

IMPLEMENTING RULES AND REGULATIONS ON THE ACCREDITATION OF PRIVATE EXTENSION SERVICE PROVIDERS FOR PROVISION OF EXTENSION SERVICES

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Pursuant to the Department of Agriculture Administrative Order No. 11, Series of 2007, and in compliance to the provision of Section 91 of the Implementing Rules and Regulations of Republic Act No. 8435, otherwise known as the Agriculture and Fisheries Modernization Act (AFMA), the following Rules and Regulations are hereby promulgated to govern the accreditation of private ESPs.

ARTICLE I

TITLE, OBJECTIVES AND DEFINITION OF TERMS

Section 1. Title. This Administrative Order shall be known as the “Rules and Regulations Implementing the Department of Agriculture Administrative Order No. 11, series of 2007”.

Section 2. Objectives. The following Rules and Regulations are hereby adopted, promulgated and issued to carry out the provisions of Administrative Order No. 11, specifically:

- To hasten and improve the delivery of extension services to the Department of Agriculture’s client system;
- To provide opportunities and wider participation of the private sector in the conduct of agricultural extension services;
- To recognize the efforts and capabilities of private institutions/service providers dedicated to the delivery of agriculture and fisheries extension services; and
- To provide a variety of training programs/extension activities for farmers and fisherfolk in support of the thrusts of the agriculture and fisheries modernization program.

Section 3. Definition of Terms. When used in these Rules, the following terms shall mean:

- Accreditation - a certification issued by the Department of Agriculture- Agricultural Training Institute (DA-ATI), that the holder is recognized as compliant to the approved standards as provided therein of a Private Extension Service Provider which will undertake on behalf of DA-ATI training and other complementary extension services to target clientele.
- Areas for Accreditation - areas where conformity to approved standards shall be ensured.
- Competency Matrix - a summary table of the minimum expertise and skills of the ESP’s trainers, training support staff and faculty-on-call.
- Conformity - fulfillment of requirements.

- Cooperative - farmers' and fisherfolks' cooperatives.
- ESP Accreditation Advisory Council - the body that shall approve/disapprove application for accreditation.
- Extension Service Providers (ESP) - organizations which undertake training and other complementary extension activities for target clientele along the value chain (input suppliers, producers, traders, processors and consumers).
- Field Validation - on site confirmation, through the provision of objective evidence that the requirements have been fulfilled.
- Local ESP - a private Extension Service Provider operating at a regional or sub-regional level such as in a municipal/city or provincial area.
- Multinational Companies - business organizations whether foreign-owned or jointly-owned by Filipino citizen and foreigner; and are duly registered with the Securities and Exchange Commission to engage in agricultural and fisheries extension services.
- National Extension Service Provider - private Extension Service Provider with more than one (1) regional coverage.
- Nonconformity - non-fulfillment of a requirement.
- Non-Government Organizations (NGO) - a non-profit organization providing welfare and development services in the agriculture and fisheries sector.
- Rural-Based Organizations (RBO) - Department of Agriculture-assisted organizations, such as Pambansang Mannalón, Maguuma, Magbabaul, Magsasaka ng Pilipinas (P4MP), Rural Improvement Club (RIC) and 4-H Club, that promote agriculture and fisheries extension in the rural areas.
- Table Evaluation- preliminary evaluation of applicants.
- Trainers - individuals who are capable of preparing training designs, training modules, execution training programs, delivering modules, facilitating training activities, and/or evaluating them.
- Training Management Staff - individuals who provide administrative and technical assistance in the conduct/management of a training.

