



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES
(PCAF)
CITIZEN'S CHARTER HANDBOOK**

2020 (1st Edition)



**THE
PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES
(PCAF)**

CITIZEN'S CHARTER
2020 (1st Edition)



I. Mandate

The Philippine Council for Agriculture and Fisheries (PCAF) is an attached agency of the Department of Agriculture (DA) created out of the consolidation of two councils - the National Agricultural and Fishery Council (NAFC) and Livestock Development Council (LDC) pursuant to E.O. 366, Series of 2004.

With the transfer of the functions of the NAFC and LDC to PCAF, it assumed strengthened functions related to coordination and monitoring of agricultural and fisheries modernization processes, and development of public-private partnerships as consultative bodies to the DA.

In terms of legal issuances, the mandates transferred to PCAF are essentially based on Executive Order No. 116, series of 1987 and DA Administrative Order No. 6, series of 1998 as follows:

Executive Order No. 116, Series of 1987

- a. Act as advisory body to the Department of Agriculture (DA) to ensure the success of its programs and activities; and
- b. Establish nationwide network of agricultural and fishery councils to serve as the forum for consultative and continuing discussions within agriculture and fisheries sectors.

P.D. 914, Series of 1976

- a. Formulate and establish comprehensive policy guidelines for the development of the livestock industry;
- b. Formulate long and short-range programs calculated to achieve major self-sufficiency, efficiency, and stability in food commodities of animal origin;
- c. Coordinate, integrate and supervise all policies and programs of all government agencies charged with the implementation thereof;
- d. Evaluate the activities and accomplishments of all agencies of government charged with the implementation of the different aspects of livestock development programs;
- e. Assist, coordinate and integrate private sector activities with that of the government sector with the purpose of involving the private sector in the food development programs of animal origin and allied industries;



- f. Call on any department, bureau, office, agency and other instrumentalities of the government in the form of personnel, facilities and other resources as the need arises in the performance of its functions; and
- g. Perform such other functions as may be necessary to attain the objectives of the livestock development programs.

Executive Order 116, Series of 1987

- a. Formulate and establish comprehensive policy guidelines for the livestock industry;
- b. Prepare plans and programs; and
- c. Evaluate livestock programs/projects.

Administrative Order No. 142, Series of 1989

The DA through the NAFC (now PCAF) implements livelihood programs as stipulated in DA Memorandum Order No. 11 dated October 19, 1989, pursuant to the DA's responsibility as one of the identified agencies under Administrative Order No. 142 dated October 9, 1989 (Policy and Implementing Guidelines Governing Livelihood Programs and Projects).

DA Administrative Order No. 6, Series of 1998

PCAF acts as Secretariat to the NAF Council which is mandated to:

- a. Assist the DA in the broad-based monitoring and coordination of the agriculture and fisheries modernization process; and
- b. Serve as integrative and consultative structure for inter-agency and inter-sectoral collaboration in agriculture and fisheries modernization.

The legal bases cited in the 1987 Constitution of the Republic of the Philippines under Article XIII and RA 8435 or the Agricultural and Fisheries Modernization Act (AFMA) are the following:

Article XIII, Section 15 of the Constitution states that "... the state shall respect the role of independent people's organizations to enable the people to pursue and protect, within the democratic framework, their legitimate and collective interests and aspirations through peaceful and lawful means...."

Article XIII, Section 16 of the Constitution states that "...the right of the people and their organization to effective and reasonable participation at all levels of social, political and



economic decision making shall not be abridged. The state shall by law facilitate the establishment of an adequate consultation mechanism....”

Section 2 of RA 8435 provides that “It is the policy of the state to enable those who belong to the agriculture and fisheries sectors to participate and share in the fruits of development and growth in a manner that utilizes the nation’s resources.”

