



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

MEMORANDUM ORDER

No. 27

Series of 2022

SUBJECT: SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF THE NATIONAL URBAN AND PERI-URBAN AGRICULTURE PROGRAM (NUPAP)

SECTION 1. BASIC POLICY

Pursuant to Administrative Order No. 03, Series of 2022, "*Creation of the National Urban and Peri-Urban Agriculture Program (NUPAP), a banner program of the Department of Agriculture (DA)*", it is the policy direction of the DA to increase food production and lessen the logistic costs in order to soften the impact of global concerns like food security, climate change and the rising costs of fuel and other inputs. It also creates alternative livelihood opportunities in collaboration with Local Government Units (LGUs), National Government Agencies (NGAs), private sectors, Civil Society Organizations (CSOs), and other interested stakeholders.

The NUPAP shall promote urban and peri-urban agriculture (UPA) and other emerging agriculture practices through the Plant, Plant, Plant Program by providing material, technical and funding support to UPA programs and activities.

SECTION 2. OBJECTIVES

These circular aims to provide the implementation guidelines of the NUPAP which focuses on the objectives of ensuring food security for the urban and peri-urban population; reducing food miles into food steps to lower fuel consumption and cost of logistics; creating livelihood opportunities; and promoting a healthy lifestyle by making available nutritious food for Filipinos specifically in urban and peri-urban areas.

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Specifically, this aims to achieve the following:

For individuals and groups (e.g. homeowners, communities, groups, etc.)

- a. Encourage household food production to provide for their daily nutritional needs;
- b. Encourage entrepreneurship and value-adding for alternative source of livelihood; and
- c. Create spaces for recreation, rehabilitation and cultural cohesion.

For community growers' associations (e.g farmer cooperatives and associations or FCAs, agribusinesses, social enterprises, and corporate organizations)

- a. Increase food production in their localities through innovative agricultural practices;
- b. In case of outdoor or conventional farming, establish at least 1000 to 3000-square meter demo farm to initiate agriculture-related livelihood activities;
- c. Consolidate and supply fresh produce to existing markets especially near the areas of production or distribute to communities or groups in need;
- d. Contribute to climate change adaptation and mitigation by planting climate-resilient crops and using appropriate technologies; and
- e. Serve as a model for scaled-up food production and source of seedlings that can be used in the expansion of urban farms in respective communities.

For program implementers in the DA, NGAs, LGUs, CSOs, and private sector partners:

- a. Collaborate and build strong partnerships among LGUs, CSOs, and other public and private institutions;
- b. Implement government plans and strategies such as establishment of community-managed gardens or farms, and corporate farms specifically in urban and peri-urban areas as means to expand areas of crop production, raising small livestock and or engage in aquaculture, as well as create sources of livelihood; and
- c. Receive support or funding from the DA or other agencies to implement Urban and Peri-urban Agriculture (UPA) programs, activities, projects (PAPs).

SECTION 3. DEFINITION OF TERMS

For the purpose of these guidelines, the terms and phrases shall mean:

- a. *Beneficiaries* refer to the selected individuals or group of individuals living in an urban or peri-urban area to include, but not limited to, members of households, students, out-of-school youth and senior citizens.

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- b. *Community Garden* refers to the land cultivated by a group of individuals and planted with various high value crops as defined under Republic Act No. 7900 or the High Value Crops Development Act of 1995 and with the crops declared as such by the DA Secretary.
- c. *Community Growers Associations (CGAs)* refer to organized group entities engaged in the business of farming/ agriculture through setting up UPA modules to produce high value crops that can be distributed to localities and provide livelihood.
- d. *Community Farming* refers to utilizing lands on public or private spaces located or situated in barangays or localities with community access for large scale food production.
- e. *Memorandum of Agreement (MOA)* refers to the legal document stating the terms and details of the partnership agreement.
- f. *Partners* refer to individuals or groups that are engaged in collaborating in the UPA program and activities.
- g. *Peri-urban areas* refer to zones of transition from rural to urban land uses located between the outer limits of urban and regional centres and the rural environment. The boundaries of peri-urban areas are porous and transitory as urban development extends into rural and industrial land. Irrespective of how the boundaries move, there will always be peri-urban zones. (UNESCO)
- h. *Program Implementers* refer to implementing agencies of the DA such as Regional Field Offices (RFOs), Bureaus, attached agencies and other entities such as Civil Society Organizations (CSOs) which are accredited by the DA to implement programs and projects.
- i. *Urban Agriculture* refers to food production that occurs in urban areas. Such production takes place in backyards, on rooftops, in community vegetable and fruit gardens or unused or public spaces.
- j. *Urban Areas* refer to areas in the National Capital Region (NCR) and all the other areas falling under any of the following categories pursuant to Philippine Statistics Authority (PSA) Board Resolution No.1, series of 2017.
- Category 1- Barangays with a population size of 5,000 or more, or
 - Category 2 - Barangays with at least one establishment with a minimum of 100 employees, or

