



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



DEPARTMENT CIRCULAR

No. 07
Series of 2023

SUBJECT : UPDATED GUIDELINES ON THE FUNDING OF INSPECTION MISSIONS ON ACCREDITATION OF FOREIGN SUPPLIERS OF AGRICULTURAL AND FISHERY PRODUCTS TO THE PHILIPPINES

WHEREAS, inspection missions conduct on-site verification to assess food control system equivalence and gauge the confidence of foreign country applicant or individual establishment in ensuring the production and distribution of healthy and safe agricultural and fishery products in accordance with accepted international and domestic standards;

WHEREAS, market access initiatives between the Philippine Department of Agriculture (DA) and foreign countries are facilitated through diplomatic channels (Government-to-Government), wherein the details of the inspection mission are communicated and agreed upon by concerned National Competent Authorities (NCAs) of the two countries;

WHEREAS, there is a need to revoke the recently issued DC No. 7, Series of 2022 due to confusion and miscommunication it caused to affected internal and external stakeholders before its actual implementation;

WHEREAS, in the interest of strengthening and fostering healthy collaboration between the Philippines and foreign country (new applicant for accreditation or renewal of accreditation), and maximizing the finite resources of the Department of Agriculture, there is a need for co-sharing of expenses in the conduct of the inspection mission; hence, the amendment of DC No. 01, Series of 2017 is imperative;

WHEREAS, Executive Order (EO) No. 77 (s. 2019) entitled "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel", provides the guidelines for Governments in approving and managing foreign travels by officials;

WHEREAS, Republic Act (RA) No. 6713 entitled "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for other Purposes", particularly Section 7(d) provides the policy that all public officials and employees shall at all times practice a high standard of ethics during the course of their official duties;

WHEREAS, there is a need to ensure swift facilitation and expedite the administrative preparations for the conduct of inspection missions in order not to hamper trade.

NOW, THEREFORE, I, DOMINGO F. PANGANIBAN, Senior Undersecretary of Agriculture, by the powers vested in me by Law, do hereby issue this Circular to provide guidance to all concerned.


SECTION I SCOPE

This updated guideline shall cover inspection missions for accreditation of all supplier/exporter of agricultural and fishery products.

SECTION II FUNDING RESPONSIBILITIES OF THE PHILIPPINE DA

1. All foreign on-site inspection missions shall henceforth be co-funded between the DA and the foreign country (new applicant for accreditation or renewal of accreditation).
2. DA funding shall include pre-travel allowance, cost of round-trip economy plane fare, clothing allowance, 50% of the Daily Subsistence Allowance (DSA) of the DAIM members, which shall cover their meals (30%), and incidental expenses (20%), and other applicable expenditures in accordance with the EO No. 77 (s. 2019) in which all are subject to existing accounting and auditing rules.
3. Funding shall be charged to the respective agencies conducting the inspection missions.

SECTION III RESPONSIBILITIES OF APPLICANT FOREIGN COUNTRY FOR ACCREDITATION/RENEWAL OF THE ACCREDITATION

1. The applicant foreign country, through their NCA/s shall arrange and shoulder in-country expenses including the accommodation or lodging of the DA inspector.
 2. The in-country transportation and/or transfer of the inspection mission members shall be provided during the whole duration of the mission guided by the approved itinerary.
 3. Non-English speaking applicants shall be required to assign a person preferably with a technical background who can read and speak the English language and serve as an interpreter during the audit process. Documents not written in English shall be translated into English, with copies furnished to the team.
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SECTION IV
ADMINISTRATIVE SANCTION

Any violation of the provisions of this Circular shall be subject to the appropriate administrative sanction.

SECTION V
REPEALING CLAUSE

DA DC No. 7, s. 2022 and DA DC No. 01, s. 2017 are hereby repealed accordingly and are superseded by this Circular.

All Circular, Orders, and issuances or parts thereof inconsistent with the provisions of this Circular are likewise revoked.

SECTION V
EFFECTIVITY

This Circular shall take effect fifteen (15) days after its complete publication in one (1) newspaper of general circulation and submission of copies to the National Administrative Register, UP Law Center.

Done this 15th day of May 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary

