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April 5, 2021

Memorandum

FOR : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

SUBJECT : IMPLEMENTING THE BAFS FUNCTIONAL STRUCTURE AND SUBMISSION OF REVISED INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORMS FROM JANUARY-JUNE 2021

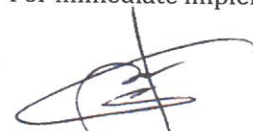
Following the Bureau's approved Logical Framework (Annex A) by the Secretary dated March 11, 2021, the Organizational Structure of the Bureau is consequently amended into a **Functional Structure** to reflect the major functions of each Division for an efficient and effective implementation of BAFS Mission, Vision, and Mandates, and for a harmonized working environment based on the 12 key strategies of the One-DA approach.

The Functional Structure as described in Annex B (BAFS Functional Structure) shall be implemented by the respective Divisions through the overall management and supervision of the respective Division Chiefs/Administrative Head and Unit Heads. All employees shall be guided by the BAFS Functional Structure, which identifies the specific functions of the Divisions and corresponding Overseers and Managers. In addition, Annex C stipulates the major functions, and duties and responsibilities of all Overseers and Managers.

Consistent with this approved Functional Structure (Annex D), all employees are hereby instructed to review and revise as necessary their performance and commitment forms (i.e. COSPCR, IPCR and DPCR) covering the rating period of January-June 2021 to be consistent with the functional structure. Deadline for submission of the revised COSPCR, IPCR and DPCR is on **April 16, 2021**.

Non-submission of revised Individual Performance Commitment and Review forms shall be subject to sanctions.

For immediate implementation and strict compliance.


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Bureau of Agriculture and Fisheries Standards Logical Framework (2021-2025)

Narratives	Indicators	Means of Verification	Assumptions	Risks
GOAL				
I. Ensure consumer health and safety	At least 75% of Philippine National Standards (PNS) on food safety are used as basis for mandatory regulations enforced by DA regulatory agencies by 2025	<ul style="list-style-type: none"> • DA regulatory agency reports • List of DA policy issuances in DA official website • Focus Group Discussions (FGD) reports 	<ul style="list-style-type: none"> • Awareness and willingness of DA regulatory agencies to use PNS as basis of their mandatory regulations/SPS measures 	<ul style="list-style-type: none"> • Lack of support or reluctance from DA regulatory agencies to use PNS as basis of their mandatory regulations • Limited knowledge of DA regulatory agencies on the principle of adoption of PNS to mandatory regulations
	At least 40% of Philippine National Standards (PNS) on quality are used as basis for mandatory regulations enforced by DA regulatory agencies by 2025			
II. Make agri-fishery sector globally competitive	At least 75% of PNS on food safety and 40% of PNS on quality are used in domestic trade of major agriculture and fishery products, tools, machineries, equipment, and in the development of structures by 2025	<ul style="list-style-type: none"> • DA regulatory agencies and RFOs reports 	<ul style="list-style-type: none"> • Monitoring on the use of PNS has a system in place • Reliable data from regulatory agencies and regions 	<ul style="list-style-type: none"> • Unreliable data from regulatory agencies and regions • Poor monitoring system of PNS usage in domestic trade
	At least 5% annual increase from the baseline of PNS are used to increase market access of major Philippine agriculture and fishery product exports	<ul style="list-style-type: none"> • DA regulatory agency reports • Agricultural Attache Official Reports 	<ul style="list-style-type: none"> • Importing country requirements remain unchanged • Consistent revision and updating of PNS following changes in the global food safety landscape 	<ul style="list-style-type: none"> • Importing country has higher or stricter requirements than the PNS, regional, and international standards

Narratives	Indicators	Means of Verification	Assumptions	Risks
	At least 5% annual increase from the baseline of PNS are used to sustain market access of major Philippine agriculture and fishery product exports	<ul style="list-style-type: none"> • DA regulatory agency reports • Agricultural Attache Official Reports 	<ul style="list-style-type: none"> • Importing country requirements remain unchanged • Consistent revision and updating of PNS following changes in the global food safety landscape 	<ul style="list-style-type: none"> • Importing country has higher or stricter requirements than the PNS, regional, and international standards • Importing country requirements change over time
IMPACT				
<i>Ensure consumer health and safety</i>				
I.A Increased conformance with PNS on food safety and quality	At least 5 food safety issues and 5 quality issues related to agriculture and fishery products, machinery, equipment and structures are addressed annually	<ul style="list-style-type: none"> • DA regulatory agency reports • Minutes of Meeting • Official websites notifications and press releases 	<ul style="list-style-type: none"> • Reporting, and monitoring and evaluation system in place and maintained • Consensus reached in addressing food safety and quality issues • Established mechanism in adopting PNS into technical regulations/SPS measures 	<ul style="list-style-type: none"> • The voluntary nature of standards • Reliability, validity, and consistency of reporting, and monitoring and evaluation system reports • No consensus in addressing food safety and quality issues • Lack of sufficient data to address food safety and quality issues • Limited knowledge of DA regulatory agencies on the principle of adoption of PNS to mandatory regulations
	At least 5% annual increase from the baseline of regulatory issuances are based on conformance with PNS	<ul style="list-style-type: none"> • DA regulatory agency reports • Assessment report (impact assessment) 	<ul style="list-style-type: none"> • Reporting and monitoring and evaluation system of regulatory agencies in place and maintained 	<ul style="list-style-type: none"> • Reliability, validity and consistency of reporting, and monitoring and evaluation system reports

Narratives	Indicators	Means of Verification	Assumptions	Risks
		<ul style="list-style-type: none"> • Communications and Position papers • Certified organic products list 		
I.B Increased registration rate of certified organic agriculture products/farms	At least 90% of certified organic producers and inputs are registered by 2025	<ul style="list-style-type: none"> • Registered Organic Producers, Produce, and Inputs • List of certified farms from accredited Organic Certifying Bodies 	<ul style="list-style-type: none"> • Increase in number of organic agriculture practitioners due to RA 11511 • Increase in number of qualified applicant 	<ul style="list-style-type: none"> • Non-compliance with relevant organic agriculture regulations • Poor monitoring and post-market surveillance • Commercialization and proliferation of unauthorized organic farms, inputs, and products
<i>Make agri-fishery sector globally competitive</i>				
II.A Increased compliance of Philippine agriculture and fishery products with international requirements	At least 80% of PNS are harmonized with relevant regional and international standards by 2025	<ul style="list-style-type: none"> • Harmonization report of PNS with ASEAN and Codex standards • Market access reports 	<ul style="list-style-type: none"> • At least 70% harmonization of the PNS against regional and international standards in 2021 • Harmonization of standards are recognized by other importing countries and standard-setting agencies 	<ul style="list-style-type: none"> • Below 70% harmonization of the PNS against regional and international standards in 2021 • Harmonization of PNS against regional and international standards are not recognized by importing countries and standard-setting agencies
PURPOSE				
<i>Ensure consumer health and safety</i>				
<i>Increased conformance with food safety and quality standards</i>				
I.A.1 Development of PNS for agriculture and fisheries products, tools, machineries, equipment,	At least 50% of annual PNS target is food safety related	<ul style="list-style-type: none"> • Approved PNS (with ICS and BAFS number) 	<ul style="list-style-type: none"> • Enough resources (e.g. manpower, infrastructure and financial) to meet the annual target of PNS development 	<ul style="list-style-type: none"> • Poor reporting and monitoring and evaluation system

Narratives	Indicators	Means of Verification	Assumptions	Risks
and structures				<ul style="list-style-type: none"> High and frequent turnover of Contract of Service (COS) that could cause delay in the standards development process due to lack of plantilla position
I.A.2 Generation of scientific data to support standards development	At least 2 risk assessments or risk profiling conducted annually to support standards development, adoption and promotion	<ul style="list-style-type: none"> Risk assessment report/risk profile report Consolidated laboratory reports 	<ul style="list-style-type: none"> Available and accessible quality data Available and cooperative experts 	<ul style="list-style-type: none"> Poor reporting, and monitoring and evaluation system Unavailability of experts in specific fields Unavailable quality local data Limited capability of laboratories to analyze samples in relation to required data for standards development Inappropriate sampling plan
	At least 50% of the annual food safety related PNS target have consolidated scientific data on a specific food safety parameters	<ul style="list-style-type: none"> Consolidated laboratory reports Secondary data collected 	<ul style="list-style-type: none"> Available and accessible data Enough resources (e.g. manpower, infrastructure, and financial) to conduct the data collection and consolidation 	<ul style="list-style-type: none"> Unavailable and inaccessible data High and frequent turnover of Contract of Service (COS) that could cause delay in the standards research and data collection due to lack of plantilla position
I.A.3 Promotion and adoption of standards	80% of developed PNS promoted through development of knowledge products and conduct of L&D activities by 2025	<ul style="list-style-type: none"> Annual report of conducted L&D activities List of approved knowledge products (i.e.illustrative guide, 	<ul style="list-style-type: none"> Available resource speaker and other relevant resources Enough resources (e.g. manpower, infrastructure and 	<ul style="list-style-type: none"> Unfinished development of knowledge products due to lack of resources and lack of photos to support the explanation

Narratives	Indicators	Means of Verification	Assumptions	Risks
		explanatory manual, posters, comics, printed PNS)	financial) to develop necessary knowledge products and conduct L&D activities <ul style="list-style-type: none"> • Developed knowledge products reflect actual practices • Developed knowledge products are easy to understand and easily accessible to the public 	<ul style="list-style-type: none"> • Lack of resource speakers • High and frequent turnover of Contract of Service (COS) that could cause delay in the development of knowledge products and in the conduct of L&D activities due to lack of plantilla position • Too technical and difficult to comprehend knowledge products • Inaccessible knowledge products to all stakeholders
	80% increase from baseline of target stakeholders by 2025	<ul style="list-style-type: none"> • Assessment report • Database of stakeholders 	<ul style="list-style-type: none"> • Participation fo new stakeholders in the L&D activities • Proper dissemination of invitation and promotion materials 	<ul style="list-style-type: none"> • Poor reporting, and monitoring and evaluation system • Poor dissemination of invitation and promotion materials • Language barrier
Increased valid registered certified organic agriculture products/farms				
I.B.1 Enforcement of Organic Agriculture Regulations	at least 5% annual increase from baseline in registration rate of certified Organic agriculture producer	<ul style="list-style-type: none"> • Registered organic producers, produce, and inputs 	<ul style="list-style-type: none"> • Established electronic/online registration system • Streamlined requirements and procedures • Strengthened coordination with DA RFO Regulatory Division 	<ul style="list-style-type: none"> • Inaccessible and poor maintenance of electronic/online registration system • Poor data management system • Lack of relevant technical regulations to support organic agriculture registration

Narratives	Indicators	Means of Verification	Assumptions	Risks
			<ul style="list-style-type: none"> Intensified awareness campaign on organic agriculture regulations 	<ul style="list-style-type: none"> Non-compliance of registered organic producers to PNS for organic agriculture based on monitoring reports Failure to maintain organic certificate of the farm and its products
	<p>at least 25 accredited Organic Certifying Bodies (OCBs) by 2025</p>	<ul style="list-style-type: none"> Accredited organic agriculture certifying bodies 	<ul style="list-style-type: none"> Accreditation-ready participatory Guarantee System (PGS) groups Sustained number of clients, both new and existing OCBs (third-party OCBs and PGS groups) 	<ul style="list-style-type: none"> Suspension or withdrawal of accreditation of existing OCBs due to failure to continuously fulfill the requirements of accreditation Not yet approved relevant guidelines for certification of farms and accreditation of PGS groups
<i>Make agri-fishery sector globally competitive</i>				
<i>Increased compliance of Philippine agriculture and fishery products with international requirements</i>				
<p>II.A.1 Harmonization of PNS with regional and international standards</p>	<p>80% of total PNS harmonized with ASEAN standards by 2025;</p>	<ul style="list-style-type: none"> Harmonization report of PNS with ASEAN standards Standards Development Division Annual Accomplishment Reports 	<ul style="list-style-type: none"> Endorsed as Chairperson or member or part of the delegation of relevant ASEAN sectoral working groups 	<ul style="list-style-type: none"> Non-participation in relevant ASEAN sectoral working groups BAFS representative was not endorsed to participate
	<p>80% harmonization of relevant and applicable Codex standards by 2025</p>	<ul style="list-style-type: none"> Harmonization report of PNS with Codex standards Standards Development Division Annual Accomplishment Reports Annual accomplishment reports 	<ul style="list-style-type: none"> Endorsed as member or part of the delegation of relevant Codex Committees 	<ul style="list-style-type: none"> Non-participation of BAFS in Codex Committees BAFS representative was not endorsed to participate

