GUIDELINES FOR ACCREDITATION OF MANGO CLASSIFIERS

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Pursuant to the Philippine National Standard (PNS) for Mangoes (PNS/BAFPS 13:2004) which provides the minimum requirements and criteria for classification of mangoes based on general appearance, quality, condition and size the following sets the rules for granting/maintaining/withdrawing accreditation for individuals applying as mango classifiers.

Definition of Terms

Mango Classifiers – sorter/evaluator who classifies mango fruits according to minimum standards set by the PNS intended for domestic and export market.

SECTION I. General Provisions

A. Objectives

The guidelines are hereby adopted, promulgated and issued to achieve the following objectives:

1. To ensure that mangoes intended for the domestic and export markets are classified according to PNS for Mangoes;

2. To ensure that the commodity is priced fairly for the benefit of the mango farmers,traders,processors and/or exporters;

3. To establish a pool of accredited mango classifiers able to provide the services to farmers,traders, processors and/or exporters; and

4. To provide job opportunities to individuals technically capable of carrying out the classification activity with integrity.

B. Coverage

The provisions of this Administrative Order shall apply to any individual requesting for accreditation that are technically competent to perform the duties in section C. Classification activities may be conducted on-farm, common packinghouse facilities or at the exporters end using the provisions stipulated in the PNS/BAFPS 13:2004

C. Duties and Responsibilities of an Accredited Mango Classifier

The following are the duties and responsibilities of an accredited mango classifier. Non-performance of the duties based on actual reported cases and results of investigations can be used as a ground for penalties, cancellation or suspension of the accreditation.

1. provide proper classification of mangoes according to PNS for Mangoes;

2. regularly attend Update Courses on mango classification which also features experience sharing; and

3. submit to the National Accreditation Committee (NAC) a list of farmers/establishments/organizations, together with their contact details where service has been rendered.

Reports should be submitted at least once a year through the Regional Technical Working Group (RTWG) Secretariat. If the accredited mango classifier is affiliated with a mango association (growers/exporters), the association should also be furnished a copy of the same report.

SECTION II. Minimum Qualifications for Accreditation of Mango Classifies

Any individual applying for accreditation as mango classifier must satisfy the following minimum qualifications.

1. must be a Filipino citizen;
2. must know how to read and write;
3. should be physically fit;
4. with good moral character and;
5. must have attended the required pre-requisite training course on mango classification as required by the NAC; and
6. passed the written and practical examinations administered by the NAC.

SECTION III. Composition of the Committee/Technical Working Group

There shall be created a National Accreditation Committee (NAC) and Regional Technical Working Group (RTWG)

A. Composition of National Accreditation Committee

The National Accreditation Committee (NAC) is hereby established and shall be composed of the following:

Chairman: Director

Bureau of Plant Industry (BPI)

Vice-Chairman: Director

Bureau of Agriculture and Fisheries Product Standards (BAFPS)

Members: Chief

Plant Quarantine Service

Bureau of Plant Industry (BPI)

One representative from the Department of Trade and Industry (DTI)

One representative from a mango growers association

One representative from a mango exporters association

Secretariat Bureau of Agriculture and Fisheries Product Standards (BAFPS)

B. Composition of Regional Technical Working Group

The Regional Technical Working Group (RTWG) is hereby established and shall be composed of the following:

Chairman Regional Executive Director

Department of Agriculture – Regional Field Unit

Co-Chairman Division Chief, Agri-business Marketing Assistance Division

Department of Agriculture – Regional Field Unit

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Members Regional Seed Laboratory Chief

Bureau of Plant Industry (BPI)

One representative from the Department of Trade and Industry (DTI)

One representative from a mango growers association

One representative from a mango exporters association One representative from a mango classifiers association

One representative from a consumer group

Secretariat BAFPS Focal Persons or the Secretariat created by the BPI

B. Term of Office

Members from the private sector will have a term of office of three (3) years without prejudice to being reappointed. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the agency or organization may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Accreditation Committee.

C. Duties and Responsibilities

The following will be the duties and responsibilities of the NAC and RTWG

National Accreditation Committee:

1. provide the overall policy guidelines and direction of program;
2. review applications endorsed by the RTWG;
3. issue identification cards and accreditation certificate signed by the Chairman;
4. ensure that regular trainings/seminars are conducted to enhance capability of mango classifiers; and
5. hear appeals;

Regional Technical Working Group:

1. evaluate application forms from individuals requesting accreditation;
2. conduct written examination and/or oral interview;
3. recommend/endorse qualified applications to the Chairman of the NAC for approval;
4. conduct investigation of reported incidents of misconduct or failure to comply with any of the conditions set forth in the certificate of accreditation;
5. ensures that reports are submitted to the NAC;
6. hear appeals;

D. Functions of the Secretariat

There shall be Secretariat support for both the NAC and RTWG.

The National Accreditation Committee Secretariat (NACS) shall be designated by the Director of the Bureau of Agriculture and Fisheries Products (BAFPS) and shall perform the following functions:

1. act as a link between the RTWG and the NAC;
2. prepare minutes of the NAC meetings; and
3. perform other related duties as may be given by the Accreditation Committee.

