY**

### **1. Qualifications**

- a. Major source of income should be organic farming for a period of at least three (3) years;
- b. Must have an endorsement from the Barangay Chairperson that the family members are working in the farm as residents of the locality, are Filipino citizens and are of good moral character:
- c. The parents are full-time farmers or engaged in farming and the family members are actively participating in organic farming activities; and
- d. Any one member of the family must be an active member of an agriculture-based organization

### **2. Documents required (Annex H)**

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## H. YOUNG FARMER

### 1. Qualifications

- a. Must be an organic agriculture practitioner, farmer, and an advocate for at least two (2) years, and must be endorsed by at least one eligible community leaders/groups/ organizations<sup>5</sup>;
- b. Must have an endorsement from the Barangay Chairperson that the nominee is a resident of the locality, a Filipino citizen and of good moral character; and
- c. Must be fifteen (15) to thirty (30) years old at the time of nomination<sup>6</sup>;

### 2. Documents required (Annex I)

## IV. SELECTION PROCESS

### A. REGIONAL SEARCH FOR ORGANIC AGRICULTURE ACHIEVERS' AWARDS

1. Regional Qualified nominees shall be endorsed by the PLTC and/or MLTC to the RTSC;
2. The RTSC shall:
  - a. Evaluate the submitted documents in accordance with the guidelines and score sheets formulated by the NTSC;
  - b. Select shortlisted nominees;
  - c. Conduct field validation of shortlisted nominees; and
  - d. Declare a regional winner and endorse the nominee and its complete documentary requirements to the NTSC.

### B. NATIONAL SEARCH FOR ORGANIC AGRICULTURE ACHIEVERS' AWARDS

The regional winner for every category shall be qualified for the national search. Their portfolio shall be endorsed to the NTSC.

1. The NTSC shall:
  - a. Evaluate the submitted documents;
  - b. Select shortlisted nominees;

<sup>5</sup>Endorsement from Political leaders, Regional Focal Person, Municipal Agricultural Office and Provincial Agricultural Office, Head or President of the specific OA organization.

<sup>6</sup>Based on RA 8044: The Youth in Nation-Buildong Act under Section 2. Policy: "The State hereby declares that "Youth" is the critical period in a person's growth and development from the onset of adolescence towards the peak of mature, self-reliant and responsible adulthood comprising the considerable sector of the population from the age of fifteen (15) to thirty (30) year.

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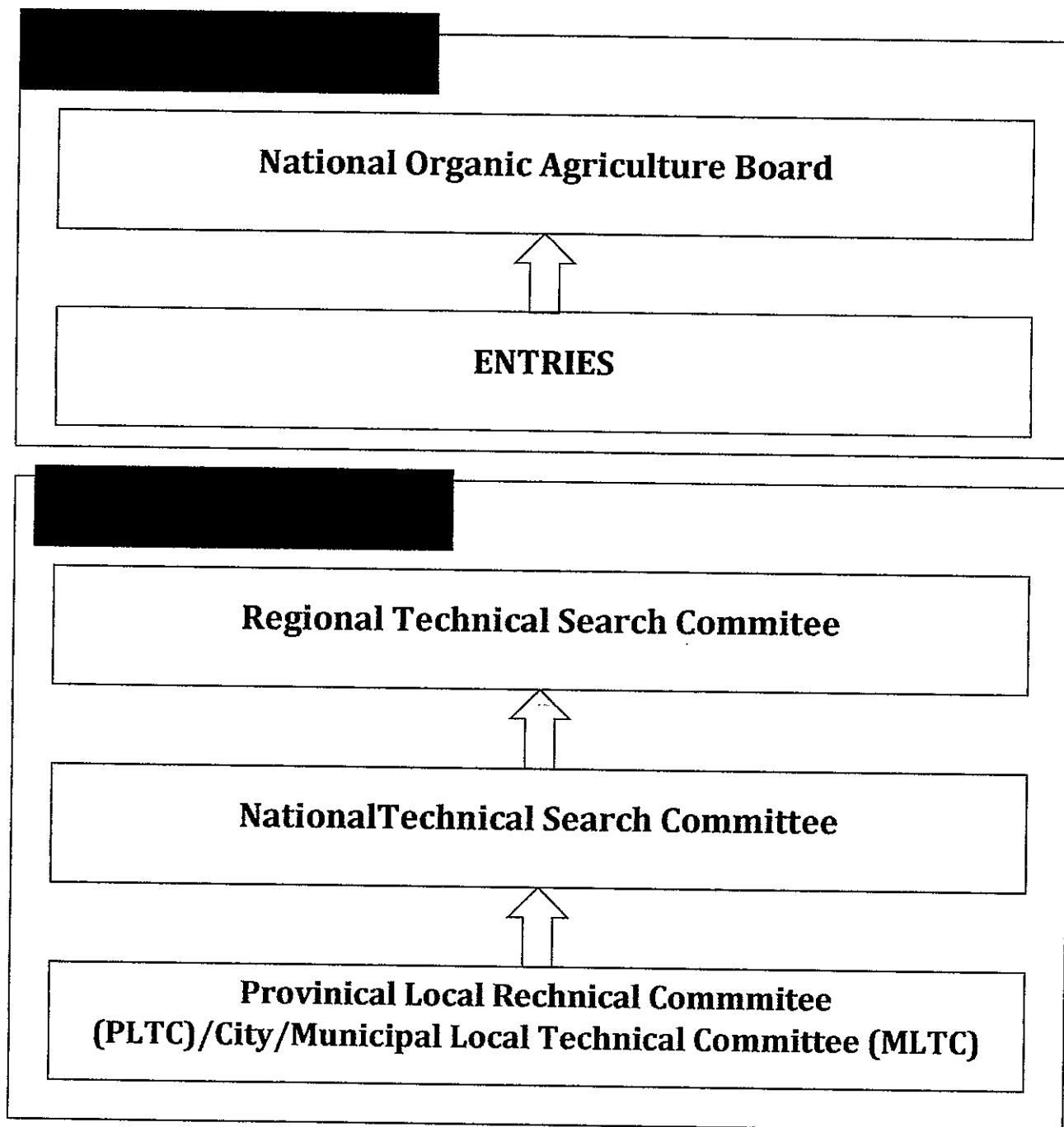


