



Republic of the Philippines
OFFICE OF THE SECRETARY
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MEMORANDUM CIRCULAR

No: 04

Series of 2025

SUBJECT : GUIDELINES TO IMPLEMENT THE RAFC CHAIRPERSONS AS FARMER REGIONAL EXECUTIVE DIRECTORS DURING THE WHOLE DURATION OF THE CELEBRATION OF THE FARMERS' AND FISHERFOLK'S MONTH

WHEREAS, the Agricultural and Fishery Council (AFC) is the mechanism for private and public sector partnership in the development processes of the agriculture and fisheries sectors at the national, regional, provincial, city, and municipal levels;

WHEREAS, the empowerment and meaningful partnership with the government are enshrined in Section 16 of Articles XIII of the Philippine Constitution, which states that "the right of the people and their organization to effective and reasonable participation at all levels of social, political and economic decision-making shall not be abridged. The state shall by law facilitate a consultation mechanism";

WHEREAS, specifically for the agriculture and fisheries sectors, Executive Order (E.O.) 116, dated January 30, 1987, operationalized the above policy. It has mandated the National Agricultural and Fishery Council (NAFC), now the Philippine Council for Agriculture and Fisheries (PCAF), to facilitate the organization of the AFCs at the regional and local levels. To date, there are 16 Regional Agricultural and Fishery Councils (RAFCs), 81 Provincial Agricultural and Fishery Councils (PAFCs); 21 Independent Component City Agricultural and Fishery Councils (ICCAFCs)/Highly Urbanized City Agricultural and Fishery Councils (HUCAFCs) and over a thousand Municipal Agricultural and Fishery Councils (MAFCs)/City Agricultural and Fishery Councils (CAFCs) across the country. These Councils have been in existence for over 30 years now, deliberating on issues and concerns and providing policy recommendations for the government decision-makers who are translating them into policy reforms, programs, or projects and enacted local ordinances or laws;

WHEREAS, in recognition of their voluntary services and to further strengthen this partnership, the RAFC Chairpersons shall be designated as Farmer Regional Executive Directors in every DA-Regional Field Offices (DA-RFOs) during the whole month of May as one of the highlights of Farmers' and Fisherfolk's Month Celebration;

WHEREAS, in assuming the roles and tasks of the DA-Regional Executive Directors, the following guidelines shall be observed;

SECTION 1. Tenure of Office. The Farmer Regional Executive Directors shall serve for a term of one (1) month, from May 1 to 31;

SECTION 2. Definition and Clarification of Delegated and Non-Delegated Functions:

1. Routinary functions are those that would not affect the government accounting rules and procedures, as well as the civil service rules and regulations governing regular government employees. The following routinary functions shall be fully delegated to the Farmer Regional Executive Directors:
 - a. Represent the Regular Regional Executive Directors (RED) during opening and closing ceremonies and program launching activities;
 - b. Upon invitation, conduct lectures on the implementation of the DA-RFO Programs and Projects, both regular and special-funded projects;
 - c. Call for Regional Management Committee and DA-RFO Management Committee (DA-RFO ManCom) meetings, and act as presiding officers, provided that the agenda for such has been previously leveled off with the Regular REDs and to-be discussants. Priority for discussions shall be focused on AFC matters to ensure successful advocacy of policy agenda and operations of targeted activities;
 - d. Attend to office callers and visitors;
 - e. Attend flag ceremonies;
 - f. Visit various facilities to grasp what is being done. The results of the visitation could be discussed in the ManCom; and
 - g. Sign memoranda specific to creating working committees for various events that are supposed to be held in May.

2. Semi-policy determining activities are covered with standard operating procedures/rules within the authority of the REDs emanating from higher policy issuances. In such cases, the Farmer Regional Executive Directors shall discuss matters with the Regular REDs; however, the final decision on whether these can be delegated still rests with the latter. The following functions are delegated to the Farmer Regional Executive Directors:
 - a. Affix their initial to the approval of Purchase Request forms;
 - b. Affix their initial to regional accomplishment reports for submission to the DA Central Office, NEDA, and other agencies;
 - c. Affix their initial to the approval of Travel Orders;

