



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

Memorandum Order

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**SUBJECT : GUIDELINES FOR THE VALIDATION ACTIVITY OF THE
UPDATING OF THE REGISTRY SYSTEM FOR BASIC SECTORS IN
AGRICULTURE (RSBSA)**

I. INTRODUCTION

The Department of Agriculture (DA) is undertaking a system and content upgrading of the current Registry System for Basic Sectors in Agriculture (RSBSA) through the development of the Farmer and Fisherfolk Registry System (FFRS). This Registry aims to provide the DA a systematic way of directly reaching and supporting its beneficiary farmers and fishers and serve as a reference for the targeting and monitoring of programs, activities, and projects of the Department.

With more than a year of continuous enrollment of farmers and fishers under RSBSA, it is imperative for the Department to assess the RSBSA registration process and the datasets captured through the FFRS. This shall further improve the implemented processes, enhance the registry system in place, and assess the reliability of the data stored in the registry.

This Validation Implementing Guidelines shall provide the procedures and requirements for the validation activity among the farmers, farm workers, and fisherfolk registered in the RSBSA, encoded through the FFRS. The definition of terms in this document will adhere to the definitions stated in the Section 6 of the [RSBSA Supplemental Guidelines](#) dated 05 March 2021.

II. OBJECTIVES

This activity aims to check for consistency of data collection among implementing units, accuracy of data encoding, and data quality of the registry database. Specifically, this validation activity would like to:

1. Assess the consistency of the implementation of RSBSA registration between the agencies involved (from LGU-level to DA-Central Office);
2. Assess the experience of farmers in enrolling for the updated RSBSA following the issued protocol and guidelines and their awareness towards the registry;
3. Inspect for inclusion errors in enrollment of data subjects (i.e. registrants who are not qualified for enrollment);
4. Examine the accuracy of data being encoded to the FFRS by checking discrepancies between FFRS data entries and data collected from RSBSA enrollment forms (in paper); and
5. Analyze the data quality captured from the RSBSA registration and generated through the FFRS.

III. SCOPE OF THE VALIDATION

The validation activity shall cover the following provinces in the regions. The sample size was determined using statistical tools.

REGION	PROVINCE	SAMPLE SIZE
Cordillera Administrative Region	Benguet	1,600
Ilocos Region	Pangasinan	1,600
Cagayan Valley	Isabela	1,600
Central Luzon	Nueva Ecija	1,600
CALABARZON	Quezon	1,600
MIMAROPA	Occidental Mindoro	1,463
Bicol Region	Camarines Sur	1,600
Western Visayas	Iloilo	1,600

REGION	PROVINCE	SAMPLE SIZE
Central Visayas	Negros Oriental	1,360
Eastern Visayas	Leyte	1,600
Zamboanga Peninsula	Zamboanga Del Norte	1,403
Northern Mindanao	Bukidnon	1,600
Davao Region	Davao Del Sur	1,595
SOCCSKSARGEN	Sultan Kudarat	1,413
CARAGA	Agusan Del Norte	1,374
TOTAL		23,008

3.1 Duties and Responsibilities of Personnel Involved

Enumerators

The enumerators to be hired by the Validation Implementer shall be responsible for the following and are expected to deliver the following duties:

- a. Attend the training for enumerators to be equipped with all the knowledge necessary to understand the concepts and instructions in the RSBSA Supplemental and Validation Guidelines;
- b. Interview the registered farmer to answer the Knowledge Attitude and Practices (KAP) Questionnaire (see Annex C) in relation to their RSBSA enrollment;
- c. Counter-check the accuracy of the data collected in the RSBSA form through re-inquiring the registered farmer about the information indicated in the accomplished form;
- d. Assist in registering survey participants that are not yet registered in the RSBSA to the MAO's office adhering to the RSBSA protocol;
- e. Encode all collected data during the validation activity through the system to be developed by DA-ICTS;
- f. Keep all information collected strictly confidential by signing and complying to the terms and conditions of the Non-Disclosure Agreement (NDA);
- g. Perform such other validation activity-related duties that may be assigned from time to time by the Validation Coordinator.