ARTICLE II

COVERAGE

Section 4. Coverage. Accreditation shall apply to any of the following institutions/organizations which offer regular agriculture and fishery extension programs:

- a. Rural-Based Organizations
- b. Cooperatives
- c. Non-Government Organizations;
- d. People's Organizations;
- e. Multinational companies

ARTICLE III

CONFLICT OF INTEREST

Section 5. Conflict of Interest. Extension Service Providers shall not be eligible for accreditation under circumstance set forth below:

- a. If an ESP combines the functions of conducting extension services as part of consultancy services for the Department of Agriculture;
- b. If an ESP is associated with or affiliated to a consultancy firm providing services to the Department of Agriculture;
- c. If any officer/staff of the ESP is related to the following by affinity or consanguinity up to the third degree:
1) Management Committee of the Agricultural Training Institute and its Center networks, or any staff involved in standard setting and accreditation activities, and 2) National and Regional ESP Accreditation Advisory Council;
- d. If an ESP has officers and staff currently employed in the government particularly with the Department of Agriculture or any agency under its supervision.

Existence of any of the above-mentioned instances shall automatically disqualify the applicant or result in the revocation of the accreditation once granted.

ARTICLE IV

ESP ACCREDITATION ADVISORY COUNCIL NATIONAL AND REGIONAL SECRETARIAT

Section 6. Composition and Term of Office of the National ESP Accreditation Advisory Council. The National ESP Accreditation Advisory Council is hereby constituted and shall be composed of the following:

- a. The Director of the Agricultural Training Institute who shall serve as the Executive Officer. As such, he shall be responsible for the execution of policies and directions of the National Council.

The following members who shall be designated by the ATI Director:

- a. One representative from the Agriculture and Fisheries Extension Network (AFEN) with the following considerations:
 - a.1 Agency must be appointed by the head of AFEN;
 - a.2 The representative must be an expert of his/her area of specialization;
 - a.3 He/she must have credible and vast experience on extension service; and
 - a.4 He/she could be reappointed by the Executive Officer of the National ESP Council.
- b. One representative from the State, Universities and Colleges with the following considerations:
 - b.1 Must be appointed by the head of PASUC;
 - b.2 The representative may be preferably a holder of Ph.D. and an expert of his/her area of specialization;
 - b.3 He/she must have credible and vast experience on extension service; and
 - b.4 He/she could be reappointed by the Executive Officer of the National ESP Council.
- c. One representative from the Local Government Units with the following considerations:
 - c.1 Must be selected from the League of Provinces or Municipalities or other Local Government Unit Organizations;
 - c.2 He/she must be incumbent elected official;
 - c.3 He/she must be familiar and supportive of the extension works of the DA; and

c.4 He/she may appoint an alternate representative in case of his non- attendance to meetings.

d. One representative from the private sector with the following considerations:

d.1 He/she must be proactive member, proprietor of any farmer-organization of the agriculture and fishery sector;

d.2 He/she advocates the thrust of DA particularly on extension; and

d.3 Must at least have a farm or manage a farm that is a learning site of ATI or is familiar on ATI's extension services.

The members shall vote among themselves a chair and a vice chair.

The Chair and Vice Chair will have a term of three (3) years without prejudice to being reappointed for another term. The members will have a term of office of three (3) years without prejudice to being reappointed for another term. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Council may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Secretary of the Department of Agriculture.

The Council Members will be issued a National Identification Card.

Section 7. Composition and Term of Office of the Regional ESP Accreditation Advisory Council. The regional ESP Accreditation Advisory Council is hereby constituted and shall be composed of the following:

a. The Center Director of the Agricultural Training Institute who shall serve as the Regional Executive Officer. As such, he shall be responsible for the execution of policies and directions of the Regional Council.

The following members who shall be designated by the Director of the Agricultural Training Institute with considerations required in the selection of National Council be applied.

b. One representative from the Regional Agriculture and Fisheries Extension Network (AFEN)

c. One representative from the State Universities and Colleges d. One representative from the Local Government Units

e. One representative from the private sector

The members shall vote from among themselves a chair and vice-chair.

Each member will have a term of office of three (3) years without prejudice to being reappointed. In case of vacancy due to retirement, resignation, transfer, incapacities or death, the Regional Council may nominate replacements to serve the unexpired portion of the term subject to the approval of the Director of the Agricultural Training Institute.

Section 8. Functions of the National Council. The following shall be the functions of the National Council:

a. Provide the overall policy guidelines and directions of the program;

b. Issue Accreditation Certificate through the Council's Executive Officer.

