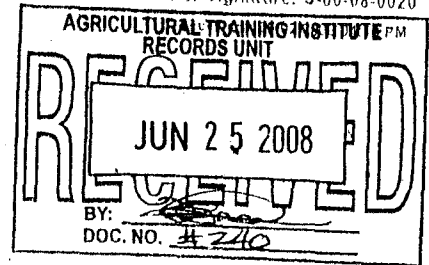




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Office of the Secretary
 Elliptical Road, Diliman, Quezon City 1100

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 For Signature: S-06-08-0020



May 29, 2008

ADMINISTRATIVE ORDER)
 No. 22 :
 Series of 2008)

SUBJECT: Implementing Rules and Regulations on the Accreditation of Private Extension Service Providers (ESPs) for the Provision of Extension Services

Pursuant to the Department of Agriculture Administrative Order No. 11, Series of 2007, and in compliance with the provisions of Section 91 of the Implementing Rules and Regulations of Republic Act No. 8435, otherwise known as the Agriculture and Fisheries Modernization Act (AFMA), the following Rules and Regulations are hereby promulgated to govern the accreditation of private ESPs.

ARTICLE I
TITLE, OBJECTIVES AND DEFINITION OF TERMS

Section 1. Title. - This Administrative Order shall be known as the "Rules and Regulations Implementing the Department of Agriculture Administrative Order No. 11, series of 2007".

Section 2. Objectives. - The following Rules and Regulations are hereby adopted, promulgated and issued to carry out the provisions of Administrative Order No. 11, specifically:

- a. To hasten and improve the delivery of extension services to the Department of Agriculture's client system;
- b. To provide opportunities and wider participation of the private sector in the conduct of agricultural extension services;
- c. To recognize the efforts and capabilities of private institutions/service providers dedicated to the delivery of agriculture and fisheries extension services; and
- d. To provide a variety of training programs/extension activities for farmers and fisherfolk in support of the thrusts of the agriculture and fisheries modernization program.

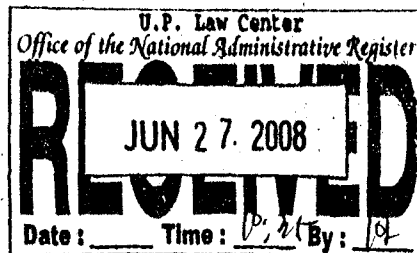
Section 3. Definition of Terms. - When used in these Rules the following terms shall mean:

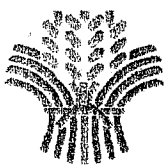
Accreditation - a certification issued by the Department of Agriculture-Agricultural Training Institute, that the holder is recognized as meeting approved standards of a

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 ADMINISTRATIVE OFFICER
 RECORDS DIVISION





- private Extension Service Provider which will undertake on behalf of the Department training and other complementary extension services to target clientele.
- b. **Areas for Accreditation** – areas where conformity to approved standards shall be ensured
 - c. **Competency Matrix** – a summary table of the minimum expertise and skills of the ESP's trainers, training support staff and faculty-on-call.
 - d. **Conformity** – fulfillment of a requirement
 - e. **Cooperative**- farmers' and fisherfolks' cooperatives
 - f. **ESP Accreditation Advisory Council** – the body that shall approve/disapprove application for accreditation.
 - g. **Field Validation** – on site confirmation, through the provision of objective evidence that the requirements have been fulfilled
 - h. **Local Extension Service Provider** – a private Extension Service Provider operating at a regional or sub-regional level such as in a municipal or provincial area.
 - i. **Multinational Companies** – business organizations whether foreign-owned or jointly-owned by Filipino citizen and foreigner; and are duly registered with the Securities and Exchange Commission to engage in agricultural and fisheries extension services.
 - j. **National Extension Service Provider** – a private Extension Service Provider with more than one (1) regional coverage
 - k. **Nonconformity** – non-fulfillment of a requirement
 - l. **Non-Government Organizations (NGO)** – a non-profit organization providing welfare and development services in the agriculture and fisheries sector
 - m. **Extension Service Providers (ESP)** – organizations which undertake training and other complementary extension activities for target clientele along the value chain (input suppliers, producers, traders, processors and consumers)
 - n. **Rural-Based Organizations (RBO)** – Department of Agriculture-assisted organizations, such as Pambansang Manhalon, Maguulma, Magbabaul, Magsasaka ng Pilipinas (P4MP), Rural Improvement Club (RIC), and 4-H that promote agriculture and fisheries extension in the rural areas.
 - o. **Trainers** – individuals who are capable of preparing training designs, training modules, executing training programs, delivering modules, facilitating training activities, and/or evaluating them.
 - p. **Training Management Staff** – individuals who provide administrative and technical assistance in the conduct/management of a training
 - q. **Table Evaluation**- preliminary evaluation of applicants