Meanwhile, the Regional Focal Person of the BAFPS that shall act as the RTWG Secretariat or the Secretariat to

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be established by the RTWG Chairman will have the following functions:

1. provide application form to mango classifier applicant;
2. receives all applications and conducts documentary evaluation;
3. coordinates actual field evaluation of applicants together with RTWG to confirm compliance of the applicant to approved criteria and to investigate reports on misconduct;
4. convenes the meeting of the RTWG to deliberate on the application; and
5. prepare minutes of RTWG meetings; and
6. perform other related duties as may be given by the RTWG.

SECTION IV. Accreditation Procedure

A. Application process

1. The individual applicant shall accomplish in duplicate the application form prescribed for this specific purpose and shall submit the accomplished form to the RTWG Secretariat (See Appendix 1[*])

2. Application form must also be accompanied with the following supporting documents:

- Barangay clearance;
- Valid identification card showing personal information;
- Health clearance (part of application);
- A copy of certificate of mango classifiers' training course attended; and
- Upon renewal of accreditation, a certification from a second party or organization(s) where services have been rendered showing technical competence.

B. Documentary Evaluation

Initial screening to determine whether the documents submitted by the applicant are sufficient for the evaluation of the RTWG shall be conducted by the RTWG Secretariat.

Documentary evaluation shall be completed within thirty (30) working days from receipt of the complete application and required supporting documents.

In case of insufficient documents, a communication shall be drafted by the RTWG Secretariat for signature of the RTWG Chairman. A copy of which shall be communicated directly to the individual applicant for his or her compliance

C. Evaluation and Approval Procedure

The following sets out the rules to be strictly followed by the RTWG and NAC for approval of individual applications:

1. The RTWG Secretariat shall receive, assess and validate the authenticity of the documents submitted by applicants.

2. Upon receipt of complete documentary requirements from the applicant, the RTWG secretariat may call for a meeting of the RTWG to evaluate the applicants credentials based on the criteria set by the NAC;

3. The applicant must be able to receive, based on the evaluation, the minimum required points for him to be granted a certificate;

4. In case of deficiency, the individual applicant will be given 10 calendar days to comply or submit the necessary documents. Failure to comply within the prescribed period shall mean automatic disapproval.

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5. The RTWG Chair may authorize the RTWG Secretariat to conduct background investigation only when deemed necessary. The report of investigation shall be used by the RTWG and the NAC to further evaluate the competency of the applicant.

6. The RTWG Chair shall submit and endorse to the Chairman of NAC through the NAC Secretariat a list of qualified individuals for final approval and issuance of certificate and ID.

7. The NAC Secretariat shall convene the NAC to evaluate RTWG endorsed applicants.

8. Upon satisfactory deliberation, the NAC shall issue a certificate of accreditation and identification card to any applicant who has met the requirements.

D. Validity of the Certificate

Accreditation shall be valid for three (3) year from the date of issue with yearly evaluation, unless cancelled by the Accreditation Committee.

SECTION V. Performance Evaluation

During the effectivity period of the accreditation, the NAC shall conduct yearly performance evaluation to verify/ensure continued compliance or conformity to approved criteria.

SECTION VI. Renewal of Accreditation

At least two (2) months prior to the expiration of the accreditation, the accredited mango classifier may apply for renewal.

Applicants applying for renewal shall submit the following documents:

1. application form for renewal;
2. list of trainings/seminars attended; and
3. list of farmers and/or establishments where services has been rendered. This will include the name of the establishment, contact details and date when the services has been rendered.

SECTION VII. Suspension/Cancellation of Accreditation

A. Disapproval

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 misinterpretation for the purpose of obtaining the issuance of accreditation shall be sufficient grounds towards disapproval of applications.

B. Suspension/fines/disqualification for renewal

Any of the following acts, omissions or offenses shall be sufficient grounds for the suspension/fines and disqualification for renewal:

1. failure to comply with or violate of the duties and responsibilities;
2. refusal of the individual to be evaluated to determine continued compliance to approved standards; and
3. repeated acts of misbehaviors/misconduct of the accredited individual compromising his credibility as mango classifier.

Suspension

An accredited mango classifier shall be suspended for a period of not less than three (3) months or not more than six (6) months or blacklisted depending on the gravity of the offense/s in violation of this Administrative Order

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(A.O.) after due notice and investigation by the Accreditation Committee.

Fines

Fines may also be imposed on the following scheme:

1. First offense – P10,000.00 or equivalent to 5% of the total transaction loss or whichever is higher
2. Second offense – P20,000.00 or suspension for one year, application is also needed for re-instatement
3. Third offense – Cancellation and disqualification for renewal

SECTION VIII. Appeal

Suspensions, cancellations and disqualification for renewal are appealable in writing to the NAC through the RTWG within fifteen (15) working days from receipt of notice.

SECTION IX. Miscellaneous Provisions

The provisions of this Administrative Order are hereby declared separable, and in the event that any or more of such provisions are declared invalid, the other provisions not affected shall remain valid and subsisting.

As the need arises, these provisions maybe recommended for amendment by the
Accreditation Committee for approval by the Secretary of the Department of Agriculture.

SECTION X. Fees

The accreditation and renewal fee shall be P500.00

SECTION XI. Effectivity

This Administrative Order shall take effect fifteen (15) days after publication by the official gazette of the University of the Philippines – College of Law

Adopted: 08 Aug. 2009

APPROVED BY:

(SGD) ATTY. BERNIE G. FONDEVILLA
Officer In Charge

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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