

DEPARTMENT OF AGRICULTURE

Regional Field Office No. V

San Agustin, Pili, Camarines Sur

FUNCTIONAL CHART

REGIONAL EXECUTIVE DIRECTOR

- Exercise general authority on all matters within the jurisdiction of the Regional Field Unit and ensure the enforcement of laws and regulations pertaining to it;
- Direct and manage the implementation of plans and programs of all DA Bureaus and attached agencies and directives from the Secretary of the Department of Agriculture;
- Preside over the Regional Management Committee, for the formulation, coordination and monitoring of plans and project activities and recommend to the Secretary the annual regional budgetary requirements;
- Employ and assign personnel to applicable position, in accordance with the provisions of the Civil Service Law and Orders issued by the Secretary;
- Translate national policies into regional agricultural guidelines and programs to establish regional thrust and priorities for planning purposes and for crafting of policies and programs for regional agricultural development;
- Coordinate with Government Organizations, Non-Government Organizations, Regional Agriculture and Fisheries Council and other bodies supportive to agricultural development to integrate project/ program implementation;
- Propose and defend regional agricultural plans and budget to the Regional Development Council, Office of the Secretary, Philippine Congress and Senate;
- Establish and implement efficient and effective program implementation system and support services delivery;
- Establish and implement controls pursuant to Orders or circulars issued by the Secretary, Department of Budget and Management and Commission on Audit for efficient and legal use of government resources;
- Support programs and systems for staff development;
- Submit periodic reports to the Office of the Secretary and other concerned agencies, on progress of program implementation and resource utilization; and
- Perform other functions as may be delegated by the Secretary.

REGIONAL AGRICULTURAL  
AND FISHERY COUNCIL

REGIONAL MANAGEMENT  
COUNCIL

Facilitate and/or conduct consultations on agricultural and fishery policy issues and concerns;  
Participate in regional and local policy development, planning and budgeting processes, implementation and/or coordination of local agricultural and fishery plans, programs and projects;  
Promote consensus on, and support for, regional and local budgets for agriculture and fisheries and assist the DA and/or LGU in other advocacy works with concerned government agencies and stakeholders; and  
Monitor and evaluate agriculture and fishery sector-related policies, programs and projects at the regional and local levels. 5. Select and appoint the Chairpersons of the Sectoral and Working Committees.  
*Source: AFC Manual of Operations (MoO)*

ADMINISTRATIVE AND  
FINANCE DIVISION

- Formulation and implementation of policies, guidelines on personnel placement, appraisal and employee services, employee relations management and staff development; service reproduction, utility and messengerial requirements of all agency groups and offices; provision with basic equipments, supplies and materials, including logical support of all major operating units; implement guidelines with respect to procurement services;
- Responsible for the provision of services relating to personnel records, delivery and receipt of correspondence, supplies, equipment, collections, disbursements, security and custodial work of the department;
- Provides efficient, effective and economical services relating to records management, supplies, equipment, collections, disbursements, building administration and maintenance and custodial work;
- Advise on all matters relating to internal administrative and human resource management
- Responsible for providing the region with efficient, effective and economical services relating to budgetary and financial system;
- Prepares and submit budget proposal and pursue formal budget authorizations. Administer budget control machinery in the region. Undertakes budget expenditures, programs and submit all appropriate reports to proper offices. Prepares, execute, and administer the region's budget including standards and guidelines. Monitor and evaluate the implementation of regional budget;
- Authorize disbursement for funds pursuant to approved financial and work programs;
- Accounting of government expenditures and receipts, budgeting and cash management, project finances and financial systems and procedures;
- Develops and maintain accounting and financial systems and procedures;
- Process all money claims related to all types of expenditures including personal services, maintenance and other operating expenses and capital outlays;
- Prepares financial reports and maintain book of accounts.