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- c. Conduct field validation of shortlisted nominees;
  - d. Endorse and recommend winners to the NOAB; and
2. The NOAB shall approve and declare the winners

#### V. SELECTION COMMITTEES

Figure 1. Selection process flowchart



Two (2) committees shall conduct the evaluation and selection process of the search namely: National Technical Search Committee (NTSC) and Regional Technical Search Committee (RTSC).

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## A. National Organic Agriculture Board (NOAB)

### 1. Composition

<b>Chairperson:</b>	NOAB Alternate Chair	DA Office of the Secretary
<b>Members:</b>	NOAB Members	Government Agencies and Private Sectors

### 2. Function

- a. Approve and declare the winners

## B. National Technical Search Committee (NTSC)

### 1. Composition

<b>Chairman:</b>	National Program Coordinator, NOAP/NOAP-NPCO
<b>Co-Chairperson:</b>	Deputy Program Coordinator, NOAP
<b>Members:</b>	Field Operations Service (FOS)
	Agribusiness and Marketing Assistance and Services (AMAS)
	Agricultural Training Institute (ATI)
	Bureau of Animal Industry (BAI)
	Bureau of Agriculture and Fisheries Standards (BAFS)
	Bureau of Fisheries and Aquatic Resources (BFAR)
	Bureau of Plant Industry (BPI)
	Bureau of Soils and Water Management (BSWM)
	Philippine Center for Postharvest Development and Mechanization (PhilMech)
	National Organic Agriculture Program – National Program Coordinating Office
	Office of the Undersecretary for Regulations
<b>Secretariat:</b>	NOAP-NPCO

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**2. Functions**

- a. Formulate guidelines and score sheet to be used in the search;
- b. Evaluate submitted documents endorsed by the RTSC;
- c. Select shortlisted nominees;
- d. Conduct and deliberate results of field validations;
- e. Endorse winners to the NOAB; and
- f. Conduct post-evaluation of the process implemented and set plans for the program and activities in the succeeding years.

**C. Regional Technical Search Committee (RTSC)**

Department of Agriculture Regional Field Units and, Department of Agriculture and Fisheries (DAF)-ARMM shall spearhead the formation of Regional Technical Search Committee.

