



Republic of the Philippines
OFFICE OF THE SECRETARY
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MEMORANDUM ORDER

No. 68

Series of 2023

SUBJECT : AMENDED IMPLEMENTING GUIDELINES FOR THE FY 2023-2024 IMPLEMENTATION OF THE RICE FARMER FINANCIAL ASSISTANCE PROGRAM (RFFA) UNDER THE RICE COMPETITIVENESS ENHANCEMENT FUND (RCEF)

WHEREAS, Section 13 of Republic Act (RA) No. 11203, "*An Act Liberalizing the Importation, Exportation, and Trading of Rice, Lifting for the Purpose the Quantitative Import Restriction on Rice, and for Other Purposes*", stipulates that a Rice Competitiveness Enhancement Fund (RCEF), otherwise known as the Rice Fund, shall be created and shall provide for an annual appropriation of Ten Billion Pesos (Php 10,000,000,000.00) for the next six (6) years following the approval of the said Act. The Rice Fund shall be used for rice farm machinery and equipment, rice seed development, propagation, and promotion, expanded rice credit assistance, and rice extension services to rice-producing areas.

WHEREAS, Section 13 of the same Act also states that if the annual tariff revenues from rice importation exceed Ten Billion Pesos (Php 10,000,000,000.00) in any given year within the six (6) year period following the effectivity of the Act, the excess tariff revenues shall be earmarked by Congress and included in the General Appropriations Act (GAA) of the following year for other intended purposes.

WHEREAS, Among the intended purposes of the excess tariff revenues is the Rice Farmer Financial Assistance Program (RFFA). The excess tariff revenue shall be released to the Department of Agriculture (DA) and shall provide for unconditional financial assistance to farmers tilling two (2) hectares or below of rice land as compensation for the projected loss of farm income arising from the tariffication of the quantitative import restrictions on rice.

WHEREAS, Section 3 of RA No. 11598, "*Cash Assistance for Filipino Farmers Act*", authorizes the DA to utilize the annual tariff revenues in excess of Ten Billion Pesos (Php 10,000,000,000.00) as provided in Section 13 of Republic Act No. 11203, to directly provide cash assistance to farmers who are tilling two (2) hectares or below of rice land until 2024.

WHEREAS, The Bureau of Customs (BOC) shall issue a certification, not later than April 15 of every fiscal year, on the annual tariff revenue from rice importation of the preceding year to the Department of Budget and Management (DBM), copy furnishing the DA, Department of Finance (DOF), and Bureau of Treasury (BTr), commencing upon the effectivity of the Act. This certification shall likewise include the amount in excess of Ten Billion Pesos (P10,000,000,000.00), if any, from the tariff revenue of rice importation the preceding year.

WHEREAS, Special Provision No. 13 of Section XLIV. Unprogrammed Appropriations of RA No. 11936, otherwise known as the “*General Appropriations Act Fiscal Year 2023*”, (FY 2023 GAA) states that the excess revenue from the total annual tariff revenue from rice importations may be utilized for the authorized purpose/s provided under Section 13 of RA No. 11203 and Section 3 of RA No. 11598. The same provisions also state that the release of funds shall be subject to the collection of annual tariff revenue from rice importation of the preceding year in excess of Ten Billion Pesos (P10,000,000,000) pursuant to Section 13 of RA No. 11203, based on the certification of the Bureau of Customs on the tariff revenue collection on rice importation.

WHEREAS, BOC stated from several certifications issued on April 26, 2022, August 4, 2022, November 4, 2022, and January 24, 2023 that the tariff revenues from rice importation in FY 2022 collectively amounts to Twenty-Two Billion, Seven Hundred Ninety-Five Million, Six Hundred Sixty-Nine Thousand, One Hundred Fifty-Eight and 95/100 Pesos (Php 22,796,669,158.95). Thus, the amount in excess of Ten Billion Pesos (P10,000,000,000.00) is Twelve Billion, Seven Hundred Ninety-Five Million, Six Hundred Sixty-Nine Thousand, One Hundred Fifty-Eight and 95/100 Pesos (Php 12,796,669,158.95);

WHEREAS, the Registry System for Basic Sectors in Agriculture (RSBSA) registered 2,384,308 farmers as of June 30, 2023 who are eligible as beneficiaries for RCEF-RFFA, therefore requiring only Twelve Billion, Ninety Million, Six Hundred Ninety-Three Thousand, Five Hundred Pesos (Php 12,090,693,500.00) from the excess tariff revenues collected in FY 2022;

WHEREAS, the relevant provisions of the FY 2023-2024 GAA for the Use of Excess Revenue from the Total Annual Tariff Revenue from Rice Importation, if any, shall be the legal basis for RFFA 2023-2024 as stipulated on the RA Nos. 11203 and 11598.

