



MEMORANDUM CIRCULAR

No. 22

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SUBJECT: REVISED IMPLEMENTING GUIDELINES OF THE KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM

The Department of Agriculture (DA), during the Covid-19 Pandemic, has been tasked to ensure the availability of food by adopting measures to facilitate and/or minimize disruption to the food supply chain, especially for basic commodities and services. Part of the Department's strategy is the provision of financial grant assistance to Farmers' Cooperatives and Associations (FCAs) and community-based organizations (CBOs). This is to capacitate and involve them in the food distribution system.

In the Philippines' post-pandemic or new normal transition, food availability and accessibility is crucial to the country's recovery. Thus, the DA has continued to intensify the operations of KADIWA not only in Metro Manila but also in the regions. The program's continued operation facilitated food accessibility, quality, and affordability to consumers through partnerships with national government agencies (NGAs), local government units (LGUs), farmers and fisherfolk, private sectors, and community-based organizations. This has proven effective in directly bringing fresh and affordable products to consumers in urban and other demand centers.

However, challenges continued to arise during the operations of KADIWA. Farmers and fisherfolk experienced limitations in their ability to supply the requirements of institutional buyers, efficiency to transport their agri-products, capacity to market their produce, and efficiency of their pre-harvest, post-harvest, and value-adding activities, among others". Thus, the "KADIWA Financial Grant Assistance Program" has been established by the DA to capacitate this sector and help resolve the limitations mentioned.

To ensure the holistic implementation of the Program, this revised Implementing Guidelines is hereby issued and shall be provided to the DA concerned offices.

Section 1. Program Objectives

Generally, the KADIWA Financial Grant Assistance intends to help farmers and fisherfolk and effectively improve the food distribution system nationwide. Specifically, it aims to:

- Capacitate farmers and fisherfolk to become reliable and efficient food commodity suppliers;
- Increase the number of Farmers and Fisherfolk Cooperatives and Associations (FCAs) who will engage and participate in KADIWA Selling activities;
- Encourage partnerships between the proponent and private sectors/institutional buyers to ensure the sustainability of the agri-enterprise.

Section 2. Scope and Coverage

The grant shall provide up to Php 5 million assistance to the proponents to cover post-harvest, processing, value-adding activities (i.e., procurement of produce, aggregation, packaging, transport, and distribution of agricultural and fishery commodities), and establishment of KADIWA Stores.

It shall not cover non-food agri-commodities (e.g., rubber, fiber, and copra) and production support (e.g., seedlings, planting materials, fertilizers, farm machinery, and equipment), and re-lending, among others.

The grant assistance encompasses all eligible FCAs proponents nationwide. Ineligible proponents include individual farmers, sole proprietorship enterprises, and non-registered groups.

Section 3. Definition of Terms

1. "Community-Based Organization (CBO)" refers to a type of Civil Society Organization (i.e., non-government organization, cooperative, association, domestic corporation, People's organization, homeowners' association, indigenous people's organization, Agrarian Reforms Beneficiaries Organizations (ARBOs), Irrigators Association, and other groups supported by other NGAs) with representation from the community, expressing the interest and values of their members, duly registered with the appropriate government agency such as Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE) - Bureau of Rural Workers (BRW), or Housing and Land Use Regulatory Board.

2. "Enterprise" is defined as a legal entity possessing the right to conduct business independently, for example, to enter into contracts, own property, incur liabilities and establish bank accounts.

3. "Farmers and Fisherfolk Cooperative and Association (FCA)" refers to farmers and fisherfolk cooperatives, associations, or corporations duly registered with the appropriate government agency (i.e., SEC, CDA, DOLE-BRW) and are composed primarily of small agricultural producers, farmers, farm workers, agrarian reform beneficiaries, and fisherfolk who voluntarily join together to form business enterprises or non-business organizations, which they themselves own, control, and patronize.

4. "Local Government Units (LGUs)" refers to the political subdivision of the Republic of the Philippines at the provincial, city, municipal, or barangay level.

5. "State Universities and Colleges (SUCs)" refers to public Higher Education Institutions (HEIs) established by the national government and are governed by their respective independent boards of trustees or regents.

6. "Food Commodities" refer to commonly consumed foods that are ingested for their nutrient properties, such as raw agricultural commodities (e.g., highland and lowland vegetables, fruits, poultry and livestock, aquaculture products) or processed



commodities provided they are the forms that are sold or distributed for human consumption.

7. "Transport Logistics" refers to different modes of transportation for hauling and transporting agri-fishery produce appropriate for the needs of the beneficiaries.

