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<td>DRAFT GUIDELINES ON PARTNERSHIP WITH CIVIL SOCIETY ORGANIZATIONS (CSOs) IN THE EXECUTION OF AGENCY BUDGET AND CO-IMPLEMENTATION OF PROGRAMS, PROJECTS AND ACTIVITIES, AND OMNIBUS GUIDELINES ON THE ENGAGEMENT OF AGRICULTURAL AND FISHERY COUNCILS (AFCs)</td>
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<td>Liza G. Battad, Ph.D.</td>
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<td>William D. Dar, Ph.D.</td>
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Remarks:
BACKGROUND/RATIONALE

A. Draft Guidelines On Partnership with Civil Society Organizations (CSOs) In The Execution of Agency Budget and Co-Implementation of Programs, Projects and Activities

1. The Philippine Council for Agriculture and Fisheries (PCAF) drafted the Guidelines on Partnership with Civil Society Organizations (CSOs) in the Execution of Agency Budget and Co-Implementation of Programs, Projects and Activities. This will serve as guidelines for the DA in the engagement of CSOs accredited through PCAF and the DA RFOs. PCAF considered and adopted existing Circulars from the DBM relative to the matter as well as the engagement modalities of the DSWD with CSOs in the implementation of their Social Protection Programs.

2. To ensure participatory process in validating the said draft guidelines, PCAF consulted with the DA Finance, Management, Operations Group and AMAS. This was followed with an online consultation with other DA Bureaus, Attached Agencies and DA-RFOs wherein the salient provisions of the guidelines were presented and discussed. They were also provided with a copy of the draft guidelines for their reference. Valid inputs or suggestions were considered and incorporated in the draft.

3. Finally, PCAF sought the opinion of the DA Legal Service and was provided with the attached response. Essentially, the advice was to include possible limitations in the guidelines to ensure that the CSOs perform their role and responsibilities accordingly. Since the specified role and responsibilities are prescriptions under the DBM Circulars, we made the inclusions under the Miscellaneous Provisions.

A. Omnibus Guidelines on the Engagement of AFCs

1. The Omnibus Guidelines on AFC Engagement, on the other hand, is basically a revised and expanded version of the approved PCAF Guidelines on Engagement of Advisory Special Bodies. This was drafted to include specific provisions on the inclusion of the Council and Committees for the Youth Sector as well as those of other DA priority program concerns as previously instructed by the Secretary.

2. Provisions on the selection and designation of AFC officers as well as in the nomination process were likewise included to set a standard process throughout the entire network of AFCs.
3. Finally, provisions on the automatic membership of accredited CSOs to the AFCs were considered and included in the guidelines to facilitate and level up the membership recruitment process.

ACTION REQUESTED:

For the Secretary’s approval/signature on the attached:
2. Omnibus Guidelines on the Engagement of AFCs

CONTACT DETAILS OF SPECIFIC INDIVIDUAL/OFFICE WHO CAN BE CONTACTED FOR FURTHER INFORMATION:

- Mr. Cyril L. Soliban, Executive Assistant, Office of the Executive Director
- 8920-4093/09284851074, cyril.soliban@pcaf.da.gov.ph

Sender:

LIZA G. BATTAD, Ph.D.
Acting Executive Director
MEMORANDUM FOR THE SECRETARY

FROM: LIZA G. BATTAD, Ph.D.
Acting Executive Director

SUBJECT: DRAFT GUIDELINES ON PARTNERSHIP WITH CIVIL SOCIETY ORGANIZATIONS (CSOs) IN THE EXECUTION OF AGENCY BUDGET AND CO-IMPLEMENTATION OF PROGRAMS, PROJECTS AND ACTIVITIES, AND OMNIBUS GUIDELINES ON THE ENGAGEMENT OF THE AGRICULTURAL AND FISHERY COUNCILS (AFCs)

This is to respectfully submit the following documents for the Honorable Secretary’s information, approval and/or further instructions:

1. Guidelines on Partnership with Civil Society Organizations (CSOs) in the Execution of Agency Budget and Co-implementation of Programs, Projects and Activities, and

PCAF drafted the Guidelines on Partnership with Civil Society Organizations (CSOs) in the Execution of Agency Budget and Co-Implementation of Programs, Projects and Activities to serve as reference for DA in the engagement of CSOs accredited through PCAF and the DA RFOs. This may also serve as guide in the preparation of the FY 2022 Budget.

The draft guidelines were based from DBM National Budget Circular No. 539 S. of 2012, COA Circular No. 2007-001, DSWD Memorandum Circular No. 11 S. of 2015 and other related documents relative to CSO engagement.

This was then subjected to the consultative process wherein PCAF presented the draft guidelines to representatives from various DA Services/Bureaus/Attached Agencies/Corporations and Regional Field Offices.

PCAF also sought the opinion of the DA Legal Service and was advised to include possible limitations in the guidelines to ensure that the CSOs perform their role and responsibilities accordingly.

The Omnibus Guidelines on AFC Engagement, on the other hand, is basically a revised and expanded version of the approved PCAF Guidelines on Engagement of Advisory Special Bodies. This was drafted to include specific provisions on the inclusion of the Council and Committees for the Youth Sector as well as those of other DA priority program concerns as previously instructed by the Secretary. Provisions on the selection and designation of AFC officers as well as in the nomination process were likewise included to set a standard process throughout the entire network of AFCs.
Finally, provisions on the automatic membership of accredited CSOs to the AFCs were considered and included in the guidelines to facilitate and level up the membership recruitment process.

The omnibus guidelines were then tested/implemented for almost six (6) months both in the conduct of National Banner Program Committee meetings and Regional and Local AFC consultations, as well as, in the orientation of new members. With not much issues encountered already, may we now seek your approval of said guidelines.

FOR YOUR CONSIDERATION

APPROVED [ ] DISAPPROVED [ ]

WILLIAM D. DAR, Ph.D.
Secretary

A food-secure and resilient Philippines
with prosperous farmers and fisherfolk
I. INTRODUCTION, RATIONALE AND OBJECTIVES

I.1. Introduction

The Philippine Council for Agriculture and Fisheries (PCAF), as an attached agency serving as the policy advisory and consultative arm of the Department of Agriculture (DA), promotes and facilitates broad-based participatory development mechanisms and processes in the agriculture and fisheries sector through the agricultural and fishery councils (AFCs) composed of the National Agriculture and Fisheries (NAF) Council, National Banner and Other Priority Program Committees and the Agricultural and Fishery Youthpreneur Council at the national level and the Regional AFCs, Provincial AFCs and City/Municipal AFCs at the regional and local levels.

These mechanisms and processes include conduct of multi-sectoral stakeholder consultations, dialogues, and participatory monitoring and tracking of agency accomplishments specifically in the implementation of agricultural and fishery programs and projects.

I.2. Rationale

Participatory development in the Philippines is anchored on the 1987 Philippine Constitution, specifically in Article XIII, Section 16 which provides 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".

To operationalize this state policy, government instrumentalities were reorganized thru Executive Order 116, Section 5.g. of which states that "The DA shall provide the mechanism for the participation of farmers, fishermen and entrepreneurs at all levels of policy making and in planning and program formulation." Section 5.h. also provides that "The DA shall coordinate with and/or call upon other public and private agencies for cooperation and assistance on matters affecting the Department’s plans, policies and programs."

Likewise, Sections 2 and 3 of R.A. 8435 or the Agriculture and Fisheries Modernization Act states 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 nations resources" and "The state shall promote people empowerment by enabling all citizens through direct participation or through their elected, chosen or designated representatives the opportunity to participate in policy formulation and decision making by establishing the appropriate mechanisms in giving them access to information.”