PLANNING,  
MONITORING AND  
EVALUATION DIVISION

Plan Development (Preparation of Long/Medium Term Agricultural Development Plans).  
Planning, Programming and Budgeting (Preparation of Agency Budget Proposal; Preparation of Agency Work and Financial Plan as per approved budget).  
Formulation of internal policies and guideline in the preparation of budget.  
Planning and programming of project for implementation at the field level, facilities and division.  
Monitor and evaluate the implementation of the different programs, projects and activities in accordance with the approved development plan.  
Provide feedback mechanism to the management to make decisions to improve the efficiency and effectiveness of the programs/projects.  
Conduct the mid-year and annual Program Implementation Reviews (PIRs).  
Set standards and recommend strategies to provide overall guidelines and improve the implementation of monitoring and evaluation activities.  
Project Development and Packaging (Preparation of Project Proposals in support to the Long/Medium Term Development Plan for possible local and foreign funding assistance.  
Evaluation and validation of submitted Project Proposals from LGUs/private stakeholders/ other DA collaborators as to feasibility for implementation for recommendation to local and foreign funding institutions and/or revision when necessary.  
Development and maintenance of information/database management system, including data sourcing, compilation, processing and analysis and report generation.  
Provision of connectivity of DA national information network to both DA and non-DA agencies.  
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Manage the data marks/repositories created to house the agency's data/information.  
Facilitation of meetings, trainings, fora and other special projects.  
Preparation and packaging of GAWAD SAKA and RURAL WOMEN National entries to recognize, motivate and award deserving farmers and fisher-folks.  
Conduct gender and Development and Great Women Funded activities.

REGIONAL AGRICULTURAL AND  
FISHERIES INFORMATION SECTION

- Develops, produces, and disseminates communication support materials on the Department's thrusts, programs, projects, and policies for varied clientele through the following:
  - Develop and implement internal and external communication strategies and programs to support agricultural reforms and other objectives and assess communication needs of the general public.
  - Provide technical support to the Office of the Regional Executive Director and banner programs in response to pressing matters and concerns in the local agriculture scene.
  - Provide editorial and quality control services relative to DA agencies materials for production.Develop and undertake briefings/orientations on matters related to agriculture for visitors, groups of students, and special publics.
- RAFID incorporates information strategies on marketing and agribusiness for various commodity programs. It ensures the effective packaging and broad dissemination of agriculture and fisheries production and market information locally and abroad.
- It manages the department's media relations program, formulates and implements the Agriculture and Fisheries Communication Plan as well as designs and develops multi-media communications through the following:
  - Monitor and document DA activities and prepare news articles on the same for media release and publication in internal publications and other media outlets.Promote/build good corporate image of the DA regional office through publication of info advocacy materials.
- It spearheads information campaign activities for special DA annual events
- RAFID acts as clearing house for the release of information to tri-media to ensure up to date and consistent messages among other links from bureaus, attached agencies, corporations, foreign-assisted projects, and regional offices.
- RAFID is incharge in the maintenance and updating of the contents of the DA RFO 5 home/web page—making it more attractive and understandable to the public.

REGIONAL TECHNICAL DIRECTOR  
FOR  
RESEARCH & REGULATIONS

- Direct, coordinate and ensure implementation of research projects and regulatory functions across the agency and provincial units.
- Review and endorse to the Regional Executive Director annual plans, programs and budgets related to R&D programs implementation.
- Formulate policy recommendations to the RED to mainstream research outputs in the Agency programs
- Perform other functions as may be delegated by the Regional Executive Director