Section 4. Grant Purpose, Grant Amount, and Eligible Proponents

4.1. Grant Purpose

The eligible proponent shall utilize the financial grant for any or combination of the following:

1. Trading Capital (procurement of farmer's produce) or Working capital (procurement of raw materials for processing) - maximum of Php 1 million;
2. Purchase of machinery or equipment for pre-processing (cleaning, sorting, packing, drying) and processing and/or value-adding activities;
3. Procurement of transport and delivery vehicles;
4. Establishment and rehabilitation of storage facilities, warehouses, post-harvest facilities, and processing centers;
5. Procurement of retail selling equipment like freezers, chillers, display racks/shelves, manual and/or digital weighing scales, crates;
6. Establishment/renovation/improvement of KADIWA Stores; and
7. Upscaling of the agri-fishery enterprise

4.2. Grant Amount

Eligible proponents, such as FCAs, LGUs, SUCs, and CBOs, may receive up to Php 5 million based on the submitted proposal of the eligible proponent and subject to evaluation and approval. All eligible proponents shall provide equity equivalent to at least 20% of the total project cost, which may be in cash or in-kind.

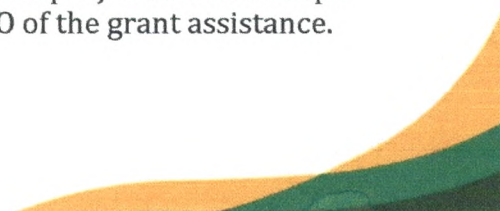
If the LGU would apply as a conduit, the LGU or its identified FCA beneficiaries shall provide the said counterpart.

The proponent group must sustain the operationalization of the project for at least five (5) years after the receipt of the grant assistance.

4.3. Eligible Proponents

4.3.1. FCAs and CBOs

- a. Must be an accredited Civil Society Organization (CSO);
- b. Must be registered with the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS);
- c. Must have no unliquidated funds from the concerned office (DA Central Office or DA RFOs);
- d. Must not have any Director, Trustee, Officer, or key personnel related within the fourth civil degree of consanguinity or affinity to any official of the government agency or office handling, approving, and implementing the project. Relationships of this nature shall automatically disqualify the FCA/CBO of the grant assistance.



4.3.2. LGUs

- a. Must have no unliquidated funds from the concerned office (DA Central Office or DA RFOs);
- b. Must have identified farmer and fisherfolk beneficiaries, and
- c. Must have identified LGU-accredited FCAs, if as a conduit.

4.3.3. SUCs

- a. Must have no unliquidated funds from the concerned office (DA Central Office or DA RFOs);
- b. Must have identified farmer and fisherfolk beneficiaries.

Section 5. Proposal Evaluation and Approval

The Proposal Evaluation and Approval phase is composed of the Application, Evaluation, Review, and Approval processes. The final output of this phase is the approved and signed evaluation report.

5.1 Application. Eligible proponents (FCA, LGU, CBO, and SUC) must submit their application through a letter of intent and project proposal with complete documentary requirements provided in Annex 1.

The administrative assistant or officer under the Office of the Director of Agribusiness and Marketing Assistance Service in Central Office and Office of the Regional Executive Director in Regional Field Offices will be responsible for the acceptance of the requests, project proposals, and other documents being submitted by the applicants or requesting parties.

The proponent group or beneficiary is responsible for preparing the project proposal, which includes the project description, marketing aspects, business operations, financial analysis and projections, project cost requirements, project benefit analysis, work plan, and sustainability and risk management plan.

5.2 Evaluation. The AMAS Director and RFO Regional Executive Directors shall designate technical staff in their respective offices, who shall conduct the processing and evaluation of the proposals. Only complete applications shall be evaluated.

The evaluation of the proposal shall be based on the following:

- a. Assessment of management capability and credibility of the organization
 - For FCAs and CBOs - This shall be based on the track record of similar projects implemented and audited financial statements. In cases where the applying organization has not implemented similar projects yet, their LGU as conduit, may apply as the project proponent subject to compliance with the requirements. Depending on the agreement between the LGU and FCAs/CBOs, the LGU may turn over to the identified organization the project operation availed thru the grant. Also, AMAS and AMADs shall provide capacity development plans for



those applicants who need assistance in fulfilling the requirements and satisfying the evaluation criteria.

- For LGUs and SUCs- Certification of no unliquidated funds from DA

b. Assessment of the enterprise's viability based on projected financial statements and analysis

c. The amount of the grant shall be based on the following:

- Procurement of produce list of prospective farmers or number and location of farmers where the produce will be procured
- Construction of Infrastructure - detailed engineering design and program of works
- Acquisition of equipment, machinery, or delivery vehicle - pre-canvass of quoted prices, description, and specifications of the equipment, machinery, or vehicle.

