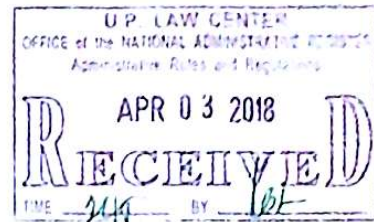




21 February 2018

DEPARTMENT CIRCULAR
No. 11
Series of 2018



SUBJECT : TRANSITION PERIOD FOR THE REGISTRATION OF ESTABLISHMENTS OF PRIMARY AND POSTHARVEST ORGANIC FOOD AND NON-FOOD PRODUCTS

WHEREAS, Section 16 (*Registration of Organic Food and Organic Input Producers*) of the Republic Act No. 10068 (*Organic Agriculture Act of 2010*) states that all organic food and input establishments must register with the Director of the Bureau of Agriculture and Fisheries Standards of the Department of Agriculture (DA-BAFS);

WHEREAS, Department's Administrative Order No. 14, Series of 2011 (*Guidelines on the Registration of Organic Food and Organic Input Producers*) issued on April 08, 2011 prescribed the rules and regulations for the registration of organic food and organic input producers/establishments;

WHEREAS, Department Circular (DC) No. 03, Series of 2015 (*Rules and Regulations on the Registration of Primary and Postharvest Organic Food and Non-food Products*) issued on June 16, 2015 prescribed the shared responsibilities of the Department of Agriculture's (DA) Regulatory Agencies and DA-BAFS in the regulation of organic primary and postharvest food and non-food products;

WHEREAS, the DA Regulatory Agencies referred to by DC No. 03, Series of 2015 are the following: Bureau of Animal Industry (BAI); Bureau of Fisheries and Aquatic Resources (BFAR); Bureau of Plant Industry (BPI), National Dairy Authority (NDA), National Meat Inspection Services (NMIS), Philippine Fiber Industry Development Authority (PhilFIDA); and Sugar Regulatory Agency (SRA), which, aside from their respective mandates and jurisdiction, shall assist BAFS in preparing the official list of registered establishments of primary and postharvest organic food and non-food products;

WHEREAS, majority of these agencies are still in the process of revising their existing guidelines and establishing new registration procedures and requirements pursuant to the provisions of DC No. 03, Series of 2015;

WHEREAS, the registration service for the certified establishments of organic food and non-food products is highly needed to enable the operators avail of the incentives provided in Section 24 (*Incentives*) of the Republic Act No. 10068, the DA-BAFS shall continue to accept applicants that satisfy the registration requirements until the new registration procedures and requirements for certified organic establishments by the concerned DA Regulatory Agencies are implemented;

IN VIEW THEREOF, this Circular is hereby promulgated to provide the transitory period for the registration of establishments of primary and postharvest organic food and non-food products between DA-BAFS and the DA Regulatory Agencies.

Certified True Copy

ROMIROSE B. PADIN
Officer-in-Charge
Chief, Records Division

**ARTICLE I
OBJECTIVE**

Section 1. This Circular aims to ensure that primary and postharvest organic food and non-food establishments registered with DA-BAFS during the transition period are compliant to the recent version of applicable Philippine National Standards (PNS) relevant to organic agriculture and relevant regulatory requirements. This Department Circular provides the criteria and process for the registration of primary and postharvest organic food and non-food establishments, and prescribes the transition period between BAFS and DA Regulatory Agencies.

**ARTICLE II
SCOPE**

Section 1. This Circular covers the transition period for the registration of third party certified organic establishments engaged in the production of primary and postharvest organic food and non-food products with BAFS. This Circular does not cover registration of operators involved in the production of organic soil amendments, biological control agents, and processed and prepackaged organic food products as these are covered by separate guidelines.

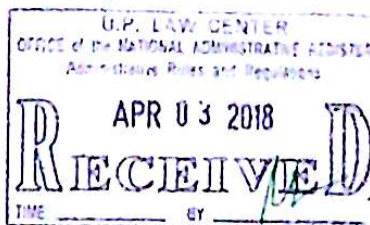
**ARTICLE IV
ENFORCEMENT**

Section 1. DA-BAFS shall accept and process applicants that satisfy the registration requirements while the new registration procedures and requirements for organic establishments are being established by DA Regulatory Agencies.