In order to have meaningful participation in the agriculture and fisheries sector development, PCAF ensures and promotes multi stakeholder engagement and the spirit of volunteerism. Stakeholders are engaged for them to be able to provide inputs in designing how they can participate, have a say in policies and decisions about actions that could affect their lives or the essential environment for which they live and influence the implementation of such policies or decisions.

Volunteerism, on the other hand, enables a diverse range of people, who may not wish or be unable to use more formal avenues of engagement or advocacy, to exercise this right by giving them opportunities to engage with and influence their environment and community. This right is in fact explicitly expressed in Republic Act (RA) No. 9418 also known and cited as the Volunteer Act of 2007 which provides that “it shall be the policy of the State to promote the participation of the various sectors of the Filipino society... in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development ...”

Effective engagement of volunteers especially in public service, however, requires that certain policies be crafted and provided for the development of volunteer programs and management of the operations of volunteer organizations. And since the operations, programs and activities of
these entities will in one way or another be governed by existing laws, policies and protocols; guidelines must be adopted and explicitly articulated to serve as reference in the performance of their duties and functions as well as in the conduct of their operations.

It is in this context that the PCAF crafted this Omnibus Guidelines on Engagement of the AFCs.

I.3. Objectives

This document is designed to provide information on the policies, processes and procedures adopted by PCAF relative to the organization, structure, membership, roles and functions, activities, outputs and other concerns of the AFCs as partner organizations composed of private sector volunteers and government sector representatives at the national, regional and local levels.

Further, it aims to give clear advice and direction to all volunteer partner organizations to the terms and conditions of engagement and to create a culture where issues and concerns are dealt with fairly and consistently.

In addition, it prescribes the organization and development, at the regional and local levels, of self-reliant and sustainable councils designed to operate within the business context and spirit of voluntary participation. Ultimately, this should redound to the development of a policy environment supportive to the growth of agricultural and fishery enterprises, increased profitability and the improvement of the lives of members of their respective organizations and communities.

Finally, the Omnibus Guidelines seeks to provide important information relating to PCAF as an attached agency of the Department of Agriculture, its mandate, vision, mission and statement of principles and quality policy which should also guide all AFC officers and members in the performance of their functions, duties and responsibilities, as well as their rights to participate in development processes in the agriculture and fisheries sector.

All AFC volunteer-partners are, therefore, responsible for reading, understanding, and complying with the provisions of this Guidelines.

II. PCAF MANDATE AND FUNCTIONS, VISION, MISSION, AND STRATEGIC DIRECTIONS

II.1. PCAF Mandate and Functions

The Philippine Council for Agriculture and Fisheries was created out of the consolidation of two agencies under the Department of Agriculture (DA) - the National Agricultural and Fishery Council (NAFC) and the Livestock Development Council (LDC) by the virtue of the approval of the Rationalization Plan on June 26, 2013.

The consolidation of these agencies is pursuant to Executive Order No. 366, Series of 2004 directing a strategic review of the operations and organizations of the Executive Branch and providing options and incentives for government employees who may be affected by the rationalization of the functions and agencies of the Executive Branch.

II.1.1. Mandates

Based on the approved rationalization plan, all functions of the NAFC and the LDC were transferred to PCAF. The intention here is to pursue a “functional and holistic” rather than a “sectoral” approach in dealing with agricultural and fisheries issues and concerns.
Since the NAFC and LDC functions and mandates are anchored on the following legal issuances, PCAF assumes the same mandates:

**EO 116 mandated the NAFC to:**

Act as advisory body to the Department of Agriculture (DA) to ensure the success of its programs and activities; and

Establish nationwide network of agricultural and fishery councils to serve as the forum for consultative and continuing discussions within agriculture and fisheries sectors.

By virtue of DA Administrative Order No. 6 or the Implementing Rules and Regulations of RA 8435, the NAFC (now PCAF) serves as Secretariat to the National Agriculture and Fisheries Council (NAF Council) which is mandated to:

Assist the DA in the broad-based monitoring and coordination of the agriculture and fisheries modernization process; and

Serve as integrative and consultative structure for inter-agency and inter-sectoral collaboration in agriculture and fisheries modernization.

**PD 914 mandated LDC to:**

Serve as the policy-making body for the livestock and poultry sector of the DA.

### II.1.2. Functions

Based on the above mandates and as stipulated in the approved rationalization plan, PCAF has the following functions:

1. Serve as DA’s focal agency in private-public partnership in policy development;
2. Serve as consultative/feedback mechanism on the policies, plans and programs of the DA;
3. Monitor agriculture and fishery programs of all government agencies;
4. Assist the DA in advocacy work among concerned government agencies;
5. Serve as secretariat agency of the NAF Council; and
6. Provide technical leadership, guidance and support for the continued development of the nationwide network of AFCs and the NAF Council not only as consultative networks, but as partners in the execution of agency functions.

### II.2 PCAF Vision, Mission, Statement of Principles and Strategic Directions

#### II.2.1. Vision

PCAF envisions an apex policy-making body with strong, vibrant and visible private sector partners responsible for the attainment of a conducive policy environment towards a food secure Philippines with prosperous farmers and fisherfolk.

#### II.2.2. Mission Statement

PCAF’s mission statement defining its core purpose and focus is as follows:

- Establish participatory development mechanisms with multi-stakeholder representation across the different agricultural and fishery commodity value chains, through evidence-based membership and action-oriented policy service delivery; and
- Promote and strengthen stakeholder capacities in participatory and collaborative governance.
II.2.3 Strategic Directions

Pursuant to the above mandates and in the preparation and attainment of its plans and major final output targets together with the AFCS, PCAF is guided by strategic directions set forth as follows:

a) Enhance responsiveness and relevance of priority policies and programs in the agriculture and fisheries sector through participatory mechanisms and processes;
b) Ensure that consultative bodies are actively engaged in shaping national and local agriculture and fishery development agenda;
c) Scale-up access and availability of knowledge products for key stakeholders in all levels;
d) Build client-focused, high performance working teams in PCAF; and
e) Gain recognition as strategic advisor, technical leader and resource linker for agriculture and fishery issues and concerns.

II.2.4 Statement of Principles

PCAF’s statement of principles which defines its beliefs and intentions as a public sector entity is as follows:

“We, the officials and associates of PCAF, commit to performance excellence.

We will always think of what is always good for our clients and stakeholders. We will work with passion, driven with a sense of urgency, as we strive to be client-focused and results-oriented.

We will continuously uphold the good name, credibility and reputation of PCAF.

Integrity, transparency and fairness will be the cornerstones of our work.

We will maintain clarity and consistency in implementing policies/guidelines and in delivering seamless transactions.

We value, nurture and reward creativity, innovation and continuous improvement.

We will open up opportunities that will enhance receptiveness to change, willingness to take risks or accept new tasks/responsibilities, and apply new learnings.

As we move from our comfort zones to our courage zones, we will inspire, support and encourage each other.

Working together as partners and as responsive and dedicated public servants, we will create a caring and nurturing organization anchored on trust, mutual respect, humility and fairness.

Above all, we will cherish and sustain a God-filled, harmonious and fulfilling working environment.”

III. ORGANIZATION, COMPOSITION AND STRUCTURAL SET-UP & LINKAGES

III.1. Organization of the Agricultural and Fishery Councils (AFCs)

III.1.1. National Agriculture and Fisheries (NAF) Council and Special Budget Committee

At the national level, the NAF Council serves as the highest mechanism for agriculture and fisheries consultation and dialogue between and among government agencies, local
government units (LGUs), private entities, including non-government organizations, and people’s organizations.