**1. Composition**

<b>Chairperson</b>	Regional Technical Director for Operations
<b>Co-Chairperson</b>	Organic Agriculture Program Focal Person
<b>Members</b>	ATI Regional Center Director
	Regional Agricultural and Fisheries Council (RAFC)
	Agribusiness and Marketing Assistance Division (AMAD)
	Regional Agriculture and Fisheries Information Division (AFID)
	Regulatory Division
<b>Secretariat</b>	Organic Agriculture Program Staff

**2. Functions**

- a. Evaluate submitted documents and nominees endorsed by the PLTC;
- b. Select shortlisted nominees;

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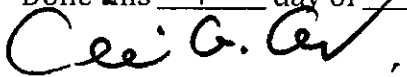
- c. Conduct field validation;
- d. Deliberate results of field validations;
- e. Endorse winners to the NTSC; and
- f. Conduct post-evaluation of the process implemented and set plans for the program and activities for the succeeding years.

Provision of funds for the prizes/grants to the winners shall be chargeable against the FPMA-NOAP 2020 Funds subject to existing accounting and auditing rules and procedure.

All Orders, Memoranda, or other issuances or portions thereof, which are inconsistent with this Order, are hereby suspended, modified or amended accordingly.

This Order shall take effect immediately.

Done this 27 day of August, 2020

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

DEPARTMENT OF AGRICULTURE  
in replying pls cite this code :  
For Signature: S-08-20-0275  
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**ANNEX A**  
**PORTFOLIO FOR PROVINCIAL & CITY/MUNICIPAL LOCAL GOVERNMENT UNIT**  
**ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of Contents (with pages numbered according to scoresheet);
- b. Proforma (Annex A, page 3)
- c. Brief profile of the area describing the total land area, total agricultural area, total area devoted to Organic Agriculture, (Organic by default, non-certified and certified farms with government intervention and certified farms without government intervention duly signed by the OA Focal Person and certified correct by the provincial agriculturist;
- d. Total livestock and poultry population (organic and non-organic), total number of farmers (Organic and non-Organic practitioners) and total number of agricultural extension workers (Organic and non-Organic) duly signed by the OA Focal Person and certified correct by the provincial agriculturist;
- e. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- f. Endorsement letter from the PLTC to DA-RFO;
- g. Endorsement letter from the DA-RFO to the NOAP;
- h. Certified true copy of the Organic Agriculture ordinance and enacted not later than September 30, 2019, certified by records custodian or any other authorized official;
- i. Summary of expenditures based on provincial AIP of the previous year (2019) certified by the provincial accountant;
- j. Total LGU expenditure in the previous year for organic agriculture based on AIP certified by the provincial accountant;
- k. Certified list of PLTC officers duly signed by the PLTC Chairman;
- l. Certified true copy of the resolutions approved/endorsed by the PLTC related to organic agriculture implementation, duly signed by the MLTC Chairman;
- m. Summary of PLTC meetings conducted in the preceding year (2019) stating the date, venue, agenda and brief highlights duly signed by the PLTC Secretary;
- n. Certified true copy of the updated Organic Agriculture Road Map or an Organic Agriculture program plan for a 3-5-year period approved by the PLTC Chairman (duly signed by the PLTC Secretary);
- o. Certified list of agricultural extension workers with their corresponding assignment/function (provincial and municipal) and attachment of dated and signed Special Order;
- p. Certified and updated list of completed and on-going Organic Agriculture-related projects initiated/implemented and/or funded by the LGU indicating the names of the beneficiaries, funding sources, location, project duration and project partners (since 2019);

- q. Progress report for on-going project and terminal report for completed projects;
- r. Certified number of provincial farmers' registry (certified number of farmers and organic farmers/practitioners) and registry should be available upon request;
- s. Certified list of organic farmer practitioners indicating farm location (with actual Organic Agriculture land area per household);
- t. Certified list of farmer recipients of extension support and agricultural inputs for Organic Agriculture;
- u. Certified list of LGU- funded techno demo farms/ learning sites;
- v. Certified true copy of any of the following market-related documents (with proof that the activity is assisted by the PLGU):
  - i. OA market information database (AMAS template)
  - ii. Certified true copy of the photographs and/or certificate of participation (from the official organizer) in local and international trade fairs, exhibits etc.;
  - iii. Photograph of the products being displayed in the local market (market day, supermarket, etc.) and summary sales report
- w. Certified true copy of the data showing the total agricultural area devoted to Organic Agriculture (yearly basis since 2015);
- x. Certification of the production record showing the total area, volume of production per commodity, average yield since 2019;
- y. Certified true copy of other organic related ordinances and resolutions, certified by records custodian;
- z. List of assisted farms with 3<sup>rd</sup> party certificate application (if application is still in process, present proof of application)
- aa. Photographs and location map of the established organic market;
- bb. Photocopy of certificate of registration of newly organized Organic Agriculture farming groups (from SEC, CDA, DOLE, etc.,)
- cc. Photocopy of recognitions, citations, news clippings and other notable achievements related to organic agriculture.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman; p and q may be included in the profile.**

