



Memorandum Order

No. 31

Series of 2023

**SUBJECT : IMPLEMENTING GUIDELINES FOR THE PROVISION OF
HYBRID RICE SEEDS UNDER THE NATIONAL RICE PROGRAM**

I. RATIONALE

Protecting the purchasing power of families through food security is the first among the eight-point economic agenda of President and DA-Secretary Ferdinand R. Marcos Jr. under the Philippine Development Plan 2023-2028. In line with this, rice – which is the staple food of Filipinos – should be made available at an affordable price to the consuming public. At the same time, it is also imperative to improve the income and living standards of rice farmers.

To do this, the country's capacity to produce rice must be improved despite challenges on rising prices of farm inputs, worsening effects of climate change, increasing incidence of insect pests and diseases, insufficient irrigation water, diminishing arable lands due to competing uses, and intensifying global competition, particularly with imported rice.

Improving farm productivity and enhancing the rice value chain are two primary strategies to ensure the availability and affordability of rice. The use of hybrid seeds is seen as one of the important contributors to improving the rice yield, especially in irrigated areas. Thus, the National Rice Program (NRP) shall scale the use of hybrid rice seeds nationwide with consideration of location and climate suitability. This will optimize its impact on national production and rice security while contributing to increasing farmers' income.

II. OBJECTIVES

The program aims to improve the productivity and income of rice farmers by expanding the distribution and utilization of hybrid rice seeds. Specifically, the program intends to:

1. Increase the adoption of hybrid rice seeds up to 40%; and
2. Obtain an average hybrid rice yield level of up to 6.0 ton/ha in the wet season and up to 8.0 ton/ha in the dry season in target areas by 2028.



III. SCOPE AND COVERAGE

Hybrid seed support shall be focused in rice-producing cities/municipalities with good irrigation facilities and favorable rainfed areas preferably with the presence of clustered farmers (e.g., Irrigator Associations (IAs), farmer cooperatives and associations (FCAs)).

IV. IMPLEMENTATION PLAN

A. Variety Selection

- a. Only hybrid varieties registered under the National Seed Industry Council (NSIC) are eligible under the project.
- b. The DA-Regional Field Offices (DA-RFOs) must select the top five (5) hybrid varieties that have yielded at least 5.0 ton/ha and have a yield advantage of at least 1 ton/ha over certified inbred seeds within the region. Yield data per hybrid variety from various sources (e.g., Regional Field Trials, Technology Demonstration or Techno Forum, Rice Crop Manager Advisory Services, or LGU data) can be used as the basis for hybrid seed procurement.
- c. Among the predetermined region-performing hybrid varieties, clustered farmers can pre-order or select one to two specific preferred varieties at least six (6) months before the cropping season by filling up the attached forms (Annex A). The form shall be submitted by the clustered farmers to the concerned DA RFO:

Cropping Season	Month of Advance Ordering
Dry Season (December-January planting)	March-May
Wet Season (May-July planting)	October- November

B. Seed Quality and Packaging

- a. The quality of Hybrid rice seeds for distribution shall be in accordance with the standards set for rice.
- b. Hybrid seed with DA-RFO approved packaging shall be procured and distributed to farmer beneficiaries during the 2023 planting calendar (2023 Wet Season and 2024-2024 Dry Season).



For uniformity and easier monitoring, hybrid seed packaging shall be standardized starting 2024 planting calendar (2024 Wet Season and 2024-2025 Dry Season). By then, hybrid seed should be packaged at 15 kg/bag with five sub packets of 3 kg each in order to cater to the needs of farmers with smaller farm lots.

C. Farmers' Eligibility

- a. Clustered farmers who are members of IAs and FCAs are prioritized.
- b. Only farmers who are listed in the Registry System for Basic Sectors in Agriculture (RSBSA) and are encoded in the Farmers and Fisherfolk Registry System (FFRS) are eligible to receive free hybrid seed from the project.

To ensure the use of a uniform list of potential farmer-beneficiaries throughout any given season, a cut-off for the encoded data is set as follows:

Farmers' List to be Used For	Cut-off Period for Encoded Farmers' List at the Regional Level and Uploading to the FFRS	DA-ICTS Submission of FFRS List to PhilRice for Rice Seed Monitoring System
Dry Season	June 30	2nd week of July
Wet Season	December 31	2nd week of January

Farmers who are not encoded in the FFRS for a given season will be eligible to receive seed in the succeeding season. Additionally, any updates on rice areas of the farmer that are not encoded within the cut-off date will take effect on the next season. Error/s in the farmer's profile shall be endorsed by LGU partners through the City/Municipal Agriculture Office (C/MAO) to the DA-RFO for updating.