Under the Council is a Special Budget Committee (SBC) organized to facilitate better resource allocation based on the needs of the agriculture sector as well as promote greater transparency and accountability.

III.1.2. National Banner and Other Priority Program Committees

To mainstream private sector participation and involvement in the priority thrusts and directions of the DA and ensure multi-stakeholder consultations and dialogues, participatory monitoring and feedback in the implementation of DA banner and other priority programs, the following consultative mechanisms shall be established and institutionalized:

National Banner Program Committees (NBPCs)

1. Committee on Rice
2. Committee on Poultry, Livestock and Corn
3. Committee on Fisheries and Aquaculture
4. Committee on High Value Crops

Other DA Priority Program Committees (OPPCs)

1. Committee on Agricultural and Fishery Mechanization
2. Committee on International Trade and Exports
3. Committee on Climate Change, Environment and Natural Resources
4. Committee on Food Value Chain and Logistics
5. Committee on Urban Agriculture

Likewise, to entice and support active participation of the youth sector in agricultural and fishery development, the Agricultural and Fishery Youthpreneur Council (AFYC) shall be established.

The activities of each of the above Committees and the AFYC shall be facilitated and coordinated by PCAF and supported by the DA banner program directorates and other concerned agencies or program management offices.

III.1.3. Regional and Local Agricultural and Fishery Councils - At the regional, provincial, city and municipal levels, the AFCs shall be organized as follows:

1. Regional Agricultural and Fishery Council (RAFC);
2. Provincial Agricultural and Fishery Council (PAFC);
3. Highly Urbanized City Agricultural and Fishery Council (HUCAFC);
4. Independent Component City Agricultural and Fishery Council (ICCAFC);
5. City Agricultural and Fishery Council (CAF); and
6. Municipal Agricultural and Fishery Council (MAFC).

Each AFC at the regional and local levels shall have an Executive Committee as well as Sectoral Committees parallel to the national banner and other priority program committees. An Agriculture and Fisheries Youthpreneur Committee shall likewise be created to form part of the Council.

Creation of sectoral committees at the Municipal/City level is optional i.e. it depends on the prevailing or available commodity or priority sector in the area.
III.2. Composition of the AFCs

III.2.1. NAF Council

The NAF Council shall be composed of the Agriculture Secretary as Chairperson, Undersecretary for Policy and Planning and Undersecretary for Operations as Vice Chairpersons, and Heads or designated representatives of rank not lower than Assistant Secretary, of the following entities:

1. Commission on Higher Education,
2. Department of Agrarian Reform,
3. Department of Budget and Management,
4. Department of Education, Culture and Sports,
5. Department of Environment and Natural Resources,
6. Department of Finance,
7. Department of Interior and Local Government,
8. Department of Labor and Employment,
9. Department of Public Works and Highways,
10. Department of Science and Technology,
11. Department of Social Services and Development,
12. Department of Trade and Industry,
13. Department of Transport and Communications,
14. National Economic and Development Authority,
15. Technical Education and Skills Development Authority.

NAF Council members from the private sector shall include Chairpersons or representatives of the following:

16. League of Provincial Governors
17. League of City Mayors
18. League of Municipal Mayors
19. Five selected Regional Agricultural and Fishery Council cluster representatives
20. National Fisheries and Aquatic Resource Management Council, and
21. Key, duly organized and registered national associations of farmers, farm women, fisherfolk and concerned CSOs

NAF Council Special Budget Committee

The Special Budget Committee (SBC) shall be composed of the Undersecretary for Policy and Planning as Chairperson and a Vice Chairperson from the private sector.

SBC members include representatives from DAR, DENR and DBM and representatives from the private sector as follows:

1. Representatives of the Regional Agricultural and Fishery Councils
2. Representatives of concerned civil society organizations who are members of the NAF council

III.2.2. National Banner and Other Priority Program Committees

The National Banner Program Committees (NBPCs) shall be chaired by a designated representative from the private sector and co-chaired by the Undersecretary or Asst. Secretary for the concerned DA Banner Program and are composed of following as members:

1. DA Banner Program Director/Coordinator,
2. Representative from the Regional AFC Sectoral Committees,
3. Commodity program representatives from national private sector organizations engaged in the commodity value chain systems, and
4. Representative from the AFYC
Representatives from concerned DA bureaus, attached agencies, services/units, corporations, other NGAs, and academe etc. may be invited as resource persons in an on call basis.

For the Other Priority Program Committees, they shall be chaired by a designated representative from the private sector and co-chaired by the head of the concerned DA agency or program management office, while the members are as follows:

1. DA program focal representative
2. Representative from the Other Regional Priority Program Committees
3. Representative from the AFYC
4. Representatives from concerned CSOs/national private sector organizations

Likewise, representatives from concerned DA bureaus, attached agencies, services/units, corporations, other NGAs, and academe etc. may be invited as resource persons in an on call basis.

III.2.3. Agricultural and Fishery Youthpreneur Council

The AFYC shall be chaired by a designated representative from the private sector and co-chaired by the head of PCAF. Qualified member representatives are youth aged from 18 to 40 years old from the following aggregation:

1. National Leaders of the 4-H Clubs;
2. National Youth Volunteer Leaders’ Association of the Philippines;
3. Graduates of the Young Filipino Farm Leaders’ Training Program in Japan who are members of the Japan Agricultural Exchange Council Alumni Association of the Philippines
4. Gawad Saka Winners for Outstanding Young Farmers and Fishers/Outstanding Young Farmer/Fishers Organization;
5. National Organic Agriculture Achievers Award - Young Farmers;
6. Young Agripreneur-partners of the DA and its attached agencies, such as those engaged in agribusiness and accredited farm learning sites/farm schools;
7. Young Professionals for Agricultural Development of the Philippines, preferably from the private sector;
8. Youth organizations/movements being organized by non-government organizations or private sector/academe that are registered in the National Youth Commission; and
9. Other national youth groups or young entrepreneurs engaged in agriculture and fisheries and related businesses within the value chain.

III.2.4. Regional and Local Agricultural and Fishery Councils

The Regional and Local AFCs shall be composed of:

1. Private sector organizations in agriculture and fisheries preferably involved in more than one stage in or phase of the value chain system. These include FCAs, CSOs, youth, business and allied industries and services.

   Membership representation in the AFCs should come from a majority of private sector organizations engaged in at least two systems of the agriculture and fisheries value chain.

2. Concerned agencies from the government sector which include representatives of the DA banner and other priority programs from the DA regional field offices and agriculture sector of LGUs.

3. Representatives from DA attached agencies, bureaus and corporations, and representatives from other national government agencies, LGUs and the academe (Annex A) shall serve as resource persons.
4. Any individual with expertise in agricultural and fishery including allied industries and services can become a member, provided he/she is not a member of any organization already represented in the Council (e.g., former Chairpersons of the Council, professionals, entrepreneurs, etc.) and willing to share his/her time, talent and resources to champion agricultural and fishery development.

