



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

November 2, 2021

MEMORANDUM CIRCULAR

TO : **ALL REGIONAL EXECUTIVE DIRECTORS**
DA Regional Field Offices

ALL REGIONAL MANAGERS
PCIC Regional Offices

SUBJECT : **IMPLEMENTING GUIDELINES FOR THE NOMINATION AND SELECTION OF
THE MEMBER OF PCIC BOARD REPRESENTING THE SUBSISTENCE
FARMER'S SECTOR**

Pursuant to Executive Order No. 148, series of 2021, transferring the supervision of the PCIC from the Department of Agriculture (DA) to the Department of Finance and reorganizing the membership of the PCIC Board of Directors, there is need to select a representative of the subsistence farmers in the PCIC Board based on a nationwide selection process as approved by the PCIC Board.

As resolved during the 07 October 2021 PCIC Board meeting, the process will involve the creation of provincial, regional and national nomination and screening committees headed by the DA as lead facilitator and the PCIC as co-lead facilitator.

The Philippine Council for Agriculture and Fisheries (PCAF), as focal entity of the DA, in coordination with the DA-Regional Field Offices (RFOs), with the assistance of the PCIC Regional Offices (ROs), Local Government Units (LGUs) through the Offices of the Provincial Agriculturists (OPAg) and the nationwide network of Agricultural and Fishery Councils (AFCs), shall lead and supervise the entire process as follows:

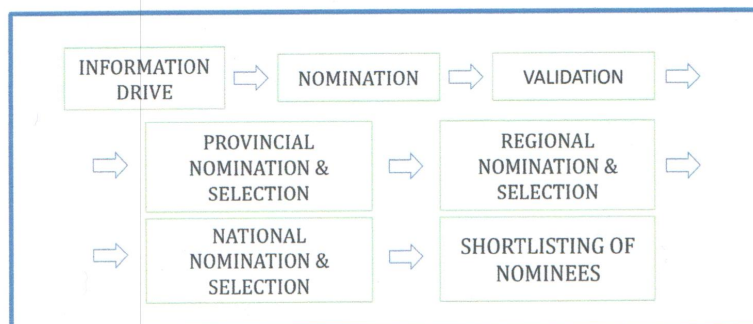


Figure 1. General Flow of the Nomination and Selection Process

GENERAL GUIDELINES

1. The Philippine Council for Agriculture and Fisheries shall disseminate these implementing guidelines approved by the Secretary of Agriculture and Vice Chairperson of the PCIC Board. These guidelines shall be published in the DA, PCAF and PCIC websites and disseminated to all DA Regional Field Offices, PCIC Regional Offices, Office of the Provincial Agriculturists of LGUs and other concerned agencies.

2. The Provincial Agricultural and Fishery Councils (PAFCs), with assistance from the Provincial Agriculture Offices, Regional AFCs and PCIC Extension Offices, shall conduct the nomination and election process at the provincial levels;
3. The Regional AFCs, with assistance from DA RFOs and PCIC Regional Offices (ROs), shall supervise the selection of regional nominees from among those selected at the provincial levels;
4. The PCAF, through the National Banner and Other Priority Program Committees, in coordination with the PCIC, shall supervise the selection from among the regional representatives and come up with the top three nominees that shall comprise the shortlist to be submitted to the PCIC.
5. The President shall select and appoint the representative who will sit in the PCIC Board.
6. Nominees for PCIC Board Member for the subsistence farmer's sector are preferably representatives from agrarian reform beneficiaries' organizations (ARBOs) or farmers' cooperatives or associations (FCAs).
7. The following are the qualifications of nominees:
 - a. Shall be a Filipino citizen;
 - b. Depends primarily on farming for subsistence;
 - c. Cultivates not more than 5 hectares with the help of members of his/her household or hired labor;
 - d. Duly listed/registered with the Registry System for Basic Sectors in Agriculture (RSBSA) and/or included in the list of farmers insured with PCIC;
 - e. Nominated/endorsed by a duly registered ARBOs or FCAs; and
 - f. Has considerable experience and reputable track record in promoting subsistence farmer's interest and welfare and in articulating their sentiments, issues or concerns.
8. Documentary requirements
 - a. Resume of nominee
 - b. Copy of nomination from qualified ARBO or FCA
 - c. Photocopy of proof of registration of nominee with the RSBSA
 - d. Photocopy of certificate of registration/accreditation of nominating organization
9. The nominating ARBO or FCA shall:
 - a. Have been active in the past 3 years and engaged with subsistence farmer organization and development or community enterprise development;
 - b. Be composed by a majority (at least 51%) of subsistence farmers; and
 - c. Has appropriate and valid certificate of registration with the CDA, DAR, SEC or DOLE, or DA CSO Accreditation.
10. The PCAF, with the assistance of the PCIC, and in partnership with the DA's Regional Field Offices, DAR, CDA and LGUs shall conduct a rapid information on the process, and encourage broad participation among their stakeholders.