RESEARCH DIVISION

**RESEARCH DIVISION (BIARC)**  
Operationalize the Rationalized Research and Extension Stations Facilities, perform the decentralized functions of DA-BAR in Research Development planning, orchestration of project implementation, monitoring and evaluation of the integrated Research and Development Programs of Region V.  
\* Orchestrate and provide leadership in the planning, implementation and coordination of the Regional Research and Development/Extension (RDE) System for agriculture in the region by:  
a.) Providing leadership in the development and formulation of the RIRDEAP in coordination with the 21 member agencies of the RDE network;  
b.) Certifying and endorsing to BAR all agricultural RDE proposals of the various members agencies in the region for funding by the government; and  
c.) Assisting the PLGUs in strengthening their RDE capabilities which shall encompass planning, implantation, monitoring and evaluation of R&D projects/activities  
\* Serve as the Secretariat of the Regional RDE Network for agriculture by organizing regular meetings of the TWG, RCTs, FIAC, FIAC, take minutes of the meetings and prepare necessary documents for action of the various commodities  
\* Provide overall management of DA-BIARC  
a.) Orchestrate the planning of R&D projects/activities of the units under DA-BIARC network and  
b.) Organize regular meeting s and project review to monitor and evaluate status of project implementation  
\* Conducts technology generations or midstream applied research to evolve improved agricultural technology packages for recommendation to farmers in the region;  
\* In coordination with RAFIS, integrate and package information generated from agricultural R&D activities in the region by:  
a.) Developing prototypes of techno guide, leaflets, etc.  
b.) Translating research results into layman's language for popularization and dissemination to various stakeholders  
\* Develop and maintain an agricultural R&D information system linked to the National Information Network by:  
a.) Develop an information system strategic plan;  
b.) Developing/customizing information systems;  
c.) Establishing R&D databases;  
d.) Developing and publishing web page for R&D; and  
e.) Establish and utilize GIS for Agricultural R&D application.

REGULATORY DIVISION

The DA Regulatory Division is responsible in the implementation and enforcement of laws, rules, and regulations pertaining to plant and animal health, food safety, agricultural productions and propagation with the three main sections and corresponding roles, to wit:  
Permits and Licensing Section is tasked with the enforcement and implementation of RA 1556 (Feed Control Law), RA 3720 (Veterinary Drugs & Biological Laws), DA Administrative Order No. 3 (Livestock & Poultry Handlers/Transport Carriers Regulations), RA 8485 (Animal Welfare Act), and RA 10611 (Food Safety Act). This section also facilitates the process and issuance of permits, registration, accreditation and certification of farms, plant, animal and transport facilities, and feed establishments in conformity with published guidelines and standards of the government. These include Animal Welfare Registration, License to Operate of Animal Feeds, VOAP establishments and Livestock and Poultry Handlers, Plant Nursery Accreditation, Plant materials and Seed Production Certification, AWA Registration and GAP, GAHP and Organic Farm Certification.  
Quality Control and Inspection Section conducts field inspection and evaluation of establishments engage in the manufacture, importation, sale and distribution of feeds, veterinary drugs, vaccines and other agricultural products as required by laws; monitoring of feed quality to protect animal health through feed samples collection and analysis in Animal Feed Laboratory; and recommendation and serving of notices of non-compliance to erring establishments. This section also facilitates the inspection, monitoring and validation of farms conforming to Good Agricultural Practices and Cropping System, Good Animal Husbandry Practices, Organic Agriculture Practices, and Quality Control in Plant Nurseries.  
Plant Pest, Animal Disease Monitoring, Surveillance and Early Warning Section monitors/ surveys plant pests and early warning in farms to detect diseases especially during outbreak. Proper monitoring and surveillance across farms which involve looking for and recording the presence, absence and population levels of plant pests. Conduct of regular monitoring which is a fundamental part of farm management and gives the best chance of spotting a new pest soon after it arrives, and taking the lead in the conduct of sero-surveillance or blood collection in animals for keeping the region free from economically important diseases of livestock and poultry animals. Pest and diseases surveillance is necessary for early detection and containment of its spread in conjunction with contingency planning and preparedness of government and industry bodies.