Section 9. Functions of the Regional Council. The following shall be the Functions of the Regional Council:

a. Provide the regional policy guidelines and direction of the program;

b. Indorse all approved applications to the national Council's Executive Officer through the National Secretariat for issuance of Accreditation Certificate.

Section 10. Attendance of Meetings and Quorums. Appointment to the Council carries an expectation of regular attendance. The Council shall have a regular quarterly meeting and conduct an annual general meeting. Decisions by majority of the Council shall be valid and binding. A special meeting maybe called by the Chair and/or majority of the Council, whenever necessary.

Section 11. National Secretariat. A National Secretariat whose members shall be designated by the ATI Director shall perform the following functions:

- a. Provides application forms to national ESP applicants;
- b. Receives all applications of national ESPs for accreditation and conducts preliminary evaluation;
- c. Coordinates and conducts field validation when deemed necessary;
- d. Renders report of its findings and recommendations to the Council through the Executive Officers;
- e. Issues notice of approval/disapproval to applicants;
- f. Issues notice of renewal to accredited ESPs;
- g. Performs other related duties as may be directed by the Council.

Section 12. Regional Secretariat

The ATI Center Director shall designate a Regional Secretariat whose membership comes from the Technical Division and shall have the following functions:

- a. Provides application forms to local ESP applicant;
- b. Receives all application of local ESPs for accreditation and conducts preliminary evaluation;
- c. Coordinates and conducts field validation for local ESP and preliminary evaluation for inter-regional ESPs when deemed necessary;
- d. Renders report of its findings and recommendations to he Regional and National Council through the National Secretariat; and
- e. Performs other related duties as may be directed by the Council

ARTICLE V

CRITERIA FOR ACCREDITATION

Section 13. Eligibility. The following shall be considered for accreditation if they meet any of the following eligibility requirements:

- a. Partnerships/corporations duly organized under the Laws of the Philippines and registered with the Securities and Exchange Commission;
- b. Cooperatives duly registered with the Cooperative Development Authority;
- c. Non-Profit and Non-Stock Organizations duly registered with the Securities and Exchange Commission;
- d. Multinational corporations shall apply for accreditation, provided, relevant laws allow multinationals to engage in extension services. Provided further, that all those who actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice their professions;
- e. Joint Venture among Filipino Extension Service Providers and foreign multi- nationals may be allowed, if it will result to a better extension services, subject to the Securities and Exchange Commission laws and the provisions of this IRR.

Section 14. Credibility. The Regional Field Office where the applicant is located will compose the certifying body that will vouch or issue certification as regards to the applicant's credibility. The composition will be decided by the Regional Executive Director with assistance from ATI RTC. The applicant must have a positive image and a high degree of acceptability among stakeholders in the area/s to be served, including membership in or affiliation with any reputable local, national and/or international federations. The farm must be registered as a business entity from the respective municipality where the farm is located and certified by the MAO, PAO

or RFO where it belongs. Must also have an accumulated experience of not less than five (5) years in Agriculture and Fisheries Extension (AFE) work especially using participatory/community-based approaches and documented positive impact on stakeholders. Must not have any record of anomaly in its previous transactions and must have an official office and a postal address.

Section 15. Technical Capability

- a. The ESP must be able to administer training and other training-related services, especially in community organizing, use of participatory approaches, popularization of training materials, regenerative agricultural technologies, agribusiness and management skills, and is operating at the municipal/provincial/region-wide areas for local level ESPs, and in two or more regions for national level ESPs.
- b. The ESP must have training designs, training completion report including the methodology, list of participants with signature, summary of evaluation results and photo documentation of at least five (5) trainings conducted for the last three (3) years.

Section 16. Resource Capability

16.1 Manpower

1. Trainers - must have at least one trainer and five (5) faculty-on call or resource persons who meet the following requirements:
 - a. Must possess appropriate education with relevant work experience of at least five years on the subject matter he/she is handling;
 - b. Must have undergone at least 40 hours of training in trainers skills/presentation skills and related areas;
 - c. Must be a registered professional in the fields of extension services he/she wishes to engage in;
 - d. Capable of developing training designs, training modules, and visual aids and training evaluation tools;
 - e. Must have effective communication skills, as well as presentation/facilitating style.