**2020 National Organic Agriculture Achievers'  
Awards Proforma  
Local Government Unit Category  
(Provincial & City/Municipal)**

Indicators	Total
Total Land Area	
Total Agricultural Area	
Total Organic Agricultural Area	
Total livestock and poultry population (Organic and non-Organic)	
Volume of Production (per commodity)	
Total number of farmers (Organic and non-Organic)	
Total number of agricultural extension workers (Organic and non-Organic)	
Number of PLTC Officers	
Number of resolutions related to organic agriculture	
PLTC meetings conducted	
On-going organic related projects initiated, implemented and/or funded by the LGU	
Farmer recipients	
LGU-funded techno demo farms/learning sites	
Number of assisted farms with 3 <sup>rd</sup> party certificate application	

Noted by: \_\_\_\_\_  
Regional Executive Director

**ANNEX C & D**  
**PORTFOLIO FOR provincial & CITY/MUNICIPAL FOCAL PERSON ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of contents (with pages numbered according to scoresheet);
- b. Brief profile of the nominee;
- c. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- d. Endorsement letter from the MLTC to the Regional Director;
- e. Proforma (Annex C & D, page 2)
- f. Certified true copy of the service record and Individual Performance Commitment and Review (IPCR); if the nominee is not holding a permanent position, any certification of good performance from immediate supervisor;
- g. Certified true copy of the signed Special Order that the nominee is designated as organic agriculture focal person and has served in the organic program for at least two (2) years;
- h. Certified true copy of the list of projects initiated and implemented for at least one (1) year indicating the names of the beneficiaries (attested by the immediate supervisor);
- i. Certified true copy of the list of organic farmers assisted per barangay indicating farm location and provide location map with area coverage (attested by the immediate supervisor);
- j. Certified true copy of the following:
  - i. List of the trainings/seminars/workshops attended;
  - ii. Photocopy of the certificates received;
  - iii. List of the organic agriculture trainings/seminars/workshops conducted;
  - iv. List/attendance sheets of farmers who participated in the abovementioned activities; and
- k. Documentation through photographs;
- l. Certified list of existing OA farmer groups facilitated;
- m. Certified list of existing 3<sup>rd</sup> party certified farms assisted (if there's any); and
- n. Certified true copy of awards, citations, recognitions and news clippings related to organic agriculture initiatives.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

**2020 National Organic Agriculture  
Achievers' Awards Proforma  
Provincial & City/ Municipal Focal Person**

<b>Indicators</b>	<b>Total</b>
Number of OA farmer-beneficiaries supported	
OA production area covered	
No. of OA and OA-related trainings/ workshops/conferences /seminars attended for the past 5 years (2015-2019)	
No. of OA and OA-related trainings/ workshops/conferences /seminars facilitated in 2019	
Number of OA-related ordinances/ resolutions, and policy guidelines facilitated through LTCs	
Number of OA related information, promotion, advocacy campaigns conducted	
3rd party certified farms assisted	
Farms assisted for on-going 3rd party OA certification	
Number of awards, citations, recognitions and news clippings related to Organic Agriculture	

Noted by: \_\_\_\_\_  
**Regional Executive Director**

**ANNEX E**  
**PORTFOLIO FOR AGRICULTURAL EXTENSION WORKER ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of contents (with pages numbered according to scoresheet);
- b. Brief profile of the nominee;
- c. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- d. Endorsement letter from the MLTC;
- e. Proforma (Annex E, page 2)
- f. Certified true copy of the service record and Individual Performance Commitment and Review (IPCR) or any equivalent document; if nominee is not holding permanent position, any certification of good performance from immediate supervisor;
- g. Certified true copy of the signed Special Order that the nominee is designated as AEW and has served in the organic program for at least one (1) year;
- h. Certified list of organic farmers assisted per barangay indicating farm location with area coverage (attested by the immediate supervisor);
- i. Certified true copy of the following:
  - i. List of the trainings/seminars/workshops attended;
  - ii. Photocopy of the certificates received;
  - iii. List of the organic agriculture trainings/seminars/workshops conducted;
  - iv. List/attendance sheets of farmers who participated in the abovementioned activities; and
- j. Documentation through photographs Certified list of new OA farmer group assisted;
- k. Certified list of new 3<sup>rd</sup> party certified farms assisted; and
- l. Certified true copy of awards, citations, recognitions and news clippings related to organic agriculture initiatives.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

