



Republic of the Philippines
OFFICE OF THE SECRETARY
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DEPARTMENT ORDER

No. 02

Series of 2025

SUBJECT : DELINEATION OF FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF OPERATING UNITS (OU) UNDER THE DEPARTMENT OF AGRICULTURE - POLICY RESEARCH SERVICE (DA-PRS)

WHEREAS, Book IV, Title IV, Chapter 1, Section 2 of Executive Order (EO) No. 292, series of 1987, otherwise known as the Administrative Code of 1987, provides that the Department is mandated to provide the policy framework for the promotion of agricultural development;

WHEREAS, Republic Act (RA) No. 8435, otherwise known as the Agriculture and Fisheries Modernization Act (AFMA) of 1997, vested the Department with the authority to undertake activities in support of the attainment of food security, achievement of growth and profitability targets in the context of the World Trade Organization (WTO), and preservation of biodiversity, genetic materials, and the environment, among others;

WHEREAS, the Department of Budget and Management (DBM), in a letter dated 19 July 2013 addressed to the DA Secretary, approved the Department's Rationalization Plan pursuant to EO No. 366, series of 2004, with the subject "*Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch*";

WHEREAS, in view of the evolving role of the bureaucracy in national development, the DA-PRS, hereinafter referred to as the 'Service', was established pursuant to the 2013 DA Rationalization Plan composed of the Macro-Economic Policy Division (MEPD); Food, Agriculture and Fisheries Policy Division (FAFPD); and the International Affairs Division (IAD);

WHEREAS, Department Order (DO) No. 19, series of 2024, with the subject "*Reconstitution of the Trade Remedies Office (TRO) under the Department of Agriculture - Policy Research Service (DA-PRS)*" was issued, thereby reconstituting the Trade Remedies Unit (TRU) into a Trade Remedies Office (TRO) placed under the administrative control and supervision of the DA-PRS Director;

WHEREAS, Book IV, Chapter 2, Section 7, of EO No. 292, series of 1987, vested the Secretary with the authority to establish policies and standards for the operation of the

Department and to promulgate issuances for the efficient administration of the offices under the Secretary; and,

WHEREAS, there is a need to clarify the delineation of functions of the OU under the Service and its administrative relationship with the Office of the Undersecretary for Policy, Planning, Project Development and Regulations (OUPPR) and the Office of the Assistant Secretary for Policy and Regulations (OASPR) to ensure the efficient and effective operations and implementation of relevant laws, policies, and regulations.

NOW, THEREFORE, I, FRANCISCO P. TIU LAUREL JR., Secretary of the Department of Agriculture, by virtue of the powers vested in me by law and other issuances, do hereby order:

Section 1. *Delineation of Functions of the DA-PRS.* This Order shall prescribe the delineation of functions of the OU under the DA-PRS and its administrative relationship with the OUPPR and the OASPR.

Section 2. *Objectives.* This Order aims to guide relevant offices within the Department and its stakeholders on the scope of work and major work assignments of the Service and the OU under it relative to agriculture and fishery policies. Specifically, this Order shall:

- a. Define the major mandates and functions of the Service and its constituent OUs;
- b. Delineate the major functions and establish interrelationships among the Divisions/Office under the Service;
- c. Create the current overall organizational structure of the Service; and
- d. Establish the staffing pattern and reporting mechanism of the Service.

Section 3. *Overall Mandates and Functions.* Pursuant to the mandate of the Department to provide a policy environment conducive to a competitive agricultural sector as a key to raising the quality of life and promoting food security, among others as stipulated under EO No. 292, series of 1987, RA 8435, and other relevant laws, the Service shall perform the following functions:

- a. Formulate, review, and analyze agriculture and fishery policies, taking into consideration the technical inputs of the technical agencies of the Department;
- b. Monitor compliance with agriculture and fishery policies;
- c. Provide oversight and assist in the resolution of agriculture and fishery policies; and,
- d. Lead in the formulation of national agriculture and fishery policies.