Training Management Staff - must have at least two support staff that have thorough experience and adequate competence to deliver training support services (visual aids preparation, training process documentation, administration and processing of training evaluation, etc.).

16.2 Facilities and Equipment

- b. Size of the training room and dormitory - The training room and dormitory shall be able to accommodate a minimum of fifty participants (50). If the ESP does not own such facilities, it should be able to identify alternative training venues in the locality having the same facilities.
- c. Lighting and Ventilation - Lighting fixtures shall be so designed to ensure an atmosphere conducive to training. The training room shall also be well ventilated.
- d. Restrooms - There shall be separate male and female restrooms with enough supply of water.
- e. Classroom Facilities, Equipment - The classroom shall be complete with basic facilities such as chairs and tables, blackboard/white board, sound system, overhead projector and electric fans.
- f. Workshop/On-the-Job Facilities and Equipment - Depending on the training program/s being offered, there shall be an adequate provision for techno demo area, appropriate facilities, and equipment.
- g. Information Resource Center /Library - a reading room adequately provided with relevant reference materials, books, journals, magazines, kits and other materials related to the programs being conducted.
- h. Transportation and Communication Facilities - there shall be a standby utility vehicle and available

telephone or mobile phone unit during the conduct of the training.

16.3 Other Facilities.

The presence of the following shall be an added advantage:

- a. Refreshment/Dining Area - a refreshment/dining area accessible to the trainees;
- b. Kiosks or similar facilities with capacity of 8-10 participants for small group discussions.

Section 17. Training Program. The current offerings of the ESP applicant shall be evaluated base on the following criteria:

- a. Relevance - The training program shall respond to the needs of the agriculture and fishery sector as identified in the National Extension Agenda and Programs
- b. Objectives - Its objectives shall be clearly defined, realistic and attainable.
- c. Content - Content/curriculum of the training program shall be in consonance with its objectives. Topic shall be in logical proper sequence with due consideration to effectiveness of presentation in terms of trainees' comprehension.
- d. Methodology - There shall be an effective, simple and comprehensive presentation of topics, clear description of participatory learning interventions, examination scheme and test instruments related to course objectives. There shall likewise be a relevant and practical application of theories and concepts.
- e. Qualifications of Participants - Minimum qualifications of participants shall be set for proper identification of participants to a specific training course.
- f. Evaluation Procedures - The training program shall carry out effective evaluation instruments during and after training.

During the training, pretest and posttest shall be devised to measure the knowledge and skills increment.

The trainers and the value of program content and other aspects of the training shall be measured immediately after training. An evaluation shall also be carried out one to three years after the training to assess the action plan implementation and the effectiveness of the training in achieving its goals and objectives.

ARTICLE VI

THE ACCREDITATION PROCESS

Section 18. Phases of the Private ESP Accreditation Process. The following are the different phases the ESP has to undergo in its quest for accreditation.

Phase 1 - Filing of Application

The ESP shall accomplish in duplicate and file the application prescribed for such purpose to ATI Central Office for national ESP's and at the ATI Regional Training Center for the local ESP. Attach Resolution of the Board of Directors/Officers authorizing the filing of application and designating the person authorized to sign and act for its behalf to transact business and valid Memorandum of Agreement with Faculty-On-Call who are on call status (if applicable).

Supporting Documents to be submitted with Application

Legal Documents

- a. A certified true copy of the Articles of Incorporation, its by-laws and amendments thereof, duly registered with SEC and in the case of cooperatives at the CDA.

- b. DTI Business Name or SEC Registration Certificate. c. Tax Identification Number (TIN).
- d. Mayor's Permit or the official receipt as proof of renewal in case application for accreditation was submitted at the first month of the calendar year.
- e. A sworn affidavit of the Corporate Secretary of the applicant that none of its officers, employees or directors is an agent of or related by consanguinity or affinity up to the third civil degree to any of the officials authorized to approve its application for accreditation.