ARTICLE II COVERAGE

Section 4. Coverage. Accreditation shall apply to any of the following institutions/organizations which offer regular agriculture and fishery extension programs:

- a. Rural-Based Organizations;
- b. Cooperatives;

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- c. Non-Government Organizations;
- d. People's Organizations
- e. Multinational Companies

ARTICLE III CONFLICT OF INTEREST

Section 5. Conflict of Interest. Extension Service Providers shall not be eligible for accreditation under circumstances set forth below:

- a. If an ESP combines the functions of conducting extension services as part of consultancy services for the Department of Agriculture.
- b. If an ESP is associated with or affiliated to a consultancy firm providing services to the Department of Agriculture;
- c. If any officer/staff of the ESP is related to the following by affinity or consanguinity up to the third degree: 1) Management Committee of the Agricultural Training Institute and its Center networks, or any staff involved in standard setting and accreditation activities, and 2) National and Regional ESP Accreditation Advisory Council
- d. If an ESP has officers and staff currently employed in the government particularly with the Department of Agriculture or any agency under its supervision.

Existence of any of the above-mentioned instances shall automatically disqualify the applicant or result in the revocation of the accreditation once granted.

ARTICLE IV ESP ACCREDITATION ADVISORY COUNCIL, NATIONAL AND REGIONAL SECRETARIAT

Section 6. Composition and Term of Office of the National ESP Accreditation Advisory Council. The National ESP Accreditation Advisory Council is hereby constituted and shall be composed of the following:

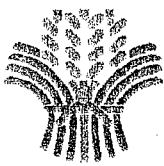
- a. The Director of the Agricultural Training Institute who shall serve as the Executive Officer. As such, he shall be responsible for the execution of policies and directions of the National Council.

The following members who shall be designated by the Secretary of Agriculture:

- b. One representative from the Agriculture and Fisheries Extension Network (AFEN)
- c. One representative from the State Universities and Colleges
- d. One representative from the Local Government Units
- e. One representative from the private sector

The members shall vote from among themselves a chair and vice-chair.

[Handwritten signature]



Each member will have a term of office of two (2) years without prejudice to being reappointed. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Council may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Secretary of the Department of Agriculture.

Section 7. Composition and Term of Office of the Regional ESP Accreditation Advisory Council. The Regional ESP Accreditation Advisory Council is hereby constituted and shall be composed of the following:

- a. The Center Director of the Agricultural Training Institute who shall serve as the Regional Executive Officer. As such, he shall be responsible for the execution of policies and directions of the Regional Council.

The following members who shall be designated by the Director of the Agricultural Training Institute:

- b. One representative from the Regional Agriculture and Fisheries Extension Network (AFEN)
- c. One representative from the State Universities and Colleges
- d. One representative from the Local Government Units
- e. One representative from the private sector

The members shall vote from among themselves a chair and vice-chair.

Each member will have a term of office of two (2) years without prejudice to being reappointed. In case of vacancy due to retirement, resignation, transfer, incapacitation or death, the Regional Council may nominate replacement/s to serve the unexpired portion of the term subject to the approval of the Director of the Agricultural Training Institute.

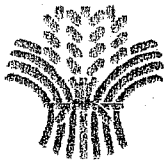
Section 8. Functions of the National Council. The following shall be the functions of the National Council:

- a. Provide the overall policy guidelines and directions of the program;
- b. Issue Accreditation Certificate through the Council's Executive Officer.

Section 9. Functions of the Regional Council. The following shall be the Functions of the Regional Council:

- a. Provide the regional policy guidelines and direction of the program;
- b. Indorse all approved applications to the National Council's Executive Officer through the National Secretariat for issuance of Accreditation Certificate.