SPECIFIC GUIDELINES

I. Conduct of Information Drive

- a. The DA through the PCAF issues advisory signed by the Secretary on the call for ARBOs and/or FCAs to nominate subsistence farmer's sector representative in the PCIC Board of Directors.
- b. PCAF informs the DA Regional Executive Directors and PCIC Regional Managers of the advisory.

- c. DA-RFOs disseminate advisory to the Regional and Local AFCs and coordinates with LGUs through the Offices of the Provincial Agriculturists, while PCIC ROs coordinate with the Department of Agrarian Reform for the dissemination of the advisory to ARBOs.

II. Submission and Posting of Qualified Nominees

- a. Qualified ARBOs and/or FCAs shall submit the names and photocopy of document requirements of both their organization and that of their nominees to the Office of the Provincial Agriculturists (OPAg).
- b. Regional and national farmers' organizations are encouraged to nominate members from their provincial chapters or submit the names of their nominees to the OPAGs where the members being nominated are based. Nominating organizations are also encouraged to recommend qualified women members.
- c. Names and addresses of the nominees and the nominating organizations shall be posted at two (2) conspicuous areas of the Provincial Capitol for at least Seven (7) days to invite the public to submit to the OPAG sworn reports of any derogatory record of the nominees.
- d. The Provincial Agriculturists (PA) as Co-Chairs of the PAFCs shall initiate or request that the PAFC Executive Committees be convened to deliberate on the nominations.
- e. The PAs shall invite the qualified nominees with no derogatory reports and the representatives of the nominating ARBOs or FCAs to the meeting to be conducted whether in-person or virtually.

III. Selection of Provincial Nominees

- a. The PAFC Executive Committees shall be convened to serve as the screening committee at the provincial levels. Government Sector members, apart from the Provincial Agriculturists as Co-Chairs shall include PCIC Provincial Representatives designated by the Regional Managers.
- b. The PAFC Executive Committee Chairpersons shall preside over the meeting. However, in case he/she is a nominee, the Co-Chair from the government sector shall preside.
- c. Representatives of nominating organizations shall be invited to the meeting and shall be called to introduce and discuss backgrounds and profiles of their nominees.
- d. All provincial nominees shall be given equal opportunity and time to discuss their case and showcase their ability to represent subsistence farmers sector.
- e. An open forum shall be conducted for Committee members to ask questions or inquiries from the nominees.
- f. After the open forum, nominees are requested to leave the meeting for the deliberation of results.
- g. The PAFC Executive Committee Chairs or presiding officers then ask the members of their respective choices. If the Committees do not reach a consensus, they may conduct selection by raising of hands, or casting votes by secret ballots or virtual polls.
- h. The Secretariat of each Council shall count and determine the top nominees. In case of a tie, the PAFC Executive Committee Chair or presiding officer will be required to cast his/her vote.

- i. The PAFC Executive Committees shall endorse to the DA Regional Executive Directors (REDs), the names of the top nominees (one per province) for the selection at the regional level.

