



**DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL RESEARCH**

**CITIZEN'S CHARTER**

# BUREAU OF AGRICULTURAL RESEARCH



## DEPARTMENT OF AGRICULTURE BUREAU OF AGRICULTURAL RESEARCH

### CITIZEN'S CHARTER

# BUREAU OF AGRICULTURAL RESEARCH



## I. Mandate:

The specific mandate of the Department of Agriculture-Bureau of Agricultural Research (DA-BAR) is to coordinate agricultural research was affirmed by EO 292, otherwise known as the Administrative Code of 1987. BAR's specific mandate is to "ensure that all agricultural research is coordinated and undertaken for maximum utility to agriculture (Section 22)."

## II. Vision:

The DA-BAR is the lead Research for Development (R4D) coordinating agency towards a technology-empowered agriculture and fishery sector contributory to inclusive growth.

## III. Mission:

We coordinate, integrate, and manage the Research for Development (R4D) system to ensure its optimum utility for the agriculture and fishery sector.

## IV. Service Pledge:

We commit to:

1. **Committed to provide excellent leadership and coordination** to the National Agricultural Research and Development in the Philippines.
2. **Implement an internationally recognized management system** in all aspects of our operations, processes, and services in line with our commitment and in achieving our objectives.
3. **Continually improve our quality performance and the effectiveness and suitability** of our quality management system, we shall:
  - a. Comply with applicable laws and regulations, the requirements of our stakeholders, industry initiatives, and other requirements we subscribe to;
  - b. Assess the needs of our customers and strive to exceed their expectations;
  - c. Provide assurance to our researchers, proponents, and other stakeholders to quality services by offering excellent leadership and coordination to the National Agricultural Research and Development in the Philippines including other responsive engagements;
  - d. Establish quality objectives aimed to improve the efficiency of our operations, processes, and procedures for sustainable growth; and
  - e. Capacitate our employees and staff to maintain a highly competent, motivated, and reliable workforce, thereby ensuring work is performed with excellence.

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## I. Provision of Competitive Grants for R4D Programs/Projects

The DA-BAR coordinates the implementation of its major R4D programs funded through provision of grants for Strategic and Applied Research, Technology Commercialization, Research Facilities Development, Human Resource Development, Scientific Publications, and Intellectual Property Rights Application. Such are being implemented through collaborative projects with partner R4D institutions and agencies with which the proponent is affiliated. Proponents of the project grants must possess the required academic qualifications and track record to successfully implement R4D projects. The proponent should be able to implement the project with due diligence and efficiency, and in accordance with appropriate agricultural and fisheries practices that conform to sound environmental and social standards.

The awarding of grants is always based on the merits of the approved proposals. There is no limit as to the number of proposals a particular proponent may submit, but prioritization shall be implemented subject to availability of funds or as deemed appropriate and necessary, or given that the proponent has no outstanding balance with the Bureau in the form of uncompleted projects or unliquidated balances. Each proposal is treated separately and independently in strict accordance with the established guidelines. Acceptance, approval, and implementation of projects shall conform to the Revised Documentary Requirements for Common Government Transactions as prescribed under Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012.

### 1. Strategic and Applied Research Project

The Strategic and Applied Research grant are for the projects on (1) midstream research which deals with technology development towards knowledge generation addressing a pressing problem or need in the agri-fisheries sector, or (2) downstream research which deals with technology adaptation, verification and dissemination, which is done on farmer's field, sites or locations. Downstream researches are usually directed towards fine-tuning and verification of newly-developed technologies to determine their feasibility on the ground level.

<b>Office/Division</b>	BAR-Program Development Division (PDD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	<ul style="list-style-type: none"><li>● G2G – Government to Government</li><li>● G2B – Government to Business [Non-Government Organization (NGO)]</li></ul>
<b>Who May Avail</b>	National, Regional Agriculture and Fisheries Research and Development Institutions (DA Operating Units), State

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	Universities and Colleges, Non-Government Organizations with R4D programs/activities			
Checklist of Requirements		Where to Secure		
1. Detailed Proposal (6 original copies)	Proponent			
2. Workplan Schedule (6 original copies)	Proponent			
3. Logical Framework (6 original copies)	Proponent			
4. Budget Summary (6 original copies)	Proponent			
5. Worksheet Details for PS (6 original copies)	Proponent			
6. Worksheet Details for MOOE (6 original copies)	Proponent			
7. Worksheet Details for EO (6 original copies)	Proponent			
8. Endorsement letter by the Head of Institution of Proponent (1 original copy)	Proponent			
9. Approval letter (1 original copy)	BAR-PDD			
10. Memorandum of Agreement (MOA) (6 original copies)	BAR-PDD			
11. Schedule of Releases and Outputs (6 original copies)	BAR-PDD			
12. Notice to Proceed and Fund Release (1 original copy)	BAR-PDD			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit Project Proposal to DA-BAR	1. Forward project proposal to Division Head with routing slip	None	1 day	<i>Head and Administrative Staff PDD</i>
	a. Prepare and send signed acknowledgement receipt to proponent thru email	None	1 day	<i>Administrative Staff PDD</i>
	1.2 Prepare and send signed Notice of Meeting and	None	3 days	<i>Technical Staff PDD</i>