Section 10. Attendance of Meetings and Quorums. Appointment to the Council carries an expectation of regular attendance. The Council shall have a regular quarterly meeting



and conduct an annual general meeting. Decisions by majority of the Council shall be valid and binding. A special meeting maybe called by the Chair and/or majority of the Council, whenever necessary.

Section 11. National Secretariat. A National Secretariat whose members shall be designated by the ATI Director shall perform the following functions:

- a. Provides application forms to national ESP applicant;
- b. Receives all applications of national ESPs for accreditation and conducts preliminary evaluation;
- c. Coordinates and conducts field validation when deemed necessary;
- d. Renders report of its findings and recommendations to the Council through the Executive Officer;
- e. Issues notice of approval/disapproval to applicants;
- f. Issues notice of renewal to accredited ESPs;
- g. Performs other related duties as may be directed by the Council.

Section 12. Regional Secretariat. The ATI Center Director shall designate a Regional Secretariat whose membership comes from the Technical Division and shall have the following functions:

- a. Provides application forms to local ESP applicant;
- b. Receives all application of local ESPs for accreditation and conducts preliminary evaluation;
- c. Coordinates and conducts field validation for local ESP and preliminary evaluation for inter-regional ESPs When deemed necessary;
- d. Renders report of its findings and recommendations to the Regional and National Council through the National Secretariat;
- e. Performs other related duties as may be directed by the Council.

ARTICLE V CRITERIA FOR ACCREDITATION

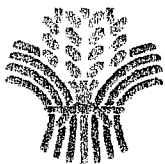
Section 13. Eligibility. The following shall be considered for accreditation if they meet the eligibility requirements:

- a. Partnerships/corporations duly organized under the Laws of the Philippines and registered with the Securities and Exchange Commission;
- b. Cooperatives duly registered with the Cooperative Development Authority;
- c. Non-Profit and Non-Stock Organizations duly registered with the Securities and Exchange Commission;
- d. Multinational corporations shall apply for accreditation, provided, relevant laws allow multinationals to engage in extension services. Provided further, that all those who actually perform the services shall be Filipino citizens and registered professionals

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authorized by the appropriate regulatory body to practice their professions.

- e. Joint Venture among Filipino Extension Service Providers and foreign multi-nationals may be allowed, if it will result to better extension services, subject to Securities and Exchange Commission laws and the provisions of this IRR.

Section 14. Credibility. Must have a positive image and a high degree of acceptability among stakeholders in the area/s to be served, including membership in or affiliation with any reputable local, national and/or international federations. Must also have an accumulated experience of not less than five (5) years in Agriculture and Fisheries Extension (AFE) work especially using participatory/community-based approaches and documented positive impact on stakeholders. Must not also have any record of anomaly in its previous transactions.

Section 15. Technical Capability

a. The ESP must be able to administer training and other training-related services especially in community organizing, use of participatory approaches, popularization of training materials, regenerative agricultural technologies, agribusiness and management skills, and is operating at the municipal/ provincial/region-wide area for local level ESPs, and in two or more regions for national level ESPs.

b. The ESP must have training designs and summary of evaluation results of at least ten (10) trainings conducted for the last five years.

Section 16. Resource Capability

16.1. Manpower

1. Trainers – must have at least one trainer and five (5) faculty-on call or resource persons who meet the following requirements:

- Must possess appropriate education with relevant work experience of at least five years on the subject matter he/she is handling;
- Must have undergone at least 40 hours of training in trainers skills/presentation skills and related areas;
- Must be a registered professional in the fields of extension services he/she wishes to engage in;
- Capable of developing training designs, training modules, and visual aids and training evaluation tools
- Must have effective communication skills, as well as presentation/facilitating style.

2. Training Management staff – must have at least two support staff that have thorough experience and adequate competence to deliver training support services (visual aids preparation, training process documentation, administration and processing of training evaluation, etc.)