Section 4. *Organizational Structure.* The Service shall be composed of the Office of the Director (OD) and three Divisions namely, (1) MEPD, (2) FAFPD, and (3) IAD. The TRO, an ad-hoc unit established pursuant to DO No. 19, series of 2024, shall also be placed


under the control and supervision of the DA-PRS Director. The organizational chart of the Service is specified as Annex A of this Order.

Section 5. Office of the Director. A Service Director with the rank of Director IV shall act as the head of the Service. The Service Director shall have direct administrative control and supervision over the Division Chiefs, including the head of the TRO, pursuant to the relevant provisions of EO No. 292, series of 1987, and other relevant laws and issuances. *Provided*, That the Service Director shall report directly to the Assistant Secretary for Policy and Regulations; *Provided*, further that there shall be an Office of the Director responsible for the provision of direct administrative support to the Service Director and the overall coordination with relevant offices with the Department and its stakeholders with respect to the activities of the Service Director; *Provided*, finally, that the personnel in the Office of the Director shall perform the following functions:

- a. Draft reports, presentations, and speeches of the Service Director, in consultation and coordination with the OUs under the Service;
- b. Review all incoming official communication of the Service and disseminate to the appropriate OU under the Service;
- c. Conduct initial review all incoming documents prior to final review and approval of the Service Director;
- d. Lead the establishment, implementation, and maintenance of the Quality Management System (QMS) of the Service;
- e. Consolidate technical reports, inputs, and other technical documents of the Service and its OU and submit the same to relevant offices within and stakeholders of the Department;
- f. Consolidate all planning, budget, procurement, and finance-related documents/reports of the Divisions/Office under the Service and submit the same to relevant offices within and stakeholders of the Department;
- g. Consolidate all human resource-related documents and reports of the Divisions/Office under the Service and submit the same to relevant offices within and stakeholders of the Department; and
Provide administrative and logistical support to the Service Director in their official functions and duties.

Section 6. MEPD. There shall be a MEPD responsible for facilitating the review, assessment, and/or development of macro-economic policies and conduct of medium and long-term macro-economic policy research related to the agriculture and fisheries sector. The Division shall serve as the core technical support group in the Department's engagement in multilateral, regional, and bilateral free trade negotiations. Specifically, the Division shall perform the following functions:



- a. Facilitate the provision of policy recommendations and crafting of policies in the following areas, taking into account national and international policies, legislations, and agreements of which the Philippines is a party:
- i. World Trade Organization (WTO) – Committee on Agriculture, Committee on Trade and Environment (CTE), Negotiating Group on Rules (NGR), Committee on Import Licensing (CIL), Ministerial Conference, Trade Policy Review, and the Sanitary and Phytosanitary (SPS) Committee. For the SPS Committee, the FAFPD shall provide technical inputs to the MEPD in consultation with the relevant technical agencies and offices of the Department;
 - ii. Organization for Economic Cooperation and Development (OECD) – Trade Policy Review and other related matters;
 - iii. Free Trade Agreements (FTA) – Trade in Goods, Rules of Origin (ROO), Import Licensing, Trade Facilitation, Competition, and subsequent chapters. For SPS (i.e., plant and animal life and health, food safety), Technical Barriers to Trade (TBT) (e.g., organic agriculture, halal), animal welfare, biotechnology, sustainability (e.g., biodiversity, deforestation), and Geographical Indication (GI), the FAFPD shall provide technical inputs to the MEPD in consultation with the relevant technical agencies and offices of the Department;
 - iv. Fiscal policies (e.g., fiscal incentives, taxations/tariffs, prices, and subsidies);
 - v. Macro-economic trends (e.g., inflation, Gross Domestic Product [GDP] contribution, exchange rates, credit access affecting agriculture);
 - vi. Minimum Access Volume (MAV);
 - vii. Investment policies; and
 - viii. Other relevant macroeconomic issues.
- b. Provide technical support as the following or on the following Committees/Groups:
- i. WTO Agreement on Agriculture National Notification Authority (NNA);
 - ii. Trade and Related Matters (TRM) (e.g., Committee on Tariff and Related Matters, Technical Committee on Tariff and Related Matters, Technical Committee on WTO Matters, and other relevant committees and sub-committees);
 - iii. Economic Development Group (EDG);
 - iv. Interagency Committee on Inflation and Market Outlook (IAC-IMO);
 - v. Export Development Council – Networking Committee on Agri-Policy (EDC-NCAP);
 - vi. Inter-Agency Committee on Agriculture and Fishery Statistics (IACAFS);
 - vii. DA - Philippine Council for Agriculture and Fisheries Committee on International Trade (PCAF-CIT);
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- viii. Association of Southeast Asian Nations (ASEAN) Coordinating Committee on the Implementation of the ASEAN Trade in Goods Agreement (CCA);
- ix. ASEAN Sub-Committee on ASEAN Trade in Goods Agreement ROO (SCAROO);
- x. Inter-Agency Committee on Trade in Goods (IACTIG);
- xi. Technical Working Group on ROO (TWG ROO);
- xii. TWG Market Access and ROO (TWG MAROO);
- xiii. Committee on World Food Security Focal Point;
- xiv. Commission on Genetic Resources for Food and Agriculture;
- xv. WTO agricultural post in Geneva, Switzerland; and
- xvi. Other relevant working committees/groups related to the mandate of MEPD.