NOW, THEREFORE this memorandum order provides for the amendment of the implementing guidelines for the implementation of RFFA Program FY 2023-2024.

I. ACRONYMS

ARBO	-	Agrarian Reform Beneficiary Organization
ATM	-	Automated Teller Machine
BOC	-	Bureau of Customs
BTr	-	Bureau of Treasury
CAO	-	City Agriculturist's Office
DA	-	Department of Agriculture
DBM	-	Department of Budget and Management
DBP	-	Development Bank of the Philippines
DISINT	-	Disbursement Instruction File
DOF	-	Department of Finance



FCA	-	Farmers Cooperatives/Associations
FIMS	-	Farmers Information Management System
GAA	-	General Appropriations Act
IA	-	Irrigators' Association
ICTS	-	Information and Communications Technology Service
IMP	-	Interventions Management Platform
IMC	-	Interventions Monitoring Card
KYC	-	Know-your-customer
LOI	-	Letter of Instruction
MOA	-	Memorandum of Agreement
MAO	-	Municipal Agriculturist's Office
NCA	-	Notice of Cash Allocation
NPCT	-	National Program Coordination Team
ONBIN	-	Onboarding File
PCIC	-	Philippine Crop Insurance Corporation
PMO	-	Project Management Office
PSC	-	Project Steering Committee
RA	-	Republic Act
RCEF	-	Rice Competitiveness Enhancement Fund
RED	-	Regional Executive Director
RFFA	-	Rice Farmer Financial Assistance
RFO	-	Regional Field Office
RPCT	-	Regional Program Coordination Team
RSBSA	-	Registry System for Basic Sectors in Agriculture
SA	-	Supplemental Agreement
SFTP	-	Safe File Transfer Protocol
SOA	-	Statement of Account
SWISA	-	Small Water Irrigation System Association

II. DEFINITION OF TERMS

Cash Assistance	-	Provision of cash as unconditional intervention to farmer-beneficiaries
Fintech Partner	-	Entities that provide new technology seeking to improve and automate the delivery and use of financial services; these entities are essential in the creation of e-wallet accounts for the beneficiaries



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|--------------------------------|--|
| Interventions Monitoring Card | - A transactional card where the cash assistance for farmers shall be loaded; the card shall also serve as an identification card for the stakeholders of the agriculture and fisheries sector |
| New Farmer-Beneficiaries | - Farmers that are newly enrolled as RFFA beneficiaries and have not received cash assistance from previous implementation years |
| Recurring Farmer-Beneficiaries | - Farmers-beneficiaries that have previously received cash assistance from previous implementations of RFFA |

III. OBJECTIVES

The RFFA aims to provide unconditional cash assistance to farmers tilling two (2) hectares or below of rice land as compensation for the projected loss of farm income arising from the tariffication of the quantitative import restrictions on rice.

IV. DESCRIPTION

These guidelines shall serve as a reference for the FY 2023-2024 implementation of the RFFA: distribution of unconditional cash assistance amounting to Five Thousand Pesos (Php 5,000.00) to each eligible farmer-beneficiary.

