



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY

Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631



MEMORANDUM CIRCULAR NO. 01
Series of 2021

**SUBJECT : GUIDELINES IN THE SELECTION AND NOMINATION
OF FARMER REPRESENTATIVES IN THE PCA BOARD**

The Coconut Farmers and Industry Trust Fund Act (Republic Act 11524) mandated the government representatives in the reconstituted PCA Board to coordinate with PCA in promulgating a nomination and screening process for the nominees of the representatives of the coconut farmers in consultation with their respective organizations or associations.

The reconstituted PCA Board in its first meeting of government representatives held on 15 March 2021 approved the promulgation of a nomination and selection process that is exclusively to be participated by coconut farmers as defined in the law through their respective organizations, associations or cooperatives, with PCA to serve as lead facilitator.

I. DEFINITION OF TERMS

- A. Coconut farmer** – shall refer to farmers and farm workers as defined in Section 3(a) of Republic Act 11524 and registered with the PCA National Coconut Farmers Registry System (NCFRS).
- B. Coconut Farmer Organization (CFO)** – shall refer to duly registered organizations the membership of which are fifty one per cent (51%) comprised of coconut farmers as defined herein.
- C. Coconut Farmer Association (CFA)** – shall refer to duly registered association or federation the membership of which is comprised of at least fifty one (51%) coconut farmer organizations as defined herein which also includes municipal, provincial, regional and national federations.
- D. Coconut Farmer Cooperative (CFC)** – shall refer to cooperative which is duly registered with the Cooperative Development Authority the membership of which is comprised of fiftyone per cent (51%) of coconut farmers as defined herein.

"A food-secure Philippines with prosperous farmers and fisherfolk"



CONTROLLED

- E. *Province*** – shall refer to any of the major coconut political provinces and the PCA's provincial geographic units.
- F. *Region*** – shall refer to the geographic unit that corresponds to the territorial jurisdiction of one PCA Regional Office.
- G. *Nomination, voting*** – Nomination shall refer to the act by a qualified CFO/CFA/CFC to recommend a person to the shortlist of farmer representatives to the PCA Board. Voting shall refer to the act of a qualified CFO/CFA/CFC of casting vote for a qualified nominee at the provincial level.
- H. *Delegate vote/s*** – shall refer to the number of representation and voting right that a nominee has acquired or accumulated.

II. QUALIFICATIONS

A. *Qualifications of Farmer Representatives*

1. Filipino citizen
2. Registered with the PCA's Coconut Farmers Registry
3. Own not more than five (5) hectares of coconut farm in the last ten (10) years
4. Nominated by coconut farmers organizations or cooperatives that are active for the past three (3) years
5. Have considerable experience and reputable track record in promoting coconut farmer's interest and welfare

B. *Qualifications of CFO/CFA/CFC*

1. Active in the past three (3) years in farmer organization and development or community enterprise development
2. At least majority (51%) of membership are coconut farmers and farm workers
3. With appropriate valid registrations with Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE) or existing Philippine Coconut Authority (PCA) accreditation

III. CREATION OF SELECTION AND NOMINATION COMMITTEES

- A. *Provincial Nomination and Screening Committee (PNSC)*** – shall be composed of the Division Chief I of the PCA Provincial Office as lead facilitator with the following co-facilitators: focal person from the PCA Regional Office, representatives from the Provincial and Agriculture and Fishery Council (PAFC), the Philippine Information Agency (PIA), the Provincial LGU, and a provincial CFA (representative disqualified to be nominated, CFA disqualified to nominate and vote); Civil Society Organization/s (CSOs) shall act as observer/s, with the Senior Agriculturist as secretariat.
- B. *Regional Nomination and Screening Committee (RNSC)*** – shall be composed of the Regional Manager III of the PCA Regional Office as lead facilitator, with the following co-facilitators: representatives from the Regional Agriculture and Fishery Council (RAFC), Department of Labor and Employment (DOLE), Cooperative Development Authority (CDA), Philippine Information Agency (PIA), and a regional CFA which will be disqualified to be nominated, to nominate and to vote; Civil Society Organization/s (CSOs) shall act as observer/s, with the personnel in the PCA Regional Office who served as the focal persons in the provincial convention as secretariat.
- C. *National Nomination and Selection Committees (NNSCs)*** – shall be composed of the PCA Deputy Administrator for Operations as lead facilitator, with the Regional Managers of each island group, and representatives from the National Agriculture and Fishery Council (NAFC), CDA, DOLE, and national CFA (representative disqualified to be nominated, CFA disqualified to nominate and vote) as co-facilitators; Civil Society Organization/s (CSOs) shall act as observer/s, with the Farmers Welfare and Institutional Development Division as secretariat.

The PCA Central Office, Regional Offices and Provincial Offices shall conduct proper coordination for the active participation of the identified possible co-facilitators.

IV. PROCEDURES FOR NOMINATION, SELECTION AND SHORTLISTING

- A. *Information drive on the nomination of farmer representatives*** – The PCA shall conduct massive information campaign by providing basic and essential information that coconut farmers need to know, like the basic information that their organization, association or cooperative may nominate and participate in the selection process of farmer representatives to the PCA Board and the mechanics of the process, among others.