Section 2. DA-BAFS shall process such applications following the step-by-step procedure including detailed description of the requirements indicated in Annex A.

Section 3. Process of registration and issuance of Certificates of Registration (COR) of DA-BAFS shall conform to the provisions of DC No. 03, Series of 2015, specifically on the following:

- i) validity of COR (Section 6.3 of DC No. 03, Series of 2015);
- ii) grounds for disapproval of applications (Section 8 of DC No. 03, Series of 2015);
- iii) grounds for revocation of COR (Section 9 of DC No. 03, Series of 2015);
- iv) labeling of registered primary and postharvest organic food and non-food products (Section 11 of DC No. 03, Series of 2015);
- v) monitoring of registered organic establishments and post-market surveillance (Section 12 of DC No. 03, Series of 2015); and
- vi) administrative sanctions (Section 13 of DC No. 03, Series of 2015).



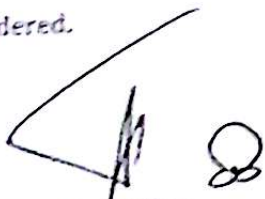
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- Section 4. The transition period shall be three (3) years from the date of effectivity of this Circular or after the new registration procedures and requirements for certified organic establishments by the concerned DA Regulatory Agencies are implemented. Likewise, application for renewal of COR thereafter shall be applied with the concerned DA Regulatory Agencies.
- Section 5. Registration procedures and requirements of each concerned DA Regulatory Agency shall be established within the first two (2) years of the transition period. DA-BAFS shall lead in the preparation of the registration procedures and requirements for said DA Regulatory Agencies. Likewise, during the transition period, DA Regulatory Agencies are required to join the registration activities of DA-BAFS, such as the pre-registration validation, monitoring and post-market surveillance.
- Section 6. DA-BAFS shall turn over to the respective DA Regulatory Agencies the registration process within one (1) month after receipt of their written notification. Likewise, received applications by DA-BAFS during this 1-month period shall be turned over to the concerned DA Regulatory Agencies.
- Section 7. Thereafter, all third party certified organic establishments shall apply for registration to the DA Regulatory Agencies following the provisions of the Department Circular No. 03, Series of 2015 (*Rules and Regulations on the Registration of Primary and Postharvest Organic Food and Non-Food Products*).
- Section 8. In cases wherein other DA Regulatory Agencies failed to perform their functions during their implementation, DA-BAFS shall take over such registration functions.

**ARTICLE V
EFFECTIVITY**

Section 5. This Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation, and its filing with the National Administrative Register of the University of the Philippines Law Center.

So Ordered.



EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
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ROSE B. PADIN
Chief-in-Charge
Chief, Records Division

**ANNEX A
REQUIREMENTS AND PROCEDURES FOR CERTIFICATE OF REGISTRATION (COR)**

Step	Procedure	Requirements	BAFS Issuance	Timeline	Remarks
1	Application	<p><i>A. Original documents with authorized name and signature:</i></p> <ol style="list-style-type: none"> 1) letter of intent addressed to BAFS Director; 2) duly accomplished and notarized registration form; 3) list of organic product sold; and 4) company profile. <p><i>B. Certified true copy with authorized name and signature:</i></p> <ol style="list-style-type: none"> 5) organic certification (from BAFS officially accredited Organic Certifying Body); 6) business name registration (SEC/DTI/CDA), whichever is applicable; and 7) mayor's/business permit. 	Application Receipt Form	4 hours	Only application with complete requirements shall be accepted.
2	Conduct of Validation (pre-registration)		Application Feedback (compliance / non-compliance)	Within 15 working days	Assessment of each submitted requirement.
3	Issuance of approved COR		Approved COR	Within 5 working days after compliance	
4	Claim of the approved COR	Authorization letter	Approved COR	30 minutes	Authorization letter is required only for company representative

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