**Regional and Local AFC Executive Committees** - The Executive Committee of the RAFCs, PAFCs and MAFCs or CAFCs shall be composed of the following:

1. Chairperson (private sector)
2. Co-Chairperson (government sector)
3. Vice Chairperson (private sector)
4. Treasurer (private sector)
5. Sectoral Committee Chairpersons - as members

**Regional and Local AFC Sectoral Committees**

Composition of private sector members of the Regional and Local AFC Sectoral Committees shall be as follows:

1. Regional Sectoral Committees - shall be composed of Chairperson, Vice-Chairperson, and Representatives of Region-wide Sectoral and Youth Organizations and Representatives from Provincial Sectoral Committees
2. Provincial Sectoral Committees - shall be composed of Chairperson, Vice-Chairperson, Representatives of Province-wide Sectoral and Youth Organizations and Representatives from Municipal or City Sectoral Committees
3. Municipal or City Sectoral Committees - if created, shall be composed of Chairperson, Vice-Chairperson and Representatives of Municipal or City-wide Sectoral and Youth Organizations.

**Regular Government Sector Members** for each AFC Sectoral Committees shall be as follows:

**At the Regional Level**

1. Committee on Rice - Focal Persons for Rice and Corn (white) Programs
2. Committee on High Value Crops - Focal Persons for HVCD Programs
3. Committee on Poultry, Livestock and Corn - Focal persons for Livestock and Corn (yellow) Banner Programs, or designated livestock technician and meat inspector
4. Committee on Fisheries and Aquaculture - Focal Person for Fisheries Program
5. Committee on Agriculture and Fishery Mechanization - Focal Person from Regional Agricultural Engineering Division
6. Other Priority Program Committees - Focal persons designated by the Regional Executive Director
7. AF Youthpreneur Committee – Representative designated by the Regional Executive Director

**At the Municipal/City/Provincial Level**

1. Committee on Rice - Focal Persons for Rice and Corn (white) Programs
2. Committee on High Value Crops - Focal Persons for HVCD Programs
3. Committee on Poultry, Livestock and Corn - Focal persons for Livestock and Corn (yellow) Banner Programs, or Provincial veterinarian, or designated livestock technician and meat inspector;
4. Committee on Fisheries and Aquaculture - Focal Person for Fisheries Program
5. Committee on Agricultural and Fishery Mechanization and Other Sectoral Committees - Focal Persons designated by the Local Chief Executive.
6. AF Youthpreneur Committee - representative designated by the LGU Chief Executive
In areas where there are Fisheries and Aquatic Resources Management Councils (FARMCs), their authorized representative shall automatically be a member of the Sectoral Committee on Fisheries and Aquaculture.

III.3. Organizational Set-Up and Linkages

Figure 1. Linkages of PCAF and AFCs

The above structure shows the linkages between and among the AFCs.

PCAF serves as the unifying structure between and among the NAF Council, NAF Council Special Budget Committee, National Banner Program Committees and Other Priority Program Committees and the Regional and Local AFCs. As secretariat agency to these consultative and advisory bodies, PCAF ensures that they perform their mandated functions in sync with the overall thrusts and priorities of the DA relative to the needs and aspirations of the stakeholders of the agriculture and fisheries sector.

These linkages can be exemplified or concretized in terms of the conduct of consultations and monitoring of programs and projects.

As far as consultation is concerned, the top-down linkages are manifested in the agenda setting and consultation processes. PCAF, in coordination with the DA, other national government and oversight agencies and private sector stakeholders, normally sets the policy agenda for and strategic directions of the agency. The national policy agenda developed as well as the strategic directions which are translated into organizational agenda for action are cascaded down to the regional and local levels. These serve as guide to the regional and local AFCs in setting their respective development agenda and organizational agenda for action which will be discussed in their council meetings.

On the other hand, the regional and local AFCs shall tackle issues relative to these agenda as well as other policy concerns affecting their respective areas of concern or sphere of influence. All outputs of consultations shall be endorsed to their respective Executive Committees for consolidation and submission to the higher level AFCs and PCAF and/or endorsement to the DA.
Secretary and to other concerned agencies. Unresolved issues and concerns at their levels shall be elevated to the next higher level AFCs. This process constitutes the bottom-up approach.

Similarly, the above linkages can also be illustrated in terms of monitoring functions and activities. The top-down process is exemplified in the issuance of monitoring guidelines to the AFCs which serve to set the parameters in the conduct of monitoring activities. The bottom-up process, on the other hand, is demonstrated in the submission of monitoring reports which serve as feedback on the results of the activities undertaken by the regional and local AFCs. These reports shall be endorsed to the higher level AFCs for consolidation and ultimately for submission to PCAF and to the NBPCs, NAF Council and/or DA.

Essentially, these monitoring accomplishment reports shall serve as bases of discussion or inputs to consultations and development of policy recommendations towards the crafting of relevant national policies to address the needs, issues and concerns of the stakeholders. Again, policies crafted shall be cascaded from the national down to the regional and local levels through the AFCs. This policy development cycle continues and works its way through the linkages between and among the national consultative bodies, PCAF, Regional and Local AFCs.

Figures 2 below presents the organization of the AFCs at the regional and local levels and showing how the Executive Committees and Sectoral Committees as integral parts of the AFCs, relate from one level to the other. The regional and local AFC Sectoral Committees mirror the NBPCs, OPPCs and AFYC at the national level.

Essentially, it shows the relationship in terms of representation at the sectoral committees. The Regional Sectoral Committees (RSCs) are formed in part by PAFC sectoral committees' representatives. Provincial Sectoral Committees, in turn, are formed in part by MAFC/CAFC sectoral representatives.

Municipal and City AFCs may create their own Sectoral Committees if they deem necessary and feasible based on available sectoral concerns and representation in their respective localities. Otherwise, their sectoral representatives to the PAFC may be selected from among the MAFC/CAFC officers or members affiliated to a specific commodity sector or other basic sectors.
Similarly, the Regional Sectoral Committees shall be represented at the national level through the NBPCs, OPPCs and AFYC.
IV. AFC ROLES AND FUNCTIONS

IV.1. AFC Roles

IV.1.1. Role of the NAF Council

The NAF Council sets the goals and defines the scope of the country’s agriculture and fisheries policies, plans, and programs.

It also serves as the integrative and consultative structure for inter-sectoral collaboration in the activities arising from Republic Act 8435 and assists the Department in broad-based monitoring and coordination of the agricultural and fisheries modernization process.

IV.1.2. Role of the National Banner and Other Priority Program Committees

The National Banner Program and Other Priority Program Committees shall serve as consultative mechanisms for policy development, review of program implementation, and monitoring and feedback of the DA banner and other priority programs to ensure that private sector participation is institutionalized and at the same time aligned with the DA strategic thrusts and priorities.

They will also act as venues for the immediate and continuing discussions of commodity and industry, as well as emerging issues and concerns, affecting the various commodity and other sectors.

Finally, these committees shall serve as springboards of ideas, concepts and strategies that aim to boost the performance of their respective commodity sectors and other concerns.

IV.1.3. Role of the AFYC

The AFYC shall serve as a venue for the full engagement of the youth in agriculture and fisheries development by encouraging them to actively participate in agricultural and fishery enterprises.

IV.1.4. Roles of Regional and Local AFCs — The Regional and Local AFCs shall have the following roles:

At the regional and local levels, AFCs take on the general role of being the frontline mechanisms for private sector participation in the agricultural and fisheries enterprise development initiatives and processes, thereby intensifying the building of entrepreneurship culture among farmers and fisherfolk.