Section 7. FAFPD. There shall be a FAFPD responsible for facilitating the development, review, and assessment of agriculture and fishery policies, and conduct of medium and long-term agriculture and fishery policy research. Specifically, the Division shall perform the following functions:

- a. Facilitate the drafting of policies and policy recommendations in the following areas, taking into account national and international policies, legislations, and agreements of which the Philippines is a party:
 - i. Agriculture and fisheries regulatory policy (e.g., quarantine policies, food safety regulatory policies, sector-specific regulatory policies, including plant and animal health and food safety);
 - ii. Agriculture and fisheries legislative portfolio;
 - iii. Philippine National Standards (PNS); *Provided*, That the DA-Bureau of Agriculture and Fisheries Standards (BAFS) shall lead the development of PNS and endorse the same to the Division for further review and finalization and prior to issuance and adoption of the PNS as technical regulation by the concerned regulatory agencies;
 - iv. Sustainable agriculture (e.g., climate change, biodiversity, genetic resources, circular economy, blue economy);
 - v. Biotechnology/biosafety;
 - vi. Intellectual Property – GI; and,
 - vii. Other relevant agriculture and fishery policy issues.

- b. Provide technical support as the following or in the following Committees/Groups/Office:
 - i. SPS NNA/Inquiry Point;
 - ii. Codex Contact Point (CCP);
 - iii. Food Safety Regulation Coordinating Board (FSRCB);
 - iv. DA SPS and Food Safety Focal Groups;



- v. DA Inquiry Point on TBT matters (with the Department of Trade and Industry-Bureau of Philippines Standards [DTI-BPS] as the TBT NNA/Inquiry Point);
- vi. DA-Biosafety Committee (BC);
- vii. DA Philippine Council for Agriculture and Fisheries (PCAF) Sectoral Committees;
- viii. DA-DAR-DENR-DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD); and,
- ix. Other relevant working committees/groups related to the mandate of the Division.

Section 8. IAD. There shall be an IAD responsible for the coordination and facilitation of international relations and resources and international technical cooperation activities, monitoring of international technical cooperation activities, and conduct of medium and long-term agriculture and fishery policy research in relation to international technical cooperation. Specifically, the Division shall perform the following functions:

- a. Provide technical-secretariat and administrative support on international technical cooperations, particularly the preparation and subsequent transmittal of consolidated inputs, comments, recommendations, and updates from relevant DA offices and stakeholders to trading partners. International technical cooperation shall cover the following areas:
 - i. *International organizations* — Food and Agriculture Organization (FAO), World Food Programme (WFP), International Fund for Agricultural Development (IFAD), and other related agencies of the United Nations (UN), and Consultative Group on International Agricultural Research (CGIAR);
 - ii. *Regional organizations/cooperations* — ASEAN, Asia Pacific Economic Cooperation (APEC); and,
 - iii. *Bilateral technical cooperations* — Americas, Europe and Russia, ASEAN countries, Middle East and Africa, East Asia and the Freely Associated States, and South Asia and Oceania.
- b. Provide secretariat and administrative support to the Foreign Agriculture Service Corps (FASC), particularly facilitating the dissemination of relevant documents to relevant offices and stakeholders of the Department in the capital. The FASC shall cover the following posts:
 - i. *Bangkok, Thailand* — covering ASEAN;
 - ii. *Beijing, People's Republic of China* — covering China, Mongolia, and Hong Kong;
 - iii. *Brussels, Belgium* — covering EU, EU countries (except Italy and Malta), Russia and Turkiye;
 - iv. *Dubai, United Arab Emirates* — covering the Middle East and Africa;