Technical Documents

- a. A list of all the ESPs ongoing and completed trainings/seminars conducted within the last three (3) years and shall include the following details: Title, duration and venue of the training and also the number of participants.
- b. Competency Matrix of all its trainers, training support staff and faculty on call. c. List of the names of all officials and employees and their, respective designations, nationalities and home addresses.
- d. List of identified training venues that the ESP owns, has under lease agreement and/or under purchase agreement.
- e. The type and number of equipment that the ESP owns, has under lease, and or has under purchase agreement.

Financial Documents

- a. The ESPs audited Financial Statement-stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly authorized and accredited institutions, for the immediately preceding calendar year, showing among others, its total and current assets and liabilities or Certificate of Tax Exemption, in the case of Cooperatives.
- b. Certification from the ESPs depository bank.
- c. The ESP Treasurer's Affidavit certifying under oath that at least 25% of the ESPs capital stock has been subscribed and paid.
- d. Letter authorizing the Agricultural Training Institute to verify any or all of the Documents submitted.
- e. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction or copy of the original, complete and that all statement and information provided therein are true and correct.
- f. Certificate of good standing and operations from CDA, in case of Cooperatives.

Phase 2 - Documentary Evaluation. Initial screening shall be done through an evaluation of the documents submitted to determine whether these documents meet the eligibility requirements set by ATI. A report outlining the results of the review shall be prepared. Documentary evaluation shall be completed within ten (10) working days from receipt of the application and required supporting documents.

Phase 3 - Ocular Inspection/Validation. When deemed necessary, upon completion of the documentary evaluation, an ocular inspection and field validation may be conducted to confirm the ESP's compliance to approved standards.

A report of its findings and/or recommendations shall be submitted within ten (10) days from the date of the completion of the ocular inspection and field validation

Phase 4 - Approval. The Executive Officer, in the case of National ESPs and the Regional Executive Officer in the case of local ESPs shall approve/disapprove applications within ten (10) working days upon submission of the Inspection Report.

In case of non-conformance, ATI will give the applicant five (5) working days within which to comply or submit the required documents. Failure to comply within the prescribed period shall mean automatic disapproval.

Phase 5. Award of the Certificate. Upon approval of the application, the Council through its Executive Officer shall sign and issue the Certificate of Accreditation for regional and national ESPs.

The Regional Executive Officer shall indorse all approved local applications to the Executive Officer who is vested with the sole authority to issue such document for issuance of Certificate of Accreditation.

ARTICLE VII

VALIDITY

Section 19. Validity of Certificate of Accreditation. The Certificate of Accreditation shall be valid for a period of three (3) years from the date of issue, unless sooner cancelled by the Council.

ARTICLE VIII

PERFORMANCE EVALUATION

Section 20. Audit. During the effectivity period of the accreditation, the National/Regional Council and Secretariat shall conduct Mid-Term Performance Evaluation to verify/ensure continued compliance or conformity to approved standards.

Section 21. Renewal of Accreditation. Six (6) months prior to the expiration of the accreditation, the accredited ESP may apply for renewal, otherwise the accreditation shall be deemed terminated at the end of the three-year period.

ARTICLE IX

GROUND FOR DISAPPROVAL, SUSPENSION OR CANCELLATION OF ACCREDITATION

Section 22. Disapproval of Application for Accreditation. Making any false declaration or statement or making use of any such declaration or statement on any document submitted, committing fraud or any act of misrepresentation for the purpose of obtaining the issuance of accreditation shall be sufficient grounds for disapproval or disqualification.

Section 23. Suspension of Accreditation. Any of the following acts, omissions or offenses shall be sufficient grounds for the suspension of accreditation:

- a. Failure to comply with or violate any of the conditions set forth in the certificate of accreditation;
- b. Refusal of the ESP to be audited to determine continued compliance to approve standards;
- c. Failure to install corrective measures within an agreed period of time for non conformities found during the audit;
- d. Contract or other agreements with ATI have been breached;
- e. Allowing the organization and its facilities to be used for illegal or immoral activities; and
- f. Failure to submit required reports on time.