Specifically, the Regional and Local AFCs as participatory mechanisms shall have the following roles:

1. Advisory bodies of the DA-RFOs and LGUs to ensure the success of agricultural and fishery programs and projects especially enterprise development initiatives towards higher productivity and increased income;
2. Focal entities of government and private sector partnership for the continuing discussion of development problems, issues and concerns facing the agriculture and fisheries sector with the ultimate aim of finding solutions, giving policy/program recommendations and facilitating feedback and information flow within the sector; and
3. Consultative, integrative, coordinative and monitoring bodies for regional and local agricultural and fishery commodity value chain initiatives.
IV.2. Functions of the AFCs

IV.2.1. Functions of the NAF Council

1. Monitor and promote transparency for coordination, the programs of the various government agencies toward agricultural and fisheries modernization in research, technology extension, production, stabilization, distribution, marketing and processing of food, feed and other crops, fisheries, aquaculture and animal products and the conservation and proper utilization of natural resources,

2. Serve as the consultative/feedback mechanism between and among the Department, other government agencies, private entities, farmers’ and fisherfolk’s groups, POs and NGOs, for the collaborative establishment of the goals and scope of the country’s food, agriculture and fisheries policies, plans and programs,

3. Assist the Department obtain inputs and commitments of Secretaries and Heads of National Agencies in unifying the delivery of services in agriculture and fisheries,

4. Assist the Department in mobilizing, monitoring and evaluation of the contributions of the different agencies toward the policies, plans and programs for agriculture and fisheries modernization,

5. Promote consensus on the support for national agency and LGU budgets to finance programs and projects for agricultural and fisheries modernization

6. Assist the Department in the oversight and assessment of the impact of the local and national integrated SAFDZ development plans and AFMPs, in consultation with other agencies, concerned farmers, fisherfolk and agri-business organizations through conferences, workshops, exchange of documents and open, regular meetings,

7. Appoint a Steering Committee from among its members and create subcommittees at the national and local levels and for sectoral concerns as necessary, and

8. Review and recommend for the approval of the Secretary reports for submission to the COCAFM.

IV.2.2. Functions of the National Banner and Other Priority Program Committees

1. Facilitate conduct of timely and periodic consultations to resolve commodity and/or other priority issues and problems;

2. Generate relevant policies to enable an environment that support enterprise development and modernization of commodity and other value chain systems or other priority concerns of the DA;

3. Identify and recommend strategies to boost the performance and ensure robust growth and sustainability of each commodity sector or other priority program concerns;

4. Monitor and provide feedback on the policies, programs and projects implemented under the DA banner and other priority programs.

IV.2.3. Functions of the AFYC

1. Facilitate conduct of timely and periodic consultations to advance youth involvement in agriculture and fisheries development;

2. Participate and represent the youth sector in national, regional and local policy development, planning and budgeting processes, implementation and/or coordination of agricultural and fishery plans, programs and projects;

3. Generate relevant policies to enable an environment that support youth enterprise development and open more opportunities for the youth as envisioned in the food secure and resilient Philippines with prosperous farmers and fisherfolk;

4. Identify and recommend innovative policy recommendations or strategies to boost the performance and sustainability of DA programs and ensure robust growth of the agricultural and fishery sector.
IV.2.4. **Functions of Regional and Local AFCs** - The Regional and Local AFCs shall perform the following functions:

1. Facilitate and/or conduct consultations on agricultural and fishery enterprise development and other policy issues and concerns;
2. Represent the agriculture and fishery sector in regional and local policy development as members of the Regional and Local Development Councils;
3. Participate in regional and local policy development, planning and budgeting processes, implementation and/or coordination of local agricultural and fishery plans, programs and projects. On emerging issues concerning the affected regions, they may participate in national policy development;
4. Promote consensus on, and support for, regional and local budgets for agriculture and fisheries and assist the DA and/or LGU in other advocacy works with concerned government agencies and stakeholders;
5. Evaluate and endorse agricultural and fishery enterprise development and other project proposals at the regional and local levels;
6. Monitor and evaluate agricultural and fishery enterprise development and other policies, programs and projects at the regional and local levels;
7. Generate funds for the operation of the council;
8. Develop and implement strategies to increase and sustain council membership; and
9. Build partnership with allied groups and networks to strengthen linkages.

For creative and innovative purposes, the roles and functions of the AFCs are comprehensively interpreted as the **VOICE** and **BRIDGES** of the local agriculture and fisheries sector.

1. **As the VOICE**, the AFCs shall serve as:
   - Vehicle for participation
     - Conducts consultative meetings to discuss and resolve problems, issues and concerns confronting agriculture and fisheries
     - Recommends programs & projects based on people’s/community’s needs
     - Brings to the attention of concerned agencies critical information that affects program & project implementation
   - Opens up opportunities for market, livelihood and personal growth
     - Endorses projects for funding
     - Undertakes promotional activities such as agri-fairs and market promotion activities
   - Information source
     - Generates and accesses international, national and local agricultural information that are critical to facilitate discussions in the AFC
   - Channel of communication
     - Be the channel for continuing communication/discussions between the government and the private sector, both national and local, and among stakeholders/sectors
   - Enabler for community and individual stakeholder to influence and share control over development initiatives
     - Recommends programs, projects and policies based on people’s/community’s needs
     - Assists in the planning and budgeting of DA and LGU
     - Identifies and assesses diverse needs and resources of the area, in consultation with government and NGOs to bring about collective action for agri-fisheries development.

2. **As BRIDGES**, the AFCs shall serve as:
   - Builder of support for agriculture and fisheries;
   - Resource generator;
   - Integrator of development initiatives and concerns;
   - Designer of agriculture and fisheries sectors consultation activities;
- Governance mechanism to stimulate responsiveness, openness, transparency and accountability;
- Evaluator of programs, policies and projects, and gives feedback on how these are implemented and how they affect the lives of community members.
- Strategic partner of the regional and local governments and the PCAF to ensure success in the implementation of agricultural and fishery policies, programs and projects.

IV.2.5. Functions of the Regional and Local AFC Executive Committee - The Executive Committee shall have the following functions:

1. Formulate policy recommendations on urgent matters for endorsement to concerned agencies;
2. Review outputs of Sectoral Committee meetings, prioritize and facilitate endorsement to or implementation by concerned agencies;
3. Formulate internal policies; and
4. Resolve matters that need immediate action.

The Council, in session, may opt to add other duties and responsibilities of the Executive Committee which would enhance the operational effectiveness of the Council and improve the delivery of services to its clientele.

IV.2.6. Functions of the Regional AFC Sectoral Committees - The Sectoral Committees shall serve as the focal groups in charge of discussing sectoral problems, issues and concerns towards the formulation of policies, plans, programs, projects and activities for approval by the Council through the Executive Committee.

V. AFC OFFICERS AND MEMBERS, QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

V.1. AFC Officers and Members

V.1.1. Selection and Designation of AFC Officers – Except for the NAF Council officers and members from the government sector which are prescribed by law, officers from the private sector of the AFCs composed of the NBPCs, OPPCs, AFYC and the Regional and Local AFC Executive Committees shall be composed of a Chairperson who shall come from the private sector and Co-Chairperson from the government sector.

The Regional and Local AFC Executive Committees, however, shall include a Vice-Chairperson and a Treasurer which shall be chosen from among the private sector members. They may also appoint other officers from among its members, if deemed necessary.

The prospective NBPC, OPPC and AFYC Chairpersons shall be nominated from among their respective private sector member representatives.

The Regional and Local AFC Executive Committee Officers shall be chosen or nominated from among and by the Executive Committee members. The Regional Sectoral Committee Chairperson shall be chosen from among and by their respective Sectoral Committee Members.

The Chairpersons of the NBPCs, OPPCs, AFYC and Regional AFC Executive Committees shall be appointed by the Secretary. This shall be based on the list of three (3) nominees chosen and endorsed to PCAF by the concerned Committees or Council. PCAF shall endorse the short list of private sector members to the Secretary as NAF Council Chairperson-Coordinator for approval.
The appointed Regional and Local AFC Executive Committee Chairpersons shall still maintain Chairmanship of the Sectoral Committee held prior to the appointment/designation.