- v. *Geneva, Switzerland* — covering WTO and European Free Trade Association (EFTA) countries;
- vi. *Rome, Italy* — covering Rome-based UN food agencies, Italy, San Marino, Malta, Albania, the United Kingdom of Great Britain and Northern Ireland, Ireland, Isle of Man, Bailiwicks of Guernsey and Jersey;
- vii. *Seoul, Republic of Korea*;
- viii. *Tokyo, Japan* — covering Japan and the Freely Associated States;
- ix. *Washington D.C., United States* — covering the whole American Region; and,
- x. Other posts, as may be opened.

c. Provide technical-secretariat support to the Secretary and other senior officials during courtesy visits and bilateral and multilateral meetings facilitated by IAD, particularly in drafting international trade and technical cooperation briefers and talking points, in consultation with relevant OU under the Service, and other relevant offices within the Department.

Section 9. TRO. The mandates and functions of the TRO pursuant to DO No. 19, series of 2024, is hereby reaffirmed.

Section 10. Staffing Pattern and Staff Complement. The Service shall adopt the staffing pattern and staff complement prescribed under the 2013 DA Rationalization Plan pursuant to EO 366, series of 2004. *Provided*, That the staff complement of the Service shall be sourced from existing plantilla, co-terminus, and Contract of Service (COS) positions in the Department; *Provided, further*, That the Service may engage the services of COS personnel or consultants to augment the existing staff complement of the Service as may be necessary; *Provided, finally*, That permanent personnel from other relevant offices may be detailed to the Service as may be necessary subject to the relevant authorization of the Secretary.

Section 11. Reporting Mechanism. The OUPPR and the OASPR shall exercise oversight authority over the Service. The provisions of Book IV Chapter 7 of the Administrative Code of 1987 shall govern the administrative relationship of the Service with the aforementioned offices.

Section 12. Fund Source for Staff Compensation. Salaries and other emoluments of plantilla personnel shall be chargeable against the usual Personnel Services (PS) allocations of the Department. Compensation for services rendered by COS personnel and/or consultants engaged by the Office shall be sourced from the DA-PRS funds or other available sources of funds subject to the usual government accounting and auditing rules.


Section 13. Separability. If any part or provision of this Order shall be held invalid or unconstitutional, the provisions not affected thereby shall remain in full force and effect.



Section 14. *Repeal.* All other orders, rules and regulations, and other issuances or parts thereof which are inconsistent with the provisions of this Order are also hereby repealed or modified accordingly.