V. SCOPE AND COVERAGE

- A. The RFFA shall cater to all eligible farmer-beneficiaries in all the rice-producing provinces in the Philippines, subject to the availability of funds.
- B. Farmer-beneficiaries eligible for RFFA must be:
 1. Rice Farmers
 2. Registered to the Registry System for Basic Sectors in Agriculture (RSBSA) and encoded in the RSBSA Profiling Platform (RSBSAPP)
 3. Tilling/owning farmland area of two (2) hectares or less (0.001-2.0 has);

Declaration of farmland area must be supported by any of the following:

- a. Membership to a clustered FCA, IA, ARBO, SWISA, or any other farmer organization
- b. Validation of rice planting during the FY 2023 wet season cropping by Municipal/City Agriculturist's Office (M/CAO)
- c. Enrollment in Philippine Crop Insurance Corporation (PCIC)
- d. Proof of availment of loans for rice production




VI. DURATION

The FY 2023-2024 implementation of the RFFA shall commence immediately after the Notice of Cash Allocation (NCA) by the DBM has been granted. The implementation of the program shall run within the validity period of the fund as provided in the FY 2023-2024 GAA and may be extended as necessary, subject to deliberations by the RCEF - Project Steering Committee (RCEF-PSC).

VII. INSTITUTIONAL ARRANGEMENTS

A. Rice Competitiveness Enhancement Fund - Project Management Office (RCEF-PMO)

1. Comply with the budget and legal requirements set by DBM to secure the budget allocation and ensure the timely release of funds intended for the RFFA, subject to pertinent accounting rules and regulations;
2. Provide necessary support to all stakeholders upon implementation of the program;
3. Submit quarterly reports of cash assistance distributed in target areas to oversight agencies of RFFA;
4. Participate as part of the panel in the review of eligible fintech partners for accreditation; and
5. Signify conformity for the DA-CO on the accreditation of fintech partners deemed eligible upon completion of a thorough accreditation process.

B. DA - Information and Communication Technology Service (ICTS)

1. Ensure the cleanliness and deduplication of the master list of farmer-beneficiaries;
2. Provide necessary support to all stakeholders upon implementation of the program;
3. Participate as part of the panel in the review of eligible fintech partners for accreditation; and
4. Provide the necessary support to the RCEF-PMO in signifying conformity for the DA-Central Office on the accreditation of fintech partners deemed eligible upon completion of a thorough accreditation process.

C. DA - Regional Field Offices (DA-RFOs)

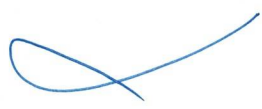
1. Download the sub allotted funds by DA Central Office intended for RCEF-RFFA to the Development Bank of the Philippines (DBP) for the sole purpose of implementation of RCEF-RFFA.
2. Ensure and validate that the farmer-beneficiaries in the list are eligible based on the approved eligibility criteria of RFFA beneficiaries;
3. Endorse the final validated list of farmer-beneficiaries to the RCEF-PMO and DA-ICTS;
4. Create a regional distribution schedule and monthly implementation progress reports of the RFFA program to RCEF-PMO;
5. Coordinate with LGUs and assist them in the provision of logistical and security support for program-related activities;
6. Lead all efforts in notifying the farmer-beneficiaries of the RFFA and the available cash assistance for distribution;
7. Receive feedback and concerns related to the implementation of RFFA and resolve them in accordance with the policies and procedures formulated by the RCEF-Regional Program Coordination Team (RCEF-RPCT); and
8. Endorse to the RCEF-PMO and the RCEF-National Program Coordination Team (RCEF-NPCT) through proper correspondence all concerns that cannot be resolved at the regional level.

D. Development Bank of the Philippines (DBP)

1. Act as the partner of DA-RFOs in the disbursement of cash assistance to farmer-beneficiaries in accordance with the terms and conditions of the Memorandum of Agreement (MOA) between DA-Central Office and DBP-Central Office dated June 24, 2021 and June 29, 2021 and the respective Supplemental Agreements (SA) between DA-RFOs and DBP;
2. Lead the panel review for the accreditation of eligible fintech partners for the program;
3. Endorse to DA-CO the list of accredited fintech partners for confirmation;
4. Receive the clean and final list of eligible farmer-beneficiaries from DA-RFOs through DA-ICTS, and forward it to accredited fintech partners who shall use the data solely for the purpose of the implementation of the RFFA program;



