



SPECIAL ORDER

No. **283**
Series of 2023

SUBJECT: CREATION OF ADVISORY AND TECHNICAL WORKING GROUPS FOR THE INVENTORY OF COMPOSTING FACILITIES FOR BIODEGRADABLE WASTES (CFBW) IMPLEMENTED UNDER THE NATIONAL ORGANIC AGRICULTURE PROGRAM (NOAP) FROM FY 2015-2021

In the interest of service and in view of the directives from both Houses of Congress to make all composting facilities operational, an ADVISORY GROUP AND TECHNICAL WORKING GROUPS (TWG) ON THE INVENTORY OF CFBW IMPLEMENTED UNDER THE NOAP are hereby created.

The inventory activity aims to:

1. Establish a database of CFBW recipients and their operation;
2. Profile and geotag/locate recipients of CFBW;
3. Assess the status and document the processes of CFBW operation;
4. Assess the effectivity of CFBW distribution program;
5. Identify the challenges in CFBW operations and recommend remedial actions;
6. Secure waiver from CFBW recipients who have decided to discontinue its CFBW operation; and
7. Prepare an inventory report with policy recommendations.

The composition of the Advisory Group and the TWGs are as follows:

A. CFBW ADVISORY GROUP

Composition

Lead	: Director, Bureau of Soils and Water Management (BSWM)
Co-lead	: Director, National Organic Agriculture Program (NOAP)
Members	: Regional Executive Directors (CAR, I-XIII) <i>as permanent</i> and designated Regional Technical Directors for Operations <i>as alternate</i> : Director, Bureau of Agricultural and Fisheries Engineering (BAFE)

Functions

1. Provide overall guidance and participation in the conduct of the inventory;
2. Approve the protocol on the conduct of the inventory and provide timeline;
3. Review, finalize, and submit the CFBW Inventory Report to the Senior Undersecretary and the National Organic Agriculture Board (NOAB);
4. Recommend policy/ies in the enhancement of the implementation of CFBW; and
5. Perform other tasks as needed.

B. CFBW NATIONAL TECHNICAL WORKING GROUP

Composition

- Lead : BSWM Compost Production Implementation Team (CPIT) Team Leader (Per BSWM Special Order No. 2023-050, dated February 22, 2023 with Subject: Creation of Teams for the Compost Production, Soil Health Monitoring, and Updating Maps)
- Co-lead : BSWM Compost Production Implementation Team (CPIT) Co-Team Leader
- : Chief, NOAP - Project Development Support Division
- Members : Chief, BAFE - Programs and Projects Management Division
- : Other members from relevant offices

Functions

1. Prepare the protocol on the conduct of the inventory;
2. Conduct orientation with the Regional TWG on the protocol for CFBW inventory;
3. Follow up with the Regional TWG on the submissions of report;
4. Consolidate the reports of the Regional TWG into a national report for submission to the Advisory Group;
5. Recommend actions/solutions on problems encountered in the implementation of the CFBW;
6. May participate in the conduct of field activities;
7. Conduct consultation with Regional TWG; and
8. Perform other tasks as needed.

C. CFBW REGIONAL TECHNICAL WORKING GROUP

Composition

- Lead : Regional Technical Directors or official designated by the Regional Executive Directors
- Members : Regional Organic Agriculture Program Focal Person
- : BSWM Soil and Water Access Team (SWAT) Regional Focal and Alternate Focal and CPIT Secretariat (Per BSWM Special Order No. 2023-050 dated February 22, 2023)
- : Regional Agricultural Engineering Division (RAED)
- : Other personnel assigned by the Regional Executive Directors

Functions

1. Conduct field verification/evaluation (geo-tagging, facility inventory, and monitoring including utilities);

2. Conduct interview with CFBW beneficiary using the CFBW Inventory Form (Annex A);
3. Encode data/information in the established database;
4. Prepare regional inventory report for submission to the National TWG;
5. Present findings to the National TWG; and
6. Perform other tasks as needed.