B. Initial publication for list of schedule of activities - The PCA Central Office shall publish a schedule of activities which shall indicate the key processes, timelines and deadlines to be observed by all concerned. The initial publication shall include a call for CFOs, CFAs and CFCs which are registered with the SEC, CDA, or DOLE, including those with previous accreditation with PCA, to nominate a farmer representative to the PCA Board and to submit qualification documents of both the nominee and nominating CFO/CFA/CFC for validation to the PCA Provincial Office of the province where they are registered. A CFO/CFA/CFC who failed to submit the nomination and qualification documents on or before the deadline shall be disqualified to participate in the nomination and selection process.

Regional and national CFAs shall submit qualification documents for validation in the province where they intend to participate in the initiatory stage of the nomination and selection process.

C. Submission of nominees –

1. Each CFO, CFA or CFC may nominate only one nominee who may or may not be its member but who must be a coconut farmer within the island group, provided that in case a nominee is nominated in the two or three island groups, he/she shall be declared nominee only of the group where he/she is domiciled or registered voter.
2. The nomination shall be in the form of a board resolution duly issued by the CFO/CFA/CFC for the purpose, stating the name of the nominee and his qualifications and shall be accompanied by original or reproduced copy of the (a) nominee's bio-data/curriculum vitae/personal data sheet, (b) acceptance of his nomination, (c) documents attesting to the considerable experience and reputable track record of the nominee in promoting coconut farmer's interest and welfare as stated in the board resolution as his qualifications, (d) a certification that nominee is of reputable character from the Barangay of his/her residence, and (d) photocopy of nominee's government issued I.D., preferably voter's I.D. with three (3) specimen signatures thereon.

CFOs/CFAs/CFCs which do not have a nominee but would like to participate in the selection process shall in the same manner submit qualification documents. They may submit the same in advance or simultaneously with their resolution of vote.

3. The nominating CFO/CFA/CFC shall submit at the same time qualification documents which shall primarily consist of a) copy of SEC/CDA/DOLE Certificate of Registration or PCA Accreditation to be supported by, among others, b) duly approved Annual Plan/s, Accomplishment Report/s, Financial Report/s for the last three (3) years, c) copy/ies of Project Agreements/Partnership Agreements entered, citation/s certification/s or commendation/s received, d) certification by PCA Agriculturist that the organization has actively participated in PCA programs and projects.
4. The Provincial Office/PNSC shall examine the qualification of CFOs, CFAs and CFCs which submitted documents and prepare and submit the provincial list of CFOs, CFAs and CFCs which are qualified to nominate and/or to vote to the Regional Office which shall conduct further validation and submit the regional list to the Central Office/NNSC. The Provincial Office/PNSC shall likewise examine the qualification of nominees which were nominated by qualified CFOs/CFAs/CFCs and submit the list to the Regional Office which shall conduct further validation and submit the regional list to the Central Office/NNSC. The Central Office/NNSC shall, after final validation, publish the list of qualified nominees per island group and the initial list of CFOs, CFAs and CFCs which are qualified to vote. After which the Provincial Office/PNSC shall post the provincial list of CFO/CFA/CFC voters as well as the list of the island group nominees at conspicuous public places in the province.

Non-submission of the documentary requirements shall automatically exclude the nominee in the provincial list, without prejudice to submitted nomination/s in other provinces which are compliant.

5. The PNSC shall evaluate the qualifications of the nominees and submit to the RNSC and NNSC for further evaluation and consolidation of the list of qualified nominees with complete documentary requirements.
6. The PCA Central Office shall, simultaneous with the publication of the aforecited lists, publish a call for CFOs, CFAs and CFCs to each submit a board resolution stating its vote to one nominee from the published list duly certified by its corporate secretary, by physically submitting the originals of (a) Board Resolution and the (b) Secretary's Certificate to their respective Provincial Office or by sending photographs thereof to the designated PCA Provincial Facebook, Messenger, or email account, provided that the originals shall be mailed on or before the deadline for post-verification purposes.