Validation Coordinators

The Validation Coordinators shall be responsible for the following and are expected to deliver the following duties:

- a. Attend the RSBSA Validation training to equip them with all the knowledge necessary for them to understand the concepts in the RSBSA Validation activity;
- b. Coordinate with the City/Municipal Agriculturist Office (C/MAO) and other barangay officials regarding the conduct of the validation activity in the vicinity;
- c. Moderate Focus Group Discussion/Key Informant Interviews (KIIs) with authorities involved in the RSBSA registration process (see annex C- Guide Questions);
- d. Meet the enumerators once a week to review their accomplished questionnaires, discuss inconsistencies in these questionnaires and the corresponding corrections;
- e. Scrutinize the completeness, legibility, correctness, and consistency of the responses on the accomplished questionnaires; and
- f. Process the data collected by the enumerators as an output to be submitted to the DA-RFO.

3.2 Duties and Responsibilities of the Operating Units

Validation Implementer

- a. Lead the conduct of the validation activity through hiring and supervising the enumerators; overseeing the encoding of the data collected, and analyzing the data results.
- b. Adhere to the approved timeline, budget, and expected output of the Validation Activity;
- c. Submit weekly updates/ report to the DA-RFO to include properly documented reports with complete attachments; and
- d. Submit a project accomplishment/ terminal report and all other necessary documentation reports to the DA-RFO within the approved timeline after the completion of the program.

Regional Field Offices

- a. Select a Validation Implementer that is both eligible and capable of conducting the validation activity (see Annex E for the flowchart);
 - i. Coordinate with the Validation Implementer of the selected province if they are available for partnership in conducting the validation activity;
 - ii. Propose a third-party CSO accredited by DA that will conduct the validation in cases Validation Implementer of the selected province is not available for partnership.

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- iii. In the absence of eligible SUC or NGO/CSO, organize a Project Validation Team which may involve hiring of a validation coordinator and enumerators who shall perform the validation activity.
- b. Transfer funds for the conduct of the validation activity of the RSBSA to the selected Validation Implementer through the facilitation of a Memorandum of Agreement (see Annex B);

In the case of creating a Project Validation Team, compensation on a monthly basis shall be hinged on its validation personnel through submission of specific project outputs (output-based remuneration) which shall be attached to the monthly progress report submitted to the DA-RFO.

The DA-RFO shall provide the Project Validation Team with necessary equipment, supplies/kits and other logistical support to aid in the performance of its deliverables within the given timeline.

- c. Ensure that funds provided for the Validation Implementer is used properly and liquidated based on the intended purposes specified in the Work Plan;
- d. Facilitate the signing of a Data Sharing Agreement (see Annex A) and Non-Disclosure Agreement for compliance to the Data Privacy Act in handling personal / sensitive information of the data subjects;
- e. Assist the Validation Implementer in cascading questionnaires to its target participants and ensure timely delivery of outputs based on the approved work plan;
- f. Conduct regular meetings with the Validation Implementers to ensure activities and outputs of the study are met in a timely manner; and
- g. Provide the Registry System for Basic Sectors in Agriculture- National Program Management Office (RSBSA-NPMO) all necessary reports and documentation.

RSBSA-NPMO

- a. Assist the DA-RFOs in the preparation of all needed documents for the transfer of funds to the Validation Implementers and the conduct of the surveys at the municipal level;
- b. Provide technical assistance to the DA-Regional Field Offices (DA-RFO) in conducting orientations and briefings to its partner LGUs and Validation Implementers; and
- c. Monitor the progress of the activity through its Regional Field Offices and ensure that timelines and targets are met.

IV. VALIDATION PROCEDURES

4.1 PRE-VALIDATION ACTIVITY

4.1.1 RFOs and Validation Implementers. Regional Field Offices should identify Validation Implementers that will implement the Validation activity. The following qualifications should be considered in choosing Validation Implementers.

- (1) Validation Implementers may be the following:
 - a.) an accredited State University/College (SUC);
 - b.) an accredited Civil Society Organization (CSO) or Non-Government Organization (NGO);
 - c.) In cases that there are no qualified SUC or CSO/NGO capable to serve as the Validation Implementer, the DA-RFOs shall create a Project Validation Team through hiring consultants and personnel not involved in the DA-RFO that will consist the ad hoc committee in-charge for the activity implementation.
- (2) Validation Implementers should have no pending financial obligations to the Department of Agriculture;
- (3) Validation Implementers preferably have worked with a previous similar project/study or any project related to validation;
- (4) Validation Implementers should be able to commit to the given timeframe and budget allocated for the conduct of the validation activity; and
- (5) Validation Implementers should have the capacity both for working space and storage facilities to follow minimum health protocols.