16.2. Facilities and Equipment

- a. **Size of the training room and dormitory** – The training room and dormitory shall be able to accommodate a minimum of fifty participants (50). If the ESP does not own such facilities, it should be able to identify alternative training venues in the locality having the same facilities.
- c. **Lighting and Ventilation**– Lighting fixtures shall be so designed to ensure an atmosphere conducive to training. The training room shall also be well ventilated.
- d. **Restrooms** - There shall be separate male and female restrooms with enough supply of water.
- e. **Classroom Facilities, Equipment** - The classroom shall be complete with basic facilities such as chairs and tables, blackboard/ white board, sound system, overhead projector and electric fans.
- f. **Workshop/On-the-Job Facilities and Equipment** –Depending on the training program/s being offered, there shall be adequate provision for techno demo area, appropriate facilities, and equipment.
- g. **Information Resource Center/Library** – a reading room adequately provided with relevant reference materials, books, journals, magazines, kits and other materials related to the programs being conducted.
- h. **Transportation and Communication Facilities** –there shall be a standby utility vehicle and available telephone or mobile phone unit during the conduct of the training.

16.3. Other Facilities

The presence of the following shall be an added advantage:

- a. **Refreshment/Dining Area** – a refreshment/dining area accessible to the trainees;
- b. **Kiosks or similar facilities** with a capacity of 8 – 10 participants for small workshop group discussion.

Section 17. Training Program. The current offerings of the ESP applicant shall be evaluated base on the following criteria:

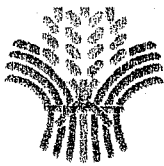
- a. **Relevance** – The training program shall respond to the needs of the agriculture and fishery sector as identified in the National Extension Agenda and Programs.
- b. **Objectives** – Its objectives shall be clearly defined, realistic and attainable.
- c. **Content** – The content/curriculum of the training program shall be in consonance with its objectives. Topics shall be in logical proper sequence with due consideration to effectiveness of presentation in terms of trainees comprehension.
- d. **Methodology** – There shall be an effective, simple, and comprehensive presentation of topics, clear description of participatory learning interventions, examination scheme and test instruments related to course objectives. There shall likewise be a relevant and

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practical application of theories and concepts.

- e. **Qualifications of Participants** – Minimum qualifications of participants shall be set for proper identification of participants to a specific training course.
- f. **Evaluation Procedures** – The training program shall carry out effective evaluation instruments during and after training.

During the training, pretest and posttest shall be devised to measure the knowledge and skills increment.

The trainers and the value of program content and other aspects of the training shall be measured immediately after the training. An evaluation shall also be carried out one to three years after the training to assess the action plan implementation and the effectiveness of the training in achieving its goals and objectives.

ARTICLE VI THE ACCREDITATION PROCESS

Section 18. – Phases of the Private ESP Accreditation Process. The following are the different phases the ESP has to undergo in its quest for accreditation.

Phase 1. Filing of Application. The ESP shall accomplish in duplicate and file the application prescribed for such purpose to ATI Central Office for national ESPs and at the ATI Regional Training Center for the local ESP.

Supporting Documents to be submitted with Application

Legal Documents

- a. A certified true copy of the Articles of Incorporation, its by-laws, and amendments thereof, duly registered with SEC and in the case of cooperatives, at the CDA.
- b. DTI Business Name or SEC Registration Certificate
- c. Tax Identification Number (TIN)
- d. Mayor's Permit
- e. A sworn affidavit of the Corporate Secretary of the applicant that none of its officers, employees or directors is an agent of or related by consanguinity or affinity up to the third civil degree to any of the officials authorized to approve its application for accreditation.

Technical Documents

- a. A list of all the ESP's ongoing and completed trainings/seminars conducted within the last five (5) years shall include the following details: Title, duration and venue of the training and also the number of participants.

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- b. Competency Matrix of all its trainers, training support staff and faculty on call.
- c. List of the names of all officials and employees and their respective designations, nationalities and home addresses.
- d. List of identified training venues that the ESP owns, has under lease agreement and/or under purchase agreement.
- e. The type and number of equipment that the ESP owns, has under lease, and or has under purchase agreement.

Financial Documents

- a. The ESP's audited Financial Statement-stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly authorized and accredited institutions, for the immediately preceding calendar year, showing among others, its total and current assets and liabilities or Certificate of Tax Exemption, in the case of Cooperatives.
- b. Certification from the ESP's depository bank.
- c. The ESP Treasurer's Affidavit certifying under oath that at least 25% of the ESP's capital stock has been subscribed and paid.
- d. Letter authorizing the Agricultural Training Institute to verify any or all of the Documents submitted.
- e. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction or copy of the original, complete and that all statement and information provided therein are true and correct.
- f. Certificate of good standing and operations from CDA, in case of cooperatives.

