



**MEMORANDUM CIRCULAR**

No. 19  
 Series of 2024

**SUBJECT: REVISED IMPLEMENTING GUIDELINES OF THE LIVESTOCK ECONOMIC ENTERPRISE DEVELOPMENT (LEED) PROGRAM**

The objective of this Guideline is to ensure the effective implementation of the enhanced Livestock Economic Enterprise Development (LEED) Program, by providing the procedure and requirements to qualified and eligible beneficiaries.

**I. PROGRAM DESCRIPTION**

The National Livestock Program (NLP), under the Office of the Undersecretary for Livestock (OUSL), through the DA-Regional Field Offices (DA-RFOs), shall implement the enhanced Livestock Economic Enterprise Development (LEED) Program. This Program intends to strengthen the contribution of the livestock and poultry sub-sectors in increasing the income of small-hold farmers through the distribution or provision of Livestock and Poultry Modules as grant. The modules to be given to the beneficiaries are stated in the Section II of this guideline.

Moreover, the LEED Program will provide technical assistance to the small-hold farmers in elevating their production to an enterprise level by value-adding and amplifying production. Clustering and consolidation approach is one of the strategies that the Program will adopt. Ultimately, as a poverty alleviation measure, the program will aim to improve the income levels of beneficiaries and farmers along the value chain. By working with the stakeholders it also aims to increase the production and inventory of the livestock and poultry sector.

**II. PACKAGE PER MODULE**

COMMODITY	INDICATIVE PROJECT COMPONENTS*	BUDGET (Php)
<b>Chicken</b> (Production Type – Meat & Eggs)	Animal Stocks (500 heads hens: 100 roosters)	300,000.00 - 600,000.00
	Animal Housing	500,000.00 - 1,500,000.00
	Incubator w/ hatcher	100,000.00 - 200,000.00
	Animal and Zoological Supplies	100,000.00 - 500,000.00
	<b>TOTAL</b>	<b>PhP 1,000,000.00 - 2,800,000.00</b>
	Layer Stocks (1,000 to 3,000)	300,000.00 - 600,000.00
	Battery Cages	500,000.00 - 1,500,000.00

<b>Layer Chicken</b> (Production Type – Eggs)	Animal and Zoological Supplies	100,000.00 - 200,000.00
	Shed	100,000.00 - 500,000.00
	<b>TOTAL</b>	<b>Php 1,000,000.00 - 2,800,000.00</b>
<b>Duck/ Itik Pinas</b> (Rice Base Enterprise can avail)	Animal Stocks (500 heads ducks: 100 drakes)	300,000.00 - 600,000.00
	Animal Housing	500,000.00 - 1,500,000.00
	Incubator w/ hatcher	100,000.00 - 200,000.00
	Animal and Zoological Supplies	100,000.00 - 500,000.00
	<b>TOTAL</b>	<b>Php 1,000,000.00 - 2,800,000.00</b>
<b>Beef Cattle</b> (Production Type – Breeding/ Meat/ Fattening)	Animal stocks (20 heads)	1, 000,000.00 - 1,500,000.00
	Forage chopper	300,000.00
	Animal and Zoological Supplies	300,000.00 - 500,000.00
	Animal Housing	1,000,000.00 to 1,200,000.00
	<b>TOTAL</b>	<b>Php 2,600,000.00 - 3,500,000.00</b>
<b>Carabao</b> (Production Type – Breeding/ Meat/Fattening/ Dairy/ Multi-purpose)	Animal stocks (20 heads)	1 000,000.00 - 1,500,000.00
	Forage chopper	300,000.00
	Animal and Zoological Supplies	300,000.00 - 500,000.00
	Animal Housing	1,000,000.00 to 1,200,000.00
	<b>TOTAL</b>	<b>Php 2,600,000.00 - 3,500,000.00</b>
<b>Goat or Sheep (Meat/ Dairy/ Dual Type)</b>	Animal stocks (25 Does/Ewes: 2 Bucks/Rams)	1,000,000.00 to 1,200,000.00
	Animal housing	1,100,000.00 to 1,500,000.00
	Forage chopper	300,000.00.00
	Animal and Zoological Supplies	100,000.00 -300,000.00
	<b>TOTAL</b>	<b>Php 2,500,000.00 - 3,300,000.00</b>
<b>Rabbit</b>	Animal stocks (50 to 100 heads)	100,000.00 to 400,000.00
	Animal housing/Cages	300,000.00 - 500,000.00
	Animal and Zoological Supplies	100,000.00 - 300,000 .00
	Machineries and equipment	100,000.00 - 300,000.00
	<b>TOTAL</b>	<b>Php 600,000.00 - 1,500,000.00</b>
<b>Stingless Bees</b>	Bee Colony (15 to 30)	90,000.00 - 180,000.00
	Bee Hive	75,000.00 - 150,000 .00
	Farm Implements /supplies / equipment	60,000.00 - 100,000 .00
	<b>TOTAL</b>	<b>Php 225,000.00 - 430,000.00</b>
<b>Honeybee</b>	Bee Colony (Nuc)	400,000.00 - 600,000.00
	Bee Hive	15,000.00 - 200,000.00
	Animal and Zoological Supplies	200,000.00 - 300,000.00

