

GUIDELINES FOR ACCREDITATION OF SPEAKERS/LECTURERS/TRAINERS FOR THE FARM SYSTEM CERTIFICATION SCHEMES OF THE DEPARTMENT OF AGRICULTURE (DA)

DA ADMINISTRATIVE ORDER NO. 24, s. 2007, September 11, 2007

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In the interest of the service and pursuant to the Department of Agriculture Administrative Order Number 255 and Executive Order Number 481 pertaining to Good Agricultural Practices (GAP) and Organic Agriculture (OA), respectively and other rules to be issued on farm certification schemes, the following sets out the rules for the accreditation of speakers/lecturers/trainers for the above-mentioned programs of the Department of Agriculture (DA).

SECTION I. General Provisions -

1. The Bureau of Agriculture and Fisheries Product Standards (BAFPS), as the Secretariat of the aforementioned programs, together with the Agricultural Training Institute(ATI) and identified qualified experts from the academe shall conduct the training of individuals/ organizations seeking accreditation as speakers/lecturers/trainers for GAP, Good Animal Husbandry Practices (GAHP), Best Aquaculture Practices (BAP) and OA.
2. The BAFPS and the ATI, in partnership with public and private experts from other agencies, academe and the industry, shall conduct pre-accreditation and refresher courses. This is with the aim of increasing the critical mass of personnel able to conduct trainings on these programs.
3. The Bureau, in consultation with other concerned government agencies, academe and other institutions shall work towards incorporating into the training programs the latest trends, practices and updates.
4. This Administrative Order automatically authorizes the inspectors of GAP, GAHP and BAP, accredited certifying body(ies) of OA, and BAFPS Regional Focal Persons identified in the relevant Special Order Numbers as speakers/lecturers/trainers in their respective fields. However, these personnel shall continually attend refresher courses conducted by the BAFPS and ATI to keep them updated.

SECTION II. Requirements for Accreditation of a Speakers/Lecturers/Trainors in Good Agricultural Practices (GAP), Good Animal Husbandry Practices (GAHP), Best Aquaculture Practices (BAP), and Organic Agriculture (OA) - Any application for accreditation shall satisfy the following enumerated requirements.

A. Individual

1. Completed the BAFPS-ATI Trainers' Training Course on the chosen field.
2. Passed the written and oral examinations given by the Accreditation Committee
3. Must be a college graduate or a practitioner of any related field with a relevant work experience of at least four (4) years. For Individual seeking accreditation under GAP, he or she must be at least a licensed Agriculturist.

4. Must have undergone at least 40 hours of training/seminar or related learning processes for each of the related program

B. Organization

1. The organization seeking accreditation must provide the Secretariat of the Accreditation Committee with the names of the identified technical personnel that will undergo training for proper recording. Any changes should be immediately notified to the Secretariat.

2. The organization composed of technical personnel and must satisfy the following requirements

- a. Must have completed the BAFPS-ATI conducted Trainers' Training Course
- b. Must have passed the written and oral examinations given by the Accreditation Committee
- c. Must have at least three (3) years experience in the conduct of a training program

3. The prescribed and/or approved modules or set of courses/lectures to be used in the Training Program, must be followed by the accredited organizations. If the organization decides to deviate from the prescribed training modules, it shall seek prior approval from the Accreditation Committee.

4. The organization must provide adequate training facilities that include equipment, manuals and modules, training rooms, audio-visual and other training resources and paraphernalia.

5. The applicant must submit certified true copies of business registrations, licenses, and permits to operate

6. Must submit the organization profile.

SECTION III. Accreditation - The composition of the Accreditation Committee is as follows:

Chairman -

Director

Agriculture Training Institute (ATI)

Vice-Chairman -

Director

Bureau of Agriculture and Fisheries Product Standards (BAFPS)

Members

Director, Bureau of Plant Industry (BPI) Director, Bureau of Animal Industry (BAI)

Director, Bureau of Fisheries and Aquatic Resources (BFAR)

Director, Bureau of Soils and Water Management (BSWM)

Director, Fertilizer and Pesticide Authority (FPA)

Director, Ginintuang Masaganang Ani High Value Commercial Crops Program (GMA-HVCC)

Member, National Organic Agriculture Board (NOAB) Representative, Academe

Secretariat

Bureau of Agriculture and Fisheries Product Standards

Duties and Responsibilities

1. evaluate application forms from individuals or organizations requesting accreditation
2. conduct written and oral examinations
3. recommend to the Secretary the list of individual or organization to be given a certificate of accreditation.
4. conduct investigation on reported incidents of misconduct or failure to comply with any of the conditions set forth in the certificate of accreditation
5. hear appeals

SECTION IV. Accreditation - The Secretary, upon the recommendation of the Accreditation Committee, may accredit any qualified individual or organizations to be the speakers/lecturers/trainers of GAP, GAHP, BAP and OA.

A certificate of accreditation valid for three (3) years and an identification card shall be issued to any applicant who has satisfactorily met the requirements specified in this Administrative Order (A.O)

SECTION V. Renewal of Accreditation - Accreditation of individuals shall be renewed every three (3) years upon compliance of the following:

1. submission of an updated bio-data, including recent publications, if any, with recent passport size and 1 x 1 picture
2. presentation of original and submission of certified true copies of additional and relevant trainings/seminars attended

Accreditation of organizations shall be renewed every three (3) years upon compliance with the following:

1. submission of an updated organization profile
2. submission of calendar of trainings or services and other related activities
3. submission of an annual accomplishment report on trainings conducted
4. submission of an updated resume of trainers
5. submission of photocopy of certificate of accreditation
6. submission of monitoring and evaluation report

SECTION VI. Suspension/Cancellation of Accreditation - Accreditation of individuals or organizations may be suspended or cancelled by the Secretary after due process and upon the recommendation of the Accreditation Committee for any of the following reasons:

A. Suspension

1. inactive as speaker/lecturer/trainer for three (3) consecutive years
2. failure to renew accreditation on or before the anniversary date of the original accreditation
3. non-compliance with the provisions or other requirements

B. Cancellation

1. two consecutive suspensions
2. violation of professional ethics
3. two consecutive suspensions

An appeal for reactivation of suspended accreditation shall be filed with the Secretary, through the Accreditation Committee, for consideration.

SECTION VII. Audit - A regular audit shall be conducted by the Accreditation Committee.

SECTION VIII. Prohibitions -

1. No person or organization shall be allowed, hired or otherwise employed as a speaker/lecturer/trainer unless the requirements of this Order are complied with.
2. Foreign nationals may be issued accreditation upon compliance with the provisions of this rule and subject to the requirements of existing Philippine Laws and Regulations.

SECTION IX. Effectivity - This Administrative Order shall take effect fifteen (15) days after filing with the University of the Philippines-College of Law.

So ordered.

Adopted: 11 Sept. 2007

Approved:

(SGD.) ARTHUR C. YAP

Secretary

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