5. Monitor the conduct of Know-Your-Customer (KYC) verification and the issuance of Interventions Monitoring Cards (IMCs) by the accredited fintech partners to check proper adherence to schedules and compliance with the guidelines of the program;
6. Provide to DA-ICTS the list of fully verified farmer-beneficiaries with the corresponding e-wallet accounts as provided by the accredited fintech partners in preparation for payment instructions;
7. Provide to DA-ICTS the file format for the Transaction File or the disbursement instruction to process payment instructions;
8. Process the Transaction File received from DA-RFOs/DA-ICTS via Secure File Transfer Protocol (SFTP) through the accredited fintech partners for RCEF-RFFA subject to the availability of funding in the RCEF-RFFA Program Fund Account to cover the amount stipulated in the Letter of Instruction (LOI);
9. Process the disbursement instruction from DA-RFOs/DA-ICTS through the accredited fintech partners within five (5) working days upon receipt of the transmission;
10. Undertake to exercise due diligence in complying with the disbursement instructions of DA-RFOs;
11. Submit disbursement reports enumerating successful crediting transactions and rejected transactions weekly via secured electronic means to through DA-ICTS;
12. Provide RCEF-PMO, copy-furnishing DA-Accounting Division, a cash assistance distribution report disaggregated into municipality, province, and region within ten (10) working days after the last day of the payout month;
13. Provide the DA-ICTS or any authorized personnel from the DA access to the DBP's online portal to view and/or download their bank balances and transaction history for the monitoring of the RFFA Program Fund Account;
14. Return funds based on the specified timeline provided by DA-CO for unclaimed cash assistance upon the lapse of the implementation period or termination of the project;
15. Issue a certified true copy of Reports on Credited/Claimed and Rejected Transactions (liquidation certification) and Statement of Account within sixty (60) calendar days from the specified end of the Program;
16. Charge only from the RFFA Program Fund Account and not from any other fund accounts of DA-RFOs only the following expenditures:
 - a) Cash Assistance worth Five Thousand Pesos (Php 5,000.00) per farmer-beneficiary; and



- b) Service fee of Fifty Pesos (Php 50.00) per recurring farmer-beneficiary or One Hundred Fifty Pesos (Php 150.00) per new farmer-beneficiary; and
17. Assign selected offices and/or partner outlets in coordination with the accredited fintech partners and DA-RFOs where farmer-beneficiaries may proceed for the claiming of their IMC within the prescribed period of one month from the original schedule of distribution.

VIII. PROCEDURES

A. Provision of Cash Assistance to New Farmer-Beneficiaries

1. Registration of Eligible Farmers
 - a) *DA-RFOs* shall mobilize the *MAOs and CAOs* to conduct activities for the registration of farmer-beneficiaries in the RSBSA, the database of information for Filipino Farmers;
 - b) *DA-RFOs* shall ensure that the information in the RSBSA is true, valid, correct, and complete, and shall conduct field validations if the need arises;
 - c) *DA-RFOs* shall generate a Master List of Eligible Farmers in the RSBSA via the Farmers Information Management System (FIMS) using the prescribed format;
 - d) *DA-RFOs* shall endorse to *RCEF-PMO* and *DA-ICTS* the master list of eligible farmers for submission to DBP through a letter duly signed by their respective Regional Executive Directors (REDs);
 - e) *DA-ICTS* shall subject the master list of eligible farmers under crossmatching, deduplication, and other necessary steps to ensure data integrity and cleanliness; and
 - f) *DA-ICTS* shall send the processed master list of eligible farmers and transmit it to *DBP* as Onboarding Files (ONBIN) via SFTP.
2. Onboarding of Farmers as RFFA Farmer-Beneficiaries and Preparation of E-wallet Accounts
 - a) *DBP* shall receive the ONBIN and forward it to the accredited *fintech partners*;
 - b) The *fintech partners* shall create an electronic wallet (e-wallet) account for each farmer-beneficiary on the ONBIN and generate an ONBIN Return File: a master list of e-wallet accounts created with the names of each farmer-beneficiary,



their corresponding e-wallet account numbers, and other pertinent information;

- c) The *fintech partners* shall send the ONBIN Return Files to *DBP*; *DBP* shall forward the ONBIN Return Files to *DA-ICTS*; and
- d) *DA-ICTS* shall upload the data from the ONBIN Return Files to the Interventions Management Platform (IMP) for the reference of DA-RFOs.