Traveling expenses and per diem of the Advisory Group and the TWGs are chargeable against the BSWM and RFO organic agriculture funds and the respective agencies' other sources of funds that can be tapped, subject to their availability and the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of March 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary

COMPOSTING FACILITY FOR BIODEGRADABLE WASTES (CFBW)
INVENTORY FORM

Date of Interview (mm/dd/yyyy): _____

Respondent Details

Name of Respondent 1: _____
Designation: _____ Gender: _____ Office: _____
Contact Number: _____ Email Address: _____

Name of Respondent 2: _____
Designation: _____ Gender: _____ Office: _____
Contact Number: _____ Email Address: _____

Name of Respondent 3: _____
Designation: _____ Gender: _____ Office: _____
Contact Number: _____ Email Address: _____

I. GENERAL INFORMATION

A. Geographic Information (Make sure to take geotagged photos of the CFBW)

Region		Province	
City/Municipality		Barangay	
Coordinates (Degrees, Minutes, Seconds/Decimal Degrees)			
Latitude		Longitude	

B. Recipient/Beneficiary Details

Name of Recipient			
Category	<input type="checkbox"/> LGU <input type="checkbox"/> SUC <input type="checkbox"/> Other Government Agencies <input type="checkbox"/> FCA <input type="checkbox"/> Private <input type="checkbox"/> NGO <input type="checkbox"/> DA Research Stations		
Contact Person		Designation	
Contact No.		Email Address	

For LGU	For FCA	For SUC
Total No. of FCAs in the LGU: _____	Total No. of Members: _____	Total No. of Members: _____
Total No. of Farmers in the LGU: _____	Male: _____ Female: _____ IPs: _____ PWDs: _____ Senior Citizens: _____	Male: _____ Female: _____ IPs: _____ PWDs: _____ Senior Citizens: _____
Male: _____ Female: _____ IPs: _____ PWDs: _____ Senior Citizens: _____		

II. SYSTEM OF AGRICULTURAL PRODUCTION

A. Area

	Total Area (ha)	Type of Cropping System
Total Agricultural Land Area in the LGU		
Area devoted to conventional farming		<input type="checkbox"/> Monocropping <input type="checkbox"/> Intercropping <input type="checkbox"/> Crop Rotation
Area devoted to natural farming		<input type="checkbox"/> Monocropping <input type="checkbox"/> Intercropping <input type="checkbox"/> Crop Rotation
Area devoted to organic farming		<input type="checkbox"/> Monocropping <input type="checkbox"/> Intercropping <input type="checkbox"/> Crop Rotation

B. Commodities of Famer Group Members

B.1. Crop Production

Conventional <i>(Pls. check the box if applicable)</i>			Natural/Organic <i>(Pls. check the box if applicable)</i>		
Commodity	Specify Type / Variety	Total Area <i>(ha)</i>	Commodity	Specify Type / Variety	Total Area <i>(ha)</i>
<input type="checkbox"/> Rice			<input type="checkbox"/> Rice		
<input type="checkbox"/> Corn			<input type="checkbox"/> Corn		
<input type="checkbox"/> Coconut			<input type="checkbox"/> Coconut		
<input type="checkbox"/> Banana			<input type="checkbox"/> Banana		
<input type="checkbox"/> Coffee			<input type="checkbox"/> Coffee		
<input type="checkbox"/> Cacao			<input type="checkbox"/> Cacao		
<input type="checkbox"/> Abaca			<input type="checkbox"/> Abaca		
<input type="checkbox"/> Lowland Vegetables			<input type="checkbox"/> Lowland Vegetables		
<input type="checkbox"/> Upland Vegetables			<input type="checkbox"/> Upland Vegetables		
<input type="checkbox"/> Fruits			<input type="checkbox"/> Fruits		
<input type="checkbox"/> Herbs and Spices			<input type="checkbox"/> Herbs and Spices		

B.2. Animal Production

Commercial <i>(Pls. check the box if applicable)</i>			Backyard <i>(Pls. check the box if applicable)</i>		
Commodity	Specify Type	No. of heads	Commodity	Specify Type	No. of heads
<input type="checkbox"/> Chicken			<input type="checkbox"/> Chicken		
<input type="checkbox"/> Duck			<input type="checkbox"/> Duck		
<input type="checkbox"/> Turkey			<input type="checkbox"/> Turkey		
<input type="checkbox"/> Rabbit			<input type="checkbox"/> Rabbit		
<input type="checkbox"/> Swine			<input type="checkbox"/> Swine		
<input type="checkbox"/> Goat			<input type="checkbox"/> Goat		
<input type="checkbox"/> Sheep			<input type="checkbox"/> Sheep		
<input type="checkbox"/> Cattle/Cow			<input type="checkbox"/> Cattle/Cow		
<input type="checkbox"/> Carabao			<input type="checkbox"/> Carabao		
<input type="checkbox"/> Bees			<input type="checkbox"/> Bees		

III. CFBW OPERATION

No. of CFBW		Date/s received	
Funding Year		Date of Inspection	
Unit in Charge	<input type="checkbox"/> PENRO <input type="checkbox"/> PAO <input type="checkbox"/> FCA <input type="checkbox"/> Others: _____ <input type="checkbox"/> MENRO <input type="checkbox"/> MAO <input type="checkbox"/> SUC		
Housing for CFBW	<input type="checkbox"/> No Housing <input type="checkbox"/> Makeshift <input type="checkbox"/> Concrete <input type="checkbox"/> Others: _____		
Tools			
Machineries and Equipment			
Logistics			