Narratives	Indicators	Means of Verification	Assumptions	Risks
OUTPUTS				
<i>Ensure consumer health and safety</i>				
<i>Increased conformance with food safety and quality standards</i>				
I.A.1.1 Philippine National Standards (PNS) for agriculture and fishery products, tools, machineries, equipment and structures	At least 20 approved PNS annually	<ul style="list-style-type: none"> Letter of endorsement to DA Secretary 	<ul style="list-style-type: none"> Active engagement of the relevant stakeholders throughout the standards development process Available scientific data to support standards development Automated SDD critical processes 	<ul style="list-style-type: none"> Low stakeholder engagement in the development of PNS Limited or lack of scientific data to support standards development Lack of consensus among relevant stakeholders in the development of PNS Automation of SDD critical processes did not materialize
I.A.2.1 Risk Assessment/Risk Profiling	At least 2 risk assessments or risk profiles completed annually	<ul style="list-style-type: none"> Risk assessment/risk profile Reports 	<ul style="list-style-type: none"> Personnel capacitated on the conduct of risk profiling/ risk assessment Data for Risk profile/assessment are available 	<ul style="list-style-type: none"> Delay in delivery or non-delivery of target due to manpower issues Low prioritization of the hazard-food combination for the development of PNS Inappropriate sampling plan
I.A.2.2 Management Information System (MIS) to support standards development	At least 1 MIS established and maintained annually	<ul style="list-style-type: none"> BAFS online laboratory system <ul style="list-style-type: none"> laboratory profiling scientific database 	<ul style="list-style-type: none"> Increase in number of laboratories providing relevant/needed data as input to standards development Strong cooperation of agencies 	<ul style="list-style-type: none"> Non-engagement of laboratories and agencies

Narratives	Indicators	Means of Verification	Assumptions	Risks
I.A.2.3 Scientific researches to support standards development	Scientific research conducted in at least 50% of the annual target of food safety-related PNS	<ul style="list-style-type: none"> • Food Safety Research Report 	<ul style="list-style-type: none"> • High engagement of agencies • Accessible and available data 	<ul style="list-style-type: none"> • Limited or lack of knowledge and scientific data on the food safety issue
I.A.3.1 Knowledge products and L&D activities on food safety and quality standards	At least 12 seminar-awareness conducted annually	<ul style="list-style-type: none"> • Certificate Issued • Activity Report • Uploaded videos of the webinars 	<ul style="list-style-type: none"> • Target stakeholders attended and actively participated • Available resources such as manpower, infrastructure and financial to facilitate the activity • Allowed conduct of physical activities • Established automated system and platforms for online seminars (Podia, Streamyard) 	<ul style="list-style-type: none"> • High attendance/participation but with low number of targeted stakeholders • Insufficient resources such as manpower, infrastructure and financial • Restriction in movement due to pandemic
	At least an average of 80% customer satisfaction rating in L&D activities conducted annually	<ul style="list-style-type: none"> • Analyzed feedback forms 	<ul style="list-style-type: none"> • Active participants in completing the feedback forms 	<ul style="list-style-type: none"> • Non-completion of feedback forms by participants • Participants are high raters
	100% of approved knowledge products related to approved PNS with NLP registration annually	<ul style="list-style-type: none"> • Letter of endorsement to Office of the Director • Knowledge products for PNS with NLP registration number (ISSN number; ISBN; Copyright) 	<ul style="list-style-type: none"> • Developed knowledge products related to PNS/BAFS are qualified for NLP registration • Standards related publication developed and registered to NLP for ISBN on time 	<ul style="list-style-type: none"> • Developed knowledge products are not qualified for NLP registration • Delay in approval of ISBN; • Number of standards related publication for ISBN application is not achieved
	At least 50% of modules developed annually are uploaded in the BAFS Online Academy	<ul style="list-style-type: none"> • Approved module 	<ul style="list-style-type: none"> • Cooperative technical Working Group members during the development of modules 	<ul style="list-style-type: none"> • Uncooperative TWG members

Narratives	Indicators	Means of Verification	Assumptions	Risks
		<ul style="list-style-type: none"> • Uploaded module in Podia/BAFS Online Academy 	<ul style="list-style-type: none"> (development, criticquing) • Continued subscription to the online platform 	<ul style="list-style-type: none"> • Discontinued subscription due to disallowance
	<p>At least 60% of registered participants successfully passed the module/course annually</p>	<ul style="list-style-type: none"> • List of registered participants in the platform (Podia) • Certificates issued • Pre and post-test results 	<ul style="list-style-type: none"> • Properly disseminated invitation • Well prepared modules and exam questionnaires • Enrollees completed their course within the specified timeframe 	<ul style="list-style-type: none"> • Limited dissemination of invitation • Exam questionnaire are not based on the uploaded modules • Enrollees did not complete their course within the specified timeframe
	<p>At least 10,000 average reach annually for the webinars conducted via social media platform</p>	<ul style="list-style-type: none"> • Facebook analytics 	<ul style="list-style-type: none"> • Engaging social media posts receiving likes, comments and shares from different users 	<ul style="list-style-type: none"> • Social media postings did not have enough engagement
	<p>At least 50% participation rate annually for webinars conducted via social media platform</p>	<ul style="list-style-type: none"> • Database of registered participants and certificates issued 	<ul style="list-style-type: none"> • Database of registered participants and certificates issued is available and accessible • Regular reminder of registered participants about upcoming webinars 	<ul style="list-style-type: none"> • Unavailable and inaccessible database of registered participants and certificates issued • Absence of system in reminding the registered participants about upcoming webinars
	<p>At least 2000 followers gained annually on BAFS official Facebook page</p>	<ul style="list-style-type: none"> • Facebook page followers data 	<ul style="list-style-type: none"> • Active Facebook page with regular monitoring mechanism 	<ul style="list-style-type: none"> • Inactive Facebook page • Lack of monitoring system
	<p>At least 30000 website visitors annually</p>	<ul style="list-style-type: none"> • BAFS Website analytics 	<ul style="list-style-type: none"> • Awareness of stakeholders about the BAFS website 	<ul style="list-style-type: none"> • Unawareness of stakeholders about the website

Narratives	Indicators	Means of Verification	Assumptions	Risks
	At least 1000 downloads of website information materials annually		<ul style="list-style-type: none"> • Stakeholders find the BAFS website easy to navigate and has useful information to help them • IT personnel to manage and regularly update the content of the website, and monitor the number of website visitors 	<ul style="list-style-type: none"> • Stakeholders find the BAFS website difficult to navigate and information outdated • Manpower turnover due to unavailable plantilla position
	At least 1 CPD provider accreditation obtained and maintained for 3 years	<ul style="list-style-type: none"> • Accreditation number as CPD provider 	<ul style="list-style-type: none"> • BAFS to sustain the accreditation as CPD provider 	<ul style="list-style-type: none"> • BAFS accreditation may be revoked due to related fees or other possible cause (change in management directives)
I.A.3.2 Policy recommendations	At least 2 policy recommendations submitted annually	<ul style="list-style-type: none"> • Endorsed policy recommendations • Endorsement letter to relevant agency/ies, BAFS-Standard Development Division 	<ul style="list-style-type: none"> • Received notifications are relevant to PNS • Available data to support food safety related issues • Result of the assessment is fit for policy adoption 	<ul style="list-style-type: none"> • Received notifications are not relevant to PNS • Unavailable data to support food safety related issues • The result of the assessment is not fit for policy adoption but is preferably for other risk management options
I.A.3.2 BAFS QMS compliant to ISO 9001:2015 certification requirements	At least 1 certificate maintained for ISO 9001:2015 compliance every 3 years	<ul style="list-style-type: none"> • Valid ISO certificate 	<ul style="list-style-type: none"> • Enrolled processes fulfilled the requirements of ISO 9001:2015 standards 	<ul style="list-style-type: none"> • Non-compliant processes with ISO 9001:2015 standards • Delay in procurement process
	At least 1 certificate obtained for Data privacy compliance by 2025	<ul style="list-style-type: none"> • Data privacy compliance certificate 	<ul style="list-style-type: none"> • Successful procurement of consultant to provide technical assistance towards compliance 	<ul style="list-style-type: none"> • Unavailable consultant to provide technical assistance, thus, unable to comply with all requirements

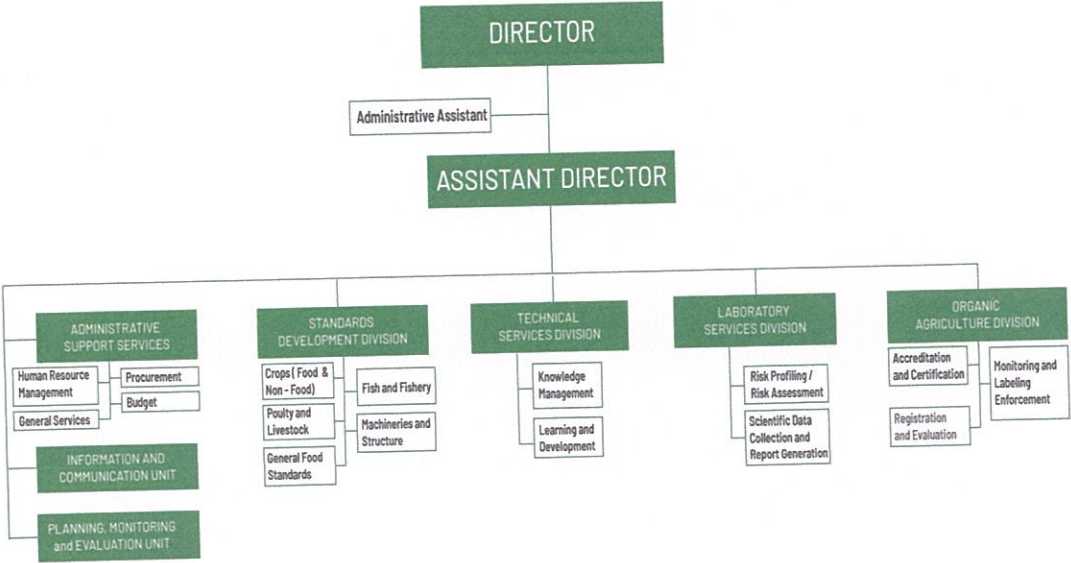
Narratives	Indicators	Means of Verification	Assumptions	Risks
			to requirements <ul style="list-style-type: none"> Compliance to all requirements and findings 	and findings
Increased registration rate of certified organic agriculture products/farms				
I.B.1.1 Organic Agriculture Regulatory Documents	At least 40 registered organic agriculture producers and inputs annually	<ul style="list-style-type: none"> Certificate of Registration / Certificate of Product Registration (COR/CPR) 	<ul style="list-style-type: none"> Increased number of applicants due to approval of the RA 10068 Amendment that included accreditation of Participatory Guaranteed System Establishment of electronic/online registration system Streamlined registration requirements and procedures Science-based efficacy data Conformance with PNS relevant to organic agriculture 	<ul style="list-style-type: none"> Failure to fulfill the registration requirements Revocation/ suspension/ withdrawal of Certificate of Registration (COR)/ Certificate of Product Registration (CPR) High and frequent turnover of Contract of Service due to lack of plantilla positions Poor reporting and monitoring and evaluation system Revocation/suspension of accredited Organic Certification Bodies (OCBs)
	At least 20 importation/exportation permits issued annually	<ul style="list-style-type: none"> Importation/Exportation Permits 	<ul style="list-style-type: none"> Increased number of registered operators due to RA 11511 Streamlined Importation/Exportation Requirements and Procedures 	<ul style="list-style-type: none"> Accessibility and maintenance of electronic registration system Low number of organic agriculture operators Limited or unavailability of organic agriculture researchers for the conduct of efficacy trials