	Agricultural Supplies	50,000.00 -100,000.00
	<b>TOTAL</b>	<b>Php 665,000.00 - 1,200,000.00</b>
<b>Forage Development for Livestock Farms and Enterprises (Dairy)</b>	Corn and/or sorghum seeds (Php500x30kgx10ha)	200,000.00
	Harvester	1,500,000.00
	Chopper	300,000.00
	Silo	2,000,000.00
	<b>TOTAL</b>	<b>Php 4,000,000.00</b>

*\*Project components are variable and can be subject to adjustments depending on the capacity, status, and assessed needs of the beneficiaries.*

*\*\*Budget allocation per package is indicative only, and may change due to location, price variations, and other factors that affect price of project components.*

*\*\*\*The number of animals stated in this Guideline is the minimum number of animals for procurement.*

### III. BENEFICIARIES AND APPLICATION REQUIREMENTS

Target beneficiaries shall be registered Farmers Cooperatives and Associations (FCAs) and/or Local Government Units (LGUs). To be qualified, applicants must provide the following requirements:

Requirements	FCAs	LGUs
1. Letter of Intent addressed to the Regional Executive Directors or Office of the Undersecretary for Livestock	✓	✓
2. Approved Project Proposal with Management and Production Plan in accordance with the DA's prescribed program design and Production Plan signed by the proponent and approved by the Regional Executive Director.	✓	✓
3. Certification of eligibility to receive funds and other interventions/notice of no unliquidated funds from the concerned RFO (For projects involving fund transfers)	✓	✓
4. FCA organizational/registration documents	✓	N/A
5. Proof of land ownership: land title/ usufruct with supporting documents of land ownership/ deed of donation (if involves establishment of structure) /Certificate of Land Ownership Award (CLOA)/Forest Land Grazing Management Agreement/ Certificate of Ancestral Domain Title/ Certificate of Ancestral Land Title	✓	✓

6. List of Officers and members	✓	N/A
7. Partnership agreement with FCA with list of members (if FCA partner is involved)	N/A	✓
8. Other documents required by the respective OUs accounting	✓	✓
9. Sangguniang Bayan/Board/Council Resolution Authorizing the LCE/Head/Representative to enter into a MOA	✓	✓
10. Certification of willingness to provide counterpart in cash or in-kind	✓	✓

One of the strategies of this program is clustering and consolidation wherein FCA beneficiaries are encouraged to consolidate and form clusters with their members for economies of scale and efficient marketing of their produce. With this, FCA beneficiaries where corn or forage or feed production areas are located are given preference for this project and be part of clustering. Potential FCA beneficiaries must develop areas for corn, forage and feed production for future applications.

As a grant project, in accordance with the DA Manual of Procedures for Right-of-Way, Site, or Location for National Government Infrastructure Projects in the Agriculture and Fisheries Sector (Memorandum Circular No. 50, Series of 2022), the implementing units of the LEED Project shall require that recipients must acquire or own the property through, modes such as donation, sale, or a Usufruct Agreement with the property owner for a period not less than the service life of the project. Forest Land Grazing Management Agreement with DENR can also be accepted in this project.

#### **IV. IMPLEMENTERS**

The LEED Program shall be implemented by the DA-RFOs in partnership with eligible and qualified beneficiaries which are registered Farmers' Cooperatives and Associations (FCAs) and/or Local Government Units (LGUs).

The parties shall have the following responsibilities.

##### **A. Farmer Cooperatives and Associations (FCAs):**

- a. Apply and comply with the requirements;
- b. Ensure the organizational integrity of the FCA and its members;
- c. The FCA will facilitate registration of members to RSBSA whenever applicable;
- d. Ensure compliance with the approved project documents;
- e. Enter into a Memorandum of Agreement (MOA) with DA RFO;
- f. Ensure the sustainability of the Project by providing the operational and maintenance expenses of the project;

- g. Must provide the land, maintenance, and labor, and other necessary expenses not included in the package as counterparts.