A. Training/s

Title	Date Conducted (mm/dd/yyyy)	Venue	Conducted before delivery (Y/N)

B. Status of CFBW

ABEMIS ID	Control No.	Serial No.	Technology Package	Status of Units (Check the applicable answer)	Status of Operation (Check the applicable answer)
			Biomass Shredder	<input type="checkbox"/> Functional	<input type="checkbox"/> Operational
				<input type="checkbox"/> Non-functional	<input type="checkbox"/> Non-operational
			Rotary Composter	<input type="checkbox"/> Functional	<input type="checkbox"/> Operational
				<input type="checkbox"/> Non-functional	<input type="checkbox"/> Non-operational

Note: If non-functional/non-operational, proceed to B.1.
If functional/operational, proceed to B.2.

B.1. For Non-Operational/Non-Functional Units

Start of Production (mm/yyyy):	End of Production (mm/yyyy):
Particulars	Remarks/Reasons for Non-operation
Biomass Shredder	
1. Shredding Chamber	
2. Built-in Wood Chipper	
3. Shredding blades and chipping blades	
4. Engine	
Rotary Composter	
1. Rotary Drum	
a. Main Panel	
b. Side Panel	
c. Bafflers	
d. Air Vents	
e. Discharge Window and Blower	
2. Shaft Support and Rotary Composter Stand	
3. Electric Motor	

Major Issues and Concerns encountered:

Suggestions/Recommendations to Operate:

B.2. For Operational Units

B.2.1. Production Management Personnel

Biomass Shredder		Rotary Composter	
Total No. of Operator/s: _____		Total No. of Operator/s: _____	
Male		Male	
Female		Female	
IP		IP	
PWD		PWD	
Senior Citizen		Senior Citizen	

B.2.2. Process of CFBW Operation from bio-waste collection to distribution of outputs

Phase	Remarks
<div>COLLECTION OF SUBSTRATE AND SORTING</div> <div>Duration: _____</div> <div>No. of Laborer: _____</div> <div> <ul style="list-style-type: none"> Raw Materials <input type="checkbox"/> Farm Waste <ul style="list-style-type: none"> <input type="checkbox"/> Coconut peat <input type="checkbox"/> Rice Straw <input type="checkbox"/> Madre de Cacao <input type="checkbox"/> Sawdust <input type="checkbox"/> Corn Stalk/corn cobs <input type="checkbox"/> Dried leaves <input type="checkbox"/> Animal manure <input type="checkbox"/> Decomposed rice hull <input type="checkbox"/> Leguminous crops (kakawate, ipil-ipil, etc.) <input type="checkbox"/> Others, specify: _____ <input type="checkbox"/> Market Waste <input type="checkbox"/> Kitchen Waste <input type="checkbox"/> Others, specify: _____ Ratio of Bulking Agent to Biodegradable Wastes: _____ Frequency of Collection <ul style="list-style-type: none"> <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Occasionally </div>	

<ul style="list-style-type: none">Distance of Source<ul style="list-style-type: none"><input type="checkbox"/> 0-5 km <input type="checkbox"/> 16-20 km <input type="checkbox"/> 31-35 km<input type="checkbox"/> 6-10 km <input type="checkbox"/> 21-25 km <input type="checkbox"/> 36-40 km<input type="checkbox"/> 11-15 km <input type="checkbox"/> 26-30 km	
DRAINING AND WEIGHING Duration: _____ No. of Laborer: _____	
SHREDDING Duration: _____ No. of Laborer: _____ <input type="checkbox"/> At Source <input type="checkbox"/> At Processing Area <ul style="list-style-type: none">Number of Shredders: _____Number of Clusters: _____Frequency per Cycle: _____	
MIXING AND LOADING Duration: _____ No. of Laborer: _____ <input type="checkbox"/> Spraying of IMO <input type="checkbox"/> Spraying of Enzymes <input type="checkbox"/> Spraying of Vermitea <input type="checkbox"/> Not Practicing <input type="checkbox"/> Others, specify: _____	
COMPOSTING PROCESS Duration: _____ No. of Laborer: _____ <ul style="list-style-type: none">Recording of Operation: <input type="checkbox"/> Yes <input type="checkbox"/> No Input Capacity: _____ Output Capacity: _____ Percent Recovery: _____ Annual Volume of Production (kg): _____Frequency of Operation <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Twice a month <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Occasional Number of days per cycle: _____ Number of operating hours/day: _____	
HARVESTING Duration: _____ No. of Laborer: _____	
DRYING Duration: _____ No. of Laborer: _____ <input type="checkbox"/> Air Drying <input type="checkbox"/> Sun Drying <input type="checkbox"/> Not Practicing <input type="checkbox"/> Others, specify: _____	
VERMICOMPOSTING Duration: _____ No. of Laborer: _____	