Narratives	Indicators	Means of Verification	Assumptions	Risks
	At least 2 third party OCBs accredited annually	<ul style="list-style-type: none"> • Certificate of Accreditation 	<ul style="list-style-type: none"> • Combination of new clients and continued compliance of existing third party OCBs 	<ul style="list-style-type: none"> • Non-responsive to OA policies/regulations (OAD-3rd party certification) • Unsustained accreditation as evidenced by the QMS of third party OCBs • Lack of third party OCB applicants • Suspension or withdrawal of accreditation of existing third party OCB due to failure to fulfill the requirements of the accreditation
	At least 5 PGS accredited annually from 2022 to 2025	<ul style="list-style-type: none"> • Certificate of Accreditation 	<ul style="list-style-type: none"> • PGS groups are accreditation ready 	<ul style="list-style-type: none"> • Not yet approved relevant guidelines for certification of farms and accreditation of PGS groups. • Not yet accreditation ready PGS groups • Lack of PGS accreditation applicants
	At least 50% of organic agriculture facilities monitored annually	<ul style="list-style-type: none"> • Monitoring Reports 	<ul style="list-style-type: none"> • Increased number of organic agriculture facilities monitored due to RA 11511 • Established of Monitoring & Labeling Enforcement System (Operational Manual & Database) 	<ul style="list-style-type: none"> • Commercialization of unauthorized organic facilities products • Poor reporting and monitoring and evaluation system • Revocation and/ or Suspension of COR/COR

Narratives	Indicators	Means of Verification	Assumptions	Risks
	At least 50% of organic agriculture farm and input products monitored annually	<ul style="list-style-type: none"> Monitoring Reports 	<ul style="list-style-type: none"> Strengthened collaboration with RFOs in conducting Monitoring & Labeling Enforcement Activities Increased number of organic agriculture facilities monitored due to RA 11511 Established of monitoring & labeling enforcement system (Operational Manual & Database) Strengthened collaboration with RFOs in conducting monitoring & labeling enforcement activities 	<ul style="list-style-type: none"> Revocation and/ or Suspension of OCB/PGS Limited Technical Personnel & resources Proliferation of mislabelled organic products Commercialization of unauthorized organic inputs products Poor reporting and monitoring and evaluation system Revocation and/ or suspension of COR/COR Revocation and/ or suspension of OCB/PGS Limited resources (e.g.manpower, infrastructure, and financial)
<i>Make agri-fishery sector globally competitive</i>				
<i>Increased compliance of Philippine agriculture and fishery products with international requirements</i>				
PNS harmonized with regional and international standards	At least 80% of PNS harmonized with ASEAN and Codex standards by 2025	<ul style="list-style-type: none"> Harmonization report of PNS with ASEAN and Codex standards Standards Development Division Annual Accomplishment Reports 	<ul style="list-style-type: none"> Active participation of DA-BAFS in international bodies involved in development of standards Adoption of ASEAN and Codex standards are consistently included in SDD annual 	<ul style="list-style-type: none"> Low or non-participation of the DA-BAFS in international bodies developing ASEAN and Codex standards PNS not considered harmonized with ASEAN or Codex standards

Narratives	Indicators	Means of Verification	Assumptions	Risks
			workplan and considered as high priority for standards development	

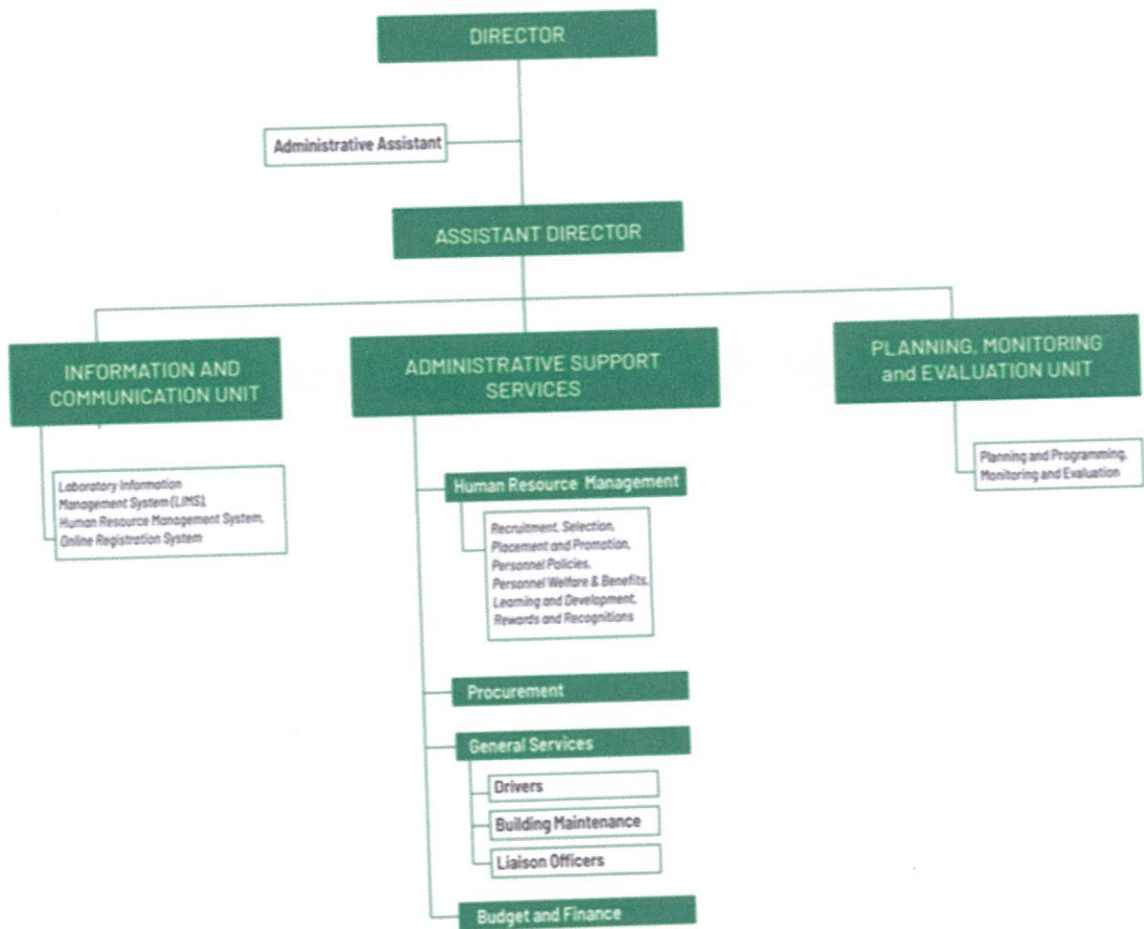
**ANNEX B
BUREAU OF AGRICULTURE AND FISHERIES STANDARDS
FUNCTIONAL STRUCTURE**



OFFICE OF THE DIRECTOR

The Office of the Director consists of the Director, the Assistant Director, and the Support Units. It serves as head of the Bureau, and is charged with overseeing the overall implementation and operations of the Bureau of Agriculture and Fisheries Standards. Pivotal to the successful implementation of its mandates which is to develop and promote standards to ensure food safety, quality, workers' health and welfare, environmental management, and global competitiveness of Philippine agriculture and fishery products and serves as clearinghouse for all communications received from internal and external sources.

OFFICE OF THE DIRECTOR



ADMINISTRATIVE SUPPORT SERVICES

The **Administrative Support Services (ASS)** is responsible for executing a wide-range of administrative services, which support the Bureau's operations. These services include human resource management, procurement, budget and finance, and general services which are critical to the effective and efficient operation of the Bureau.

- B. Procurement. Ensures that all procurement requirements of the Bureau are delivered. It includes the preparation and implementation of the Project Procurement Management Plan (PPMP), processing of requests including the review and recording of its attachments, and processing of payments for all materials and supply requirements of the Bureau.
- C. General Services
1. *Drivers*. Responsible for the timely conveyance of the Bureau's employees to and from official places of duties and assignments. The drivers also ensures the cleanliness and road worthiness of all BAFS official vehicles. Their duties include the vehicle's timely registration and renewal of insurance. The Bureau's drivers also maintains their vehicle records in compliance to the Bureau's quality management system.
 2. *Building Maintenance*. Performs maintenance & repairs related to buildings, grounds and equipment, in one or more areas such as electrical, plumbing, painting and grounds keeping. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment compliance to fire regulations and occupational safety and health hazard policies.
 3. *Liaison Officers* . Ensures the day to day documentary transactions of the Bureau are delivered efficiently. Maintains records of transactions and act as contact point in the delivery of communications to its internal and external clients.
- D. Budget and Finance. Maintains the fiscal stability and economic health of the Bureau. Provides oversight of fiscal management and guidance to those responsible for the Bureau's day-to-day operations. Maintains and reports records of transactions and ensures the efficient processing of financial documents.

Planning, Monitoring And Evaluation (PME) Unit

The Planning, Monitoring and Evaluation (PME) Unit formulates the overall long-term program and financial plan of the Bureau; coordinates, consolidates, analyzes & reports all the activities of the Bureau. The Unit also prepares the performance and evaluation reports based on the set targets, plans, programs and activities of the Bureau, including financial accomplishment.

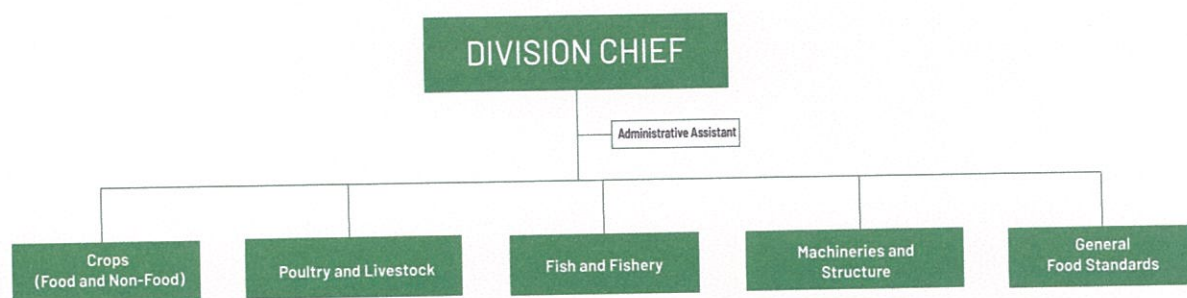
Information And Communication Unit (ICU)

The Information and Communication Unit (ICU) is responsible for the development, maintenance and operation of the Bureau's e-services, which includes external and internal E-Systems that aid the Bureau in efficiently delivering its services. The Unit leads the development of an online registration system for the Bureau's regulatory services and an information management system for all laboratory data. In addition, the ICU is also tasked to disseminate information on the Bureau's programs, projects and activities. This unit also produces and disseminates media materials that support the mandate of the Bureau regarding standards promotion and organic agriculture

STANDARDS DEVELOPMENT DIVISION

The Standards Development Division (SDD) is responsible for the development of relevant and science-based Philippine National Standards (PNS) for primary and postharvest agriculture and fishery (AF) products (including organic agriculture and *Halal*), tools, machineries, equipment, and structures. These PNS are developed through Technical Working Groups (TWGs) specifically created for such purpose and in consultation with relevant stakeholders. The Standards Development Division is also responsible for the harmonization or alignment of the PNS with regional (e.g. ASEAN and APEC) and international standards (e.g. Codex, ISO, IFOAM, etc.), consistent with the Philippines' obligations and commitment to regional and international trade agreements and cooperation.