- d. Conduct dialogue with Local Government officials (provinces and municipalities) and attend inter – and intra-agency meetings. Provided that, prior to the scheduled dialogues and meetings, proper leveling off on the agenda, positions, and commitments have been done with the Regular REDs. In cases where handouts and other information materials have to be given or distributed, clearance from Regular REDs is required; and
 - e. Assist the DA-RFOs in the distribution of program and project assistance (i.e., seeds, seedlings, fertilizer, machinery, implements, other paraphernalia, etc.).
3. Policy-determining activities are matters that affect the government accounting rules and procedures, as well as the Civil Service rules and regulations governing regular employees. These functions would remain solely with the Regular REDs:
- a. Issuance/Approval of Purchase Orders and Job Orders;
 - b. Signing of Contracts of Services (Janitorial, Security, Contractual);
 - c. Financial Reports;
 - d. Approval of applications for leave;
 - e. Communications to respond to Audit Observation Memorandum;
 - f. Enforcement of disciplinary measures for erring employees;
 - g. Approval of Purchase Requests;
 - h. Recommendation of candidate for scholarship/training;
 - i. Approval of Disbursement Vouchers and payrolls, among others; and
 - j. Approval of Travel Orders.
4. Communication with the Central Office, government agencies, private sector, academe, etc., depending on its nature, whether routinary, semi-policy, or policy-determining, shall be treated accordingly as described above.
5. The performance of all other activities not specifically mentioned in SECTION 2, Nos. 1-3 shall rest on the Regular REDs unless expressly delegated to the Farmer Regional Executive Directors in writing.

SECTION 3. Administrative Arrangements. The Farmer Regional Executive Directors shall sit in the office of the regular REDs or shall be given an appropriate office and shall be provided logistics for mobility, such as service vehicle, traveling expenses and allowance, communication expense, and secretariat staff from among the existing DA-RFO personnel. The Farmer Regional Executive Directors shall be provided with a cash incentive of Php 50,000.00 by the DA-RFOs, chargeable against their respective

budget and subject to the availability of funds and the usual accounting and auditing rules and regulations.

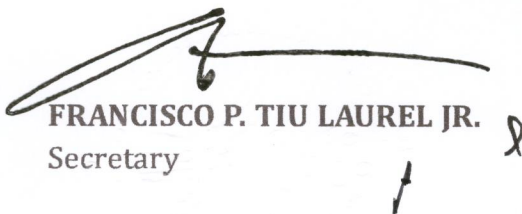
SECTION 4. Monitoring and Dialogue. The Regular REDs are enjoined to monitor DA-funded projects and engage in dialogues with local chief executives within their jurisdiction for one (1) to two (2) weeks. The purpose of the dialogues is to explain the roles and functions of the AFCs and advocate for support for these Councils (e.g., logistical support and designation of a full-time coordinator).

On these occasions, the Farmer Regional Executive Directors shall accompany the REDs to advocate for the local chief executives (LCEs) to recognize and support the AFCs. In cases where the Regular RED is unavailable, the Farmer Regional Executive Directors are enjoined to undertake the activities. They may request that other concerned DA-RFO officials join.

SECTION 5. **Report Submission.** The Farmer Regional Executive Directors shall submit Accomplishment Reports, observations, comments, and recommendations relative to their experiences as Farmer Regional Executive Directors for the whole month of May not later than fifteen (15) days after the end of the term of office.

In delivering the duties and functions of the Farmer Regional Executive Directors, all necessary health protocols shall be strictly observed to ensure the safety of the Farmer Regional Executive Directors and the DA-RFO officers/employees whom they shall work with. Moreover, a blended format, face-to-face and/or online platforms, can be used in this engagement, should the situation warrant.



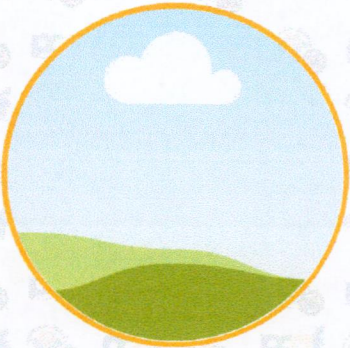
Done this 1th day of FEBRUARY 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-OSEC-MC20250207-00002

SAMPLE IDENTIFICATION CARD DESIGN FOR THE
C.Y. 2025 FARMER REGIONAL EXECUTIVE DIRECTOR PROGRAM

 	Republic of the Philippines DEPARTMENT OF AGRICULTURE OFFICE OF THE SECRETARY Elliptical Road, Diliman 1100 Quezon City
	
ID NO. 2025-00	
NAME	
Farmer Regional Executive Director Regional Field Office - Region	
_____ Signature	
HOME ADDRESS	
Lot 1, Blk 2, Mabuhay Subd., Brgy. Bayanihan, Manila City	
DATE OF BIRTH : January 1, 2000	
TIN NO. : 000-000-000	
PERSON TO CONTACT IN CASE OF EMERGENCY	
MARIA DELA CRUZ 0917-000-1111	
This is to certify that the person whose picture and signature appear hereof is the Farmer Regional Executive Director from May 1 to 31, 2025.	
FRANCISCO P. TIU LAUREL, JR. Secretary	
Date signed: April 21, 2025	