Section 3 of RA 8435 provides that “The State shall promote people empowerment by enabling all citizens through direct participation or through their elected, or chosen representatives the opportunity to participate in policy formulation and decision making by establishing the appropriate mechanisms by giving them access to information. . . ”

R.A. 10601 or the Agricultural and Fisheries Mechanization (AFMech) Law, Series of 2013

PCAF acts as secretariat to the Agriculture and Fishery Mechanization Committee (AFMeC) which is mandated to:

- a. Promulgate the national policies and guidelines on testing and evaluation of agricultural and fisheries machinery and equipment;
- b. Encourage and assist in the organization of a privately-led classification and accreditation system to develop and promulgate its operational guidelines and procedures;
- c. Provide necessary technical support to the privately-led classification and accreditation system to classify and accredit local agricultural and fisheries machinery manufacturers, importers and suppliers, distributors and dealers into small, medium and large firm;
- d. Act as an advisory body of the DA by providing policy recommendations to ensure the success of the implementation of DA programs and activities concerning agricultural and fisheries mechanization;
- e. Formulate a results-based monitoring and evaluation system for the implementation of the AFMech Law, including the NAFMP and serve as an external monitoring body to the Bureau of Agricultural and Fisheries Engineering (BAFE);
- f. Monitor and coordinate the activities of the local AFMeCs; and
- g. Provide funding assistance on the organization and operationalization of the AFMeC at the national, regional, provincial/HUCs/ICCs and city/municipal levels.



II. Vision

An apex policy-making body with strong, vibrant and visible private sector partners responsible for the attainment of a conducive policy environment towards a globally competitive and sustainable agriculture and fisheries sector.

III. Mission

In partnership with our consultative bodies and other stakeholders, we will zealously promote and strengthen capacities in participatory and collaborative governance.

Working together, we will uphold multi-stakeholder engagement, transparency and accountability in policy and program development processes for the agriculture and fisheries sector.

Together, we will work with others to create a better and brighter future for the agricultural and fishery communities.

IV. Service Pledge

We, the officials and employees of the Philippine Council for Agriculture and Fisheries commit to:

- P** Provide effective and efficient participatory mechanisms and processes to come up with sound agricultural and fishery policy and program recommendations.
- C** Conduct broad-based multi-stakeholder consultations on agricultural and fishery concerns.
- A** Actively engage in shaping national and local agricultural and fishery development agenda.
- F** Foster active participation of private and government sectors representatives.



V. List of Services

External Services	Page Number
1. Facilitate requests for consultation services on emerging and pertinent issues and concerns of industry value-chain players	8
2. Screen and evaluate AFC membership application	10
3. Facilitate request for AFC and CSO listing	12
4. Facilitate request for Re-orientation and Training of AFCs	13
5. Facilitate request for the use of conference rooms	15
6. Facilitate request for the use of dormitory	16
7. Facilitate payment of claims to partners	17
8. Facilitate release of PCAF accounting records	19
9. Facilitate release of official personnel documents	20
Internal Service	
10. Facilitate application for leave	22



PCAF

External Services



1. Facilitate requests for consultation services on emerging and pertinent issues and concerns of industry value-chain players

PCAF serves as the link between the key industry players and different government agencies through policy services by way of conducting industry consultations that will identify and bring agreements on recommended actions, processes and systems on programs and projects for NGAs.

Division/Section:	Policy Development and Coordination Division (PDCD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	ASB Industry Value Chain Players			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter or any form of request (one original copy)			Applicant/Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate the request for consultation on specific/ emerging issues or concerns to PCAF	1. Coordinate with concerned agency/resource focal the agenda and schedule of the consultation as reference for action	None	3 days	Development Management Officer II, PDCD
None	2. Coordinate the participation of relevant resource speakers, industry stakeholders, AFCs, concerned DA bureaus/attached agencies/units, other NGAs as well as concerned PCAF officials and staff	None	3 days	Development Management Officer II, PDCD
None	3. Finalize the consultation agenda and schedule, list of participants and prepare the consultation materials/reference	None	4 hours	Development Management Officer II, PDCD



None	4. Send an official invitation together with all relevant meeting materials to all participants and resource persons through email	None	4 hours	Development Management Officer II, PDCD
2. Participate in the consultation session	5. Facilitate and document the consultation session and present the summary/matrix of issues and concerns raised, agreements, and actions to be taken for approval of the body	None	1 day	Development Management Officers, PDCD and Partnership Development Division
3. Coordinate with PCAF any inputs/ corrections to the summary of issues/ concerns and agreements	6. Send the approved summary/matrix of issues/concerns raised, agreements, and actions to be taken to all participants through email or other relevant social media platforms	None	3 days	Development Management Officer II, PDCD
None	7. Prepare the salient points of the consultation activity thru infographics to be posted on PCAF official social media platform	None	3 days	Development Management Officer II, PDCD
None	8. Prepare and disseminate the highlights of the consultation to all participants and concerned officials through email	None	3 days	Development Management Officer II, PDCD
None	9. Prepare the policy resolutions passed and the endorsement documents (memoranda/ordinances) for referral of the Executive Director/RED to concerned officials	None	3 days	Development Management Officer II, PDCD
TOTAL:		None	20 days	

2. Screen and evaluate AFC membership application



PCAF continuously expands its membership by recruiting private sector stakeholders for a more vibrant representation during decision making processes and effective partnership. Agri and fishery value chain players are invited to apply and become members of the ASBs. Applications of interested parties are evaluated to ensure ASBs' effective membership.