STANDARDS DEVELOPMENT DIVISION



Crops (food and non-food)

Development and harmonization/alignment of PNS with regional and international standards (including organic agriculture and *Halal*) covering the following:

- A. Crops (food). Primary and postharvest agricultural commodities consumed as food (e.g. cereals, grains, fruits, vegetables, nuts, legumes, pulses, etc.); and
- B. Non-food crops. Primary and postharvest agricultural commodities not consumed as food (e.g. fiber, ornamentals, rubber, tobacco, etc.).

Poultry and Livestock

Development and harmonization/alignment of PNS with regional and international standards (including organic agriculture and *Halal*) covering live, fresh/chilled/frozen meat and by-products from food animals (e.g. cattle, swine, goat, sheep, chicken, duck, etc.).

Fish and Fishery Products

Development and harmonization/alignment of PNS with regional and international standards (including organic agriculture and *Halal*) covering live, fresh/chilled/frozen finfish, mollusks, crustaceans, echinoderms, marine mammals, and all other species of aquatic flora and fauna and all other products of aquatic living resources in any form (e.g. tuna, shrimp, seaweed, scallop, etc.).

B. Structures. Infrastructures that are constructed and used for agricultural and fishery purposes (e.g. farm-to-market road, cold storage, slaughterhouses, etc.).

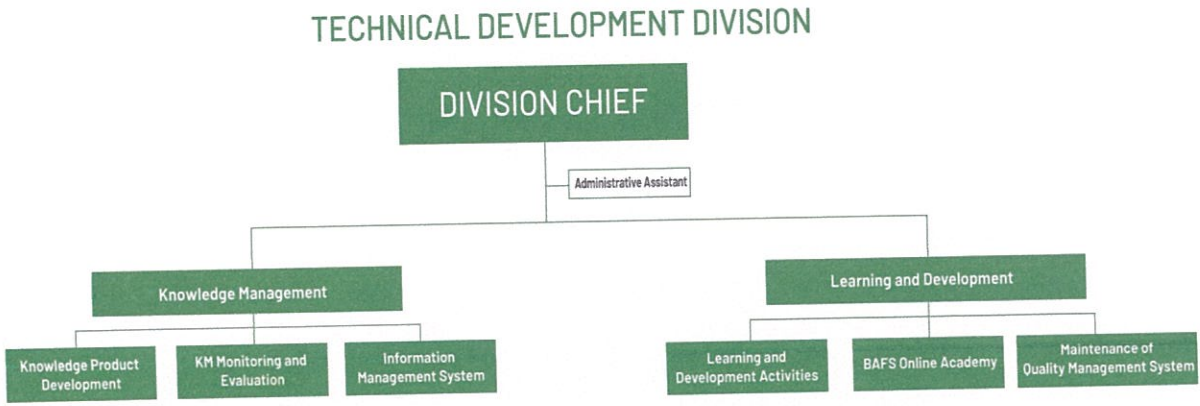
General Food Standards

Development and harmonization/alignment of PNS with regional and international standards covering general principles, procedures, guidance, and guidelines applicable to the agriculture and fishery sector (e.g. Food Defense Guidance for Industry, Code of Practice for Radiation Processing of Food, Principles and Guidelines for National Food Control System, etc.).

TECHNICAL SERVICES DIVISION

The Technical Services Division (TSD) is responsible for promoting appropriate food safety and quality Philippine National Standards (PNS) through development of various knowledge products and conduct of learning and development activities. These interventions are developed and conducted to increase the awareness and enhance understanding of relevant stakeholders on the provisions of the standards, leading to their increased adoption, thereby, ensuring consumer safety and global competitiveness of Philippine agriculture and fishery commodities.

The Division is also in charge of assessing the use of standards through monitoring of its adoption into technical regulation and evaluating its impact upon implementation; including monitoring and analysis of PNS contribution and its related knowledge products (KPs) and learning interventions in increasing or sustaining market access of Philippine agriculture and fishery product exports. Lastly, the TSD is managing the quality management system of the Bureau and its certification to ISO 9001:2015 standard. This includes compliance to different statutory and regulatory requirements including data privacy and archiving of documents.



Knowledge Management

Knowledge management refers to strategies and practices used so that pertinent data and information is gathered, processed, disseminated, shared, and utilized to enable widespread adoption of standards and to ensure that BAFS programs, activities, and projects are designed, implemented, and monitored and evaluated in an efficient and effective manner.

- A. Knowledge Products (KP) Development. Promotion and dissemination of adopted standards through the strategic use of communication media, integrating research results relevant to standards and current information to educate and increase awareness, access and enhance understanding of relevant stakeholders and /or general public on food safety and quality standards for agri-fishery commodities.
- B. KM Monitoring and Evaluation. Assessment and monitoring of standards adoption

From the analysis reports, policy recommendations are drafted to help widen the adoption of standards by targeted stakeholders and its adoption to technical regulations, including those relevant to increasing or sustaining the market access of Philippine agri-fishery commodities.

- C. Information Management System (IT, Website, Social media accounts). Maintains a knowledge management (KM) portal and its components as a strategic tool for an accurate and updated information hub through the ICT infrastructure.

Learning and Development

Learning and development refers to a set of interventions that intend to promote and adopt the Philippine National Standards developed by the Standards Development Division. Partnering with relevant agencies, pool of experts and members of the various Technical Working Groups, learning and development activities will also be conducted to capacitate the stakeholders towards adoption of relevant standards. Learning and Development (L&D) activities include the conduct of seminar-awareness, capacity building workshops, development of online modules, management of BAFS Online Academy and management of the Bureau's Quality Management System (QMS).

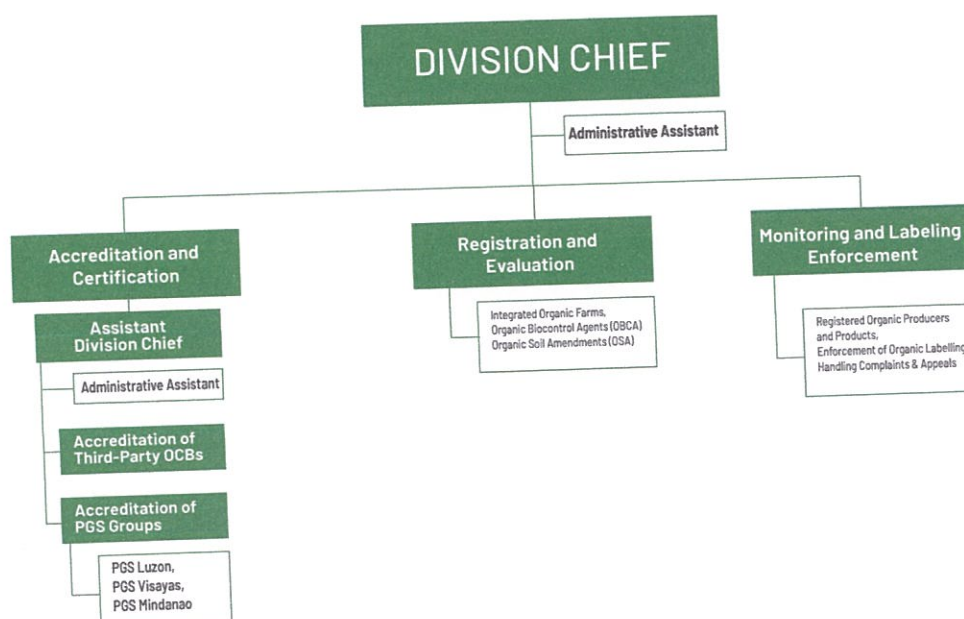
- A. Learning and Development Activities. Activities related to dissemination of information and knowledge aiming to create awareness and build capacity; includes seminars, workshops webinars.
- B. BAFS Online Academy. Centralized platform containing self-paced online courses, exercises, assessment tools and other learning interventions aiming to increase the understanding and appreciation of adopted PNS.
- C. Maintenance of Quality Management System. Maintenance of the certifiable quality management system (QMS) of the bureau through regular review and update of related processes such as management review, internal audits and engagement with third party certification body for external audit of QMS.

ORGANIC AGRICULTURE DIVISION

The Organic Agriculture Division is responsible for the accreditation of Organic Certifying Bodies (OCBs); conduct of inspections on compliance of PGS Groups with Philippine National Standards on Organic Agriculture; registration of organic inputs, such as organic soil amendments and organic bio-control agents; registration of integrated organic farms with multiple commodities/production and of organic input producers; and rule on the appeal of farm/farm owner on decisions made by organic certifying bodies and the concerned municipal/city PGS Groups on inspection and certification issues.

The Organic Agriculture Division is also responsible for the monitoring of registered organic inputs producers and products, and integrated organic farms; and enforcement of “organic” labeling requirements of agricultural and fishery products.

ORGANIC AGRICULTURE DIVISION



Accreditation and Certification

- A. Accreditation of Third-party OCBs. The function includes the assessment and formal recognition of the competence of a third-party OCB to provide inspection and certification services; and responsible for the international harmonization of organic agriculture certification and accreditation of third-party OCBs.
- B. Accreditation of Participatory Guarantee System (PGS) Groups. The function includes the inspection and certification of at least five (5) organic farmers in every PGS Group; accreditation (assessment and formal recognition of the competence) of a PGS Group; and ruling on the appeal of farm/farm owner on decisions made by organic certifying bodies and the concerned farm/farm owner.

Registration and Evaluation of Organic Integrated Organic Farms and Organic Input

requirements; issuance of importation/ exportation permits; and updating and maintenance of registered OSA producers and products.

- C. Registration and Evaluation of Organic Biological Control Agents (OBCA) Producers and Products. The function includes the evaluation of technical documentary requirements and product efficacy trial protocols; issuance of experimental use permits and importation/ exportation permits; conduct of field compliance assessment of on-going efficacy trials; certification of OBCA Researchers; and updating and maintenance of registered OBCA producers and products.

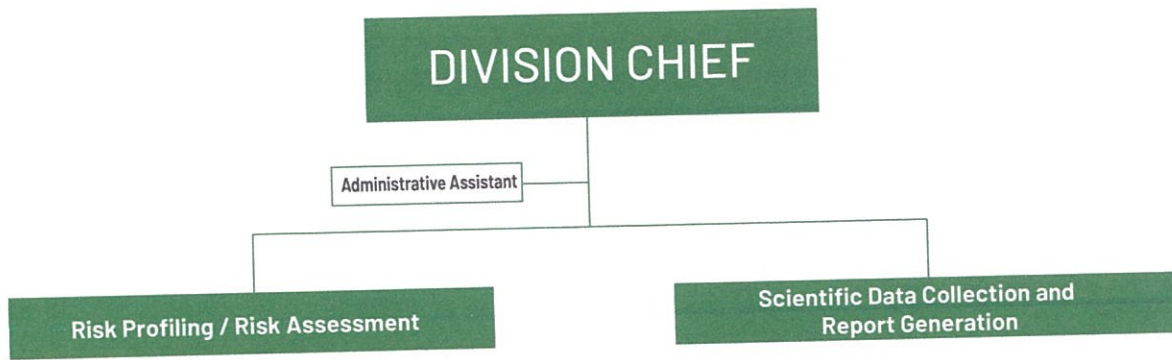
Monitoring and Labeling Enforcement

- A. Monitoring of Registered Organic Integrated Farms and Organic Inputs. The function includes the monitoring of registered organic integrated farms, and organic inputs. The monitoring of registered organic inputs covers the OSA and OBCA products and the facilities. Moreover, the function entails the conduct of capability activities for OA Monitoring and Labeling Enforcement Team; and the collection of samples for laboratory analysis.
- B. Enforcement of Organic Labeling Requirements. The function includes the enforcement of “organic” labeling requirements on agricultural and fishery products in the market, information dissemination on the Philippine Organic Mark, publication of approved guidelines, and stakeholders’ orientation on organic technical regulations.
- C. Secretariat of Complaints and Appeals Committee. The function includes handling complaints and ruling on the appeal of farm/farm owner on decisions made by organic certifying bodies and the concerned municipal/ city PGS Groups on inspection and certification issues through an independent complaints and appeals committee as per approved guidelines.