The *desk* evaluation process will take seven (7) working days per application with complete documents, and site validation will also be conducted after the technical evaluation. The evaluators may also request comments and recommendations from concerned DA operating units, such as the Bureau of Agricultural and Fisheries Engineering (BAFE)/RAED of the RFOs where the application is located for infrastructure, in relation to the proposals for funding under the KADIWA financial grant. By the end of the evaluation, an evaluation report shall be submitted to the reviewing team assigned by the AMAS Director and the RFO REDs.

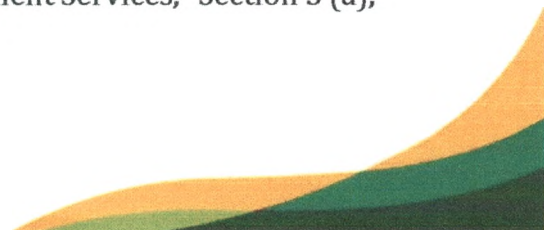
5.3 Review. The Review Team at the Central Office shall be led by the AMAS Director, with the Chief of the three (3) Divisions as members.

The Regional Review Team shall be led by the Regional Technical Director with the AMAD Chief and additional members from other divisions in the region assigned by the Regional Executive Director.

The team shall review the evaluation report prepared by the designated technical staff and recommend to the approving authority the approval of the proposals. The review process will take three (3) working days upon receipt of the submitted evaluation report together with the complete documentary requirements.

5.4 Approval. The approval process will take three (3) working days upon receipt of the endorsed project proposal and validated evaluation reports. The Assistant Secretary, who has direct supervision over AMAS, shall be the approving official for applications submitted to the AMAS Central Office. On the other hand, the Regional Executive Director (RED) shall approve applications submitted to the AMAD in the regions.

The timeframe for the conduct technical evaluation and approval process entails a highly technical expertise and shall be guided by Section 5 under RA No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its IRR, Rule VII "Accessing Government Services," Section 3 (a), (b), and (c).



Section 6. Pre-Implementation

The Pre-Implementation phase consists of the MOA Review and Signing and the Fund Transfer process.

6.1 MOA Review and Signing. Upon approval, the DA shall execute a Memorandum of Agreement (MOA) between the DA (represented by the Assistant Secretary or the Regional Executive Director) and the proponent (represented by the Local Chief Executive, President, or Chairperson).

6.2 Fund Transfer. The approved grant shall be released in accordance with the approved work and financial plan of the Project. It shall be sourced from the DA-AMAS and DA-RFOs funds under General Appropriations Act (GAA) Fund.

Moreover, the signing authorities of the Disbursement Vouchers and Obligated Request and Status (ORS) for the release of funds shall follow the DA Memorandum Order No. 03, s. 2016 as amended by DA General Memorandum Order No. 01 s. 2018.

Section 7. Implementation

The Implementation phase is composed of the Project Execution and Monitoring processes.

The proponent group must implement the approved project proposal upon the release of the grant. Failure to enforce the project within thirty (30) days, the DA shall cancel the project, and the proponent group shall reconstitute the total grant amount released. Likewise, any deviation in implementing the approved project proposal is subject to the same condition.

7.1 Project Execution. The grantee must implement their proposed project and maintain financial and accounting records of the grant funds received and utilized.

7.2 Monitoring. The AMAS, AMADs, and LGUs shall conduct the monitoring of the proponent's fund utilization reports, the progress of the project implementation, the procurement of goods and support facilities, and the construction of infrastructure.

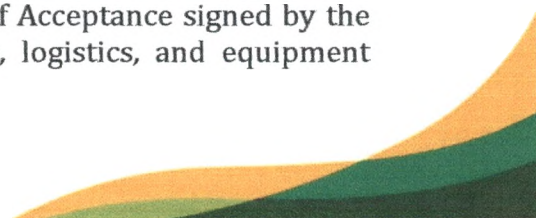
The beneficiaries shall be required to submit a quarterly progress report, including the Cash Flow, Project Income Statement, Number of beneficiaries, Enterprise Activities, and other information related to the Program's impact on the proponent/s.

Section 8. Post-Implementation

The Post-Implementation phase requires the Project Completion and Liquidation processes.

8.1. Project Completion. Upon completing the project, a Certificate of Project Completion signed by the AMAS Director or the Regional Executive Director will be issued.