INTEGRATED  
LABORATORIES  
DIVISION

Perform different laboratory tests for the diagnosis of major animal diseases and monitor incidence and prevention of infections and disease and parasitism the region through the Regional Animal Disease Diagnostic Laboratory;  
Undertake developmental research and innovation on crop protection system and pest management and enhancing technologies in preparation to possible outbreaks of pest and diseases; and take the lead in ensuring the quality effective-ness and efficiency of pesticide usage through the Regional Crop Protection Center;  
Conduct laboratory analysis of soil, water, plant tissues, fertilizer and compost and provide fertilizer guides and recommendation to clientele through the Regional Soils Laboratory;  
Conduct of routine chemical analysis on the nutrients of common animal feeds and feedstuff as inputs data in the development of feed formula for the various groups of livestock and poultry through the Regional Animal Feeds Analysis Laboratory

AGRIBUSINESS AND  
MARKETING  
ASSISTANCE  
DIVISION

\*Provides market development, investment assistance and promotion services to the Department's external stakeholders  
\*Collaborates with, and provides direct assistance to the private sector, including NGOs and POs, in marketing  
\*Develops and strengthens partnership with private sector and agribusiness players in promoting local products, both in the domestic and international markets  
\*Conducts market-matching or links markets  
\*Coordinates with other government and DA agencies on matters relating to agribusiness and market-related concerns  
\*Facilitates linkages of farmers' organizations at the regional and provincial levels with urban and population centers and markets  
\*Promotes agricultural products both in local and export markets  
**Agribusiness Promotion Section (APS)**  
Conducts Agribusiness Investment Forum  
Provision of information on agribusiness opportunities  
Facilitation on investment-matching in coordination with other government entities, and private sector.  
Implementation/enforcement of Price Act provisions including price monitoring & attendance to LPCC meetings  
Facilitation of Kapadid Agri-Mentor Me Project (KAMMP)  
Gathering/Updating & printing of directories of buyer/seller/producers  
Capacity building to enhance/or support the operations of existing market-related infrastructure (e.g., trading centers, livestock "tokayon" markets, food terminals, organic trading posts)  
**Market Development Section (MDS)**  
Conducts, participates and assists in market related events both local and foreign, including regional summits, congresses and festivals  
Conducts market research and related activities  
Promotion of agricultural products thru fairs and exhibits, market matching, and direct linkaging  
Promotions of local products in Organic and natural products Showroom  
Participation to TienDA Farmer's Outlets and other related activities  
Implementation of market development services of all banner programs including Organic Agriculture Program  
**Agribusiness Industry Support Section (AISS)**  
Implementation of Foodlane projects such as trucks accreditation and issuance of foodlane stickers  
Facilitation of Agri-Credit Programs including accreditation of lending conduits and assistance in loan releasing  
Provision of support to Rice Processing Centers in terms of capacity building activities to RPC beneficiaries  
Preparation of Work and Financial Plans and Accomplishment Reports

FIELD OPERATIONS  
DIVISION

Implements various interventions to support the farming sector and to ensure food security focusing on the staple food commodities. These are made possible through the implementation of various banner programs: Rice Program, Corn Program, High Value Crops Development Program and Livestock and Poultry Program.  
Every Banner Program has different interventions to supplement and provide the needed assistance such as: Technical Support Services on various farm inputs (rice, corn, vegetable, other planting materials and livestock/poultry, fertilizers, soil ameliorants and bio-control, drugs and biologics). In support to the production management of farmers, also includes delivery of buffer stocks, machineries and equipment to damaged areas/locality, in times of calamities and rehab projects under the disaster risk reduction management.  
Conduct of various Extension Support and Services such as trainings, seminars, support to trade fairs and exhibit (both local and international) to showcase the farmers'/cooperatives produce in the region, to equip and update farmers and AEWs with new advances on technologies for them to enhance their production techniques on their production operations, support for information and advocacy thru print, radio and broadcast. Included correspondingly is the unending support to the Local Governments Units thru the Agriculture Offices and the Agricultural Extension Workers who assists us in the implementation, validation and monitoring of programs and projects of the agency.  
Promotion and Provision of technology as well as facilities, machineries and equipment for production construction and establishment of infrastructure and irrigation network services to qualified requisitioning farmer beneficiaries under the Farmers Association (FAs), Irrigators Association (IAs), Local Government Units (LGUs) Private and Non-Government Organizations (NGOs) to help in the reduction of production loss. Assistance to farmer-beneficiaries processing, distribution and marketing of the produced crops creating livelihood and helps in mitigating hunger, also increasing the income of farmers.  
The division also supports research activities especially in the RDEs for the improvement and upgrading of the production of crops and animals which are being delivered to existing and chosen potential beneficiaries.