In case of verified typographical error/s in rice area (e.g., 0.3 ha in the FFRS but 3.0 ha in the RSBSA form), the C/MAO can still provide seed to the farmer corresponding to their RSBSA area provided they issue a certificate of correction along with a photocopy of the enrolment form. The MAO can also issue a certification of one and the same for farmers with typographical error/s in names (Annex B).



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- b. Authorized representatives are allowed to claim hybrid seed support on behalf of a rice farmer who is either sick, senior (age 60 and above), pregnant, with different ability (PWD), deprived of liberty (PDL), or working overseas (OFW) or in other parts of the country. An authorized representative can only claim on behalf of one (1) farmer-beneficiary. They shall provide the requirements, namely: signed authorization letter (Annex C), certified true copy of the valid ID of the farmer-beneficiary, and valid ID of the authorized representative.
- c. If the hybrid seed support shall be claimed through a Farmer's Cooperative and Association (FCA) or Cluster, a signed board resolution containing the names of the farmer-members shall be submitted along with a certified true copy of the valid ID of the farmer-beneficiary and valid ID of the authorized representative.

D. Seed Allocation

- a. Seed allocation should generally follow the 15 kg/ha seeding rate. In the 2023 planting calendar, each DA-RFO may still follow their respective seed allocation matrix per farm size range with a minimum of 0.10ha up to 5 ha.
- b. Starting 2024 planting calendar, hybrid seed allocation shall be allocated as follows:

Farm Size (ha)	No. of hybrid seed packets	Equivalent weight (kg)
<0.20	1	3
>0.20-0.40	2	6
>0.40-0.60	3	9
>0.60-0.80	4	12
>0.80-1.0	5	15

All succeeding areas henceforth shall follow a consistent 0.20 hectares increase with a 3 kilogram increase in hybrid seed allocation.

- c. To maximize the area planted for hybrid seeds, only farmers who are cultivating at least 1,000 square meters (m²) or more (as declared in the RSBSA) are eligible to receive hybrid seeds.



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1. To serve more farmers, those who are cultivating farms larger than 5.0 ha are only allowed to receive equivalent hybrid seed support for up to 5.0 ha for non-clustered areas.
 2. Farmers who are cultivating more than 5 hectares within the clusters are allowed to receive an equivalent support following the matrix for hybrid seed allocation.
- d. Clusters organized by NIA, DAR, and other government agencies can also secure their seed allocation through the local officials of other agencies in coordination with concerned LGUs (e.g. IAs through NIA, ARBs through DAR, etc.)

E. Seed Delivery, Distribution, and Documentation

- a. The DA-RFO shall facilitate the delivery of hybrid seed to city/municipal local government unit (C/MLGU) partners who shall in turn manage its distribution to farmers according to the above mentioned guidelines.
- b. The Rice Seed Monitoring System (RSMS) developed by PhilRice shall be used by DA-RFO and C/MLGU in seed positioning, delivery, and distribution for efficient monitoring of hybrid seed inventory, number of beneficiaries, and estimated area planted.
- c. The DA-RFO designated authorized user of the RSMS shall input their respective seed allocation matrix including the packaging specification of the hybrid seed in the RSMS dashboard. The DA-RFO will not be able to schedule hybrid seed deliveries to LGU if the seed allocation matrix is not yet encoded.
- d. The designated authorized user shall encode the seed delivery schedules to the target cities and municipalities. When the hybrid seed supply is already available, the designated authorized user will then encode the details of the seed delivery (reference number, supplier name, hybrid seed variety, number of bags, delivery date) to the RSMS dashboard.
- e. After completing the seed positioning and confirmation process, the C/MLGU will then specify the number of bags of each hybrid variety and packaging specification that have been delivered to their respective location.
- f. Once the hybrid seeds were delivered and accepted in the C/MLGU, the seed allocation matrix including the packaging specification can no longer be edited in the RSMS dashboard.
- g. The C/MLGU shall verify the accepted hybrid seed deliveries using the RSMS mobile application downloaded from their respective gadgets. They shall upload the hybrid seed stocks (i.e., delivered by the supplier and accepted by the partner C/MLGU) virtually to proceed with the distribution. Note that if the C/MLGU has also certified inbred seed allocation from PhilRice, they will



be able to manage both hybrid and certified inbred seed distribution using the same mobile application. It is imperative to use the RSMS mobile application, particularly in C/MLGU with both hybrid and certified inbred seed distribution to avoid providing seed beyond the allowed area of the farmer.