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- Category 3 - Barangays with five or more establishments with 10 to 99 employees, and five or more facilities within the two-kilometer radius from the barangay hall. These facilities are as follows: municipal/city hall or provincial capitol; church, chapel or mosque where religious services are held at least once a month; public/town plaza or park for recreation; cemetery; market place or building where trading activities are carried out at least once a week; public school buildings (elementary, high school, and college/university); hospital, puericulture center, barangay health center/station or clinic; fire station or community waterworks system; post office or postal service; landline telephone system or calling station; cellular phone signal; and public street sweeper.
- k. *Urban and Peri-urban Agriculture Technology or Module* refers to the interventions adopted by the NUPAP which includes, but is not limited to community gardening, vertical farming, conventional farming, hydroponics, containerized, greenhouse, rooftop gardens and edible landscaping.
- l. *Urban Farming* refers to cultivation and utilization of unused or underused land areas around the city to provide a source of food and income for urban dwellers in a large scale (FAO, 2022)
- m. *Urban Gardening* refers to growing crops in limited spaces or by using portable and modular planters, and recyclable materials like old plastic bottles, where agricultural land spaces are not available. (Department of Agriculture, 2020)
- n. *Urban and Peri-urban Agriculture (UPA) Focal Person* refers to authorized representatives from the DA RFOs, bureaus and attached agencies in the facilitation and implementation of UPA activities.

SECTION 4. SCOPE

This guideline shall cover the program components, planning, implementation, monitoring and evaluation of all Urban and Peri-Urban Agriculture activities for the effective and efficient delivery of integrated support services pursuant to Administrative Order No. 03, Series of 2022, and other applicable DA guidelines, rules and regulations.

SECTION 5. PROGRAM COMPONENTS

The program components of UPA are enumerated in, but are not limited to, Section 5 of A.O. No. 03, Series 2022. Activities may include urban farms, outdoor farms, rooftop farms, indoor farms, and greenhouses, hydroponic, aeroponic, and aquaponic farm facilities; and other innovations in urban and peri-urban agriculture production. Other UPA modules may also be adopted as appropriate and as new technologies develop.

The Urban Agriculture and Peri-Urban Program beneficiaries shall be provided with, but not limited to, the following:

- a. Capacity building and livelihood training;
- b. Provision of small machineries but not limited to multi - cultivator, soil auger, etc.;
- c. Starter garden soil, organic fertilizers and small agricultural tools;
- d. Module of small livestock raising (e.g. free-range chicken with housing and rabbit raising);
- e. Agricultural inputs like vegetable seeds, garden tools, seedlings trays, potting media, etc.;
- f. Funding support and incentives for urban and peri-urban agriculture program implementers;
- g. Inputs for high value crops (including ornamentals) and industrial crops (e.g. rubber or abaca) for livelihood; and
- h. Construction of solar power irrigations systems, mushroom house with provision of starter spawns, nurseries, greenhouses, rain shelters or other structures deemed necessary to the area;

SECTION 6. PROGRAM IMPLEMENTATION SCHEME

The following shall be the additional terms of reference of the implementing units, based on their mandates and functions and as guided by the Administrative Order (AO) No. 3, Series of 2022, the relevant provisions of which are deemed incorporated in this Memorandum Circular.