Upon choosing the Validation Implementers to conduct the validation activity, the DA-RFO and identified Validation Implementers shall undergo signing of MOA and transfer of funds allocated for the validation activity. The fund is dedicated to cover for all expenses needed to facilitate the activity. If a Project Validation Team shall be created, this provision shall not be applicable.

4.1.2 Training of Validation Implementer. Validation Implementer staff shall undergo training related to validation activity such as data privacy, data collection, and expected outputs from them at the end of the contract. The designated Validation Coordinator/s is/are required to attend the training. Coordinators are responsible for leading the data validation. The training for the coordinators shall be facilitated and coordinated by the DA-RFOs.

4.1.3 Training of Enumerators. Validation Implementer shall hire the enumerators for the validation activity. The enumerators to be hired are expected to be residents of the identified provinces to avoid travel restrictions imposed by Local Government Units. It is also important that the hired enumerator should know how to speak the language/dialect of the specific region.

The enumerators hired are required to undergo training facilitated by Validation Coordinators. In the same venue, all of the staff involved in validation activity should sign Non-Disclosure Agreement to ensure the confidentiality of the data to be collected in the validation activity.

4.1.4 RFOs, Validation Implementer Coordination with C/MAOs. RFOs should lead the coordination with C/MAOs. Before the deployment of enumerators in the field, it is important that C/MAOs should have coordinated with Barangay Officials of the validation activity to be conducted. This is to ensure that there will be no miscommunication upon reaching the field. Validation Coordinators should ensure at least an endorsement letter from C/MAO for the validation activity.

4.2 VALIDATION PROPER

4.2.1 Documentation of the materials received and given to the enumerators. Utilize a log sheet or record book to ensure that all of the documents and materials given and received to enumerators are well documented. This will not only be used at the beginning of the data collection process but will continue throughout the data validation process. The coordinator and the enumerator must have copies of the log sheets or record book for counter checking and auditing purposes.

4.2.2 Data collection. The enumerators are required to conduct a two-part interview per RSBSA registered to be validated. The first will be the farmers' experience and awareness interview and the second is the re-checking of the farmer and farm profile using the copy of the RSBSA enrollment form. The concepts and definitions to be referred to for the purpose of the validation should be the supplemental guidelines rolled out by the RSBSA NPMO.

Apart from the two-part interview for RSBSA registered survey participants, a Focus Group Discussion (FGD) and Key Information Interviews (KIIs) shall be conducted for the authorities involved in the RSBSA registration process. These authorities are the barangay chairman, Municipal Agriculture Office (MAO), City/Municipal Agricultural and Fishery Council (C/MAFC), the DA- Regional Field Offices (DA-RFOs), and other signatories authorized based from the RSBSA Supplemental Guidelines.

The FGD/KIIs shall capture the perspectives of the officials regarding the LGU-level implementation of the RSBSA. The discussion shall be moderated by the Validation Coordinator with proper documentation (i.e. minutes of the meeting, photos, audio recordings) that shall be submitted at the end of the validation activity implementation.

4.2.3 Submissions of Materials. Coordinator/s should verify the completeness and correctness of the materials submitted as well as the data for each field of the questionnaire. Upon the review and approval of the coordinator, they shall receive the materials with the materials log document.

4.3 POST-VALIDATION

4.3.1 Data Processing. ENCODING - Coordinator shall encode the forms into the system developed and distributed by the RSBSA-NPMO. Any inconsistencies from the data should be immediately documented and corrected noted by the coordinator and enumerator.

4.3.2 Data Processing. ANALYSIS Coordinator shall process the data based from the report template given by the RSBSA-NPMO.

4.3.3 Community Validation and Consultation. The data processed and analyzed shall be presented to the C/MAO and barangay officials for the purpose of reporting and validation from the community. The discussion for this activity shall be documented properly for procedure enhancement and protocol refinement.

V. REPEALING CLAUSE

All orders or portions thereof inconsistent herewith are hereby modified or amended accordingly.

VI. EFFECTIVITY

This guideline shall take effect immediately upon signing thereof and shall remain in full force and effect unless revoked, revised, or amended.