LABORATORY SERVICES DIVISION

The Laboratory Services Division (LSD) is mandated to generate scientific data to support standards development through the following: conduct of risk profiling/assessments, data gathering and analysis, and management of an information system as a tool for standards research.

LABORATORY SERVICES DIVISION



Risk Profiling and Assessment

- A. Risk Profile and Assessment Development. Profiling and identification of risks in food production chains of primary and post harvest agricultural and fisheries products.
- B. Expert Advice Sourcing. Organization of the DA Pool of Scientific Experts (DAPE) and Technical Working Group (TWG) for provision of scientific advice.

Scientific Data Collection and Report Generation

- A. Data Gathering and Report Generation. Conduct of research in food contaminants, other poisonous and toxic substances in primary and secondary agriculture and fisheries products for sources and levels of risks.
- B. Management of Information System for Standards Research. Management of an information system for the collection, repository, processing and reporting of all scientific data in relation to standards development and organic agriculture regulation compliance, including those from the DA laboratories.

ANNEX C
MAJOR FUNCTIONS, DUTIES AND RESPONSIBILITIES

STANDARDS DEVELOPMENT DIVISION

Division Head: Karen Kristine A. Roscom		
Administrative Assistant: Ederlie L. Magdalita		
Standards Development Categories	Overseer	Manager
Crops (food and non-food)	John Gregory V. Aquino/ Farlash D. Pancho	<i>Kristel Alarice R. Aborido</i> <i>Krisha Marie L. Mecija</i> <i>Dominique S. Salcedo</i>
Poultry and Livestock	Gari Pellinor U. Hernandez/ Camille B. Baraquiél	<i>Aljon S. Reyes</i>
Fish and Fishery Products	Camille B. Baraquiél	<i>Froline M. Bernas</i>
Agriculture and Fishery Machineries and Structures	Gari Pellinor U. Hernandez/ Farlash G. Pancho	<i>Em Bentulan</i> <i>Timothy Justine V. Regalado</i> <i>Joshua G. Villanueva</i>
General Food Standards	John Gregory V. Aquino/ Farlash D. Pancho	<i>Camille B. Baraquiél</i>

MAJOR FUNCTIONS, DUTIES AND RESPONSIBILITIES

Position	Major Functions	Duties and Responsibilities
Chief Science Research Specialist (Division Head)	<ul style="list-style-type: none"> ● Provides overall management and supervision to the Division; ● Provides the vision, strategic thrusts and directions, and innovations to the Division; and ● Coaches and mentors Overseers and Managers. 	<ul style="list-style-type: none"> ● Consolidates and updates prioritization list for PNS development; ● Supervises and manages all stakeholder's consultations; ● Finalizes and endorses final draft PNS; ● Consolidates and updates status report on PNS development; ● Finalizes and endorses project proposals for standards development in collaboration with partner organizations for approval; ● Finalizes and submits country positions related to standards development; ● Consolidates and updates the harmonization/alignment assessment report; ● Conducts mentoring and coaching sessions to Overseers and Managers ● Submits annual PPMP; ● Participates in L&D activities relevant to Division; ● Participates in L&D activities of the BAFS; and ● Performs other activities as may be assigned by the Director.

Position	Major Functions	Duties and Responsibilities
<p>Overseer</p>	<ul style="list-style-type: none"> ● Supervises and manages the projects under the assigned standards development categories; and ● Coaches and mentors Managers. 	<ul style="list-style-type: none"> ● Drafts prioritization list for PNS development; ● Reviews and submits Activity Reports of stakeholder’s consultations; ● Reviews and submits initial draft PNS; ● Reviews and submits Minutes of Meeting; ● Reviews and submits working draft PNS; ● Reviews and submits proposed final draft PNS; ● Drafts status report of PNS development; ● Drafts project proposals for standards development in collaboration with partner organizations; ● Submits draft country positions related to standards development; ● Submits draft harmonization/alignment assessment reports; ● Conducts mentoring and coaching sessions to Managers; ● Submits draft annual PPMP; ● Participates in L&D activities relevant to the assigned PNS categories; ● Participates in L&D activities of the BAFS; and ● Performs other activities as may be assigned by the Division Head.
<p>Manager</p>	<ul style="list-style-type: none"> ● Prepares and drafts assigned PNS; ● Manage tasks, activities, and assignments relevant to assigned PNS; and ● Facilitate all meetings and consultations relevant to assigned PNS. 	<ul style="list-style-type: none"> ● Conducts initial evaluation of proposals for development of standards from relevant stakeholders based on prioritization criteria; ● Conducts secondary research on assigned PNS; ● Prepares and facilitates the transmittal and distribution of the call for nomination of TWG members and Special Order establishing relevant TWGs; ● Prepares and facilitates the transmittal and distribution of Notice of Meetings, Agenda, and other relevant working documents for the TWG meetings; ● Facilitates the conduct of TWG meetings; ● Prepares and submits Minutes of Meetings; ● Prepares the initial, working, and final drafts of assigned PNS; ● Prepares and facilitates the transmittal and distribution of the invitations, program, and other relevant documents for the stakeholder’s consultations; ● Prepares and submits Activity Reports of the stakeholder’s consultations;

Position	Major Functions	Duties and Responsibilities
		<ul style="list-style-type: none"> ● Facilitates the conduct of stakeholder's consultations; ● Prepares initial draft of news or feature articles of stakeholder's consultations; ● Participates in L&D activities relevant to the assigned PNS; ● Participates in L&D activities of the BAFS; and ● Performs other activities as may be assigned by the immediate supervisor/Project Overseer.
Administrative Assistant	<ul style="list-style-type: none"> ● Provides administrative support to the Division. 	<ul style="list-style-type: none"> ● Records all incoming and outgoing documents; ● Disseminates all incoming and outgoing documents; ● Monitors budget utilization; ● Prepares all pertinent documents in relation to COS compensation; ● Acts as public assistance desk officer on scheduled dates; ● Manages SDD online commenting system; ● Participates in L&D activities relevant to the SDD; ● Participates in L&D activities of the BAFS; and ● Performs other activities as may be assigned by the Division Chief and/or Project Overseers.

TECHNICAL SERVICES DIVISION

Division Head: Mary Grace R. Mandigma		
Administrative Assistant: Alma V. Reyes		
Knowledge Management		
	Overseer	Manager
Knowledge Products (KP) Development	Food safety standards: Katrina L. Maminta Quality-related standards: Jan Vincent DR. Tecson	(Each commodity category covers both food safety and quality-related standards) <ul style="list-style-type: none"> ● Livestock related: <i>Georlene Orbista</i> ● Fisheries related: <i>Chester Benavidez</i> ● Organic agriculture, Halal, and AFmech related: <i>Kristine Lasac</i> ● Crops Related/Publication, dissemination and NLP registration: <i>Brooklyn Flores</i>
KM Monitoring and Evaluation	Adoption into TR; impact assessment of PNS; Monitoring and analysis of relevant TBT notification: Dr. Alpha M. Lanuza M&E of PNS contribution to market access: Rodolfo N. Panganiban	<ul style="list-style-type: none"> ● Monitoring and evaluation of PNS adoption into TR: <i>Katrina Maminta</i> ● Assessment of PNS implementation: <i>Georlene Orbista</i> ● TBT notifications and drafting of policy recommendations: <i>Aubrey Katreena Ramos</i>
Information Management System (IT, Website, Social media accounts)	Katrina L. Maminta	<ul style="list-style-type: none"> ● IT personnel: <i>Kenneth Matchica, Jocel Ann Yamson, France Enriquez, Allister Budlao</i> ● Content creators: <i>Chester Benavidez - social media accounts Alma Reyes/Brooklyn Flores - Website</i> ● Contributors: <i>Rosemarie Calibo, Designated writers from each Division</i>
Learning and Development		
Learning and Development Activities	Food safety standards: Katrina L. Maminta Quality-related standards: Jan Vincent DR. Tecson	(Each commodity category covers both food safety and quality-related standards) <ul style="list-style-type: none"> ● Livestock related: <i>Georlene Orbista</i> ● Fisheries related: <i>Chester Benavidez</i> ● Organic agriculture, Halal, and AFmech related: <i>Kristine Lasac</i> ● Crops Related: <i>Brooklyn Flores</i>
BAFS Online Academy	Alpha Lanuza	<ul style="list-style-type: none"> ● Online courses design and management: <i>Katrina Maminta, Jan Vincent Tecson</i> ● Module Development (general content and format): <i>Chester Benavidez, Brooklyn Flores</i> ● TBT Course: <i>Aubrey Katreena Ramos</i>
Maintenance of Quality Management System	Dr. Alpha M. Lanuza	<ul style="list-style-type: none"> ● Update of Quality procedures: <i>Georlene Orbista</i> ● Records Management: <i>Chester Benavidez</i> ● Internal Audit: <i>Katrina L. Maminta, Jan</i>

		<i>Vincent Tecson</i>
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MAJOR FUNCTIONS, DUTIES AND RESPONSIBILITIES

Position	Major Functions	Duties and Responsibilities
<p>Chief Science Research Specialist (Division Head)</p>	<ul style="list-style-type: none"> ● Provides overall management and supervision to the Division; ● Provides the vision, strategic thrusts and directions, and innovations to the Division; and ● Coaches and mentors Overseers. 	<ul style="list-style-type: none"> ● Supervises the development of annual strategy for KP & L&D; ● Finalizes, updates and endorses the priority list of KPs and L&D activities; ● Finalizes and endorses concept note/activity design for development of KP & conduct of L&D activities; ● Supervises stakeholders' consultations, and conduct of L&D activities; ● Finalizes and endorses final draft of knowledge product for approval; ● Finalizes and endorses the status report on registration of developed KPs in the National Library of the Philippines (NLP) - International Standard Book Number (ISBN), International Standard Serial Number (ISSN) and prepares status report including recommendations; ● Finalizes and endorses consolidated report including recommendations for the semi-annual L&D activities; ● Supervises the strategies ensuring the continuous CPD accreditation with PRC; ● Supervises the establishment of an effective integrated monitoring and evaluation system in relation to PNS adoption into technical regulations by regulatory agencies, impact upon implementation and contribution in market access of Philippine agri-fishery products exports; ● Finalizes and endorses research design and assessment tools in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation; ● Finalizes and endorses the report relevant to test for validity and reliability of assessment tools; ● Finalizes and endorses the consolidated KM monitoring and evaluation report; ● Finalizes and endorses the policy recommendations based on KM monitoring and evaluation; ● Supervises the creation of content for the BAFS website and social media platform; ● Finalizes consolidated report on BAFS website and social media platform content and reach/engagement to include recommendations for a sustained increase