On the other hand, the proponent must issue a Certificate of Acceptance signed by the grantee. The grantees must ensure that all infrastructure, logistics, and equipment



financed under the KADIWA Financial Grant Assistance Program shall bear the DA and KADIWA Logo. In addition, The KADIWA Stores shall offer lower prices compared to the prevailing retail price of the nearest public markets.

8.2. Liquidation. The proponent must submit a liquidation report to the DA. The liquidation report should contain the following (per COA Circular No. 2012-001 dated June 14, 2012):

- a. Final Fund Utilization Report certified by the accountant, approved by the Local Chief Executive, President, or Chairperson, and verified by the internal auditor or equivalent official of the DA;
- b. Pictures of implemented projects;
- c. Inspection report and Certificate of Project Completion;
- d. List of beneficiaries with their signatures signifying their acceptance /acknowledgment of the project funds/services received;
- e. Proof of verification by the GO officials of the validity of documents submitted by the NGO/PO;
- f. Official Receipt issued by the DA acknowledging the return of unutilized/excess amount, if any;
- g. List of equipment procured out of the project fund;
- h. Geotagged photos of the areas, facilities, machineries, and other equipment procured under the program procured;
- i. Warranty for procurement of equipment and project (optional);
- j. Terminal Report of the Project; and
- k. Liquidation Report

All the processes stated are simplified into the Program Implementation Process Flow, as seen in Annex 2.

Section 9. Fund Source

The funding requirement shall be sourced from the DA's funds under General Appropriation Act (GAA).

Section 10. Transition Clause

Grant applications approved under the FY 2022 fund will no longer be subjected to these guidelines.

Section 11. Repealing Clause

All DA issuances, orders, rules, and regulations, including the issued Memorandum Circular No. 13, series of 2021, or parts thereof that are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly

Section 12. Separability Clause

If any provisions under these guidelines are declared unlawful or unconstitutional, the other provisions not stated as such shall continue to be in full force and effect.



Section 13. Force Majeure

Neither party will be held responsible for any delays or failures in carrying out these guidelines as long as they are caused by events or circumstances that are beyond their control, such as natural disasters, war, civil unrest, government actions, strikes, labor disputes, or difficulties in obtaining materials or transportation.

Section 14. Effectivity. These Guidelines shall take effect immediately upon signing.

Done this 14th day of June 2023

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AMAS-MC20230606-00002



Annex 1. Documentary Requirements for Application

Documentary Requirements

1. For FCAs/CBOs

- a) Letter of intent
- b) Complete project proposal approved/signed by officers
- c) Certificate of Registration from Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), Housing and Land Use Regulatory Board (HLURB), and Cooperative Development Authority (CDA) with corresponding Certificate of Good Standing (SEC/DOLE/HLURB) or Certificate of Compliance (CDA);
- d) Authenticated copy of latest Articles of Incorporation (SEC) or Articles of Cooperation (CDA) and copy of By-laws, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing (SEC) or Certificate of Approval (CDA);
- e) Notarized Board Resolution requesting for KADIWA Financial Grant Assistance;
- f) Work and Financial Plan (WFP), and Sources and Details of Proponents Equity;
- g) Financial reports audited by independent Certified Public Accountant/s for the past three (3) years preceding the date of proposal application. For FCA/CBO that has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects;
- h) Disclosure Statement by the FCA/CBO of other related business if any, and extent of ownership therein;
- i) List of Beneficiaries;
- j) Endorsement Letter from the LGU;
- k) Copy of passbook or bank account details where the fund will be transferred; and
- l) Sworn Affidavit of the Secretary of FCA/CBO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the agency authorized to process and/or approve the proposal, proposed MOA, and the release of funds.

2. LGUs

- a. Letter of intent
- b. Complete project proposal approved/signed by officers
- c. Work and Financial Plan;
- d. Sangguniang Bayan/Panlungsod Resolution authorizing the Local Chief Executive to enter into a Memorandum of Agreement (MOA) approving the proposed project and allocation of counterpart;
- e. Copy of passbook or bank account details where the fund will be transferred;
- f. List of Beneficiaries;
- g. Documentary proof of a designated project implementation team, if as proponent;
- h. MOA or MOU with partner FCAs or certificate of accreditation as stated in Section 4.3.2, if as a conduit.

3. SUCs

- a. Letter of intent

- b. Complete project proposal approved/signed by officers
- c. Work and Financial Plan;
- d. Board of Regents Resolution authorizing the President to enter into a Memorandum of Agreement (MOA) and approving the proposed project and allocation of counterpart;
- e. Copy of passbook or bank account details where the fund will be transferred;
- f. List of Beneficiaries;
- g. Documentary proof of a designated project implementation team.

Annex 2. Program Implementation Process Flow