The Regional Sectoral Committees have the option to choose through nomination or election of their Chairpersons from their private sector members.

Similarly, selection of Local AFC Executive Committee officers as well as the Chairpersons of their Sectoral Committees can either be through nomination or election. The names and designations of the newly chosen officers should be endorsed by the Co-Chairperson and submitted to PCAF.

In the event that the RAFC Sectoral Committee Chairperson is appointed as Chairperson of the NBPC, he/she shall relinquish all regional designations. The concerned sectoral committee shall nominate a replacement from among the sectoral committee members. In the case of the RAFC Executive Committee Chairperson, the executive committee members shall nominate a replacement from among the members.

V.1.2. Nomination process for the Selection of AFC Chairpersons

1. The Co-Chairperson shall serve as Presiding Officer for the nomination of AFC Officers.
2. The Presiding Officer starts by opening the floor for nomination.
3. Any member of the Committee may nominate one from among the private sector members present. Proxy nomination or nomination ‘in absentia’ is not allowed.
4. Committee members shall nominate at least three possible candidates.
5. The presiding officer asks each nominee if he/she accepts the nomination or is willing to take on the responsibility in case he/she is appointed.
6. If there are more than three nominees, the presiding officer asks the members of their respective choice. He/she shall state the name of each nominee and asks the members in favor by raising their hands or through other means agreed upon by the Council/Committee.
7. The Secretariat counts, determines the top three nominees and submits their names to PCAF.
8. PCAF endorses to the Secretary the top three nominees for the selection of Chairperson.

V.1.3 Term of Office

Pursuant to DA Administrative Order No. 16, Series of 2019, all officers from the private sector shall hold office for one (1) year. They may serve for a maximum of three (3) consecutive terms. They are allowed to be selected or nominated, provided that they are active and qualified based on the criteria.

V.1.4. Criteria for Members

For the NAF Council, apart from the members specified under the law, criteria for private sector membership are as follows:

1. Duly organized and registered national associations/organizations,
2. Presence of organizational structure with active national and local leadership,
3. Must be in existence for at least two years and should be actively involved in the agricultural and fishery policy advocacy or implementation of agricultural and fishery development programs, projects or activities, and
4. Represents a broad membership base or affiliations.

For the NBPCs, members from the private sector should be organizations or entities belonging to an agriculture and fisheries commodity sector, preferably involved in more than one stage of the commodity value chain system.

For the OPPCs, private sector members should be organizations actively engaged in policy advocacy for the advancement of the DA’s other priority programs and projects.
For the AFYC, private sector members should be organized and actively engaged in youth affairs for the past three (3) years under any of the aggrupation stated in item III.2.3. of these guidelines.

For the Regional and Local AFCs, members from the private sector should be organizations belonging to an agriculture and fisheries commodity sector, preferably involved in more than one stage in the value chain system. These organizations and their authorized representatives should in no way be affiliated to any political party.

Organizations shall be allowed only one representation in each council/committee of the AFCs.

To formalize membership to the AFCs, all member organizations and individuals are required to enter into a Membership Agreement with PCAF.

V.2. Qualifications of AFC Officers and Members

1. The qualifications for Regional and Local AFC private sector officers and members are as follows:
   a. Filipino citizen;
   b. An authorized representative of a bona fide agriculture and/or fisheries-related organization including allied industries and services or an individual who meets the requirements in accordance with the membership process (Item VI.1);
   c. Familiar with the national and/or local agriculture and fisheries situation including allied industries and services in his/her locality;
   d. Possess strong leadership qualities; and
   e. Committed to serve voluntarily and fully support all activities of the Council.

2. The Co-Chairperson for the National AFCs shall be the head of the National Banner Programs and/or Agency concerned as stated in items III.2.2, III.2.3 and III.2.4.

3. The Co-Chairperson (Government Sector) for the Regional and Local AFC must be the chief agriculture officer or their equivalent in the locality, as follows:
   a. RAFC – DA Regional Executive Director and MAFAR Chief Minister for BARM;
   b. PAFC – Provincial Agriculturist or Provincial Veterinary Officer and Provincial Director for BARM;
   c. HUCAF, ICCAF or CAF – City Agriculturist or City Veterinary Officer; and
   d. MAFC – Municipal Agriculturist or Municipal Agricultural Officer.

V.3. Duties and Responsibilities of AFC Officers

1. **Chairperson from the Private Sector** - The Chairperson shall have the following duties and responsibilities:
   a. Act as Champion to gain support for the Council or Committee;
   b. Preside all meetings of the Council;
   c. Sign for and in behalf of the Council/Committee, resolutions, letters, and other pertinent documents related to its affairs/activities;
   d. Represent the Council/Committee in the Local Development Councils, National Government Agency Boards/Councils/Committees and all other entities in which representation is or may be required;
   e. Oversee the preparation of the work and financial plan (WFP), agenda, minutes, highlights and resolutions or position papers and accomplishment reports of the Council/Committee;
f. Present to the members a comprehensive report on accomplishments during regular meetings including reports on the results of external meetings attended;
g. Solicit support from the DA, LGUs and other entities to strengthen the operation of the Council/Committee;
h. Call special meetings, whenever necessary;
i. Take the lead in promoting all activities of the Council/Committee;
j. Ensure that all AFC functions, duties and responsibilities are accomplished;
k. Monitor developments which may affect AFC activities or that have relevant impact on the agriculture and fishery sectors as a whole; and
l. Perform such other functions as may be required by the Council/Committee.

2. Co-Chairperson from the Government Sector - The Co-Chairperson from the government sector shall have the following duties and responsibilities:
   a. Acts as Co-Champion to gain support for the Council/Committee;
   b. Monitor developments which may affect AFC activities or have relevant impact on the agriculture and fishery sectors as a whole;
   c. Provide logistical and budgetary support to augment the available resources for the smooth operation of the Council/Committee;
   d. Take the lead in generating additional logistical and budgetary support from LGUs and other concerned government agencies for the smooth and sustained operations of the Council/Committee;
   e. Designate a full time Secretariat-Coordinator and/or other staff to assist the Council/Committee; and
   f. Perform such other functions as may be required by the Council/Committee.

3. Vice-Chairperson from the Private Sector of the Regional and Local AFCs - The Vice-Chairperson from the private sector shall have the following duties and responsibilities:
   a. Assist the Chairperson and Co-Chairperson in the performance of their duties and responsibilities;
   b. Perform the duties of the Chairperson and Co-Chairperson in their absence; and
   c. Perform such other duties and functions as may be assigned by the Chairperson or Co-Chairperson.

4. Treasurer of the Regional and Local AFC - The Treasurer shall have the following duties and responsibilities:
   a. Take custody of and accountability for funds and properties of the Council;
   b. Countersign all checks for the Council;
   c. Disburse funds as approved by the Council;
   d. Issue receipts for any sum of money received by the Council;
   e. Maintain records of all financial transactions, record of inventory of assets and update books of accounts of the Council and make them readily available to all concerned;
   f. Prepare and render financial reports during regular meetings; and
   g. Perform such other duties as may be authorized by the Council.