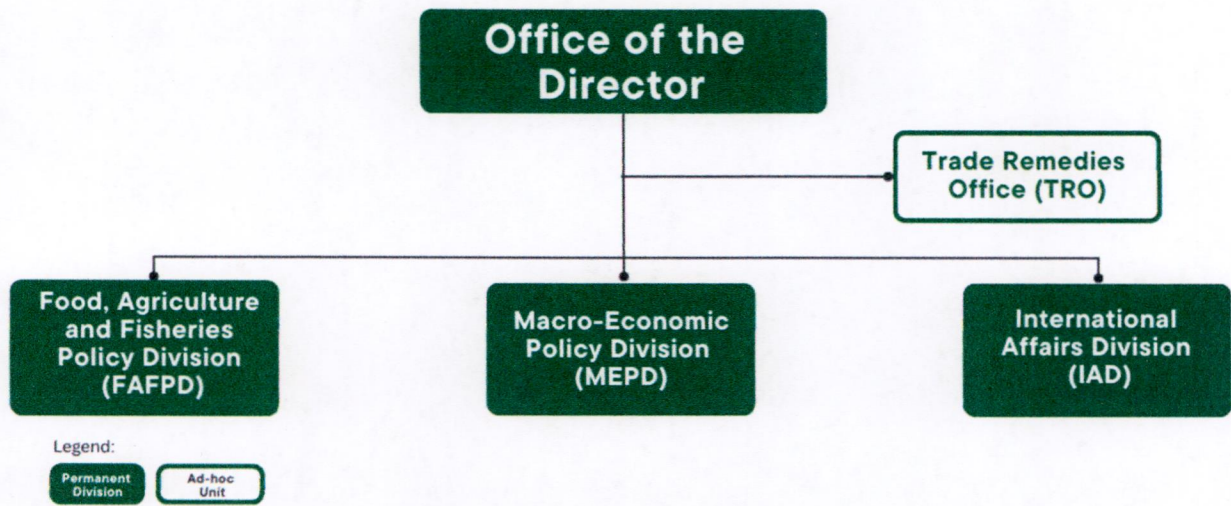
Section 15. *Effectivity.* This Order shall take effect immediately upon approval and shall remain in force until revoked in writing.

Done this 14th day of February 2025.