I. Work Plan

All urban and peri-urban activities of the DA shall be submitted to the DA NUPAP Secretariat for proper consolidation and harmonization with DA's Strategies and Directions. Guided by AO No. 3, Series of 2022, the program implementers shall submit their work plans indicating the physical and financial targets before the deadline set by the NUPAP. These plans shall be forwarded to the Office of the NUPAP Director for recommendation to the Office of the Secretary for final approval.

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II. Organization

The NUPAP organizational structure with its functions and responsibilities is contained in Section VII of AO No. 03, Series of 2022. All RFOs and operating units (OUs) involved in the implementation of urban and peri-urban agriculture programs, activities and projects shall officially nominate personnel for a focal, and an alternate focal person for UPA activities. The focal and alternate focal person are those holding permanent positions for added accountability. RFOs may organize their own working groups to handle the activities of the UPA.

III. Monitoring and Evaluation

Monitoring and evaluation of NUPAP's Programs Activities Projects (PAPs) shall be monitored and evaluated by the internal team of the NUPAP in coordination with the regional focal persons and implementing agencies. Impact assessment of the activities on UPA shall be done quarterly by program implementers and shall be submitted to the NUPAP Director.

The program implementers shall follow the implementation scheme stated in this circular.

- a. **Identification and Determination of Beneficiaries.** Any interested group or organization shall send their letter of request to the program implementers, following the criteria of eligible beneficiaries or partners as follows:
 - **Individual Beneficiaries.** Any interested bonafide Filipino individual residing in an urban and peri-urban area with proof of right of possession or legal acquisition of property or land shall submit their letter of request to the program implementers or to the NUPAP office. They can also be individuals identified/endorsed by appropriate government agencies with activities related to urban and peri-urban agriculture.
 - **Corporate Organizations and Support Organizations.** Any accredited groups, organizations, private company, Community-based organizations (CBOs), CSOs and FCAs shall submit their letter of request and/or proposals to program implementers or to the NUPAP office;
 - **Government Agencies.** Any LGUs and NGAs shall submit their letter of request and/or proposals to program implementers or to the NUPAP office;

- b. **Site Assessment** - This shall be conducted by program implementers where they shall evaluate the proposed area of the beneficiary or partner if suitable for adoption of the UA technologies and intervention, with complete proof of right of possession or legal acquisition of property or land.
- c. **MOA/MOU signing.** Drafting of MOA/MOU shall include proposals and other agreements of both parties based on the site assessment, by partners/organizations and the implementing unit and shall be reviewed and consulted with the DA RFOs Legal Division and copy furnished the Office of the Secretary.
- d. **Establishment and Distribution** - The program implementers shall provide the agricultural inputs from seeds, seedlings, planting materials, tools, equipment, and other inputs needed for the implementation of urban and peri-urban PAPs.
- e. **Monitoring and Evaluation** - This shall follow Section IX of AO No. 3, Series of 2022 and other applicable rules and guidelines.

SECTION 7. RESPONSIBILITIES OF THE DA NUPAP AT THE NATIONAL AND REGIONAL LEVEL

In the implementation of UPA Program, the following agencies shall have the following responsibilities:

- a. The Office of the Secretary through the Office of Undersecretary for Operations, together with the Office of the Undersecretary for High Value Crops shall oversee overall implementation of the UPA Program;
- b. The DA NUPAP shall oversee and ensure UPA activities and functions are implemented and are given financial and logistics support; it shall have oversight responsibility over the Regional Implementation Task Group (RITG) and UPA Focal Persons.
- c. The DA Regional Field Offices (DA RFOs) shall:
 1. Create a Technical Working Group (TWG) at the regional level to coordinate the crafting of program guidelines, their implementation and lead a composite RITG.

2. Coordinate with the LGUs, Private Partners and other stakeholders for the implementation of the program and identify and select the beneficiaries- prioritizing the most vulnerable provinces. The Regional Executive Director (RED) shall recommend the approval to the NUPAP Director for final approval.
3. Prepare and implement regional plans and conduct regular monitoring and evaluation of UPA projects;
4. Submit physical target, financial documents, accomplishment reports and other relevant reports recommended by the RED to the NUPAP Director;
5. Provide production support and services (PSS) through agricultural inputs and UA technologies for urban and peri-urban agriculture; and
6. Provide training support and other extension support services.
7. Conduct promotional and advocacy activities through social media, TV plugs, distribution of IEC materials and market days which shall be led by Regional Agriculture and Fisheries Information Section (RAFIS).