Section 24. Length of Suspension

An accredited ESP shall be suspended for a period of not less than six (6) months or suspension of not more than one (1) year of blacklisting depending on the gravity of the offense/s in violation of this IRR after due notice and hearing by the Council.

Section 25. Cancellation of Accreditation. Any of the following acts, omissions or offenses shall be sufficient grounds for the cancellation of accreditation:

- a. Two (2) consecutive suspensions during the validity period of the certificate of accreditation;
- b. Failure to provide the extension service /s called without valid reasons; and
- c. Existence of any of the instances enumerated under Section 5 of this Rules.

ARTICLE X

OBLIGATIONS OF ACCREDITED ESPs

Section 26. Obligations of the accredited ESP. The accredited ESP agrees to do the following:

- a. Display the certificate of accreditation in a conspicuous place within the ESP's Office.
- b. Inform the ATI of all changes significantly affecting its activities/ operation (such as changes of ownership, address, personnel, and By-laws) as this may require additional audit.
- c. Not to use its accreditation in such a manner as to bring ATI into disrepute and does not make any statement regarding its accreditation which ATI may consider misleading or unauthorized.

ARTICLE XI

ATI OBLIGATIONS

Section 27. Records and Retention of Documents. ATI shall maintain the documents of the accredited ESP for a retention period of five years after the validity of the accreditation has expired.

Section 28. Database of Accredited ESPs. ATI shall maintain a database of accredited ESPs that shall be available to the public upon request and for a fee of one hundred pesos (PhP100.00)/copy.

Section 29. Notification of Changes in the Accreditation

Procedure. ATI shall notify the ESPs relevant changes in its accreditation process

ARTICLE XII

INCENTIVES

Section 30. - Incentives. Once accredited, the ESP shall enjoy the following incentives:

- a. Availment of extension funds subject to an approved project proposal.
- b. Technical assistance in the availment of DA Agencies' services such as planting materials or fingerlings for their projects.
- c. Technical assistance in the availment of DA-Agribusiness and Marketing Assistance Services (DA-AMAS).
- d. Access to financial assistance thru lending institutions (e.g., LBP, QUEDANCOR).
- e. Access to ATI Capability Building Program.
- f. Discounted multi-media knowledge products produced by ATI.
- g. Inclusion in mailing list for both local and international scholarship/fellowship opportunities.

ARTICLE XIII

FUNDING REQUIREMENT

Section 31. Fund Source and Expenditure. Funds for Operational and Administrative costs for this purpose shall be included in the regular budget of ATI.

Section 32. Expenditure Items. Members of the Councils who are from the private sector will be entitled to honorarium in the amount of One Thousand Two Hundred Pesos (PhP1,200.00) only per meeting. All Council members will be entitled to traveling expenses when going to field validate subject to government accounting

rules and regulations.

ARTICLE XIV

APPEAL

Section 33. Appeal. Suspensions are appealable in writing to the Director of the Agricultural Training Institute within fifteen (15) working days from receipt of the notice. On the other hand, cancellation or revocation of accreditation are non- appealable.

ARTICLE XV

MISCELLANEOUS PROVISIONS

Section 34. Separability Clause. The provisions of these Rules are hereby declared separable, and in the event that anyone or more of such provisions are declared invalid, the other provisions not affected thereby shall remain valid and subsisting.

Section 35. Amendments. As the need arises, the rules and regulations maybe recommended for amendment by the Council through the Executive Officer, subject to the provisions of Section 91 of Administrative Order No. 2 otherwise known as the IRR of RA 8435 (AFMA)for approval by the Secretary, Department of Agriculture.

ARTICLE XVI

EFFECTIVITY

Section 36. Effectivity. This Rules and Regulations shall take effect after fifteen (15) days following the completion of its signing and publication in a newspaper of general circulation in the Philippines.

It can only be revoked by writing through the issuance of another Administrative Order or Memorandum.

Approved this 22 of February 2018.

(SGD) EMMANUEL F. PINOL

Secretary

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