Phase 2. Documentary Evaluation. Initial screening shall be done through an evaluation of the documents submitted to determine whether these documents meet the eligibility requirements set by ATI. A report outlining the results of the review shall be prepared. Documentary evaluation shall be completed within ten (10) working days from receipt of the application and required supporting documents.

Phase 3. Ocular Inspection/Validation. When deemed necessary, upon completion of the Documentary Evaluation, an ocular inspection and field validation may be conducted to confirm the ESP's compliance to approved standards.

A report of its findings and/or recommendations shall be submitted within ten (10) days from the date of the completion of the ocular inspection and field validation.

Phase 4. Approval. The Executive Officer, in the case of National ESPs and the Regional Executive Officer in the case of local ESPs shall approve/disapprove applications within ten (10) working days upon submission of the Inspection Report.

In case of non-conformance, ATI will give the applicant five (5) working days within which to comply or submit the required documents. Failure to comply within the prescribed period shall

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mean automatic disapproval.

Phase 5. Award of the Certificate. Upon approval of the application, the Council through its Executive Officer shall sign and issue the Certificate of Accreditation for regional and national ESPs.

The Regional Executive Officer shall indorse all approved local applications to the Executive Officer who is vested with the sole authority to issue such document for issuance of Certificate of Accreditation.

ARTICLE VII VALIDITY

Section 19. Validity of Certificate of Accreditation. The Certificate of Accreditation shall be valid for a period of three (3) years from the date of issue, unless sooner cancelled by the Council.

ARTICLE VIII PERFORMANCE EVALUATION

Section 20. Audit. During the effectivity period of the accreditation, the National/Regional Secretariat shall conduct Mid-Term Performance Evaluation to verify/ensure continued compliance or conformity to approved standards.

Section 21. Renewal of Accreditation. Six (6) months prior to the expiration of the accreditation, the accredited ESP may apply for renewal, otherwise the accreditation shall be deemed terminated at the end of the three-year period.

ARTICLE IX GROUND FOR DISAPPROVAL, SUSPENSION OR CANCELLATION OF ACCREDITATION

Section 22. Disapproval of Application for Accreditation. 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 misrepresentation for the purpose of obtaining the issuance of accreditation shall be sufficient grounds for disapproval or disqualification.

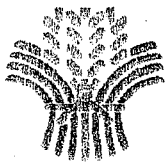
Section 23. Suspension of Accreditation. Any of the following acts, omissions or offenses shall be sufficient grounds for the suspension of accreditation:

- a. Failure to comply with or violate any of the conditions set forth in the certificate of accreditation;
- b. Refusal of the ESP to be audited to determine continued compliance to approved standards.
- c. Failure to install corrective measures within an agreed period of time for nonconformities

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found during the audit.

- d. Contract or other agreements with ATI have been breached;
- e. Failure to pay accreditation fee on due date;
- f. Allowing the organization and its facilities to be used for illegal or immoral activities;
- g. Failure to submit required reports on time.

Section 24. Length of Suspension. An accredited ESP shall be suspended for a period of not less than six (6) months or suspension of not more than one (1) year or blacklisting depending on the gravity of the offense/s in violation of this IRR after due notice and hearing by the Council.

Section 25. Cancellation of Accreditation. Any of the following acts, omissions or offenses shall be sufficient grounds for the cancellation of accreditation:

- a. Two (2) consecutive suspensions during the validity period of the certificate of accreditation
- b. Failure to provide the extension service/s called for, without valid reasons.
- c. Existence of any of the instances enumerated under Section 5 of this Rules.

ARTICLE X OBLIGATIONS OF ACCREDITED ESPs

Section 26. Obligations of the accredited ESP. The accredited ESP agrees to do the following:

- a. Display the certificate of accreditation in a conspicuous place within the ESP's Office;
- b. Inform the ATI of all changes significantly affecting its activities/ operation (such as changes of ownership, address, personnel, and By-laws) as this may require additional audit;
- c. Not to use its accreditation in such a manner as to bring ATI into disrepute and does not make any statement regarding its accreditation which ATI may consider misleading or unauthorized.