Done this 7th day of September 2021, in Diliman, Quezon City, Philippines.

APPROVED / DISAPPROVED:


WILLIAM D. DAR, Ph.D
Secretary

DEPARTMENT OF AGRICULTURE

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ANNEXES

Annex A. DSA-NDA Template

DATA SHARING AGREEMENT

This Data Sharing Agreement is dated _____ and is between:

_____ a with office address at _____, and represented herein by its _____, _____ (hereinafter referred to as the "**Transferor**");

-and-

_____, a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at _____ and represented herein by its President and _____, _____, (hereinafter referred to as the "**Transferee**").

1. The Parties are entering into this Agreement, and Transferor is granting Transferee access to the Data (as defined in Section 1.1 hereunder), for the following purposes: (the "**Purpose**"):
 - a. _____;
 - b. _____;
 - c. _____.
2. The Parties agree that the Transferor is designated as the personal information controller and the Transferee is designated as the personal information processor pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012 (the "DPA") and its implementing rules and regulations (the "DPAIRR"), as amended from time to time (hereinafter collectively referred to as the "Privacy Laws"), for purposes of fulfilling the Purpose, and subject to the terms and conditions of this Agreement.
3. This Agreement aims to provide a clear statement on the protection of all Data, including Personal Information or Personal Data and Protected Information as defined under the Privacy Laws in order to provide for an adequate level of protection for the Data processed by the Transferee by itself or through Subcontractors, as necessary for the fulfillment of the Purpose and in providing the Services as defined under Schedule 1 attached hereto.

The Parties therefore agree as follows:

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Annex B. DA-RFO-SUC Memorandum of Agreement (MOA) Template

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

The **DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE** - _____, a regional field office of the Department of Agriculture, with principal office address at _____, represented by its Regional Executive Director _____, herein referred to as "**DA- RFO**";

and

The _____, a public Higher Education Institution with principal office at _____, represented herein by its President, _____, herein referred to as "**SUC- _____**";

WITNESSETH

WHEREAS, DA, is mandated for the promotion of agricultural and fisheries development and growth, pushes for increased food sufficiency as an effort to ensure food availability, accessibility, and affordability;

WHEREAS, DA is responsible in the development of the National Registry System for Farmers and Fishers (NRSFF) also known as the Registry System for Basic Sectors in Agriculture (RSBSA);

WHEREAS, DA updates the NRSFF to provide a reliable source of farmer and farm information and serve as basis for implementing various programs such as providing production input and financial assistance, insurance services, and other interventions that cater to the farmers and fishers;

WHEREAS, DA conducts the updating of the NRSFF through registration and re-registration of farmers and fishers, of all crops and commodities with the Regional Field Offices (RFO) and with coordination from the City/Municipal Agriculturist's Office (C/MAO);

WHEREAS, DA conducts a validation activity in partnership with World Bank (WB), through the Farmer Registry Technical Assistance provision, to assess the consistency of the implementation of RSBSA registration protocol between the agencies involved from the LGU-level to the Central Office;

WHEREAS, the activity should be coordinated to the Local Government Unit (LGU) due to the participation of the C/MAO and State Universities and Colleges (SUC);

WHEREAS, DA acknowledges the full implementation of the Supreme Court's ruling on the Mandanas-Garcia petition by 2022, wherein the local government units are expected to absorb the programs and assume the devolved functions and services of the national government in response to the expansion of their share to the internal revenue allotments (IRA);

WHEREAS, DA recognizes the technical expertise of the **SUC- _____** to assist and collaborate with the implementing unit through the Regional Field Office in conducting such activity in the initially identified province of the project;

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Annex C. Questionnaires

Farmer-Level Survey Questionnaire

Updating of the Registry System for Basic Sectors in Agriculture (RSBSA) Validation Activity

ENUMERATOR:

Good day!

I am an enumerator assigned by the Department of Agriculture (DA) who is tasked to conduct this survey as part of the validation activity for the Updating of the RSBSA. The purpose of this survey is to identify the knowledge, attitudes, and practices (KAP) of the survey participant on the protocols for the RSBSA registration and enrolment.

The RSBSA aims to be the reliable source of data information to be used as basis/reference in the implementation of various programs as well as the formulation and evaluation of policies of DA. Information gathered from the survey will be treated with confidentiality. On the other hand, this survey aims to contribute in the development of formulation and evaluation of plans and policies of the Department to ensure delivery of interventions appropriate to its main beneficiaries through the RSBSA.

