



SPECIAL ORDER

No. 42
Series of 2023

SUBJECT: CREATION OF THE NATIONAL AND REGIONAL SCREENING AND SELECTION COMMITTEE FOR GRANTEES AND FARM PARTNERS ON YOUTH SCHOLARSHIP GRANT ON ORGANIC FARMING

In the exigency of service, the *National and Regional Screening and Selection Committee* for Grantees and Farm Partners is hereby created to manage the provision and implementation of the Youth Scholarship Grant on Organic Farming are as follows:

A. National Screening and Selection Committee (NSSC)

Chairman : ATI Director
Vice Chairman : ATI Assistant Director
Members : Representative, National Organic Agriculture Program -
National Program Coordinating Office (NOAP-NPCO)
Chief, Partnerships and Accreditation Division
Chief, Career Development and Management Division
Chief, Information Services Division
Chief, Policy and Planning Division

Functions:

1. Deliberate among the NSSC to validate, recommend and approve the final list of grantees and farm partners;
2. Recommend for approval of the Director the final list of grantees and farm partners; and
3. Perform such other functions as may be required by the Office of the Director.

B. Regional Screening and Selection Committee (RSSC)

Chairman : ATI Regional Training Center Director
Members : Chief, Partnerships and Accreditation Section
Chief, Career Development and Management Section
ATI RTC Organic Agriculture Focal Person
DA RFO Organic Agriculture Focal Person

Functions:

1. The RSSC shall do the screening and selection which includes an interview and review of the required documents;
2. Select qualifiers based on the result of the initial screening;
3. Conduct the field validation for the selected top qualifiers based on their submitted documents during application vis-a-vis their farm operations and experiences;
4. Recommend qualified applicants to the NSSC with an endorsement from the DA Regional Executive Director; and
5. Perform such other functions as may be required by the Director.

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C. National and Regional Secretariat

National Secretariat : Partnerships and Accreditation Division-
Extension Programs Development Section Staff

Regional Secretariat : Partnerships and Accreditation Section Staff/
Career and Development Section Staff

Both the National and Regional Secretariat shall perform the following functions:

1. Assist the committee in the performance of its responsibilities as enumerated;
2. Issue a memorandum to the ATI RTC on the official list of grantees and farm partners;
3. Prepare evaluation matrix of applicants, action/approval sheet and all-over relevant forms for the use of the committee;
4. Evaluate for the completeness of the documentary requirements submitted;
5. Coordinate the conduct of meetings and consultations as deemed necessary and prepare minutes of meeting;
6. Consolidate the result of the evaluations;
7. Take custody if all records, undertake proper data management and maintain information system; and
8. Perform such other functions as may be required by the Committee

Expenses during the meetings and other activities in the performance of their functions, duties and responsibilities shall be chargeable against their respective offices' funds, subject to the existing 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 11th day of April, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-OSEC-SO20230301-00126