ARTICLE XI ATI OBLIGATIONS

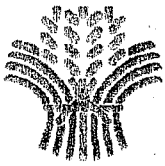
Section 27. Records and Retention of Documents. ATI shall maintain the documents of the accredited ESP for a retention period of five years after the validity of the accreditation has expired.

Section 28. Database of Accredited ESPs. ATI shall maintain a database of accredited ESPs that shall be available to the public upon request and for a fee of one hundred pesos (Php100) per copy.

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Section 29. Notification of Changes in the Accreditation Procedure. ATI shall notify the ESPs relevant changes in its accreditation process.

ARTICLE XII INCENTIVES

Section 30. - Incentives. – Once accredited, the ESP shall enjoy the following incentives:

- a. Availment of extension funds subject to an approved project proposal.
- b. Technical assistance in the availment of DA agencies' services such as planting materials or fingerlings for their projects.
- c. Technical assistance in the availment of DA-Agribusiness and Marketing Assistance Services (DA- AMAS).
- d. Access to financial assistance thru lending institutions (e.g., LBP, QUEDANCOR).
- e. Access to ATI-Capability Building Program.
- f. Discounted multi-media knowledge products produced by ATI.
- g. Inclusion in the mailing list for both local and international scholarship/fellowship opportunities.

ARTICLE XIII FEES AND SCHEDULE OF PAYMENTS

Section 31. Fees. The following are the fees to be collected:

- a. Non-refundable Application Fee of Five hundred (Php 500.00) shall be collected from the applicant upon issuance of application form.
- b. An Accreditation Fee of Twelve Thousand Pesos (Php 12,000.00) for National level ESPs, and Seven Thousand and Five Hundred Pesos (Php 7,500.00) for Local ESPs, payable in cash for the three year period, or on installment terms in equal annual payments.
- c. Renewal Fee shall be determined by the Council

ARTICLE XIV USE OF ACCREDITATION FEES

Section 32. Use of Accreditation Fees. The funds shall be used to sustain the activities of the program to include processing activities and cost of accreditation materials and signage.

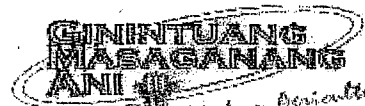
The proceeds from the Accreditation Fees shall be deposited under an account name in a bank designated by the National/Regional Council. Any withdrawal from the funds of the program shall be signed by the designated Cashier and countersigned by the Executive Officer/Regional Executive Officer. If necessary, the Council may designate other signatories.

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JAIME R. TABANGOURA

ADMINISTRATIVE OFFICER





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Office of the Secretary
Elliptical Road, Diliman, Quezon City 1100

ARTICLE XV APPEAL

Section 33. Appeal. Suspensions are appealable in writing to the Director of the Agricultural Training Institute within fifteen (15) working days from receipt of notice. On the other hand, cancellation or revocation of accreditation are non-appealable.

ARTICLE XVI MISCELLANEOUS PROVISIONS

Section 34. Separability Clause. The provisions of these Rules are hereby declared separable, and in the event that anyone or more of such provisions are declared invalid, the other provisions not affected thereby shall remain valid and subsisting.

Section 35. Amendments. As the need arises, the rules and regulations maybe recommended for amendment by the Council through the Executive Officer, subject to the provisions of Section 91 of Administrative Order No. 2 otherwise known as the IRR of R.A. 8435 (AFMA) for approval by the Secretary, Department of Agriculture.

ARTICLE XVII EFFECTIVITY

Section 36. Effectivity. – This Rules and Regulations shall take effect after fifteen (15) days following the completion of its signing and publication in a newspaper of general circulation in the Philippines.

It can only be revoked by writing through the issuance of another Administrative Order or Memorandum.

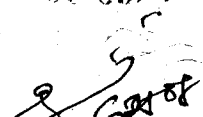
APPROVED AND PROMULGATED this 24th day of June 2008.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY


ARTHUR C. YAP
Secretary

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JAIME R. TABANGCORA
ADMINISTRATIVE OFFICER III
RECORDS DIVISION