Division/Section:	Partnership Development Division - Volunteer Management Section (PDD-VMS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Industry Value Chain Players/Private Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished ASB Membership Information (one original copy) with supporting documents: 1. Letter or any form of request (one original copy) 2. Registration (one certified true copy) 3. List of Member Organization of Cooperatives, Associations & Partnership (if federation) 4. List of Officers and Members 5. Authorization Letter		PDD-VMS/PCAF-Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent with the required documents to Volunteer Management Section (VMS)/Fill out the ASB membership Information Form	1. Evaluate application and check completeness of required documents submitted	None	2 hours	Development Management Officer II, VMS
None	2. Validate the information indicated in the ASB Membership Information Form and the submitted documents	None	3 hours	Development Management Officer II, VMS



None	3. Inform the client on the results of the validation conducted. If they meet the criteria, send the Partnership Agreement for signature	None	1 day	Development Management Officer II, VMS
2. Submit to VMS the signed Partnership Agreement	4. Conduct orientation and update Membership Dashboard. * Client will be provided with signed copy of Partnership Agreement and Guidelines on Engagement on PCAF ASB	None	1 day and 3 hours	Development Management Officer II, VMS
TOTAL:		None	3 days	



3. Facilitate request for AFC and CSO listing

The Volunteer Management Section provides a reliable and updated list of Agricultural and Fishery Council (AFC) officers and members and accredited Civil Society Organizations (CSO) to PCAF and non-PCAF requesting parties.

Division/Section:	Partnership Development Division - Volunteer Management Section (PDD-VMS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of any form of request (one original copy)		Applicant/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate the request to PCAF	Acknowledge the receipt of request and forward the request to OED for approval through the Records Section	None	1 day	Development Management Officer II, Volunteer Management Section (VMS) Admin. Officer III, GSS
None	Action on the request	None	1 day	Executive Director
2. Receive information requested	Generate the information requested and forward to the requesting party	None	1 day	Development Management Officer II, VMS
TOTAL:		None	3 days	



4. Facilitate request for Re-orientation and Training of AFCs

PCAF ensures that councils are oriented on the ASB Guidelines of Engagement and DA and PCAF mandates, programs and activities through conduct of on-demand orientations. Likewise, requests for capacity building activities are also facilitated.

Division/Section:	Partnership Development Division - Capacity Development Section (PDD-CDS)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	AFC Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of any form of request (one original copy)		Applicant/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate the request for re-orientation and/or training through a letter sent by mail or email	1. Acknowledge the receipt of request and forward request to OED through Records Section	None	4 hours	Development Management Officer, CDS
None	2. Communicate and coordinate on the following: - topic/ module; - schedule of the training/ orientation; and - resource speakers for evaluation of the request.	None	1 day	Development Management Officer, CDS
None	3. Action taken on the request.	None	4 hours	Development Management Officer, CDS
2. Receive result of the request	4. Prepare a letter informing the client on	None	4 hours	Development Management Officer, CDS



	the result of their request.			
None	5. Prepare re-orientation/ training materials	None	1 day	Development Management Officer, CDS
3. Attend and provide feedback as participants of the reorientation/ training	6. Carry out the request and conduct evaluation after the activity	None	3 days	Development Management Officer, CDS
TOTAL:		None	6 days and 4 hours	



5. Facilitate request for the use of conference rooms

PCAF provides the use of Apacible Conference Rooms A, B and BAC Conference Room located at the 3rd and 4th floor of PCAF building.