7. The list shall not be subject of any motion for reconsideration or appeal. However, the nominating CFC/CFA/CFO may request from NNSC a resolution stating the grounds for the disqualification of its nominee.
8. ***Selection process at the provincial level*** – The PNSC will inventory the votes received at the close of the voting period and prepare the list of CFOs, CFAs and CFCs which voted together with their respective vote, canvass the votes, certify the result, declare the three nominees who garnered the highest votes as the province's nominee-delegate to the regional nomination and selection, and submit report thereof to the RNSC and NNSC. In case a nominee is declared nominee-delegate in two or more provinces, each will be considered as separate delegate vote or voting power for the purpose of ranking and selection at the regional convention.
9. ***Selection process at the regional level*** - The RNSC shall prepare and post the list of nominee-delegates at the regional convention indicating the respective voting power of each nominee-delegate, after which it shall facilitate the conduct of a regional forum via online platform to be attended by the nominee-delegates and the representatives of up to provincial CFAs only after which a convention of nominee-delegates only shall be held wherein they shall select among themselves, viva voce and by delegate vote, the maximum of five (5) nominee-delegates to be sent to the island group convention. The RNSC shall submit report of the proceedings and the result thereof to the NNSC indicating the original and accumulated voting power of each nominee-delegate.
10. ***Selection process at the island group level*** - The NNSC shall prepare and post the list of nominee-delegates at the island-group level indicating the original and accumulated voting power of each delegate, after which it shall in separate occasions facilitate the island group conventions of the nominee-delegates together with representatives of regional to national CFAs only. After which a convention of nominee-delegates only shall be held wherein they shall select among themselves, viva voce and by delegate vote, the nominees who will be included in the shortlist, from highest to lowest, provided that in case the slot is not fully filled-up in the first round of voting process, the remaining nominee-delegate shall conduct another round of voting using on a one delegate one vote basis, until the slots are completely filled up. The rest of the nominees shall thereafter be included in the list based on their original voting power. The NNSC shall submit to the PCA Administrator a report of the proceedings and the list of nominees for submission to the PCA Board.

11. *Preparation of shortlist per island-group* - The PCA Board shall prepare a shortlist of four nominees each per island group, ranked in accordance with the result of island group conventions, subject to modifications as may be necessitated by resolution/s on duly filed opposition/s and results of final validation/s.

12. *Submission of Final list to the President* - The PCA Board shall conduct final deliberation and validation and submit the shortlist of four (4) nominees for each island group to the Office of the President.

13. *Protest mechanisms.* The call for submission of votes shall also call for submission of opposition/s to a particular nominee for lack of required qualifications under Republic Act No. 11524 and the Fit and Proper Rule issued by the Governance Commission for GOCCs, which shall be submitted to the appropriate provincial office ten (10) to days before the conduct of provincial convention.

Opposition/s shall be resolved at first instance by the PNSC, and if unresolved, by the RNSC and NNSC as the case may be. Decisions of PNSC shall be appealable to the RNSC, and the RNSC to NNSC, and NNSC to the PCA Board. Unresolved opposition/s and appealed decisions shall not disqualify a nominee provided that his/her nomination may be invalidated on valid grounds at any time before issuance of his/her appointment by the President. No protest may be filed for disqualification of CFOs/CFAs/CFOs which qualification shall later on be subjected to inclusion/exclusion process for use in the next rounds of nomination and selection.

V. SCHEDULE OF ACTIVITIES

DATE / PERIOD	ACTIVITIES	EXPECTED OUTPUT
April 28 - May 12, 2021	<ul style="list-style-type: none"> Call for nominations and submission of qualification documents of both nominee and nominating CFC/CFA/CFO 	<ul style="list-style-type: none"> List of qualified nominees
April 28 – June 03, 2021	<ul style="list-style-type: none"> Call for CFOs/CFAs/CFCs to participate in the selection process 	<ul style="list-style-type: none"> Farmer's participation
May 03, 2021	<ul style="list-style-type: none"> Creation of provincial, regional and island group nomination and selection committee 	<ul style="list-style-type: none"> Composition of the provincial, regional and island group committees
May 17, 2021	<ul style="list-style-type: none"> Publication and posting of qualified nominees Call for submission of votes and/or opposition to nominee/s thru Board Resolution 	<ul style="list-style-type: none"> Schedule of provincial forum

	<ul style="list-style-type: none"> • Publication of initial list of CFOs, CFAs and CFCs which are qualified to vote • Call for participation to the provincial forums 	
May 18 – 21, 2021	<ul style="list-style-type: none"> • Conduct of provincial forums to select nominee delegates to the regional forum 	<ul style="list-style-type: none"> • Agreements
May 24, 2021	<ul style="list-style-type: none"> • Deadline for submission of the votes and opposition to nominee/s 	<ul style="list-style-type: none"> • Inventory of Board Resolutions of votes and oppositions
May 25-27, 2021	<ul style="list-style-type: none"> • Inventory, validation, canvass of votes and proclamation of the winning delegates to the regional convention 	<ul style="list-style-type: none"> • List of nominee delegates to the regional convention
May 28-31, 2021	<ul style="list-style-type: none"> • Conduct of Regional forum and voting 	<ul style="list-style-type: none"> • List of nominee delegates to the island group • Agreements
June 01-03, 2021	<ul style="list-style-type: none"> • Conduct of island group forum and submission of list nominees to the PCA board 	<ul style="list-style-type: none"> • List of nominees ranked from highest number of delegates votes garnered • Agreements
5 Days before Board Meeting	<ul style="list-style-type: none"> • Deadline for Resolution of oppositions and appeals 	<ul style="list-style-type: none"> • Recommendation for disqualification
	<ul style="list-style-type: none"> • PCA Board deliberation and submission of shortlist for each island group to the President 	<ul style="list-style-type: none"> • Shortlist of nominees

VI. EFFECTIVITY.

This Memorandum Circular takes effect immediately and shall remain in force until revoked.


BENJAMIN R. MADRIGAL, JR.
 Administrator