**2020 National Organic Agriculture  
Achievers' Awards Proforma  
Agricultural Extension Worker**

<b>Indicator</b>	<b>Total</b>
Number of Organic Agriculture farmer-beneficiaries supported	
OA and OA-related trainings/ workshops/ conferences/ seminars attended for the past 5 years (2015-2019)	
OA and OA-related trainings/ workshops/ conferences / seminars facilitated since 2019	
Consultations and OA farmers' meeting	
Farm visits and technical	
OA related techno-demo trials conducted	
OA farms assisted for 3rd party certification	
Number of awards, citations, recognitions and news clippings related to Organic Agriculture	

Noted by: \_\_\_\_\_  
**Regional Executive Director**



**ANNEX F**  
**PORTFOLIO FOR SMALL FARMER INDIVIDUAL ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of contents (with pages numbered according to scoresheet);
- b. Brief profile of the nominee (with ID picture and description of the farm);
- c. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- d. Endorsement letter from the MLTC/ or PLTC;
- e. Proforma (Annex F, page 2);
- f. Proof of land area/coverage (any of the following):
  - i. Certificate of land holdings
  - ii. Certificate of Land Ownership (CLOA)
  - iii. Certificate of Tax Declaration for Land, Building and Machineries
  - iv. Real Property Tax Assessment
  - v. Lease agreement or contract of lease
- g. Endorsement from the Barangay Chairman that the nominee is a resident of the locality, a Filipino citizen and of good moral character;
- h. Certification from Municipal OA focal person that the nominee is a *bona fide* organic farmer;
- i. Farm location map;
- j. Farm plan/layout;
- k. Copy of the farm records to be attested by the municipal Organic Agriculture focal person showing the number of years that the farm has been cultivated under organic farming system;
- l. Copy of the 2019 farm report containing the following:
  - i. Management practices use in the farm, by commodity;
  - ii. Production record; and
  - iii. Cost and return analysis (income statement showing profitability ratio)
- m. Photocopy of any organic certification ( local or international 3<sup>rd</sup> party certification), if any;
- n. Proof of market linkages (e.g. Purchase Orders, Delivery Receipts, etc);
- o. Photocopy of certificates from various Organic Agriculture and related trainings, seminars, workshops, conferences, etc. (attended)
- p. Photocopy of certificate of membership to farmer organization, community involvement to certain projects, etc.), if any; and
- q. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

**2020 National Organic Agriculture Achievers' Awards Proforma  
Small Farmer Individual**

<b>Indicators</b>	<b>Total</b>
Trainings/Seminars/Workshops attended	
Trainings/Seminars/Workshops conducted	
Certificates received	
Number of awards, citations, recognitions and	

**Noted by:** \_\_\_\_\_  
**Regional Executive Director**

**ANNEX G**  
**PORTFOLIO FOR FARMERS' GROUP ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of Contents (with pages numbered according to scoresheet);
- b. Brief profile of the nominee;
- c. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- d. Proforma (Annex G, page 2);
- e. Certified true copy of Registration with Articles of Incorporation and By-Laws from any of the following: Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA); Department of Trade and Industry (DTI); Department of Labor and Employment (DOLE); Department of Social Welfare and Development (DSWD); or any other appropriate agencies;
- f. Certified true copy of the internal control system (ICS) manual;  
Certified list of current members and officers signed by board secretary;
- g. Certified true copy of Audited financial statements for the past two (2) years of operation;
- h. Certified list and/or photographs of Organic Agriculture-related projects previously completed with a respective list of beneficiaries, if applicable (also identify members and non-members);
- i. Documentation/minutes of meetings conducted in the previous year;
- k. Photocopy of any organic certificate local or international 3<sup>rd</sup> party certification), if any;
- l. Proof of market linkages (e.g. Purchase Orders, Delivery Receipts, etc);
- m. Photocopy of certificates from various OA and OA-related trainings, seminars, workshops, conferences, etc. (facilitated);
- n. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

Indicators	Total
Number of meetings conducted in 2019	
Number of active farmer-members	
Number of successful projects implemented	
OA production area covered (hectares)	
Number of OA and OA-related trainings/ workshops/conferences/seminars facilitated since 2019	
Number of local trade fairs participated	
Number of international trade fairs participated	
Number of Activities with social impacts conducted	