Division/Section:	Administrative, Financial and Management Division - General Services Section (AFMD-GSS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	DA agencies, other government entities and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Conference Reservation Request Form (one original copy) ● Order of payment (if applicable) 		PCAF Audio Visual Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form	1. Receive, record and review request to determine availability of conference rooms and prepare conference room bill	None	2 hours	Administrative Officer IV (AO IV), GSS
None	2. Action taken on the request	None	1 hour	<ul style="list-style-type: none"> ● AO V, GSS ● Chief, AO, AFMD
2. Receive the result of the request	3. Inform the client on the result of the request		1 hour	AO V, GSS
3. Request for issuance of Order of Payment, if applicable	4. Prepare Order of Payment and issue official receipt, if applicable	Rental Fee: Conf. Room A-P6,000 B-P3,000 BAC Conf. Room-P2,000	2 hours	<ul style="list-style-type: none"> ● Accountant III, ● AO III, Cash Section
4. Pay corresponding fee, if applicable	5. Accept payment and Issue Official Receipt	None	2 hours	AO IV, Office of the GSS
TOTAL:		P2,000, P3,000, or 6,000	1 day	



6. Facilitate requests for the use of dormitory

PCAF provides the use of dormitory rooms located at the 4th floor of PCAF building.

Division/Section:	Administrative, Financial and Management Division (AFMD) ● General Services Section (GSS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Dormitory Reservation Request Form (one original copy) ● Order of payment (if applicable) 		Office of the GSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form	1. Receive, record and review request to determine availability of dormitory rooms and prepare dormitory bill	None	2 hours	AO IV, GSS
None	2. Action taken on the request	None	2 hours	<ul style="list-style-type: none"> ● AO V, GSS ● Chief AO, AFMD
2. Receive the result of the request	3. Inform the client on the result of the request	None	1 hour	
3. Request for issuance of Order of Payment, if applicable	4. Prepare Order of Payment and issue official receipt, if applicable.	Rental fee: a. none b. P200 c. P400	1 hour	AA III, AS Accountant III AO V, CSS
4. Pay corresponding fee, if applicable	5. Accept payment and Issue Official Receipt	none	2 hours	AO IV, GSS
TOTAL:		P200, P400 or none	1 day	

7. Facilitate payment of claims to partners



PCAF provides settlement of all obligations due to clients in accordance with government laws and regulations

Division/Section:	AFMD, Budget Section, Accounting Section, Cash Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Employees and other claimants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS) (four original copies) 2. Disbursement Vouchers (DV)/Payroll (four original copies) 3. Other Supporting Documents (OSD) as prescribed under COA Circular 2012-001 dated June 14, 2012		Prescribed forms: COA Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare ORS/BURS, DV/Payroll, and attach all required supporting documents	1. The Chief of the requesting division sign Box A of ORS/BURS, and Box A of DV/Payroll.	None	1 hour	Concerned Chief of the requesting Division
None	2. Verify completeness of the documents, availability of allotment, assign number on the ORS/BURS and record the amount obligated	None	3 hours	Admin. Officer. (AO) III, Budget Section (BS)
None	3. Review and sign the ORS/BURS	None	1 hour	AO V, BS
None	4. Check completeness of supporting documents, and journalize accounting entry	None	4 hours	<ul style="list-style-type: none"> • Admin. Asst. III, Acctg. Sec. (AS) • AO IV, AS
None	5. Certify completeness of supporting documents, amount	None	1 hour	Accountant III



	claimed proper, cash availability and subject to authority to debit account (when applicable)			
None	6. Approve for payment	None	4 hours	Executive Director or authorized Officer
None	7. Prepare and sign LDDAP/ADA or Check	None	6 hours	<ul style="list-style-type: none"> ● Accountant III ● AO V, CS ● Chief, Admin. Officer, AFMD ● Executive Director or authorized Officer
2. Receive the claim	8. Submit to the servicing bank the advice of check issued/advice to debit and inform the concerned claimant	None	4 hours	AO III, CS
TOTAL:		None	3 days	



8. Facilitate release of PCAF accounting records

PCAF provides accounting records and/or copies of accounting documents and other accounting concerns to claimants, current or former officials and employees who shall state the purpose of their request.

Division/Section:	Administrative, Financial and Management Division - Accounting Section (AFMD-AS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Current or former employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accounting Records Request Form		Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Accounting Records Request Form	1. Receive and record request	None	1 hour	Admin. Asst. III AS
None	2. Action taken on the request	None	1 hour	Accountant III
None	3. If approved, check the record on file, prepare and print and/or photocopy the documents requested	None	2 days	AO IV, AS
None	4. Review and sign the documents requested	None	5 hours	Accountant III
2. Receive requested document/s	5. Issue requested document/s	None	1 hour	AA III, AS
TOTAL:		None	3 days	



9. Facilitate release of official personnel documents

PCAF provides official personnel documents and/or copies of documents in their 201 File to current or former officials and employees who shall state the purpose of their request.