3. Crediting of E-wallet Accounts of Farmer-Beneficiaries

- a) *DA-RFOs* shall generate a list of e-wallet accounts for crediting, a Disbursement File (DISINT), based on the data in the IMP; *DA-RFOs* shall also create a LOI which contains the list of files to be processed including the count of farmer-beneficiaries and the corresponding amounts to signify the request to credit accounts of farmer-beneficiaries on the DISINT;
- b) *DA-ICTS* shall subject the DISINT under crossmatching and deduplication, and shall forward it together with the LOI to *DBP* through an SFTP;
- c) *DBP* shall forward the DISINT and the LOI to the accredited *fintech partners*;
- d) *DBP, through the DBP Commonwealth Branch*, shall debit the respective amount indicated on the DISINT and LOI from the accounts of DA-RFOs and credit the amount to the *fintech partners*;
- e) The *fintech partners* shall credit the corresponding amounts to the respective e-wallet accounts opened for the farmer-beneficiaries; and
- f) The *fintech partners* shall provide a Report to *DBP* containing the status of crediting to e-wallets; *DBP* shall forward the report to *DA-ICTS* once verified.

4. Verification of Farmer-Beneficiaries and Distribution of IMCs

- a) *DA-RFOs*, in coordination with *MAOs, CAOs*, and the *fintech partners*, shall schedule a caravan event at the most convenient time and area to gather farmer-beneficiaries for the conduct of the face-to-face Know-Your-Customer (KYC) verification by the *fintech partners* and the distribution of IMCs;
- b) The *fintech partners* shall conduct an onsite farmer verification to have a liveness check of the farmer-



beneficiaries through facial recognition during the scheduled caravan event;

- c) The *fintech partners* shall print and distribute the IMC upon verification of the farmer-beneficiary;

The IMCs issued to the farmer-beneficiaries shall serve both as an identification card (ID card) and as a cash card that gives access to an e-wallet account wherein DA may provide interventions in the form of cash assistance, intervention vouchers, and financial subsidies in the future;

- d) The *fintech partners* shall activate the IMC upon claiming of the farmer-beneficiary;

The IMCs can then be used by the farmer-beneficiaries to access their e-wallet accounts and to withdraw cash assistance from any automated teller machine (ATM) or through other channels/means of cash dispensing such as on-site cash payout or cash pick-up from authorized outlets of fintech partners.

- e) The *fintech partners* shall generate a list of verified farmer-beneficiaries and farmer-beneficiaries who received IMCs and provide it to DBP after the caravan event for identity verification; and
- f) DBP shall forward the list of verified farmer-beneficiaries and farmer-beneficiaries who received IMCs to DA-Central Office through DA-ICTS.

5. Distribution of Cash Assistance without IMCs

In the event that the fintech partner is unable to provide IMCs to the farmer-beneficiaries, the fintech partners, in coordination with the MAOs, CAOs, and DA-RFOs, may opt to distribute cash assistance through cash payouts during the scheduled caravan event.

After verification of the farmer-beneficiary as stated in Procedure No. A.4.b.:

- a) The *fintech partners* shall provide cash assistance through cash payout to the farmer-beneficiary upon verification;
- b) The *fintech partners* shall generate a list of verified farmer-beneficiaries and farmer-beneficiaries who received cash assistance through cash payout and provide it to DBP after the caravan event;
- c) DBP shall forward the list of verified farmer-beneficiaries and farmer-beneficiaries who received cash assistance



through cash payout to *DA-Central Office* through *DA-ICTS*; and

- d) The *fintech partners* shall print the IMCs of verified farmer-beneficiaries and dispatch them to *DA-RFOs* for distribution to farmer-beneficiaries. The IMCs shall be received by the farmer-beneficiaries no later than 3 months after the caravan event.

6. Reporting

- a) *DBP* shall provide *DA-Central Office* a distribution report disaggregated into municipality, province, and region every two (2) weeks.