Noted by: \_\_\_\_\_  
Regional Executive Director

**ANNEX H**  
**PORTFOLIO FOR ORGANIC FARMING FAMILY ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of contents (with pages numbered according to scoresheet);
- b. Endorsement letter from the MLTC/ PLTC;
- c. Proforma (Annex H, page 2);
- d. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- e. Brief family profile with the latest family photo and members' task/s;
- f. Proof of land area/coverage (any of the following):
  - i. Certificate of land holdings
  - ii. Certificate of Land Ownership (CLOA)
  - iii. Certificate of Tax Declaration for Land, Building and Machineries
  - iv. Real Property Tax Assessment
  - v. Lease agreement or contract of lease
- g. Endorsement from the Barangay Chairman of the family members working in the farm as residents of the locality, are Filipino citizens, and of good moral character;
- h. Certification from Municipal OA focal person that the family is a *bona fide* organic farming practitioner;
  - i. Farm profile;
  - j. Farm location map;
  - k. Farm plan/layout;
  - l. Copy of the farm records to be attested by the AEW and noted by the municipal OA focal person showing the number of years that the farm has been cultivated under organic farming system;
- m. Copy of the 2019 farm report containing the following:
  - i. Management practices used in the farm, by enterprise;
  - ii. Production record; and
  - iii. Cost and return analysis (income statement showing profitability ratio)
- n. Photocopy of any organic certificate or international certification, if any;
- o. Proof of market linkages (e.g. Purchase Orders, Delivery Receipts, etc);
- p. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives awarded to any member of the farming family, if there is any.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

**2020 National Organic Agriculture  
Achievers' Awards Proforma  
Organic Farming Family**

<b>Indicators</b>	<b>Total</b>
Number of Attended trainings/seminars/ workshops for the past 5 years (2015- 2019)	
Number of technology applied	
Number of developed technologies	
Number of improved technology	
Number of adopted technology	
Number of soil and water conservation practices	

Noted by: \_\_\_\_\_  
**Regional Executive Director**

**ANNEX I**  
**PORTFOLIO FOR YOUNG FARMER ENTRY**

**I. Specifications**

- a. Labeled cover (with name of nominee, region and category)
- b. In PDF Form

**II. Contents**

- a. Table of contents (with pages numbered according to scoresheet);
- b. Brief profile of the nominee (with ID picture and description of the farm);
- c. Proof that the entry is a winner of the respective regional search (please include tally of scores and ranking from the regional entry);
- d. Proforma (Annex I; page 2);
- e. Endorsement letters from Regional Focal Person, Municipal Agricultural Office and Provincial Agricultural Office, Head or President of the specific OA organization;
- f. Endorsement from the Barangay Chairman that the nominee is a resident of the locality, a Filipino citizen and of good moral character;
- g. Certification from Municipal OA focal person that the nominee is a *bona fide* organic farmer;
- h. Farm location map;
- i. Farm plan/layout;
- j. Copy of the farm records to be attested by the municipal Organic Agriculture focal person showing the number of years that the farm has been cultivated under organic farming system;
- k. Copy of the 2019 farm report containing the following:
  - i. Management practices use in the farm, by commodity;
  - ii. Production record; and
  - iii. Cost and return analysis (income statement showing profitability ratio)
- l. Photocopy of any organic certification (local or international 3<sup>rd</sup> party certification), if any;
- m. Proof of market linkages (e.g. Purchase Orders, Delivery Receipts, etc);
- n. Photocopy of certificates from various Organic Agriculture and related trainings, seminars, workshops, conferences, etc. (attended and conducted)
- o. Photocopy of certificate of membership to organic farmer organization, community involvement to certain projects, etc.), youth organization if any; and
- p. Photocopy of awards, citations, recognitions and news clippings related to organic agriculture initiatives, if any.

**Note: RTSC to include the accomplished score sheet in the portfolio of the nominee for the National Search duly signed by the RTSC chairman.**

**2020 National Organic Agriculture Achievers' Awards Proforma  
Young Farmer**

<b>Indicators</b>	<b>Total</b>
Number of Marketing Initiatives and Techniques	
Number of years on Organic Farming	
Number of technology practice/adopted	
Number of Farm Diversification IDOFS	
Number of OA Related Trainings/Seminars/Workshops Attended (Local)	
Number of OA Related Trainings/Seminars/Workshops Attended (International)	
Number of OA Related Citations and Awards Received	

Noted by: \_\_\_\_\_  
**Regional Executive Director**