



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

## **MEMORANDUM CIRCULAR**

No. 20  
Series of 2023

**SUBJECT: IMPLEMENTING GUIDELINES ON THE LIVESTOCK ECONOMIC ENTERPRISE DEVELOPMENT (LEED) PROGRAM OF THE NATIONAL LIVESTOCK PROGRAM**

The objective of this Guideline is to ensure the effective implementation of the Livestock Economic Enterprise Development (LEED) Program by providing the procedure and requirements to qualified and eligible beneficiaries.

### **I. PROGRAM DESCRIPTION**

The National Livestock Program (NLP), through the DA-Regional Field Offices (DA-RFOs), shall implement the Livestock Economic Enterprise Development (LEED) Program. This Program intends to strengthen the contribution of the livestock and poultry sub-sectors in increasing the income of small-hold farmers through the distribution of Livestock and Poultry Modules as grant. The modules to be given to the beneficiaries are stated in the Section II of this guidelines.

Moreover, the LEED Program will provide technical assistance to the small-hold farmers in elevating their production to an enterprise level by value adding and amplifying production. Clustering and consolidation approach is one of the strategies that the Program will adopt.

A Memorandum of Agreement (MOA) shall be executed between and/or among the implementers: DA-RFOs, Farmers' Cooperatives and Associations (FCAs), and the Local Government Units (LGUs) defining their respective roles and responsibilities.

### **II. PACKAGE PER MODULE**

<b>COMMODITY</b>	<b>PROJECT COMPONENTS</b>	<b>BUDGET ALLOCATION/PACKAGE *</b>
Chicken	Animal Stocks (500 hds hens: 100 roosters) Animal Housing Incubator w/ hatcher Starting feeds & biologics  Production Type – Meat & Eggs	Php 2,000,000.00



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

COMMODITY	PROJECT COMPONENTS	BUDGET ALLOCATION/PACKAGE *
Duck/ Itik Pinas	Animal Stocks (500 hds hens: 100 drakes) Animal Housing Incubator w/ hatcher Starting feeds & biologics  Production Type – Meat & Eggs	Php1,875,000.00
Beef Cattle (Fattener or Breeder)	Animal stocks (20 heads) Forage chopper & silage bags Biologics  Production Type – Meat/Fatteners	Php1,500,000.00
Carabao	Animal stocks (20 heads) Forage chopper & silage bags Biologics  Production Type – Meat/Fatteners	Php1,500,000.00
Goat or Sheep	Animal stocks (25 Does/Ewes : 2 Bucks/Rams) Animal housing Forage chopper Biologics  Production Type – Meat	Php2,500,000.00
Rabbit	Animal stocks (200 heads) Animal housing/Cages Feeds and biologics  Production Type - Meat	Php1,000,000.00

\*Budget allocation per package may change in the following fiscal year due to price increase in the project components. The number of animals stated in this Guideline is the minimum number of animals for procurement.





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

### III. ELIGIBILITY REQUIREMENTS

Minimum Requirements:

Requirements	FCAs	LGUs
1. Certification of eligibility to receive funds/notice of no unliquidated funds from the concerned RFO	✓	✓
2. Approved Program Document/Project Proposal in accordance with the DA's prescribed program design accompanied by letter of intent or request. Signed by the proponent and approved by the Regional Executive Director	✓	✓
3. DA CSO Accreditation (applicable to fund transfers only)	✓	N/A
4. Proof of land ownership: land title/tax declaration/ usufruct (if involves establishment of structure)	✓	✓
5. Organizational Legal Documents/Identity Registration & List of Officers and members	✓	N/A
6. Partnership agreement with FCA (MOU); w/ FCA list members	N/A	✓
7. Other documents required by the respective OUs accounting	✓	✓
8. SB/Board/Council Resolution Authorizing the Head/Representative to enter into a MOA	✓	✓

### IV. IMPLEMENTERS

LEED Program shall be implemented by the DA-RFOs in partnership with eligible and qualified Farmers' Cooperatives and Associations (FCAs) and Local Government Units (LGUs). Priority must be given to Accredited DA Civil Society Organizations (DA-CSOs).

#### A. Farmer Cooperatives and Associations (FCAs):

- Apply and comply with the requirements;
- Ensure the organization integrity of the FCA and its members;
- Ensure that the members are RSBSA Registered Farmers;
- Ensure compliance with the approved project documents;
- Enter into a tripartite Memorandum of Agreement (MOA) with the LGU and DA RFO; and
- Ensure the sustainability of the Project.



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

**B. Local Government Units (LGUs):**

*1. As a recipient/implementer:*

- a. Apply and comply with the requirements;
- b. Ensure compliance with the approved project documents;
- c. Must have a partner FCA in the implementation of the Project;
- d. Enter into a tripartite MOA with the FCA and DA-RFO; and
- e. Ensure the sustainability of the Project.