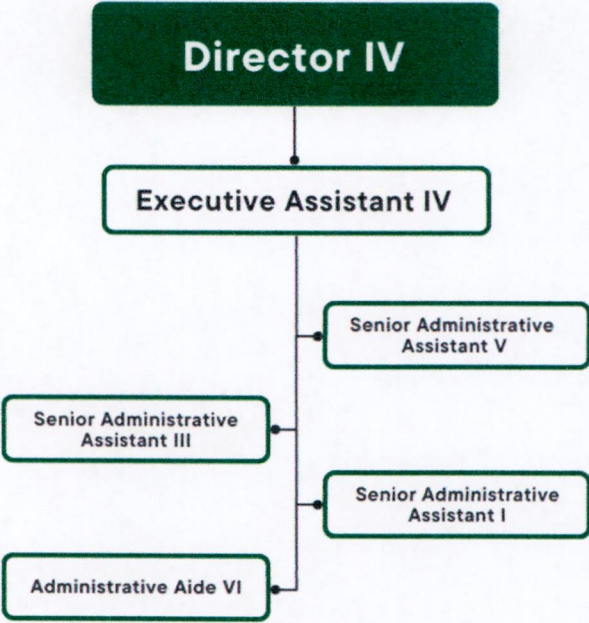

FRANCISCO P. TIU LAUREL JR.
Secretary



Annex A-1. DA- Policy Research Service (PRS) Organizational Structure



Annex A-2. DA- PRS Office of the Director Organizational Structure

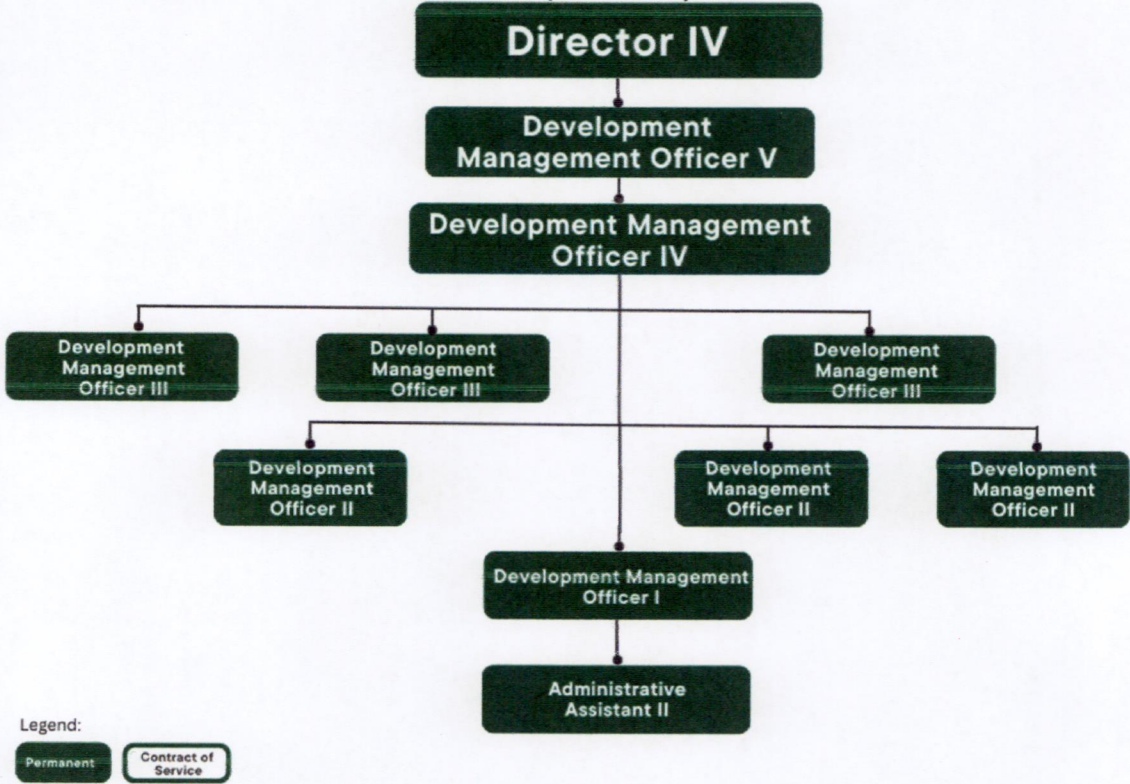


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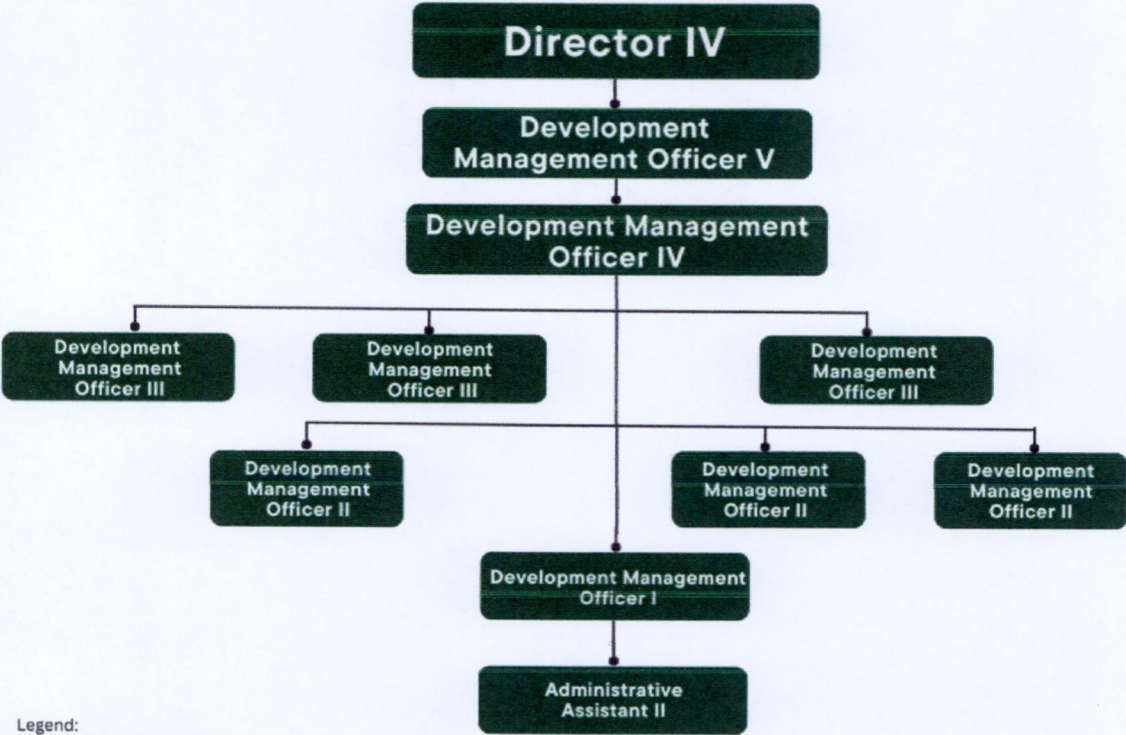
Permanent