5. Sectoral Committee Chairpersons of the Re – The Sectoral Committee Chairpersons shall have the following duties and responsibilities:
   a. Preside sectoral committee meetings and consultations;
   b. Render comprehensive committee reports of accomplishments to the Council;
   c. Take the lead in resolving sectoral problems, issues and concerns and elevate to the Council unresolved problems, issues and concerns with recommended solutions;
   d. Represent the AFC in the National/Regional/Provincial Sectoral Committee meetings and other sectoral fora as authorized by the Chairperson;
   e. Provide feedback to all concerned stakeholders; and
   f. Perform such other duties as may be assigned by the Council.
V.4. Duties and Responsibilities of AFC Members

Members shall actively participate in all activities of the AFCs. In addition, it is the duty and responsibility of each member to:

1. Be abreast with their respective commodity industry situation and trends in their municipality, city, province or region;
2. Report to the concerned Council/Committee, commodity industry-related problems, issues and concerns in their area and recommend possible solutions;
3. Recommend appropriate policies, programs and projects;
4. Inform their respective communities and other concerned groups of the plans, programs, projects, and activities of the LGUs, DA and the AFCs;
5. Participate in the evaluation of enterprise development and other project proposal for possible funding;
6. Monitor and evaluate existing programs and projects of LGUs, DA-RFOs and PCAF and provide feedback to concerned entities;
7. Lobby for support from stakeholders in the community for the sustained operation of the Council/Committee; and
8. Adhere to the policies and rules of the Council/Committee at all times.

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V.5. Rights and Benefits of Members

The members of the Council/Committees shall have the following rights and benefits:

1. To vote in all matters that need decision making of the council/committees;
2. To represent the interest of his/her organization in the council/committees;
3. Have access to the council/committee's documents during business hours;
4. Opportunity to work with the government in serving the community towards self-satisfaction and fulfillment;
5. Contribute in shaping A&F development agenda specially as members of LDCs, enterprise development and other policy making bodies;
6. Establish network and linkages with new allies;
7. Access to information, technologies, business opportunities, services and support; and
8. Enhance personal capacities and improve community standings.

VI. SECRETARIAT

VI.1 Council and Committee Secretariat

VI.1.1. Secretariat - The Secretariat shall be established to support the AFCs. For the NAF Council, NAF Council Special Budget Committee and the NBPCs, OPPCs and National AFYC, the PCAF headed by the Executive Director shall serve as secretariat.

At the regional level, the RAFC Office headed by the RAFC Executive Officer and assisted by a fulltime Secretariat-Coordinator, both designated by the Regional Executive Director shall serve as secretariat.

At the provincial level, the secretariat shall be headed by a full time Secretariat-Coordinator, appointed by the Provincial Governor to be assisted by a regional staff designated by the Regional Executive Director.

At the city and municipal levels, the Secretariat shall be headed by a fulltime Secretariat-Coordinator designated by the Local Chief Executive.
The Secretariat also provides technical and administrative support to the Regional and Local AFC Executive Committees.

VI.1.2. Duties and Responsibilities of the RAFC Executive Officer

The RAFC Executive Officer shall have the following duties and responsibilities:

1. Ensure that secretariat support is provided to the Council/Committee;
2. Supervise the operations of the RAFC Office;
3. Coordinate closely with the PCAF, DA-RFOs, LGUs, and other concerned entities in setting the annual and regular agenda of the Council/Committee;
4. Coordinate the preparation of the Council/Committee’s annual plan and budget, and consolidate submissions;
5. Coordinate the implementation of the Council/Committee’s plans and activities;
6. Coordinate conduct of periodic performance reviews;
7. Lobby for support for the Council/Committee from concerned entities; and
8. Perform such other functions as maybe needed including those stipulated under the guidelines on AFC monitoring and validation activities.

VI.1.3. Duties and Responsibilities of the Regional and Local AFC Secretariat-Coordinator

The Secretariat-Coordinator of the Regional and Local AFCs shall have the following duties and responsibilities:

1. Prepare and send agenda and notice of meetings and ensure that all notices are received by all concerned;
2. Record the attendance and proceedings of all meetings of the Council/Committee;
3. Prepare minutes/highlights of meetings, resolutions, proposals, and position papers;
4. Coordinate the conduct of meetings including arranging venue, preparing materials and other logistics support;
5. Keep and update a register of names, mailing and e-mail addresses of all members and keep all records/minutes and other documents of the Council/Committee;
6. Monitor development and conduct follow-up activities on resolutions generated or issues arising from the minutes of meetings or consultations;
7. Provide support to AFC Monitoring and Evaluation activities as stipulated under the guidelines on AFC Monitoring and validation activities;
8. Assist in the preparation of the Council/Committee’s annual plan and budget, and consolidate submissions;
9. Assist in the implementation of the Council/Committee’s plans and activities;
10. Assist in the conduct of periodic performance reviews;
11. Gather data and information to support Council/Committee discussions and policy initiatives;
12. Maintain database of AFC-related information;
13. Prepare quarterly and annual Council/Committee accomplishment reports and submit to concerned entities;
14. Facilitate the timely disbursements of PCAF and other funds where applicable;
15. Assist in lobbying for support for the Council/Committee from concerned entities;
16. Facilitate timely preparation and submission of disbursement/liquidation reports; and
17. Perform such other functions as may be assigned by the council.

VII. AFC ACTIVITIES, PROCEDURES AND OUTPUTS

VII.1 Meetings

VII.1.1 Meetings for the NAF Council - shall be conducted at least once per semester or at the behest of the Chairperson-Coordinator.
VII.1.2. Meetings of the NBPCs, OPPCs and National AFYC - shall be agreed upon by the members of the council or committees on a quarterly basis as facilitated by PCAF.

VII.1.3. Regular AFC Sectoral Consultative Meetings - Each sectoral committee at the regional and local levels shall hold synchronized regular sectoral consultative meetings as follows:

1. MAFC/CAFC – 1st - 2nd week of the 2nd month of each semester
2. PAFC/HUCAFICT/ICCAFICT – 3rd week of the 2nd month of each semester
3. RAFC – 4th week of the 2nd month of each semester

The Sectoral Committees may conduct additional consultations as necessary.

VII.1.4. Regular Executive Committee Meetings - The Executive Committee shall hold regular consultative meetings within 5 days after the conduct of the regular sectoral committee meetings.

The Executive Committee may conduct other meetings as necessary.

VII.2. Agenda Setting

The PCAF shall spearhead the conduct of the agenda setting with the AFCs in the last quarter of the year in coordination with the DA Policy Service and other concerned agencies, bureaus or regional field offices.

VII.3. Procedures

VII.3.1. Notice of Meetings - Notice of regular meetings of the NBPCs, OPPCs, National AFYC, Regional and Local AFCs shall be sent to all members at least fifteen (15) calendar days prior to the date of the meeting. The notice may be sent through mail, e-mail, fax, telephone or mobile phone, private courier and all other possible means or other social media facilities.

Notices for other meetings (Special, Sectoral Committee, and Executive Committee Meetings) shall be upon the discretion of the concerned Chairperson.

VII.3.2. Quorum - A quorum for any meeting shall consist of fifty percent (50%) plus one (1) of the total membership.

VII.3.3. Order of Business - The order of business of a consultative meeting of the NBPCs, OPPCs, National AFYC, Regional and Local AFCs shall ideally be as follows:

a. Opening Prayer
b. National Anthem
d. Roll Call
c. Call to order
e. Presentation and Approval of the Agenda;
f. Reading and Approval of the Highlights of the Previous Meeting
g. Matters Arising from the Highlights of the Previous Meetings
h. Agenda of the Meeting
   - Report of the Chairperson
   - Updates on Resolutions, Sectoral Issues and Concerns
   - Policy Agenda
   - Updates on Policies/Programs/Projects
i. Other Matters
j. Closing Prayer
k. Adjournment
The general purpose of any meeting is for information, discussion and decision making.