## **B. Local Government Units (LGUs):**

### *1. As a recipient/implementer:*

- a. Apply and comply with the requirements;
- b. Ensure compliance with the approved project documents;
- c. Must have a partner FCA in the implementation of the Project or a list of target farmer beneficiaries;
- d. Enter into a MOA with DA-RFO;
- e. Ensure the sustainability of the Project by assigning technical staff, to be trained by DA Livestock, and laborers, as well as annual allocation for project maintenance; and
- f. Must provide the land, maintenance, and labor, and other necessary expenses not included in the package as counterparts

### *2. As implementing partner of FCA, the LGU will:*

- a. Provide necessary technical support to the FCA in the preparation and implementation of the Project;
- b. Facilitate issuance of clearances and permits compliant to local zoning and other regulations;
- c. Assist the qualified FCAs upon request for the preparation, planning, and implementation, and supervision of the project specifically managing the funds and undertake the procurement process of all the project components;
- d. Enter into a tripartite MOA with the FCA and DA-RFO.

## **C. Department of Agriculture**

### **1. Office of the Undersecretary for Livestock thru the National Livestock Program:**

- a. Provide project steering and overall guidance and supervision to all units concerned;
- b. Review the list of potential beneficiary FCAs/LGUs to be endorsed by the Regional Livestock Program;
- c. Review project documents endorsed by OUs; and
- d. Provide necessary assistance related to project implementation and management.

### **2. Regional Field Office thru the Regional Livestock Program:**

- a. Promote the Program for greater awareness;
- b. Validate and screen the interested FCA/LGU;
- c. Assist the interested FCA/LGU in complying with the requirements that shall include but are not limited to organization and institutional development, proposal preparation, MOA signing, and technical assistance;
- d. Provide list of validated beneficiaries and the draft MOA to the OUSL for review;
- e. Assist the qualified FCA/LGU upon request for the preparation, planning,

implementation, and supervision of the project specifically managing the funds for procurement of all the project components subject to RA 9184;

- f. Enter into a MOA with the FCA/LGU; and
- g. Release funding to FCA/LGU immediately after MOA is finally signed and requirements have complied (if transfer of funds is the mode of implementation) or undertake procurement process and delivery of project components.

## V. IMPLEMENTATION PROCEDURE

Activity	Procedure	Responsible
<b>Submission, Review, and Validation</b>	1. Submit application documents to DA RFO a. Letter of intent b. Documents of the legal identity of the FCA (if FCA applicant); c. Endorsement from the Provincial/ City/ Municipal Agriculture or Veterinary Office/ or Provincial/City/Municipal Agricultural and Fisheries Council (if FCA applicant) d. Other documents that the DA-RFO may require	FCA/LGU
	2. Review of the submitted documents and preliminary screening and contact with the applicant a. Location details b. Training certificates (if applicable)	DA-RFO Livestock Program/ RAED
	3. Validate beneficiary and the location of the Project	DA-RFO Livestock Program, LGU/FCA, RAED,AMAD, APCO
	4. Preparation and completion of documentary requirements: a. Project Proposal b. Other documents that the DA RFO may require	FCA/LGU
	5. Review and revise proposal as deemed necessary by DA-RFO	RFO/FCA/LGU
	6. Approve Project Proposal	DA-RFO Livestock Program

<b>Recipient List Finalization and Review</b>	1. Preparation of the final list of recipients and endorsement to the NLP/OUSL for review and information	DA-RFO Livestock Program
	2. Review of the shortlisted beneficiaries	DA NLP/OUSL Office of the Secretary
<b>Preparation and Signing of MOA</b>	1. Comply with all the eligibility requirements as stated in Section III of this Guidelines	DA-RFO Livestock Program, LGU/FCA
	2. Prepare, discuss and agree on the provisions of the MOA and come up with a draft	DA-RFO Livestock Program, LGU/FCA
	3. MOA Review	DA NLP Central
	4. MOA Signing	DA-RFO Livestock Program, LGU/FCA
<b>Procurement Mode of Implementation</b>	In accordance to R.A. 9184	DA- RFO
	Rational procurement process as to schedule proper delivery of components, where livestock and supplies be delivered when structures and relevant components have been established and provided.	
<b>Fund Transfer Mode of Implementation</b>	Fund transfer as stipulated in MOA and existing rules and regulations on the transfer of funds (if fund transfer is the mode of implementation)	DA-RFO Livestock Program
<b>Implementation</b>	1. Monitoring of project implementation (e.g., construction of facilities)	DA-RFO Livestock Program/ DA NLP/OUSL
	2. Testing and turn-key	RAED
<b>Inauguration and Turn-over</b>	Inauguration and turn-over of project to the beneficiaries	DA-RFO Livestock Program/ DA NLP/OUSL Beneficiaries

<b>Liquidation</b>	3. Submit liquidation report as per COA rules and regulation (if fund transfer is the mode of implementation)	LGU / FCA
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Project requests addressed to the OUSL and NLP will be endorsed to the RFOs for consideration under this program and shall undergo the project screening and evaluation procedure indicated in the above table.