IV. Selection of Regional Nominees

- a. The RAFC Executive Committees shall be convened by the DA-REDs whether in-person or virtually to serve as the screening committee at the regional levels. The Committee shall be chaired and presided over by the DA-REDs for this purpose. The PCIC Regional Managers shall serve as Co-Chairs from the government sector while the RAFC Executive Committee Chairpersons from the private sector shall likewise serve as Co-Chairs.
- b. A Regional Technical Secretariat shall be created to validate the authenticity of documents submitted from the provinces prior to the RAFC Executive Committee Meeting.
- c. To start the process, the presiding officer shall call upon the concerned PAFC Executive Committee Chairpersons to introduce briefly their nominees as well as the nominating organizations and their backgrounds and profiles.
- d. All provincial nominees shall be given equal opportunity and time to discuss why they should be chosen and to showcase their ability to represent the subsistence farmers' sector.
- e. The floor may then be opened for RAFC Executive Committee members to ask questions, conduct further inquiries directly to the nominees. After the open forum, the nominees and nominating organizations will be requested to leave the meeting for the Members of the Committees to deliberate on the results.
- f. The presiding officers then ask the members of their respective choices. If the Committees do not reach a consensus, they may conduct selection by raising of hands, or casting votes by secret ballots or virtual polls.
- g. The Secretariat of each Council shall count and determine the top contenders which shall be declared as the region's nominee to the national level. In case of a tie, the presiding officer shall cast his/her vote.
- h. The Secretariats shall also prepare endorsement letters to be signed by the presiding officers.
- i. The RAFC Executive Committees endorse to the PCAF through the Executive Director, the names of the top regional nominees (one per region) for the selection at the national level.

V. Selection and Shortlisting of Top Three National Nominees

- a. A special committee composed of the Chairs and Co-Chairs of the DA Banner and Other Priority Program Committees as members, shall be formed to serve as the National Selection Committee (NSC) at the national level.
- b. A NSC Technical Secretariat from PCAF shall also be created to validate and evaluate the regional nominees and their qualification documents and facilitate the conduct of the national selection process.
- c. The NSC shall be chaired by the PCAF Executive Director as DA focal person of the nomination and selection process and Co-Chaired by a Representative from the PCIC.
- d. The PCAF shall convene the NSC to serve as the screening committee for national nominees and selection of the top three (3) contenders to be endorsed to the PCIC.

- e. To start the process, the NSC Chairperson shall call upon the concerned RAFC Executive Committee Chairpersons or DA-REDS to introduce briefly their nominees, their backgrounds and profiles.
- f. All regional nominees shall be given equal opportunity and time to discuss why they should be chosen and to showcase their ability to represent subsistence farmers' sector.
- g. The NSC Chair or presiding officer opens the floor for questions and/or inquiries from the Members.
- h. After the open forum, the nominees shall be requested to leave the meeting and the members of the Committee shall deliberate on the results. The NSC Chair asks the members of their respective choice. If the Committee does not reach a consensus, they may conduct selection by raising of hands, or casting of votes by secret ballots or virtual polls.
- i. The top three contenders shall be determined by the Secretariat and announced during the meeting. In case of tie from among or between two of the top three contenders, both shall be endorsed by the Committee.
- j. The NSC through the PCAF Executive Director shall endorse the names of the top three nominees to the PCIC for deliberation of the Board.

VI. PCIC Board Deliberation

The members of the PCIC Board of Directors shall convene to deliberate on the results of the national selection process including resolutions of appeals or oppositions, if any.

The Board may opt to recommend a nominee of their choice or submit the shortlist of contenders to the President for selection and appointment.

TIMELINES

The whole nomination and selection process shall be coordinated and conducted within 60 working days as follows depending on the availability of the members of the various nomination and screening committees at the provincial, regional and national levels:

Date	Activity	Expected Output/s
Day 1-15 (from the approval and publishing of the implementing guidelines)	Conduct of Information Drive on the nomination and selection process	Call for Nominations, Infographics, Social Media Posts, etc.
Day 16-30	Submission of nominees to the OPAGs and posting of qualified nominees	List of qualified nominees and nominating organizations. Publication and posting of nominees calling for oppositions or sworn reports of any derogatory record of the nominee.
Day 31-38	Selection of provincial nominees	List of qualified nominees per province, Report on the conduct of Provincial AFC Executive Committee Meetings.

Day 38-45	Selection of regional nominees	List of qualified nominees per region. Report on the conduct of Regional AFC Executive Committee Meetings
Day 46-52	Selection and shortlisting of top three national nominees	List of top three nominees. Report on the conduct of National Selection Committee Meeting
Day 53-60	PCIC Board deliberation	Recommendation for nominee/s to the President.

FOR YOUR INFORMATION AND COMPLIANCE

Done this 18th of November, 2021.



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Secretary, Department of Agriculture and
Vice Chairperson, Philippine Crop Insurance Corporation

DEPARTMENT OF AGRICULTURE
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