B. Provision of Cash Assistance to Old Farmer-Beneficiaries (“Recurring Farmer-Beneficiaries”)

1. Crediting of E-wallet Accounts of Farmer-Beneficiaries

- a) *DA-RFOs* shall generate a list of the e-wallet accounts of recurring farmer-beneficiaries for crediting, a *DISINT*, based on the data in the *IMP*; *DA-RFOs* shall also create an *LOI* which contains the list of files to be processed including the count of recurring farmer-beneficiaries and the corresponding amounts to signify the request to credit accounts of the recurring farmer-beneficiaries on the *DISINT*;
- b) *DA-ICTS* shall subject the *DISINT* and the *LOI* under crossmatching and deduplication, and shall forward them to *DBP* through an *SFTP*;
- c) *DBP* shall forward the *DISINT* and the *LOI* to the accredited *fintech partners*;
- d) *DBP, through the DBP Commonwealth Branch*, shall debit the respective amount indicated on the *DISINT* and *LOI* from the accounts of *DA-RFOs* and credit the amount to the *fintech partners*;
- e) The *fintech partners* shall credit the corresponding amounts to the respective e-wallet accounts of the recurring farmer-beneficiaries;
- f) The *fintech partners* shall provide a Report to *DBP* containing the status of crediting to e-wallets;
- g) *DBP* shall forward the report to *DA-Central Office* through *DA-ICTS* once verified;



- h) *DA-ICTS* shall forward the list of recurring farmer-beneficiaries credited with cash assistance to *DA-RFOs*;
- i) *DA-RFOs* shall inform the *MAOs* and *CAOs* that the accounts of the recurring farmer-beneficiaries listed on the report have been credited, and in turn, inform the farmer-beneficiaries that the cash assistance is available for withdrawal;

The IMCs can then be used by the farmer-beneficiaries to access their e-wallet accounts and to withdraw cash assistance from any automated teller machine (ATM).

2. Distribution of Cash Assistance without IMCs

In the event that the recurring farmer-beneficiaries have not yet received their IMCs, the fintech partners, in coordination with the MAOs, CAOs, and DA-RFOs, may opt to distribute cash assistance through cash payouts during a scheduled caravan event. This distribution may be done simultaneously during the caravan event described in Procedure No. A.4.a.

- a) The *fintech partners* shall verify the status of the farmer-beneficiary as a recurring farmer-beneficiary;
- b) The *fintech partners* shall provide cash assistance through cash payout to the farmer-beneficiary upon verification;
- c) The *fintech partners* shall generate a list of recurring farmer-beneficiaries who received cash assistance through cash payout and provide it to *DBP* after the caravan event; and
- d) *DBP* shall forward the list of recurring farmer-beneficiaries who received cash assistance through cash payout to *DA-Central Office* through *DA-ICTS*;

3. Reporting

- a) *DBP* shall provide *DA-Central Office* a distribution report disaggregated into municipality, province and region every two (2) weeks.

IX. FARMER-BENEFICIARIES UNDER SPECIAL CASES

A. A farmer-beneficiary of the RFFA is considered a "Special Case" if they are unable to claim the cash assistance they are entitled to because they are:

- 1. A senior citizen (60 years old and above);
- 2. A person deprived of liberty;
- 3. A farmer staying abroad;



4. Bedridden from a health condition or disability;
 5. Hospitalized in such a manner that they are unable to attend an official RFFA caravan event or go to a branch of an authorized fintech partner to claim their cash assistance;
- B. Farmer-beneficiaries under Special Cases shall only be entitled to cash assistance up to the FY 2021-2022 implementation, and not for the FY 2023-2024 Implementation of RFFA. Farmer-beneficiaries under Special Cases shall be removed from the list of farmer-beneficiaries for the FY 2023-2024 Implementation of RFFA; and
- C. No farmer-beneficiaries under Special Cases shall be onboarded as New Farmer-Beneficiaries for FY 2023-2024 Implementation of RFFA.

X. DECEASED FARMER-BENEFICIARIES

Deceased Farmer-beneficiaries shall only be entitled to cash assistance up to the FY 2021-2022 implementation, and not for the FY 2023-2024 implementation of RFFA. Deceased farmer-beneficiaries shall be removed from the list of recurring farmer-beneficiaries for the FY 2023-2024 Implementation of RFFA.

DA-RFOs, in coordination with DA-CO through RCEF-PMO and RSBSA-NPMO, must report and update the deceased status of farmer-beneficiaries on the RSBSA Profiling Platform through the proper RSBSA Updating Protocols.