- h. The C/MLGU shall record the hybrid seed distribution to farmers digitally using the RSMS mobile application, which can be used online or offline.
- i. To transmit the hybrid seed distribution data gathered in the RSMS mobile application, the C/MLGU must connect to the internet and synchronize the data to the PhilRice server.
- j. PhilRice shall give a viewing function and data access to the DA-RFO and the National Rice Program through an administrator dashboard where they can monitor the progress of hybrid seed distribution in each target city and municipality (e.g., number of bags and hybrid variety distributed, listing and number of beneficiaries, and estimated area planted).
- k. The DA-RFO in coordination with C/MLGU shall facilitate the filling-out and collection of usual hybrid seed distribution documents required in accounting and auditing procedures.

V. ROLES OF PARTICIPATING AGENCIES

A. DA- National Rice Program

1. Spearhead the overall coordination in the implementation of the project;
2. Conduct briefing with DA-RFOs and other agencies/offices involved in the project implementation;
3. Conduct operational monitoring and evaluation of the project;
4. Identify, analyze, and provide advice/strategies to address the operational bottlenecks of the project; and
5. Submit monthly and distribution and utilization reports to the Office of the Secretary.

B. DA- Regional Field Offices

1. Coordinate with C/MLGUs and PhilRice in the identification of farmer-beneficiaries;
2. Validate the registration of farmers with RSBSA;
3. Initiate procurement of hybrid seeds from the input suppliers who can provide technical assistance on rice production to the farmer-beneficiaries;
4. Designate the authorized users in the RSMS;
5. Distribute seeds to farmer-beneficiaries thru the C/MLGUs;



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6. Mobilize its concerned office/unit personnel to coordinate with the LGU and ensure that the following are being carried out:
 - a. Conduct of information dissemination to farmers and clustered members, and ensure that the implementing guidelines and other issuances are understood by all partner implementers;
 - b. Preparation of a masterlist of clustered farmer-members and farmer-beneficiaries eligible for this Program;
 - c. Mobilization of agricultural extension workers to register all their farmers to the RSBSA;
 - d. Coordination regarding the release of seeds under the Program and the timely distribution of seeds to farmers and clustered-farmer members;
 - e. Validation and certification of the authenticity of all documents presented by the farmer-beneficiaries and clustered farmers for this activity;
 - f. Orderly and smooth coordination in the distribution of seeds;
 - g. Facilitation of the consolidation and submission of liquidation documents; and
 - h. Reports are submitted periodically.
7. Assist the C/MLGU in encoding the necessary data in the RSMS;
8. Conduct technical briefings in coordination with partner-Rice Board members and Local Government Units (LGUs) to farmers- beneficiaries in the cluster;
9. Gather data from previous cropping season as benchmark information; and
10. Prepare and consolidate reports (distribution, planting, harvesting, etc.) for submission to DA-NRP.

C. Philippine Rice Research Institute

1. Coordinate with DA-ICTS for sharing the updated FFRS database according to the schedule under Section IV.C, which shall be the basis of farmer listing for the upcoming season;
2. Conduct briefing and consultations with DA-RFOs and C/MLGUs regarding the use of RSMS in the project implementation;
3. Assist the NRP in identifying, analyzing, and providing advices/strategies on how to overcome operational challenges of the project;
4. Provide technical assistance in troubleshooting problems in generating hybrid seed distribution data and report;
5. Conduct training for RSMS end users including RFO personnel and C/MLGU partners;



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V. MONITORING AND EVALUATION

The reporting, monitoring, and evaluation system shall be led by the Field Programs Coordination and Monitoring Division (FPCMD). They shall conduct surveys for the distributed seeds planted and harvested by the beneficiaries. A pre-tested questionnaire shall be used during the survey. Reports highlighting outcomes shall be submitted to the Office of the Secretary copy furnished to the Undersecretary for Rice Industry Development, with complete observations and/or recommendations.

VI. SUPPLEMENTAL GUIDELINES

The DA-RFOs and PhilRice may issue supplementary guidelines to address location-specific concerns, subject to the approval of a competent authority.