Position	Major Functions	Duties and Responsibilities
		<p>in reach/engagement;</p> <ul style="list-style-type: none"> ● Finalizes and endorses concept notes/capacity building design of courses for the BAFS Online Academy; ● Finalizes and endorses modules for the BAFS Online Academy; ● Finalizes and endorses the consolidated monitoring report including recommendations re: BAFS Online Academy enrollees and graduates; ● Supervises the conduct of Management Reviews; ● Finalizes and endorses QMS related documents for approval; ● Conducts mentoring and coaching sessions to Overseers and Managers; and ● Submits annual PPMP.
<p>Overseer (Knowledge Products)</p>	<ul style="list-style-type: none"> ● Supervises and manages the projects assigned related to development, registration and dissemination of knowledge products; and ● Coaches and mentors the Managers. 	<ul style="list-style-type: none"> ● Facilitates the preparation and submission of the annual work plan for the development of KPs; ● Consolidates the priority list for the development of KPs relevant to Philippine National Standards (PNS) covering crops (food and non-food), livestock & poultry, fish & fishery products, organic agriculture, Halal, and agricultural and fishery machineries, equipment and structures; ● Consolidates and submits concept note/activity design for development of KPs; ● Reviews and submits draft KPs for finalization; ● Manages the conduct of TWG and stakeholders' consultations and ensure submission of post-activity documents; ● Supervises the registration of developed KPs in the National Library of the Philippines (NLP) - International Standard Book Number (ISBN), International Standard Serial Number (ISSN) and prepares status report; ● Supervises the procurement for printing/publication, distribution and dissemination of printed and electronic versions of the KPs; ● Prepares the draft annual PPMP; and ● Performs other activities as may be assigned by the Division Head.
<p>Overseer (KM Monitoring and Evaluation)</p>	<p><i>M and E of PNS adoption into TR and Impact assessment of PNS; Monitoring and Evaluation of TBT notification</i></p> <ul style="list-style-type: none"> ● Supervises the analysis 	<ul style="list-style-type: none"> ● Submits concepts in establishing an effective integrated monitoring and evaluation system in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation; ● Submits research design and assessment

Position	Major Functions	Duties and Responsibilities
	<p>of standards including its adoption to technical regulation and impact upon implementation;</p> <ul style="list-style-type: none"> ● Supervises the analysis of standards notified under WTO TBT; and ● Coaches and mentors the Managers. 	<p>tools in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation;</p> <ul style="list-style-type: none"> ● Manages the conduct of test for validity and reliability of assessment tools; ● Consolidates findings and draft report relevant to the conduct of test for validity and reliability of assessment tools; ● Submits of relevant assessment report; ● Submits research design and assessment tools for analysis of TBT notifications; ● Submits assessment report relevant to TBT notification; ● Submits relevant policy recommendations based on the analysis and evaluation conducted aiming to intensify the widespread adoption of PNS in the country; and ● Submits relevant policy recommendations based on the analysis and evaluation conducted relevant to TBT notifications.
	<p><i>Monitoring and Evaluation of PNS contribution to market access</i></p> <ul style="list-style-type: none"> ● Monitors and evaluates the contribution of adopted PNS in increasing or sustaining market access of Philippine agriculture and fishery product exports. 	<ul style="list-style-type: none"> ● Submits concepts in establishing an effective integrated monitoring and evaluation system in relation to PNS contribution to market access; ● Submits research design and assessment tools for analysis of PNS contribution to market access; ● Submits assessment report relevant to PNS contribution to market access; ● Submits appropriate policy recommendations based on the analysis and evaluation conducted relevant to applicable PNS contribution to market access; and ● Performs other assignments as directed by the immediate supervisor.
<p>Overseer (Information Management System)</p>	<ul style="list-style-type: none"> ● Supervises and manages the projects related to information and management system; and ● Coaches and mentors the Managers. 	<ul style="list-style-type: none"> ● Submits initial concepts or drafts of BAFS website and social media platforms contents; ● Provides direction based on the approved content, in crafting various publications (i.e. news releases, feature articles, newsletters, annual report) for the BAFS website and materials for the social media platforms; ● Ensures that BAFS website and social media platforms are user friend, and easy to navigate; ● Ensures updated and relevant content of website and social media pages of the Bureau for a sustained increase in BAFS followers; ● Consolidates the reports and analyzes information on media reach, engagement,

Position	Major Functions	Duties and Responsibilities
		visibility and satisfaction rating; and <ul style="list-style-type: none"> ● Supervises the monitoring, collection, collation, digitization and storage of new articles/issues on PNS and other tri-media sources.
Overseer (Learning and Development Activities)	<ul style="list-style-type: none"> ● Supervises and manages the projects assigned to them related to learning and development; and ● Coaches and mentors the Managers. 	<ul style="list-style-type: none"> ● Facilitates the preparation and submission of the annual work plan for the development of L&D; ● Consolidates and drafts the priority list for the conduct of L & D activities relevant to Philippine National Standards (PNS) covering crops (food and non-food), livestock & poultry, fish & fishery products, organic agriculture, Halal, and agricultural and fishery machineries, equipment and structures; ● Consolidates and submits concept note/activity design for conduct of L & D activities; ● Manages the conduct of TWG and stakeholders' consultations and ensure submission of post-activity documents; ● Drafts consolidated semi-annual report for L&D activities conducted; ● Supervises the application for Continuing Professional Development (CPD) accreditation of L & D activities, <i>i.e.</i> seminars/webinars and online courses, in the Professional Regulation Commission (PRC); ● Prepares the draft annual PPMP; and ● Performs other activities as may be assigned by the Division Head.
Overseer (Management of BAFS Online Academy)	<ul style="list-style-type: none"> ● Supervises and manages the maintenance of BAFS online academy; and ● Coaches and mentors the Managers. 	<ul style="list-style-type: none"> ● Facilitates the preparation and submission of the annual work plan for the BAFS Online Academy; ● Consolidates the concept notes/capacity building design and prepare the list of online courses relevant to Philippine National Standards (PNS) covering crops (food and non-food), livestock & poultry, fish & fishery products, and agricultural and fishery machineries and equipment; ● Submits the draft modules, including the development of online course contents (videos, exercises and exams), based on relevant PNS; ● Supervises the uploading and launching of the online course in the BAFS Online Academy; ● Submits monitoring report (semi-annual) on the number of enrollees per course in the BAFS Online Academy since its launching;

Position	Major Functions	Duties and Responsibilities
		<p>and</p> <ul style="list-style-type: none"> Supervises the management/maintenance (including timely payment of subscription fee) of the BAFS Online Academy portal via Podia to enable continuous access to online courses.
<p>Overseer (Quality Management System)</p>	<ul style="list-style-type: none"> Supervises and manages the maintenance certifiable quality management system of the Bureau; and Ensures timely delivery of tasks assigned. 	<ul style="list-style-type: none"> Facilitates the regular review of quality management system through management review and internal audits; Ensures updated quality management system through regular review of quality procedures and compliance to statutory and regulatory requirements; Facilitates the management of documents and records relevant to the Bureau's management system; Supervises the compliance of BAFS QMS to data privacy regulations; and Supervises the maintenance of the certifiable status through regular conduct of external audit.
<p>Manager (Knowledge Products)</p>	<ul style="list-style-type: none"> Manages activities relevant to the task assigned; and Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> Conducts initial evaluation and prepares the priority list for the development of KPs relevant to assigned grouping of Philippine National Standards (PNS); Prepares the concept note/activity design for development of KPs; Conducts secondary research and drafts KPs relevant to PNS in collaboration with interested parties, i.e. experts from government agencies, academe, and private sector; Facilitates conduct of TWG meetings including the pre- (working documents, notice of meeting, registration and evaluation form links, meeting platform, etc.) and post-meeting activities (minutes of meeting, evaluation summary, etc.); Prepares the registration of the developed KPs in the National Library of the Philippines (NLP) - International Standard Book Number (ISBN), International Standard Serial Number (ISSN); Prepares the procurement for the printing/publication of KPs, and facilitates the distribution and dissemination of printed and electronic versions of the KPs; Retain record of dissemination of printed KPs; and Performs other activities as may be assigned by the immediate supervisor Overseer.

Position	Major Functions	Duties and Responsibilities
Manager (KM Monitoring and Evaluation)	<p><i>M and E of PNS adoption into TR and Impact assessment of PNS</i></p> <ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Conducts secondary research to support the establishment of effective integrated monitoring and evaluation system in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation; ● Participates in the conceptualization of effective integrated monitoring and evaluation system in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation; ● Prepares initial draft of relevant research design and assessment tools in relation to adoption of PNS into technical regulations by regulatory agencies and its impact upon implementation; ● Facilitates conduct of test for validity and reliability of assessment tools (working documents, notice of meeting, registration and evaluation form links, meeting platform, etc.) and post-meeting activities (activity report, etc.); ● Consolidates data and prepares initial draft of relevant assessment report; and ● Submits relevant reports and references useful in crafting relevant policy recommendations based on the analysis and evaluation conducted aiming to intensify the widespread adoption of PNS in the country.
	<p><i>Monitoring and Evaluation of TBT notification</i></p> <ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Conducts secondary research to support the establishment of an effective integrated monitoring and evaluation system in relation to analysis of TBT notification; ● Participates in the conceptualization in establishing an effective integrated monitoring and evaluation system in relation to analysis of TBT notification; ● Prepares initial draft of relevant research design and assessment tools for analysis of TBT notification; ● Consolidates data and prepares the initial draft of assessment report relevant to TBT notification; and ● Submits relevant reports and references useful in crafting relevant policy recommendations based on the analysis and evaluation conducted relevant to TBT notification.
Manager (Information Management System)	<ul style="list-style-type: none"> ● Manages tasks, activities and assignments relevant to IMS; and 	<ul style="list-style-type: none"> ● Conducts research and participate in the development of content for the BAFS website and social media platforms; ● Drafts various publications (i.e. news

Position	Major Functions	Duties and Responsibilities
	<ul style="list-style-type: none"> ● Identifies and implements strategies to effectively communicate to stakeholders and partners of the Bureau through the various media platforms. 	<p>releases, feature articles, newsletters, annual report) to provide the necessary information intended for its stakeholders using available platforms;</p> <ul style="list-style-type: none"> ● Monitors, collect, collate, digitize and store new articles/issues on PNS and other tri-media sources; ● Maintains databases to enable continuous online access to approved PNS, knowledge products and learning interventions on PNS, information on laboratories and organic agriculture; ● Collects data and prepare initial report based on collected and collated data and information on media reach, engagement, visibility and satisfaction rating; and ● Coordinate the submission of relevant content of website and social media pages of the Bureau from process contributors.
Manager (Learning and Development Activities)	<ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Conducts initial evaluation and prepares the priority list for the development of L&D activities relevant to assigned grouping of Philippine National Standards (PNS); ● Prepares the concept note/activity design for the conduct of L & D activities; ● Facilitates the conduct of L & D activities including pre- (invitation, teasers, registration and evaluation form links, etc.) and post- (activity report, evaluation summary, etc.) seminar/webinar activities; ● Prepares the application for Continuing Professional Development (CPD) accreditation of L & D activities, i.e. seminars/webinars and online courses, in the Professional Regulation Commission (PRC); and ● Performs other activities as may be assigned by the immediate supervisor/ Overseer.
Manager (Management of BAFS Online Academy)	<ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Prepares the concept notes/capability building design of online courses relevant to Philippine National Standards (PNS) covering crops (food and non-food), livestock & poultry, fish & fishery products, and agricultural and fishery machineries and equipment; ● Prepares the initial draft modules, including the development of online course contents (videos, exercises and exams), based on relevant PNS; ● Facilitates the uploading of the module in

Position	Major Functions	Duties and Responsibilities
		<p>the in the BAFS Online Academy;</p> <ul style="list-style-type: none"> ● Monitors (semi-annually) the number of enrollees per online course in the BAFS Online Academy since its launching; and ● Ensures accessibility of BAFS Online Academy portal via Podia.
<p>Manager (Maintenance of QMS)</p>	<ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Prepares logistical requirements and coordinates the presentation from process owners in the conduct of management review; ● Facilitates the management of documents relevant to the Bureau’s management system; ● Retains quality records collected from management review, internal and external audits; ● Facilitates the regular updating of quality procedures; ● Facilitates the compliance of the Bureau with data privacy regulations; and ● Facilitates the procurement of certification body services for BAFS QMS external audit.
<p>Administrative Assistant</p>	<ul style="list-style-type: none"> ● Manages activities relevant to the task assigned; and ● Ensures timely delivery of tasks assigned according to prescribed format. 	<ul style="list-style-type: none"> ● Facilitates the submission of the division documents to the Office of the Director; ● Ensures the dissemination of received documents to the entire division through physical or digital means; ● Assists in the development of knowledge products specifically comics and infographics; ● Assists in the registration of KPs to the National Library of the Philippines; and ● Manages the traceability of records and documents of the division (e.g logbook, e-mail, social media messaging, uploading in Google Drive).