XI. FEEDBACK AND GRIEVANCE MECHANISM

- A. *DA-RFOs* shall receive all feedback related to the implementation of the RFFA and shall be resolved in accordance with the policies and procedures formulated by the DA-RPCT; and
- B. *RCEF-PMO* or the *RFFA NPCT* shall receive grievances that cannot be resolved by the respective DA-RPCT and shall commit to resolving the issue through appropriate action.

XII. LIQUIDATION

- A. *DBP* shall only charge the following and nothing more from *DA-RFOs*:
1. Cash Assistance = Php 5,000.00 for each farmer-beneficiary
 2. Service Fee = Php 50.00 for each farmer-beneficiary
 3. Fee for the provision of IMC = Php 100.00 for each new farmer-beneficiary provided with IMCs
- B. *DBP* shall issue to *DA-Central Office* and to *DA-RFOs* a certified true copy of Credited/Claimed and Rejected Transactions (Liquidation Certification) reports, Statement of Account (SOA) , and List of Paid and Unpaid

Beneficiaries within thirty (30) working days from the specified end of the Program for the liquidation of funds; and

- C. *DBP* shall return unclaimed cash grants to the RCEF Program Fund within thirty (30) calendar days from the date of receipt of a written notice from DA signifying the end of the RFFA program;

XIII. OTHER TERMS

- A. **NOTICES.** All concerned offices shall communicate regularly and use any available means of communication including electronic means (official email) which shall be considered as official documents. Any unknown reproduction of these documents without the consent of both Parties shall be considered for penalization.
- B. **OTHER AGREEMENTS.** All concerned offices such as the *DA-RFOs* may execute such other supplemental implementing rules which may indicate other relevant information necessary to implement the terms of this Guidelines, the same to be deemed as integral parts hereof. The Supplemental Guidelines shall conform to, and contain provisions within the bounds of this Memorandum Order.
- C. **DATA SHARING.** All concerned offices shall endeavor to implement a non-intrusive and secure automated system of data exchange that will allow the respective Parties' IT applications and databases to communicate with each other in real-time.
- D. **CONFIDENTIALITY.** All concerned offices agree to hold in strict confidence any Confidential Information disclosed to or obtained by it and shall use such Confidential Information only in connection with the purposes of this Memorandum Order.

For purposes of this provision, Confidential Information means any and all information disclosed by a party (Disclosing Party) to, or obtained by, the other Party (Receiving Party) in any manner, that, as a result of, or in connection with this Memorandum Order, by its nature, is considered proprietary and confidential, regardless of whether such information is specifically labeled or described as such including, but not limited to, proprietary information, and personal data, financial data, business plans or proposals, agreements of the Disclosing Party with third parties, and any representations by any officer, employee or representative of the Disclosing Party. Provided, however, that Confidential Information shall not include the following:

1. Information that is generally available to the public other than as a result of disclosure in violation of this Memorandum Order;



2. Information available to the Receiving Party on a non-confidential basis without an express restriction on disclosure;
3. Information that is required to be disclosed by any court, tribunal or regulatory authority or by any requirement of law, legal process, or regulation; or
4. Information that the Disclosing Party expressly agrees in writing may be disclosed by the Receiving Party to third parties.

The Receiving Party agrees that Confidential Information shall not be disclosed to third parties without prior written consent of the Disclosing Party, and that each Party shall exercise the same degree of care as it does not desire to publish, disclose, or disseminate. The obligation of confidentiality shall continue in full force and effect notwithstanding the termination of this Memorandum Order. The parties agree to abide by Republic Act no. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations, and issuances by the National Privacy Commission with regard to the handling of Confidential Information.

XIV. AMENDMENT

All provisions and exhibits of this Memorandum Order may be amended or supplemented as deemed necessary and agreed upon by all concerned offices. The amendment and supplement of this Memorandum Order shall be in writing and approved by the DA Secretary.

XV. REPEALING CLAUSE

All existing orders, circulars, rules and regulations or parts thereof that are inconsistent with the memorandum order's provision are hereby repealed or modified accordingly.

XVI. EFFECTIVITY

This Order shall take effect immediately and shall remain in effect until December 31, 2024.

Done this 22nd day of November 2023, Diliman, Quezon City, Philippines.

FRANCISCO TU LAUREL, JR.
Secretary



DA-CO-FOS-MO20231121-00013