Given that project allocations and number of slots are definite for every year, applicants compliant to the requirements are to be prioritized, while those that lack compliance will be advised of the lacking documents/qualifications. Applicants that are not able to secure slots due to lack of compliance will be put to pipeline for the following year.

**VI. PROGRAM IMPLEMENTATION**

The Program implementation shall be in conformity with the approved project document/proposal, the MOA, and work and financial plans. The implementers must ensure that their roles and duties and responsibilities are complied with, funds are utilized properly, and the project is completed in the agreed period.

The MOA shall have an effective period of one (1) year, subject to termination or extension as agreed by all parties should the necessity arise. In case/s of extension, a supplementary MOA shall be executed which shall be approved before the original period of effectivity lapses/ends.

**VII. PROCUREMENT PROCESS MONITORING**

- a. Prior to undertaking the procurement process of every project, the DA RFO must provide the PPMP and Purchase Request to the OUSL/NLP for review and information, subject to the issuance of clearance by the latter to proceed. Without issuance of clearance and/or comments within 1 week from submission, the RFO may proceed with the procurement activities;
- b. During the bidding process, representatives of the OUSL /NLP must be allowed to attend as observers;
- c. Animals to be procured must only be sourced from BAI/AWA accredited/registered farms/breeders or from member farms of recognized livestock/breeder associations;
- d. NLP standards on the specification of animals shall be followed;
- e. During the delivery of goods, representatives of the OUSL /NLP must be allowed to participate as observers. However, if this is not possible, a photos or videos of the goods and animals shall be sent to OUSL/NLP;
- f. The Regional Livestock Program personnel shall be present during the inspection and receiving of animals. Animals that are not qualified based on the specifications indicated in the bidding documents (i.e. age and weight) shall not be accepted. Only quality stocks / animals shall be distributed to the beneficiary.



## **VIII. MONITORING AND EVALUATION**

The DA-RFOs through the livestock program and relevant units, shall monitor the progress of the projects in coordination with the implementing partners. The FCAs/LGUs shall allow the DA unrestricted access (adhering to biosecurity measures in the farm) to the project site and documents during monitoring. Progress reports must also be periodically submitted to the DA-RFO complete with photos before the implementation of the project, during procurement, and delivery of the animals, and after the delivery of animals. Whenever applicable, reporting systems through the ABEMIS and/or OMIS can be used.

To ensure the proper and secured implementation of various projects and interventions under this program, the Office of the Undersecretary for Livestock, the National Livestock Program, together with relevant units and implementation partners shall have a more active role in the monitoring of the implementation/establishment and turned-over projects. The monitoring involves the following:

- a. All issues, challenges, and concerns affecting the implementation of the projects must be relayed to the OUSL and NLP for information and action;
- b. Projects that were already turned-over must be covered by monitoring to particularly assess operation by recipients, stocking, production and marketing, and sustainability;
- c. The OUSL and NLP must be provided with necessary support, assistance, and access during the conduct of monitoring activities.

## **IX. SUSTAINABILITY**

The members/personnel/officials of the recipient FCAs and/or LGUs must undergo livestock production/enterprise training related to the commodity concerned in ATI or through other training provider entities before the project turn-over. This can be waived if the recipients have already undergone such training presented with proof.

To ensure sustainability, the project recipients must follow the approved production plan and project documents. It shall engage with market channels such as KADIWA and local market or enter into marketing agreements with applicable enterprises with assistance with AMAS/AMAD. To attain the project objectives, the project must generate income from the enterprise. In commodities with set cycles, the beneficiaries must restock and continuously operate the project. To maximize profits, the beneficiaries are expected to expand the enterprise by increasing the inventory. Additional conditions may be detailed in the MOA.

## **X. FUNDING**

The funding shall be sourced from the General Appropriations of the DA-RFOs under the National Livestock Program following the disbursement rules set by the Department of Budget and Management guided by the government accounting rules and regulations. This program may also be covered by other appropriate funding sources that the NLP may secure or receive.


**XI. SUPPLEMENTARY GUIDELINE**

The DA-RFOs may issue a supplementary guideline to facilitate the orderly implementation of the Program, provided that it is consistent with the mother guidelines, subject to the review and recommendation of the National Livestock Program Director and of the Undersecretary for Livestock, and the approval of the Secretary.

**XII. EFFECTIVITY**

This Memorandum Circular shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 24<sup>th</sup> of May 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *A*



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*107*  
W.A. ST. JES  
PROLOGUE DIVISION  
LIVESTOCK DIVISION  
*2024-05-24*