<div><div><div>● Do you have a vermicomposting facility?</div><div><div><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div></div><div>If Yes, complete the following data:</div><div>No. of vermibed: _____</div><div>Size of vermibed: _____</div><table><thead><tr><th>Substrate Used</th><th>Volume of Substrate (kg)</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table><div>Production harvest (kg): _____</div></div></div> <tr><td><div><div><div>SIEVING</div><div>Duration: _____</div><div>No. of Laborer: _____</div><div>● Tools/Machineries Used: _____</div></div></div></td><td></td></tr> <tr><td><div><div><div>PACKAGING</div><div>No. of Laborer: _____</div><div>● Tools/Machineries Used: _____</div><div>● Packaging Materials Used: _____</div><div>● No. of Bags per Cycle: _____</div></div></div></td><td></td></tr> <tr><td><div><div><div>STORING</div><div>Duration: _____</div><div>No. of Laborer: _____</div></div></div></td><td></td></tr> <tr><td><div><div><div>DISTRIBUTION OF COMPOST</div><div>● Recording of Distribution: <div><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div></div><table><thead><tr><th>Particulars</th><th>Volume (kg)</th><th>Price (PhP/kg)</th><th>Used for? (Commodity)</th></tr></thead><tbody><tr><td><div><div><input type="checkbox"/> Used by the beneficiaries</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Donated to other farmers</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Sold to market</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Others, specify:</div></div></td><td> </td><td> </td><td> </td></tr></tbody></table></div></div></td><td></td></tr>	Substrate Used	Volume of Substrate (kg)											<div><div><div>SIEVING</div><div>Duration: _____</div><div>No. of Laborer: _____</div><div>● Tools/Machineries Used: _____</div></div></div>		<div><div><div>PACKAGING</div><div>No. of Laborer: _____</div><div>● Tools/Machineries Used: _____</div><div>● Packaging Materials Used: _____</div><div>● No. of Bags per Cycle: _____</div></div></div>		<div><div><div>STORING</div><div>Duration: _____</div><div>No. of Laborer: _____</div></div></div>		<div><div><div>DISTRIBUTION OF COMPOST</div><div>● Recording of Distribution: <div><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div></div><table><thead><tr><th>Particulars</th><th>Volume (kg)</th><th>Price (PhP/kg)</th><th>Used for? (Commodity)</th></tr></thead><tbody><tr><td><div><div><input type="checkbox"/> Used by the beneficiaries</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Donated to other farmers</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Sold to market</div></div></td><td> </td><td> </td><td> </td></tr><tr><td><div><div><input type="checkbox"/> Others, specify:</div></div></td><td> </td><td> </td><td> </td></tr></tbody></table></div></div>	Particulars	Volume (kg)	Price (PhP/kg)	Used for? (Commodity)	<div><div><input type="checkbox"/> Used by the beneficiaries</div></div>				<div><div><input type="checkbox"/> Donated to other farmers</div></div>				<div><div><input type="checkbox"/> Sold to market</div></div>				<div><div><input type="checkbox"/> Others, specify:</div></div>				
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IV: CHALLENGES AND RECOMMENDATIONS IN CFBW OPERATION AND ORGANIC FARMING

Challenges	Recommendations
<div><input type="checkbox"/> Lack of training and capacity building activities on the operation of CFBW</div> <div><input type="checkbox"/> Lack of manpower to operate the CFBW</div> <div><input type="checkbox"/> Non-functional machineries due to damaged parts</div> <div><input type="checkbox"/> Insufficient amount of raw materials</div> <div><input type="checkbox"/> Lack of hauling vehicle to gather the needed raw materials</div> <div><input type="checkbox"/> Lack of funds for the maintenance of the facility and other operating expenses</div> <div><input type="checkbox"/> Others, specify:</div>	

Would you recommend to continue the operation of your CFBW or would you recommend to waive in favor of other interested recipients? ☐ Continue to operate ☐ Waive in favor of other recipients

<div>Name of Interviewer:</div> <div></div> <div>Signature over Printed Name</div> <div>Position/Designation:</div>	<div>Conforme:</div> <div></div> <div>Signature over Printed Name</div> <div>LGUs/FCAs Authorized Officer</div>
<div>Noted by:</div> <div></div> <div>Signature over Printed Name</div> <div>Position/Designation:</div>	