*2. As implementing partner of FCA:*

- a. Provide necessary technical support to the FCA in the preparation and implementation of the Project;
- b. Facilitate issuance of clearances and permits compliant to local zoning and other regulations;
- c. Assist the qualified FCAs upon request for the preparation, planning, and implementation, and supervision of the project specifically managing the funds and undertake the procurement process of all the project components;
- d. Enter into a tripartite MOA with the FCA and DA-RFO; and
- e. May enter into a Usufruct Agreement with the FCA for the provision of land.

**C. Department of Agriculture – Regional Field Office:**

- a. Promote the Program for greater awareness;
- b. Validate and screen the interested FCA/LGU;
- c. Assist the interested FCA/LGU in complying with the requirements that shall include but are not limited to organization and institutional development, proposal preparation, MOA signing, and technical assistance;
- d. Assist the qualified FCA/LGU upon request for the preparation, planning, implementation, and supervision of the project specifically managing the funds for procurement of all the project components subject to RA 9184;
- e. Enter into a tripartite MOA with the FCA and LGU; and
- f. Release funding to FCA/LGU immediately after MOA is finally signed and all requirements have complied.





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

## V. PROCEDURE

Activity	Procedure	Responsible	Time Frame
<b>Submission and Review</b>	1. Submit application documents to DA-RFO <ul style="list-style-type: none"> <li>a. Letter of intent</li> <li>b. Project Proposal</li> <li>c. Documents of the legal identify of the FCA</li> <li>d. Endorsement from the LGU if FCA applicant</li> <li>e. Other documents that the DA-RFO may require</li> </ul>	FCA/LGU	One day
	2. Review the submitted documents	DA-RFO	Two days
	3. Complete any lacking documents and resubmit to DA-RFO	FCA/LGU	Five days
	4. Revise proposal as deemed necessary by DA-RFO	FCA/LGU	Five days
<b>On-site evaluation</b>	1. Validate beneficiary and the location of the Project	DA-RFO, LGU	One day
	2. Approve Project Proposal	DA-RFO	Two days
<b>Preparation and Signing of MOA</b>	1. Comply with all the eligibility requirements as stated in Section III of this Guideline	DA-RFO, LGU, FCA	20 days
	2. Prepare, discuss and agree on the provisions of the MOA		
	3. MOA Signing	DA-RFO, LGU, FCA	Three days
<b>Fund Transfer</b>	1. Fund transfer as stipulated in MOA and existing rules and regulations on the transfer of funds	DA-RFO	Five days
<b>Implementation</b>	1. Monitoring of project implementation (e.g., construction of facilities)	DA-RFO	Based on approved Program of Works
	2. Testing and commissioning	RAED	Two Weeks
<b>Liquidation</b>	3. Submit liquidation report as per COA rules and regulation	LGU / FCA	Within 6 months from the completion of all project components

\*If needed, the FCA may request assistance from the concerned DA-RFO or LGU to manage funds and undertake the procurement process of all the project components.



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

## **VI. PROGRAM IMPLEMENTATION**

The Program implementation shall be in conformity with the approved project document/proposal and the MOA. The implementers must ensure that their roles and duties and responsibilities are complied with, funds are utilized properly, and the project is completed in the agreed period.

The MOA shall be tripartite, among DA-RFO, LGU, and the FCA, wherein the DA is represented by the Regional Executive Director.

The MOA shall have the effectivity period of one (1) year, subject to termination or extension as agreed by all parties should the necessity arise. In case/s of extension, a supplementary MOA shall be executed which shall be approved before the original period of effectivity lapses/ends.

## **VII. MONITORING, EVALUATION, AND SUSTAINABILITY**

The DA-RFOs shall monitor the progress of the projects in coordination with the implementing partners. The partner entity shall allow the DA an unrestricted access (but shall adhere to biosecurity measures in the farm) to the project site and documents during monitoring. Progress reports must also be periodically submitted to the DA-RFO and/ or upon the request of the latter.

Funds shall be liquidated within six (6) months upon completion of all the Project Components, as specified in the approved Project Proposal and the MOA.

## **VIII. FUNDING**

The funding shall be sourced from the General Appropriations of the DA-RFOs under the National Livestock Program following the disbursement rules set by the Department of Budget and Management guided by the government accounting rules and regulations.

## **IX. SUPPLEMENTARY GUIDELINE**

The DA-RFOs may issue a supplementary guideline to facilitate the orderly implementation of the Program subject to the review and recommendation of the National Livestock Program Director and approval of the Assistant Secretary for Operations.





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

#### **X. EFFECTIVITY**

This Memorandum Circular shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 2nd of June 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-ASECL-NC20230508-00012