SECTION 8. ROLES AND RESPONSIBILITIES OF THE BENEFICIARIES

Beneficiaries shall actively participate and implement the UPA activities. They shall have the following roles and responsibilities:

- a. Provide the appropriate counterpart such required area for the establishment of the garden/farms;
- b. Assign people who will manage the garden and identify people who are going to be trained as trainers;
- c. Attend DA capability building interventions;
- d. Ensure availability of water supply, electricity and ensure the security of DA personnel providing the technical assistance;
- e. Promote sustainable Urban and peri-urban Agriculture Farming;
- f. Maintain operations records: production and sales/utilization data, technologies developed/shared farm activities undertaken, farm visitors and trainees served, problems encountered and other relevant accomplishments including photo documentation;
- g. Submit duly signed quarterly accomplishment reports to DA on the program during the implementation and/or at the end of the project which shall not be later than three (3) days upon receipt of request for submission.
- h. Sustain the operation as a barangay community/university/school/public office garden.

SECTION 9. AUDIT AND OVERALL EVALUATION

A semestral audit of the overall implementation of the program as well as the evaluation of the impact of all UPA activities per region and/or program implementers shall be implemented. The reports of the evaluation shall be submitted to the Office of the

Undersecretary for Operations and HVCDP, copy furnish the Office of the Secretary, not later than fifteen (15) days from the end of the semester.

The NUPAP Secretariat and UPA regional focals shall likewise conduct at least quarterly random audits, assessments and evaluation of all activities and shall submit reports of such audits, assessments and evaluation to the NUPAP Director not later than ten (10) days from the conduct of the activity. The program implementers shall identify problems and bottlenecks and device corrective measures when necessary. Accomplishments, risks and impacts shall also be documented and shall be submitted to the DA NUPAP Secretariat.

SECTION 10. FUNDING

The UPA Programs shall be sourced from the General Appropriations Act, available funds from other banner programs of the DA, funding from the Plant, Plant, Plant Program and other available funding support. To further sustain this UPA program, the implementing agencies may allocate supplementary funds for its various activities. The DA through the NUPAP may also receive funding/support from external sources in support of the program and in the course of implementation, the DA through the DA NUPAP and its program implementers may also allocate funds to accredited and eligible groups, FCAs and CSOs subject to existing laws, guidelines and rulings.

SECTION 11. DONATION

Funds with the object of expenditure of donations are funds that can be utilized by transferring the funds to a partner agency or entity, e.g., CSOs or FCAs, which shall use the fund to directly implement the approved desired project or program. The DA shall execute a Memorandum of Agreement with the beneficiary that covers the transfer of funds or project components and assets, and ensures that the implementation of the project is in accordance with existing guidelines, issuances and regulations.

SECTION 12. CONFIDENTIALITY OF DATA

In the implementation of the NUPAP, all parties shall treat all data and/or information shared between them with due diligence and confidentiality and observe the Data Privacy Act of 2012 and its corresponding implementing rules and regulations.

SECTION 13. COMPLIANCE WITH AUDITING AND ACCOUNTING RULES

The disbursements and transfers of funds arising from the implementation of the NUPAP shall be subject to the usual accounting and auditing laws and rules and regulations, such as Commission on Audit (COA) Circular No. 94-013 dated Dec. 13, 1994.

SECTION 14. INCENTIVES

The DA NUPAP and program implementers shall ensure the provision of incentives to the beneficiaries/partners to recognize exemplary gardens/farms and UPA projects. Additional incentives may be established by regional offices as appropriate for this purpose.

SECTION 15. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon approval. All other issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

Done this 24th day of March 2022 in Quezon City.



WILLIAM D. DAR, PhD.
Secretary

DEPARTMENT OF AGRICULTURE
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