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	Invitation Letter for the En-Banc Review			
2. Participate in the En-Banc review of the submitted project proposal	2. Conduct the En-Banc Review of the project proposal	None	1 day	<i>Head and Technical Staff PDD</i>
	2.1 Prepare and send to the proponent the reply letter with the consolidated comments and recommendations	None	10 days	<i>Technical Staff PDD</i>
3. Revise and resubmit proposal based on comments and recommendations sent	3. Review proposal revisions and recommend for approval by the Director	None	5 days	<i>Technical Staff PDD</i>
	3.1 Prepare and send approval letter and MOA to the proponent's institution for signature	None	3 days	<i>Technical and Administrative Staff PDD</i>
4. Sign MOA and project proposal, and send to BAR	4 Facilitate signature of BAR officials on the MOA and project proposal	None	3 days	<i>Head and Technical Staff PDD</i>
	4.1 Facilitate notarization of MOA	None	1 day	<i>Administrative Staff PDD</i>
	4.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV) and Checklist for processing of project fund release	None	30 minutes	<i>Technical Staff PDD</i>
	4.3 Process the ORS, DV, and issue certificate of Availability of Funds	None	1 day	<i>Budget Officer and Accountant Finance Division (FD)</i>

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	(CAF) for the fund release			
	4.4 Prepare and process List of Due and Demandable Accounts Payable- Advised to Debit Account (LDDAP- ADA) to execute fund transfer	None	4 days	<i>Cashier Administrative Division (AD)</i>
	4.5 Prepare and issue Notice to Proceed and Fund Release to signify start of the project implementation	None	2 days	<i>Technical Staff PDD</i>
5. Acknowledge fund release and issue official receipt to BAR	5. Record and file official receipt	None	30 minutes	<i>Cashier AD</i>
6. Implement the project	6. Turn over project documents to PMED	None	30 minutes	<i>Technical Staff PDD</i>
<b>TOTAL:</b>			<b>35 days, 1 hour, and 30 mins</b>	

## 2. Technology Commercialization Project

The Technology Commercialization grant are for the projects on the utilization, adoption, promotion and marketing of mature technologies which were generated/developed and tested/verified by R4D institutions (government or private) with the potential to generate income through sustainable enterprise development. The grant supports projects in line with the following:

- a) Production, processing, and packaging of agriculture and fisheries products
- b) Adoption, enhancement and improvement of existing production, processing and packaging technologies
- c) Promotion and marketing of agriculture and fisheries products



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- d) Combination of either production, processing and packaging of agriculture and fisheries products; and promotion and marketing of agriculture and fisheries products

<b>Office/Division</b>	BAR-Technology Commercialization Division (TCD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>● G2G – Government to Government</li> <li>● G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>	
<b>Who May Avail</b>	National, Regional Agriculture and Fisheries Research and Development Institutions (DA Operating Units), State Universities and Colleges, Non-Government Organizations with R4D programs/activities	
	<b>Checklist of Requirements</b>	<b>Where to Secure</b>
	1. Detailed Proposal (6 original copies)	Proponent
	2. Workplan Schedule (6 original copies)	Proponent
	3. Logical Framework (6 original copies)	Proponent
	4. Budget Summary (6 original copies)	Proponent
	5. Worksheet Details for PS (6 original copies)	Proponent
	6. Worksheet Details for MOOE (6 original copies)	Proponent
	7. Worksheet Details for EO (6 original copies)	Proponent
	8. Endorsement letter by the Head of Institution of Proponent (1 original copy)	Proponent
	9. Approval letter (1 original copy)	BAR-TCD
	10. Memorandum of Agreement (MOA) (6 original copies)	BAR-TCD

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11. Schedule of Releases and Outputs (6 original copies)		BAR- TCD		
12. Notice to Proceed and Fund Release (1 original copy)		BAR- TCD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit Project Proposal to DA-BAR	1. Forward project proposal to Division Head with routing slip	None	1 day	<i>Head and Administrative Staff</i> TCD
	1.1 Prepare and send signed acknowledgement receipt to proponent thru email	None	1 day	<i>Administrative Staff</i> TCD
	1.2 Prepare and send signed Notice of Meeting and Invitation Letter for the En-Banc Review	None	3 days	<i>Technical Staff</i> TCD
2. Participate in the En-Banc review of the submitted project proposal	2. Conduct the En-Banc Review of the project proposal	None	1 day	<i>Head and Technical Staff</i> TCD
	2.1 Prepare and send to the proponent the reply letter with the consolidated comments and recommendations	None	10 days	<i>Technical Staff</i> TCD
3. Revise and resubmit proposal based on comments and recommendations sent	3. Review proposal revisions and recommend for approval by the Director	None	5 days	<i>Technical Staff</i> TCD
	3.1 Prepare and send approval letter and	None	3 days	<i>Technical and Administrative</i>