The Order of business for Special Sectoral Committee, and Special Executive Committee meetings shall depend upon the discretion of the concerned Chairperson.

VII.4 Monitoring and Evaluation

The AFCs in collaboration with PCAF and in coordination with DA-RFOs, LGUs and other concerned agencies, shall monitor and assess the status of the implementation of DA funded priority programs and projects and provide feedback and recommendations to further improve implementation.

This process is also aimed at mainstreaming private sector participation in the monitoring and evaluation of the DA policies, programs, projects and activities.

VII.5 Annual Planning and Performance Review

In coordination with the concerned Planning Unit or Office, the AFCs shall prepare their annual Work and Financial Plan which shall coincide with the planning cycle of the LGU, DA-RFO, PCAF and other entities.

An annual performance review and planning shall be conducted by the AFCs every fourth quarter to assess the accomplishments vis-à-vis targets.

VII.6 Expected AFC Outputs

Expected outputs from the AFCs include Policy, Program, Project Recommendations, Partnership Forged, Monitoring Reports, and Local Issues Resolved.

<table>
<thead>
<tr>
<th>Major Outputs</th>
<th>Documents</th>
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<tr>
<td>1. Policy, Program, Project recommendations</td>
<td>• Policy resolutions, Program concepts, Project proposals</td>
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<td>• Copies of Highlights/Minutes of Meeting</td>
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<td>2. Policy, Program, Project recommendations adopted</td>
<td>• Directives/ordinances</td>
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<td></td>
<td>• Matrices of local issues resolved with supporting documents</td>
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<tr>
<td>3. Participatory Monitoring and Evaluation Recommendations</td>
<td>• Monitoring and Evaluation Reports</td>
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VIII. MEMBERSHIP PROCESS AND OTHER MISCELLANEOUS PROVISIONS

VIII.1 Membership Process

Membership to the AFCs are open and granted to interested private sector organizations or individuals via two processes namely:
1) CSO accreditation
2) Direct membership application
V.III.1.2 CSO Accreditation

Interested civil society organizations (CSOs) who applied for and have complied with the requirements of the DA-PCAF accreditation process shall automatically qualify as members of the AFCs at their respective levels. They just have to sign the membership application form through their authorized representative.

After submission of accomplished membership form, PCAF shall inform them and the NBPC, OPPC, AFYC or Regional/Local AFC Sectoral Committee concerned through the AFC Coordinator. They will also be invited through an orientation on the PCAF’s Omnibus Guidelines on Engagement of AFCs, shall take their oath.

V.III.1.3 Direct Membership Application

Interested private sector organizations, private entities and individuals may join the AFCs through direct membership application. The PCAF may also invite qualified organizations and individuals to join as members of the AFCs.

All prospective members shall submit the following documents:

For organizations:
  a) Membership Application Form;
  b) Certified true copy of Registration/Accreditation/Business Permit with the appropriate agencies;
  c) Organizational Profile; and
  d) Endorsement letter appointing an official representative and an alternate.

For individuals:
  a) Membership Application Form;
  b) Certified true copy of business registration certificate, if applicable; and
  c) Endorsement letter from any private organization or government sector entity or by invitation by a Council member/Secretariat-Coordinator.

PCAF shall review the submitted documents and shall conduct random validation. The applicants shall be informed of the action taken thereon. Qualified applicants shall undergo an orientation on the PCAF’s Omnibus Guidelines on Engagement of AFCs, shall take their oath and shall sign the Membership Agreement.

VIII.2. Provisional Membership

Existing AFC members who have not complied with the membership requirements shall be considered provisional members. Provisional members may join AFC meetings and other activities but may not participate or be nominated in the Selection/Nomination of Officers.

VIII.3 Guiding Principles, Code of Ethics and Professional Conduct

VIII.2.1. Guiding Principles

The AFCs shall assume and/or be guided upon by PCAF mandates, functions, vision, and mission.

In addition, and in the spirit of participatory governance, they shall also be guided by the following principles: broad based participation, private sector-led development, sustained volunteerism, shared vision, efficiency and effectiveness, transparency, accountability, integrity, responsiveness and adherence to the rule of law.
VIII.2.2. Code of Ethics and Professional Conduct

The AFCs shall commit to good governance, political neutrality, nationalism, and patriotism, professionalism and excellence.

Likewise, the AFCs shall adhere to the quality policy of PCAF as follows:

"The Philippine Council for Agriculture and Fisheries commits to ensure broad-based policy development and coordination processes, participatory monitoring and tracking services and active engagement of all stakeholders in the agriculture and fisheries sectors.

We endeavor to enhance responsiveness and relevance of priority policies and programs in the agriculture and fisheries sector through participatory mechanisms and processes; ensure that advisory special bodies are actively engaged in shaping national and local agriculture and fishery development agenda; scale-up access and availability of knowledge products for key stakeholders in all levels; build client-focused, high performing working teams in PCAF; and gain recognition as strategic advisor, technical leader, and resource linker for agriculture and fishery issues and concerns.

We commit to good governance, professionalism, excellence, and continual improvement of the quality management system."


VIII.3.1. Resignation

Any officer or member representative from the private sector who wishes to resign from the Council or Committee shall file a resignation letter thirty (30) days prior to the effectivity date.

Any private sector officer or member representative at all levels is automatically resigned upon filing of candidacy for any government elective position. Officers or member representatives appointed in any government position shall also automatically resign except when appointed as officer or representative of the private sector in an executive board/committee/technical working group of a government office.

VIII.3.2. Withdrawal of Membership

Any council/committee member may at any time and for whatever reason withdraw its membership with the AFC. The notice of such decision shall be communicated in writing thirty (30) days prior to the effective date of the member’s withdrawal.

VIII.3.3. Performance Evaluation

The AFCs and its members shall undergo periodic membership performance evaluation by PCAF.

VIII.3.4. Disciplinary Action

Any officer or member who commits any of the following offenses shall be subjected to disciplinary actions to be determined by the Executive Committee, the higher level AFC or PCAF:

a) Failure to attend two consecutive regular meetings without valid reasons;

b) Failure to comply with his/her duties and responsibilities, PCAF’s policies and procedures, and satisfactorily perform assigned duties;

c) Conduct unbecoming of an AFC officer or a member; and

d) For any act of commission or omission injurious or prejudicial to the interest or welfare of the Council/Committee
Item a) shall be based on the attendance sheet, while items b), c) and d) shall be based on written complaints/petition.

After all possible remedial measures have been exhausted, unsettled issues and concerns shall be endorsed to the next higher AFC level or PCAF for resolution.

The Chairperson, through the Secretariat-Coordinator, shall ensure that the notice of disciplinary action is served to the concerned officer or member within thirty (30) days after the decision has been made.

VIII.3.5. Fiscal Year

The fiscal year of the AFCs shall be from January 1 to December 31.

VIII.3.6. Seal

The AFCs shall adopt one seal, in addition to the PCAF seal.

VIII.4. Amendments

All the provisions of the guidelines are subject for review after two years or as the need arises.

VIII.5. Repealing Clause

Previous manuals, issuances, guidelines and orders inconsistent with this Omnibus Guidelines on Engagement of the AFCs are hereby repealed.

VIII.6. Effectivity

This Omnibus Guidelines on Engagement of the AFCs shall take effect upon approval and signing of the Secretary of the Department of Agriculture.

Done this 13th day of November, 2020.

APPROVED:

WILLIAM D. DAR, Ph.D.
Secretary
Department of Agriculture