ORGANIC AGRICULTURE DIVISION

Division Head: Joeve S. Calleja		
Assistant Division Head: Mark F. Matubang		
Administrative Assistant: May Ann B. Redulfa		
Regulatory Functions	Overseer	Manager
Accreditation and Certification	Overall Project Overseer: Mark F. Matubang	
	Accreditation of Third-party OCBs: Vera Ysabel V. de la Cruz/ Vicente D. Limsan, Jr	<i>Jerson Raphael A. Bontogon</i>
	Accreditation of Participatory Guarantee System (PGS) Groups: Ronald John L. Lamano (Study leave)/ Geeza June V. Painaga	<i>Jeffrey S. Garrido Jerson Raphael A. Bontogon Gio Renzo M. Caballero Jay El E. Bautista John Lawrence A. Arrogante Cris Venus F. Basas</i>
Registration and Evaluation	Gerald E. Cammagay	<ul style="list-style-type: none"> ● Registration and evaluation of Integrated Organic Farms: <i>Charlie Palilio and Anna Dominique Cadsawan</i> ● Registration and evaluation of Organic Soil Amendment (OSA) Producers and Products; <i>Charlie Palilio and Jenina Cusay</i> ● Registration and Evaluation of Organic Biological Control Agents (OBCA) Producers and Products: <i>Charlie Palilio, Jenina Cusay, Anna Dominique Cadsawan</i>
Monitoring and Labeling Enforcement	Ibrahim A. Racmat	<ul style="list-style-type: none"> ● Monitoring of Registered Organic Producers and Products: <i>Moraine M. Sumague, Marc Owell A. Ama</i> ● Enforcement of Organic Labeling Requirements: <i>Jeffrey S. Garrido, Marc Owell A. Ama</i> ● Secretariat of Complaints and Appeals Committee: <i>Moraine M. Sumague and Marc Owell A. Ama</i>

MAJOR FUNCTIONS, DUTIES AND RESPONSIBILITIES

Position	Major Functions	Duties and Responsibilities
Chief Science Research Specialist (Division Head)	<ul style="list-style-type: none"> ● Provides overall management and supervision to the Division; ● Provides the vision, strategic thrusts and 	<ul style="list-style-type: none"> ● In-charge of the overall management of the Division; ● Oversees the accreditation of organic certifying bodies and PGS groups, registration of organic producers, produce, and inputs (organic soil amendments,

Position	Major Functions	Duties and Responsibilities
	<p>directions, and innovations to the Division; and</p> <ul style="list-style-type: none"> ● Coaches and mentors Overseers. 	<p>organic bio-control agents), monitoring and enforcement of labeling of organic produce, and the provision of technical assistance to relevant stakeholders;</p> <ul style="list-style-type: none"> ● Oversees the handling of complaints and appeal of the farm/farm owner on decisions made by organic certifying bodies and the concerned municipal/city PGS Groups on inspection and certification issues; ● Conducts performance assessment to ensure maintenance of technical competence and continual improvement of all personnel of the Division; and ● Monitors international developments on organic agriculture and recommends how the bureau should respond to these advances.
<p>Supervising Science Research Specialist (Assistant Division Head)</p>	<ul style="list-style-type: none"> ● Supervises and manages the functions of the Division relevant to organic agriculture regulations, and ● Coaches and mentors the Overseers/Managers. 	<ul style="list-style-type: none"> ● Collaborates with the Division Head in the operation of the Organic Agriculture Division; ● Administers the implementation of planned changes, identifies bottlenecks and submits proper recommendations to the Division Head on draft/existing programs, policies, and guidelines relative to organic agriculture functions of the Division; ● Provides guidance and collaborates with the Division Head in the review and recommendation to the Director the approval and issuance of relevant regulatory documents; ● Manages the maintenance of the quality management system of the Division; ● Manages and collaborates with the Division Head in the performance assessment and maintenance of technical competence of all personnel of the Division; and ● Performs other duties as directed.
<p>Overseer (Accreditation and Certification)</p>	<ul style="list-style-type: none"> ● Supervises and manages the functions relevant to accreditation of OCBs; and ● Coaches and mentors the Overseers/Managers. 	<ul style="list-style-type: none"> ● Oversees the accreditation of third-party organic certifying bodies and PGS groups, and inspections on compliance of PGS groups with the Philippine National Standards for Organic Agriculture; ● Supervises the establishment and maintenance of Technical Working Group (TWG) for the accreditation of organic certifying bodies; ● Oversees the development and/or updating of the rules and procedures (guidelines) in the accreditation of OCBs

Position	Major Functions	Duties and Responsibilities
		<p>and related activities;</p> <ul style="list-style-type: none"> ● Oversees the implementation of certification and accreditation process for PGS groups in accordance with relevant laws and guidelines; ● Oversees the establishment of the PGS Guaranteed Organic Mark; ● Oversees the registration of Organic Mark and PGS Guaranteed Mark with the Intellectual Property Office of the Philippines (IPOPIL); ● Supervises the maintenance and control of the use of the relevant marks (Organic Mark and PGS Guaranteed Marks); ● Supervises the coordination of the conduct of activities of the Bureau related to ASEAN harmonization of organic agriculture standards, organic certification and accreditation of OCBs; and ● Performs other duties as directed.
<p>Overseer (Registration and Evaluation)</p>	<ul style="list-style-type: none"> ● Supervises and manages the functions relevant to registration and evaluation of integrated organic farms, OSA producers and products, and OBCA producers and products; and ● Coaches and mentors the Managers. 	<ul style="list-style-type: none"> ● Supervises the registration of Integration Organic Farm, and Organic Input Producers and their Products, including issuances of importation / expiration permits and issuances of experimental use permits; ● Supervises the updating and maintenance of BAFS Official List of Registered Organic Producers, Produce and Inputs; ● Supervises the development and maintenance of guidelines and procedures relevant to registration and evaluation of integrated organic farm and organic input products; ● Supervises the establishment of online registration system; ● Supervises conduct of field compliance assessment of on-going efficacy trials for OBCA; ● Supervises related activities for the certification of OBCA researcher; ● Reviews and endorses Certificate of Registration, Certificate of Product Registration, Importation/Exportation Permits, and Experimental Use Permits; ● Maintains the Section's Quality Management System; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the registration and evaluation section functions.
<p>Overseer (Monitoring and Labeling)</p>	<ul style="list-style-type: none"> ● Supervises and manages the functions relevant to 	<ul style="list-style-type: none"> ● Supervises the monitoring of registered organic operators and organic input

Position	Major Functions	Duties and Responsibilities
Enforcement)	<p>monitoring of registered producers, facilities, and products, collection of samples, enforcement of “organic” labeling requirements, and handling complaints and appeals; and</p> <ul style="list-style-type: none"> Coaches and mentors the Managers. 	<p>products and facilities [organic soil amendments (OSA) and organic bio-control agents (OBCA)] and labeling enforcement of products with organic claim;</p> <ul style="list-style-type: none"> Supervises the development and maintenance of guidelines and procedures relevant to monitoring and labeling enforcement; Supervises the development and maintenance of database of monitored registered operators and organic input products; Initiates collaboration with other agencies in preparation and implementation of guidelines; procedures relevant to monitoring and labeling enforcement; and promotion of Philippine Organic Mark; Supervises conduct of capability building and stakeholders orientation activities on organic regulations; Reviews and endorses monitoring and market surveillance reports; Collects scientific information and generates reports for policy recommendation; Issues public advisory on violations on labelling requirements; Ensures regular assessment of the overall enforcement of labelling requirements for continual improvement; Maintains the Section’s Quality Management System; and Performs such other functions, duties and responsibilities, as may be necessary to implement the monitoring and labeling enforcement functions.
Manager (Accreditation and Certification)	Leads the accreditation of third-party OCBs.	<ul style="list-style-type: none"> Reports to the Supervising Science Research Specialist status of third-party OCB accreditation operations, clients and activities; In-charge of the overall management of the accreditation of third-party organic certifying bodies (OCB); Manages the development and/or updating of the rules and procedures in the accreditation of third-party OCBs and related activities; Supervises and ensures the implementation of accreditation process in accordance with relevant laws and guidelines; Performs audits to third-party OCBs applying for or maintaining accreditation

Position	Major Functions	Duties and Responsibilities
		<p>status;</p> <ul style="list-style-type: none"> ● Recommends to Supervising Science Research Specialist actions on reviewed and validated third-party OCB applications for accreditation based on the developed rules and procedures; ● Leads the development of guidelines for sanctions of non-compliances to rules and regulations of organic certification; ● Ensures the competence of assessors are maintained; ● Conducts meetings and capability building activities of the assessors and pool of experts for accreditation of third-party OCBs; ● Leads the establishment of the PGS Guaranteed Organic Mark; ● Manages the registration of Organic Mark with the Intellectual Property Office of the Philippines (IPOPIL); ● Manages the establishment and maintenance of Technical Working Group (TWG) for accreditation of organic certifying bodies; ● Oversees and leads in maintaining the Quality management system for the accreditation of third-party OCBs; ● Coordinates and leads the conduct of activities of the Bureau related to ASEAN harmonization of organic agriculture standards, organic certification and accreditation of OCBs; ● Prepares, reviews and endorses reports to the Supervising Science Research Specialist related to the accreditation process; and ● Perform such other functions, duties and responsibilities as may be necessary to implement the accreditation function.
	<p>Leads the certification of PGS farmers and accreditation of PGS groups.</p>	<ul style="list-style-type: none"> ● Reports to the Supervising Science Research Specialist status of PGS group accreditation operations, clients and activities; ● In-charge of the overall management of the accreditation of PGS groups; ● Manages the development of the rules and procedures in the accreditation of PGS groups and related activities; ● Manages the development of guidelines certification of farms under PGS; ● Implements the certification and accreditation process for PGS groups in accordance with relevant laws and guidelines;

Position	Major Functions	Duties and Responsibilities
		<ul style="list-style-type: none"> ● Performs inspections to PGS groups applying for or maintaining accreditation status; ● Recommends to Supervising Science Research Specialist actions on reviewed and validated PGS group applications for accreditation based on the developed rules and procedures; ● Leads the development of guidelines for sanctions of non-compliances to rules and regulations of organic certification under PGS; ● Ensures the competence of assessors are maintained; ● Conducts meetings and capability building activities of the assessors and pool of experts for accreditation of PGS groups; ● Manages the registration of PGS Guaranteed Mark with the Intellectual Property Office of the Philippines (IPOPIL); ● Oversees and leads in maintaining the Quality management system for the accreditation of PGS groups; ● Prepares, reviews and endorses reports to the Supervising Science Research Specialist related to the accreditation process; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the accreditation function.
<p>Manager (Registration and Evaluation)</p>	<p>Leads the registration and evaluation of integrated organic farms, organic soil amendment producers and products, and organic biological control agents producers and products.</p>	<ul style="list-style-type: none"> ● Evaluates application documents for integrated organic farms, organic soil amendment producers and products, and organic biological control agents producers and products; ● Prepares certificate of registration, certificate of product registration, importation/exportation permits, and experimental use permits, including the summary of compliances of registration applications; ● Conducts field compliance assessment of on-going efficacy trials of OBCA and prepares its compliance assessment report; ● Conducts seminar-workshop for certification of OBCA researchers and prepares its activity report; ● Updates and maintains the official list of registered organic producers, produce and inputs; ● Conducts relevant activities for the development of regulatory guidelines;