Thank you very much!

General instruction: Answer the following questions honestly.

PERSONAL INFORMATION

RSBSA Reference Number: _____

Name: _____ Age: _____

Gender: _____

Address: _____

Educational attainment: _____

Occupation: _____

Monthly income (estimated average): _____

Number of family members inside the household: _____

KNOWLEDGE ABOUT THE RSBSA

Instructions for enumerator: Check (/) the column corresponding to the participant's answer. Put in the remarks column his/her comments, if there are any.

STATEMENT	TRUE	FALSE	I DON'T KNOW	REMARKS <i>(if the participant has comments)</i>
1. The RSBSA is the official registry system of DA of Filipino farmers and fisherfolk.				
2. The RSBSA serves as a basic requirement of eligibility to be able to apply and receive DA interventions and other agencies and other line agencies of the government.				
3. The RSBSA is the official entity providing subsidies, loans, and insurance for the farmers and fisherfolk who will avail for it.				
4. One registrant per land is allowed to register to RSBSA.				
5. No document is required to present or submit as proof of being a legitimate farmer/ fisher.				

Guide Questions for Focus Group Discussion with LGUs and DA-RFOs

Guide questions for LGU agricultural officer (provincial and city/municipal)

Before enrollment

- What is your understanding/experience regarding the following:
 - Purpose of the updating of the RSBSA
 - Identifying target enrollees: Whom did the RSBSA enrollment cover? How did you locate potential enrollees? how did you ensure that
 - Storing and reporting accomplished forms
 - Protocols to prevent multiple registration
 - Are there operational guidelines in informing farmers, farm workers and fisherfolk about the updating of the RSBSA?
- Where did the enrollment forms come from? Who provides the reference numbers?
- Describe activities or announcements done to inform farmers and encourage registration.
- Did DA provide adequate briefing/explanation for the enrollment?

Enrollment process:

- How was enrollment organized? How long did the enrollment period take?
- How did you ensure that forms were properly filled up?
- Were there any problems encountered in the enrollment process?
- Did farmers find the enrollment form easy to fill up? What questions did they have most difficulty with?
- Did you provide the enrollment stub to the farmers? Do farmers show this stub when availing of DA programs?
- What measures did you take to ensure that as many farmers as possible are enrolled?
- What is your estimate of the percentage of farmers in your LGU who were **not** enrolled? (Answer can be in range, e.g. 20 – 30%, etc.)

Post enrollment

- What is the system for paper storage of enrollment forms – for example, are the forms stored by reference number, location, alphabetically?
- Are the forms stored electronically?
- What is the procedure for transmitting the enrollment forms to DA?

Overall

- What recommendations can you make to improve the enrollment of farmers and fisherfolk into the Registry?

Guide questions for DA Regional field office

- Did you provide briefings to provincial, municipal or city agricultural offices about the updating of the RSBSA? What is the content?
 - Purpose of the updating of the RSBSA
 - Identifying target enrollees
 - Definitions and content of the registration form
 - Registration process
 - Storing and reporting accomplished forms
 - Protocols to prevent multiple registration
- What monitoring was done to ensure LGUs adhered to registration procedures?
- What measures were taken to ensure that as many farmers as possible were enrolled? What measures were taken to ensure that enrollment forms are properly filled up?
- Please show the system used to encode the forms. Did the DA FOS/ICTS provide adequate training in using the system?
- What were the main problems encountered in encoding of enrollment forms? What accounts for the backlog if any in encoding?
- Do you employ techniques for cleaning data?
- How is the data on geo-coordinates of farm parcels collected? How do you ensure that coordinates are properly matched to the parcel owner/cultivator?
- Did you scan the forms and send a copy to DA-FOS?
- Did you store the paper forms?
- How many encoders did you hire? Did you train them? Is there an encoding manual?

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Annex D. Document / Item Log Sheet

Region: _____

City/Municipality: _____ Barangay: _____

Name of Enumerator: _____

Name of Coordinator: _____

Type of Documents/ Materials / Items	Unit	Description	Date	Signature (Indicate if received or submitted)



Annex E. RSBSA Field Validation Flowchart

RSBSA – FFRS Proposed Validation Activity Flowchart FY 2021