VII. SEPARABILITY CLAUSE

If any clause, sentence, or provision of the Memorandum Order shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

VIII. REPEALING CLAUSE

All other previous orders, issuances, rules and regulations inconsistent with or contrary to this Memorandum Order are hereby repealed and revoked.

IX. EFFECTIVITY

This Memorandum Order shall be effective immediately upon signing and shall remain in force unless revoked in writing.

This memorandum is being issued pursuant to the Memorandum from the Executive Secretary dated February 8, 2023 defining the delegation of duties and functions as Undersecretary for Rice Industry Development of the DA particularly Sections a, b, c, d e, and f (Annex D).

Done this 24th day of April, 2023.


LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Undersecretary for Rice Industry Development



DA-CO-FOS-MO20230424-00002



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Annex A. Advance Ordering Form of Hybrid Rice Varieties

Advance Ordering Form of Hybrid Rice Varieties

Name of Cluster/FCA/IA: _____

Location:(brgy/municipality/province) _____

Cluster coverage area: (brgy/municipality/province) _____

Number of farmer-members: _____

Year: _____ Cropping Season: Wet Season Dry Season

Name of Farmer-Member	RSBSA Number	Preferred Hybrid Variety	Area to be planted	Expected sowing date (week/month)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL		Variety 1- Variety 2-	Variety 1- Variety 2-	

Certified by:

(printed name over signature)
FCA/IA Chairman/President
representative

Date: (mm/dd/yyyy)

Received by:

(printed name over signature)
DA-RFO authorized

Date: (mm/dd/yyyy)



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Annex B. Sample Certificate of Correction

Republika ng Pilipinas
Bayan ng _____
Lalawigan ng _____

PAGPAPATUNAY SA PAGTATAMA NG PANGALAN SA RICE SEED MONITORING SYSTEM

Pinatutunayan ko sa pamamagitan nito, na si G./Gng./Bb. (unang pangalan /gitna/ apelyido) _____ na nakalista sa Registry System for Basic Sectors in Agriculture (RSBSA) at nakatala sa Farmers and Fisherfolk Registry System (FFRS) sa pangalan na (unang pangalan /gitna/ apelyido) _____, at may RSBSA bilang na _____ ay iisang tao lamang.

Ipinagkakaloob ang katunayang ito ngayong (petsa) ika-_____ ng (buwan) _____, (taon) _____ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture – Philippine Rice Research Institute (DA-PhilRice). Kalakip nito ang kopya ng kanyang RSBSA enrollment form.

Lagda at Pangalan ng
City/Municipal Agriculturist o
Agriculture Officer



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Republika ng Pilipinas

Bayan ng _____

Lalawigan ng _____

**PAGPAPATUNAY SA PAGTATAMA NG SUKAT NG LUPANG SAKAHAN
SA RICE SEED MONITORING SYSTEM**

Pinatutunayan ko sa pamamagitan nito, na si G./Gng./Bb. (unang pangalan /gitna/ apelyido) _____ na nakalista sa Registry System for Basic Sectors in Agriculture (RSBSA) at nakatala sa Farmers and Fisherfolk Registry System (FFRS) at may RSBSA bilang na _____, ay may lupang sakahan na may sukat na _____ ektarya ayon sa kanyang RSBSA enrollment form, taliwas sa sukat na _____ ektarya na nakatala sa FFRS.

Ipinagkakaloob ang katunayang ito ngayong (petsa) ika-_____ ng (buwan) _____, (taon) _____ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture – Philippine Rice Research Institute (DA-PhilRice). Kalakip nito ang kopya ng kanyang RSBSA enrollment form.

Lagda at Pangalan ng
City/Municipal Agriculturist o
Agriculture Office



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Annex C. Sample Authorization Letter

Republika ng Pilipinas
Bayan ng _____
Lalawigan ng _____

LIHAM NG AWTORISASYON SA PAGKUHA NG BINHI

Sa Kinauukulan,

Ako si (unang pangalan/gitna/apelyido) _____, may RSBSA bilang na _____ ay nagbibigay pahintulot kay G./Gng./Bb. _____ na kuhanin ang dekalidad na binhing palay ng inbred mula sa Rice Competitiveness Enhancement Fund na nakalaan para sa akin.

Hindi ko personal na makukuha ang binhing ito dahil sa sumusunod (i-tsek ang angkop na sagot):

- ako ay maysakit;
- ako ay matanda na (edad 60 pataas);
- ako ay buntis;
- ako ay person with different ability (PWD);
- ako ay person deprived of liberty (PDL);
- ako ay nasa ibang bansa (OFW) o kasalukuyang nasa ibang lugar sa bansa.