Position	Major Functions	Duties and Responsibilities
		<ul style="list-style-type: none"> ● Collaborates in the conceptualization of online registration system; ● Maintains the Section's Quality Management System; ● Attends day-to-day clients of registration and evaluation section; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the registration and evaluation functions.
Manager (Monitoring and Labeling Enforcement)	Leads the monitoring of registered organic operators and organic input products (OSA and OBCA).	<ul style="list-style-type: none"> ● Develops and updates guidelines and procedures relevant to monitoring activities; ● Conducts on-site or online monitoring activities; ● Addresses complaints or reports of violation committed by registered organic operators and organic input products; ● Coordinates with the OA Registration Section and OA Accreditation Section on the results of monitoring activities; ● Coordinates with Regional Field Offices (RFOs) in the conduct of monitoring activities; ● Conducts stakeholders orientation related to OA regulations; ● Maintains the Section's Quality Management System; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the monitoring functions.
	Leads the enforcement of "organic" labeling requirements of agricultural and fishery products.	<ul style="list-style-type: none"> ● Develops and updates guidelines and procedures relevant to labeling enforcement; ● Conducts on-site or online market surveillance activities; ● Conducts capability building for Organic Agriculture Monitoring & Labeling Enforcement Team; ● Addresses complaints or reports of mislabeling of organic products; ● Conducts relevant activities for the promotion of Philippine Organic Mark; ● Maintains the Section's Quality Management System; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the labeling enforcement functions.
	Leads the resolution of received complaints and appeals.	<ul style="list-style-type: none"> ● Attends to the received complaints and appeals; ● Acts as the Secretariat of the Complaints

Position	Major Functions	Duties and Responsibilities
		<p>and Appeals Committee (CAPCom);</p> <ul style="list-style-type: none"> ● Organizes meetings of the CAPCom; ● Endorses CAPCom recommendations to the Division Head; ● Transmits documents related to the complaints and appeals; and ● Performs such other functions, duties and responsibilities as may be necessary to implement the resolution of complaints and appeals functions.
Administrative Assistant	Provides administrative support to the Division.	<ul style="list-style-type: none"> ● Records all incoming and outgoing documents; ● Disseminates all incoming and outgoing documents; ● Monitors budget utilization; ● Prepares all pertinent documents in relation to COS compensation; ● Acts as public assistance desk officer on scheduled dates; and ● Performs other activities as may be assigned by the Division Chief and/or Project Overseers.
	Provides administrative support to the Accreditation and Certification Section.	<ul style="list-style-type: none"> ● Keeps and maintains office records; ● Attends to callers and visitors and refers them to the proper office when applicable; ● Does liaising and messenger services; ● Prepares travel documents; ● Assists in the monitoring of budget utilization; ● Prepares and maintains calendar of the activities; ● Acts as public assistance desk officer on scheduled dates; and ● Performs other activities as may be assigned by the Division Chief and/or Project Overseers.

LABORATORY SERVICES DIVISION

Division Head: Edna Lynn C. Floresca

Administrative Assistant: Angelo Custodio

Functions	Overseer	Manager
Risk Profiling and Assessment	Farlash D. Pancho	Risk Profile and Assessment Development: <i>Kriszia Ann U. Decena</i>
Scientific Data Collection and Report Generation	Jerilee M. Sabariaga	Data Gathering and Analysis <ul style="list-style-type: none"> ● Fisheries and Crops-related: <i>Zaireen B. Cleofe</i> ● Livestock- related: <i>Melissa L. Astillero</i>
		Management of Information System for Standards Research <ul style="list-style-type: none"> ● Operation of the system: <i>Melissa L. Astillero</i> ● Systems development: <i>Jocel Ann D. Yamson, Kenneth Matchica</i>

MAJOR FUNCTIONS, DUTIES AND RESPONSIBILITIES

Position	Major Functions	Duties and Responsibilities
Chief Science Research Specialist	<ul style="list-style-type: none"> ● Provides overall management and supervision to the Division; ● Provides the vision, strategic thrusts and directions, and innovations to the Division; and ● Coaches and mentors Overseers. 	<ul style="list-style-type: none"> ● Supervises and manages all stakeholder's consultations; ● Finalizes and endorses risk profile/assessment reports, scientific papers from data gathering; ● Finalizes and endorses reports in the operation of the Information System for standards research; ● Conducts mentoring and coaching sessions to Overseers and Managers; ● Submits annual PPMP; ● Participates in L&D activities relevant to Division; ● Participates in L&D activities of the BAFS; and ● Performs other activities as may be assigned by the Director.
Overseer (Risk Profiling and Assessment)	<ul style="list-style-type: none"> ● Supervises, plans and manages the projects in risk profiling and assessment; and ● Coaches and mentors the Manager in the conduct of risk profiling and assessment. 	<ul style="list-style-type: none"> ● Evaluates and prioritizes requests for risk profiling or risk assessment; ● Conceptualizes and prepares risk profile and assessment and work plan and procedures; ● Leads the gathering information relevant to risk profiling and assessment of identified food-hazard combination from scientific literature, published data, and experts advice; ● Revises and submits Minutes of Meeting and Activity Reports; ● Reviews, revises and submits risk profile

Position	Major Functions	Duties and Responsibilities
		<p>and assessment reports;</p> <ul style="list-style-type: none"> ● Drafts proposals to collaborating partners and funding agencies for risk assessment projects; ● Submits draft annual PPMP of the section; ● Conducts mentoring and coaching sessions to Managers; ● Determines training needs, management gaps, and necessary interventions relevant to the section; ● Participates in L&D activities; ● Performs other activities as may be assigned by the Division Head; ● Organizes and facilitates collaboration with DA Pool of Experts (DAPE) and Technical Working Groups (TWG) for the provision of scientific advice; and ● Conducts consultation meetings with scientific experts to support standards research.
<p>Overseer (Data Gathering and Analysis)</p>	<ul style="list-style-type: none"> ● Supervises, plans and manages the projects in data gathering and analysis; and ● Coaches and mentors Managers. 	<ul style="list-style-type: none"> ● Evaluates requests and prioritizes requests for data gathering; ● Conceptualizes and develops sampling procedure, plans and designs for data gathering; ● Leads the conduct of data gathering activities, including secondary data gathering to develop scientific papers; ● Facilitates the coordination with BAFS Regional Managers for the collection of scientific data (e.g. food safety), field data, and the conduct of laboratory analysis (for food safety); ● Revises and submits Minutes of Meeting and Activity Reports; ● Reviews, revises and submits scientific paper; ● Drafts proposals for standards research for collaboration with partner organizations; ● Submits draft annual PPMP of the Section; ● Conducts mentoring and coaching sessions to Managers; ● Determines training needs, management gaps, and necessary interventions relevant to the Section; ● Participates in L&D activities; and ● Performs other activities as may be assigned by the Division Head.
<p>Overseer (Management of Information System for standards research)</p>	<ul style="list-style-type: none"> ● Supervises, plans and manages the projects in system development and improvement; and 	<ul style="list-style-type: none"> ● Conceptualizes, prepares plans and scope for systems development and improvement; ● Revises and submits report on the

Position	Major Functions	Duties and Responsibilities
	<ul style="list-style-type: none"> ● Coaches and mentors Managers. 	<ul style="list-style-type: none"> ● operation of the Information System; ● Revises and submits Minutes of Meeting and Activity Reports; ● Drafts project proposals for tools for standards research in collaboration with partner organizations; ● Submits draft annual PPMP of the Section; ● Conducts mentoring and coaching sessions to Managers; ● Determines training needs, management gaps, and necessary interventions relevant to the Section; ● Participates in L&D activities; and ● Performs other activities as may be assigned by the Division Head.
Manager (Risk Profiling and Assessment)	<ul style="list-style-type: none"> ● Prepares and drafts risk profile and assessment report; ● Manage tasks, activities, and assignments relevant to risk profiling and assessment; and ● Facilitates meetings and workshops relevant to risk profiling and assessment. 	<ul style="list-style-type: none"> ● Assists in obtaining information relevant to risk profiling of identified food-hazard combination from open scientific literature and published data; ● Assists in collaborating with the scientific Experts on the development of risk profile/assessment; ● Facilitates the conduct of workshops relevant to risk profiling and risk assessment development; ● Prepares minutes and highlights of consultation meetings; ● Prepares draft risk profile and assessment report; ● Participates in L&D activities; and ● Performs other activities as may be assigned by the immediate supervisor.
Manager (Data Gathering and Analysis)	<ul style="list-style-type: none"> ● Prepares and drafts data gathering and analysis reports; ● Manages tasks, activities, and assignments relevant to data gathering and analysis; and ● Facilitates meetings and workshops relevant to data gathering and analysis. 	<ul style="list-style-type: none"> ● Conducts secondary data gathering to establish data on specific food safety parameters; ● Conducts field data gathering activities as necessary; ● Coordinates with BAFS Regional Managers for the collection of scientific data (e.g. food safety); Field data gathering and conduct of laboratory analysis (for food safety); ● Prepares minutes and highlights of consultation meetings and activity reports; ● Prepares draft data gathering and analysis reports; ● Participates in L&D activities; and ● Performs other activities as may be assigned by the immediate supervisor.

Position	Major Functions	Duties and Responsibilities
Manager (Management of Information System for standards research)	<ul style="list-style-type: none"> ● Prepares and drafts reports on operation of the system; ● Manages tasks, activities, and assignments relevant to data gathering and analysis; and ● Facilitates meetings and workshops relevant to development of the Information System for standards research. 	<ul style="list-style-type: none"> ● Maintains the central repository of database or information from implementing laboratories; ● Conducts the design and analysis, and deployment of the system; ● Performs Quality Assurance and Testing, Systems Operation and Maintenance; ● Prepares report on the operation of the Information System; ● Participates in L&D activities; and ● Performs other activities as may be assigned by the immediate supervisor.
Administrative Assistant	Provides administrative support to the Division	<ul style="list-style-type: none"> ● Records all incoming and outgoing documents; ● Disseminates all incoming and outgoing documents through physical or digital means; ● Monitors routing of outgoing documents; ● Manages database of incoming and outgoing documents; and ● Performs other activities as may be assigned by the Division Chief and/or Overseers.



11 March 2021

MEMORANDUM FOR THE SECRETARY

FOR : WILLIAM D. DAR, Ph.D.
 Secretary

FROM : MYER G. MULA, Ph.D.
 OIC-Director, BAFS

SUBJECT : AUTHORITY TO REORGANIZE BAFS OPERATIONS FROM ORGANIZATIONAL STRUCTURE INTO BAFS FUNCTIONAL STRUCTURE

In the exigency of the service and for the effective and efficient implementation of BAFS Mission, Vision, and Mandates through a harmonized working environment, the present Organizational Structure is hereby proposed to a Functional Structure based on the 12 key strategies of the One-DA approach.

Following the Bureau's approved Logical Framework (Annex A) that is responsive to the One DA holistic approach, the organizational structure will be consequently amended by abolishing the Sections in each Division (i.e. Standards Development, Technical Service, and Laboratory Services) to reflect a Functional Structure. Overseers and Managers will instead be put in place.

The Functional Structure (Annex B) shall be managed and supervised by the Division Chiefs. The major functions, duties, and responsibilities of all Overseers and Managers are shown in Annex C.

For your favorable consideration, Sir.

Approved/Disapproved:

William D. Dar
WILLIAM D. DAR, Ph.D.
 Secretary

DEPARTMENT OF AGRICULTURE

 in replying pls cite this code .
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