REGIONAL  
AGRICULTURAL  
ENGINEERING DIVISION

Coordinates, oversee and monitors the planning and implementation of agri-fisheries engineering, mechanization, market access roads, and other agri-fisheries infrastructure projects of the DA-Regional Field Office;  
Oversee the regional accreditation and registration, testing and evaluation, and issuance of corresponding permits to all agricultural machineries and postharvest facilities;  
Recommend to the management the regional plans and programs on agricultural infrastructures, irrigation, agricultural mechanization, postharvest facilities and agro-processing development for implementation; and  
4. Perform other duties as directed by the Regional Executive Director (RED).  
**ENGINEERING PLANS, DESIGNS AND SPECIFICATIONS SECTION**  
Prepare plan, design, specification and cost estimate of all agricultural engineering related program, projects and activities such as but not limited to:  
Small Scale Irrigation (Small Water Impounding, Diversion Dam, Small Farm reservoir, Pressurized Irrigation System, other irrigation facilities)  
Agricultural Infrastructure (Farm to Market Road, Trading Center, Storage/Warehouse, Piggery, Poultry, Slaughter house, Greenhouse, Farm Structure, Other agricultural infrastructure facilities)  
Agri Machinery and Postharvest (Machinery, Equipment, Postharvest facilities, Postharvest equipment)  
Coordinate with LGU, NGO, NGA and other DA attached agencies in the preparation of plans, design and specification of Agricultural engineering programs, projects and activities.  
Plan and evaluate agricultural engineering plans, programs and projects related to infrastructure, machinery and water resource development for funding purposes.  
**PROGRAM AND PROJECT MANAGEMENT SECTION**  
Supervise in the construction of Small-scale Irrigation Projects, Agricultural Infrastructure, DA facilities  
Conduct inspection, testing and evaluation of Agricultural machinery, Agricultural equipments, Postharvest equipment/facilities  
Provide technical assistance/supervision to LGUs, NGA and other DA attached agencies in the conduct of testing and evaluation of agricultural machinery, postharvest facilities and agro-processing projects as well as the conduct of training and extension activities.  
Coordinate with BAFE, PhilTech and other agencies for planning and implementation of agricultural machinery and postharvest projects at the regional level.  
Coordinate with NIA, BSWM in the implementation of irrigation related projects  
Evaluate programs, projects and feasibility studies on irrigation, infrastructure, agricultural mechanization, postharvest facilities, agro-processing and other related projects for funding purposes;  
Supervise/handle the implementation of agricultural infrastructure, irrigation, mechanization, postharvest facilities and other related projects and other DA programs.  
Manage and monitor existing program and projects such as but not limited to Small scale irrigation system, Agro-processing facilities, other programs and projects  
**STANDARD REGULATIONS AND ENFORCEMENT SECTION**  
Supervise at the regional level the enforcement of the Philippine Agricultural Engineering Standards of agricultural infrastructure, machinery and postharvest facilities  
Facilitate in the registration and licensing of all agricultural machinery, equipment and facilities and other mandated regulatory activities.  
Maintain and regularly update data bank on irrigation, postharvest, agricultural machinery and agricultural infrastructure project.  
In partnership with the LGUs shall coordinate and provide assistance to the local Building Officials in the evaluation and processing of permits application and certificate of occupancy of agricultural buildings and structures to ensure the enforcement of PAES and Section 21 of R.A. No. 8559 in the National Building Code of the Philippines.