Ipinagkakaloob ko ang katunayang ito ngayong (petsa) ika-_____ ng (buwan) _____, (taon) _____ bilang suporta sa kanyang pagkuha ng binhi alinsunod sa alituntunin ng Department of Agriculture - Philippine Rice Research Institute (DA-PhilRice). Kalakip nito ang aking RCEF ID/DA-IMS/valid ID.

Lagda at Pangalan ng Magsasaka

**Office of the President
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MEMORANDUM FROM THE EXECUTIVE SECRETARY

TO : UNDERSECRETARY LEOCADIO C. SEBASTIAN
Department of Agriculture

CC : SENIOR UNDERSECRETARY DOMINGO F. PANGANIBAN
Department of Agriculture

**SUBJECT : DELEGATION OF DUTIES AND FUNCTIONS AS UNDERSECRETARY
FOR RICE INDUSTRY DEVELOPMENT OF THE DEPARTMENT OF
AGRICULTURE**

DATE : FEB 08 2023

In the interest of service and pursuant to existing laws, rules and regulations, you are hereby delegated with the following duties and functions as **UNDERSECRETARY FOR RICE INDUSTRY DEVELOPMENT** of the Department of Agriculture (DA), effective immediately:

- a. Lead in the formulation of operational plans for the development of the rice industry;
- b. Oversee the implementation of government plans, policies, programs, and projects addressing rice industry development;
- c. Ensure the implementation of the Rice Industry Roadmap by mobilizing all concerned offices and sectors;
- d. Ensure well-planned, well-coordinated, and integrated interventions in the rice industry that are profitable to farmers and would enable them to be globally competitive;
- e. Develop effective consultations, engagements, and linkages among various stakeholders, local government units, other government offices, the private sector, and allied sectors in the industrialization and modernization of the rice industry;
- f. Provide guidance to and supervision over DA staff whose duties and functions are related to the development of the rice industry, and approve the recruitment and deployment of the necessary staff complement, chargeable against the rice budget of the DA;
- g. Represent the Secretary of the DA on rice matters, such as, but not limited to the Rice Competitiveness Enhancement Fund - Program Steering Committee, Philippine Rice Research Institute Board of Directors, National Food Authority Council, National Irrigation Administration Board of Trustees, and International Rice Research Institute Board of Trustees;

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EXECUTIVE SECRETARY

TO : **UNDERSECRETARY LEOCADIO C. SEBASTIAN**
Department of Agriculture

CC : **SENIOR UNDERSECRETARY DOMINGO F. PANGANIBAN**
Department of Agriculture

SUBJECT : **DELEGATION OF DUTIES AND FUNCTIONS AS UNDERSECRETARY
FOR RICE INDUSTRY DEVELOPMENT OF THE DEPARTMENT OF
AGRICULTURE**

DATE : **FEB 08 2023**

In the interest of service and pursuant to existing laws, rules and regulations, you are hereby delegated with the following duties and functions as **UNDERSECRETARY FOR RICE INDUSTRY DEVELOPMENT** of the Department of Agriculture (DA), effective immediately:

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- e. Develop effective consultations, engagements, and linkages among various stakeholders, local government units, other government offices, the private sector, and allied sectors in the industrialization and modernization of the rice industry;
- f. Provide guidance to and supervision over DA staff whose duties and functions are related to the development of the rice industry, and approve the recruitment and deployment of the necessary staff complement, chargeable against the rice budget of the DA;
- g. Represent the Secretary of the DA on rice matters, such as, but not limited to the Rice Competitiveness Enhancement Fund - Program Steering Committee, Philippine Rice Research Institute Board of Directors, National Food Authority Council, National Irrigation Administration Board of Trustees, and International Rice Research Institute Board of Trustees;

h. Provide periodic reports to the President, as concurrent Secretary of the DA, through the Executive Secretary, on the status of the rice industry's development activities.

All agencies, offices, divisions, services, and bureaus, including government-owned or -controlled corporations, attached to the DA, are hereby directed to provide the necessary support and assistance to the Undersecretary for Rice Industry Development for the effective implementation of programs, projects and activities relative to the promotion and development of the rice industry.

Further, the Undersecretary for Rice Industry Development shall report directly to the President, in his concurrent capacity as DA Secretary, through the Executive Secretary.

For information and appropriate action.

By authority of the President:


LUCAS P. BERSAMIN