Contract of Service

**Annex A-3. DA-PRS Food, Agriculture and Fisheries Policy Division (FAFPD)
Organizational Structure**



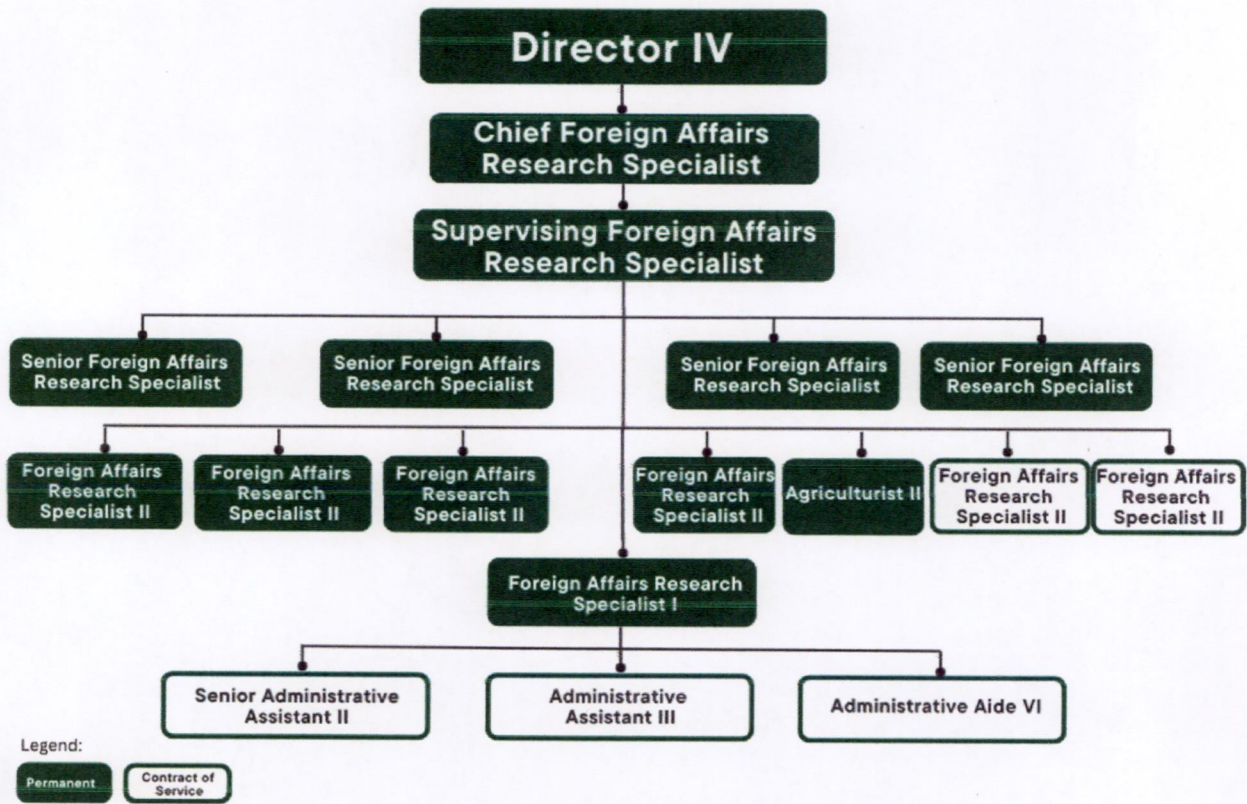
Annex A-4. DA-PRS Macro-Economic Policy Division (MEPD) Organizational Structure



Legend:

- Permanent
- Contract of Service

Annex A-5. DA-PRS International Affairs Division (IAD) Organizational Structure



Annex A-6. DA-PRS Trade Remedies Office (TRO) Organizational Structure