Division/Section:	Administrative, Financial and Management Division - Human Resource Development Section (AFMD-HRDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Current or former employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Personnel Document Request Form (one original copy)		Office of the Human Resource Development Section (HRDS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Official Personnel Document Request Form	1. Receive and record request	None	1 hour	AA II HRDS
None	2. Action taken on the request	None	1 hour	AO V, HRDS
None	3. If approved, check the record on file, prepare and print and/or photocopy the documents requested	None	1 day	AA II, HRDS
None	4. Review and sign the documents requested	None	1 hour	AO V, HRDS
2. Receive requested document/s	5. Issue requested document/s	None	1 hour	AA II, HRDS
TOTAL:		None	1 day and 4 hours	



PCAF

Internal Services



10. Facilitate application for leave

All PCAF officials and employees are entitled to CSC prescribed leave benefits following the provisions of filing the application for leave of absence according to the type of leave.

Division/Section:	Administrative, Financial and Management Division (AFMD) ● Human Resource Development Section (HRDS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Application for Leave (CSC Form No. 6) (two original copies) 2. Clearance Form (CS Form No. 7, series of 2017) - if leave is more than 30 calendar days (one original copy) 3. Medical Certificate - if sick leave is more than 5 days (one original copy) 4. Solo Parent Identification Card - if to avail Parental Leave for Solo Parent (one original copy) 5. Letter and relevant reports - for Rehabilitation Leave (one original copy) 6. Approved Contract between PCAF and employee - for Study Leave (one original copy) 			Office of the Human Resource Development Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit Application for Leave	1. Receive and process Application for Leave as to the availability of leave credits, and review supporting documents based on the type of leave	None	4 hours	AA II, HRDS
None	2. Review and certify availability of leave credits	None	2 hours	AO V, HRDS
	3. Recommend approval or disapproval of the Application for Leave	None	4 hours	Chief, Concerned Division



None	4. Approval or Disapproval of the Application for Leave	None	1 day	Executive Director, PCAF
2. Receive a copy of the approved or disapproved Application for Leave	5. File and provide a copy of the approved or disapproved Application for Leave to the concerned employee	None	2 hours	AA II, HRDS
TOTAL:		None	2 days and 4 hours	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Accomplish the customer satisfaction survey form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk.</p> <p>If preferred through online, click the link provided by the concerned OU, accomplish the form and submit.</p> <p>For inquiries and follow-ups, the clients may contact the following number: 89288751 local 2621</p>
How feedback is processed?	<p>Every Friday, the Administrative Officer V of AFMD-Management Section or designated personnel opens the drop box or the on-line customer survey matrix, compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the concerned divisions/operating units using the Request for Action (RFA) form and they are required to answer within three (3) days upon receipt of the feedback.</p> <p>The answer of the division/operating unit is then relayed to the citizen.</p> <p>For inquiries and follow-ups, the clients may contact the following number: 89288751 local 2621</p>
How to file complaints	<p>Accomplish the complaint form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk</p> <p>Complaints can also be filed via telephone/email. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence



	<p>For inquiries and follow-ups, the clients may contact the following number: 928-8751 to 65 locals 2601 to 2614</p>
<p>How are complaints processed?</p>	<p>The Secretariat of the Grievance Committee opens the complaints drop box/email on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, The Grievance Committee shall start the investigation and forward the complaint to the concerned office for their explanation.</p> <p>The Grievance Committee will prepare a report after the investigation and shall submit it to the Executive Director for appropriate action.</p> <p>For inquiries and follow-ups, the clients may contact the following number: 928-8751 to 65 locals 2601 to 2614</p>
<p>Contact information of PCAF, ARTA, PCC, CCB</p>	<p>PCAF: pcafofficial@pcaf.da.gov.ph ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565</p>



VII. List of Offices

Office	Address	Contact Information
Head Office	Elliptical Rd., Department of Agriculture Compound, Apacible Hall, Diliman, Quezon City.	927-8614/926-2706/ 920-3992
Regional Office	None	None
Provincial Office	None	None
Bureau	None	None
Field Office	None	None