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	MOA to the proponent's institution for signature			<i>Staff TCD</i>
4. Sign MOA and project proposal, and send to BAR	4 Facilitate signature of BAR officials on the MOA and project proposal	None	3 days	<i>Head and Technical Staff TCD</i>
	4.1 Facilitate notarization of MOA	None	1 day	<i>Administrative Staff TCD</i>
	4.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV), and Checklist for processing of project fund release	None	30 minutes	<i>Technical Staff TCD</i>
	4.3 Process the ORS, DV and issue certificate of Availability of Funds (CAF) for the fund release	None	1 day	<i>Budget Officer and Accountant Finance Division (FD)</i>
	4.4 Prepare and process List of Due and Demandable Accounts Payable- Advised to Debit Account (LDDAP- ADA) to execute fund transfer	None	4 days	<i>Cashier Administrative Division (AD)</i>
	4.6 Prepare and issue Notice to Proceed and Fund Release to signify	None	2 days	<i>Technical Staff TCD</i>

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	start of the project implementation			
4. Acknowledge fund release and issue official receipt to BAR	4 Record and file official receipt	None	30 minutes	<i>Cashier AD</i>
5. Implement the project	5 Turn over project documents to PMED	None	30 minutes	<i>Technical Staff TCD</i>
<b>TOTAL:</b>			<b>36 days, 1 hour, and 30 mins</b>	

### 3. Research Facilities Development Project

The Research Facilities Development grant are for the projects on upgrading and development of research facilities of DA's partner R4D agencies/institutions such as acquisition of scientific equipment, information technology wares, renovation of research and development facilities, technology demonstration facilities (office buildings, laboratories), post-harvest/processing facilities, experimental farms and other basic facilities. The program also supports the formulation and updating of the Management and Operations Manual for the DA-Regional R4D centers and Master Station Development Planning of DA-RIARCs/RFRDCs and DA-National R4D Centers.

<b>Office/Division</b>	BAR-Institutional Development Division (IDD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>• G2G – Government to Government</li> <li>• G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>	
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges, Non-Government Organizations with R4D activities)	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>

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1. Detailed Proposal (6 original copies)		Proponent		
2. Budgetary Summary (6 original copies)		Proponent		
3. Existing Gap-Needs Analysis Matrix Form (6 original copies)		Proponent		
4. Program of Works, Detailed Budget Estimates, Working Drawings (6 copies)  * For Construction and Upgrading of Facility		Proponent		
5. Endorsement letter by the Head of Institution of Proponent (1 original copy)		Proponent		
6. Approval Letter (1 original copy)		BAR-IDD		
7. Memorandum of Agreement (MOA) (6 original copies)		BAR-IDD		
8. Notice to Proceed (1 original copy)		BAR-IDD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit Project Proposal to DA- BAR	1 Forward project proposal to Division Head with routing slip	None	1 day	<i>Head and Administrative Staff and Division IDD</i>

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	1.1 Prepare and send signed acknowledgement receipt to proponent thru email	None	1 day	<i>Technical Staff</i> IDD
	1.2 Prepare the Project briefer with initial evaluation of RFDG Proposal	None	2 days	<i>Technical Staff</i> IDD
	1.3 Prepare and send signed Notice of Meeting and Invitation Letter for the En-Banc Review	None	5 days	<i>Technical Staff</i> IDD
2. Participate in the En-Banc review of the submitted project proposal	2. Conduct the En-Banc Review of the project proposal	None	1 day	<i>Head and Technical Staff</i> IDD
	2.1 Prepare and send to the proponent the reply letter with the consolidated comments and recommendations	None	10 days	<i>Technical Staff</i> IDD
3. Revise and resubmit proposal based on comments and	3. Review the revised proposal if compliant with RFDG Format and evaluation results.	None	5 days	<i>Technical Staff</i> IDD

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recommendations sent	3.1 Prepare and send approval letter and MOA to the proponent's institution for signature	None	3 days	<i>Technical Staff</i> IDD
4. Sign MOA and project proposal, and send to BAR	4. Facilitate signature of BAR officials on the MOA and project proposal	None	3 days	<i>Head and Technical Staff</i> IDD
	4.1 Facilitate notarization of MOA	None	1 day	<i>Administrative Staff</i> IDD
	4.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV) for processing of fund release	None	30 minutes	<i>Administrative Staff</i> IDD
	4.3 Process the ORS, DV and issue certificate of Availability of Funds (CAF) for the fund release	None	1 day	<i>Budget Officer and Accountant</i> Finance Division (FD)
	4.4 Prepare and process List of Due and Demandable Accounts Payable-Advised to Debit Account (LDDAP-ADA) to	None	4 days	<i>Cashier</i> Administrative Division (AD)

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	execute fund transfer			
	4.5 Prepare and issue Notice to Proceed and Fund Release to signify start of the project implementation	None	2 days	<i>Technical and Administrative Staff</i> IDD
5. Acknowledge fund release and issue official receipt to BAR	5. Record and file official receipt	None	30 minutes	<i>Cashier</i> AD
6. Implement the project	None	None	None	<i>None</i>
<b>TOTAL:</b>			<b>39 days and 1 hour</b>	

## 4. Human Resource Development Program

The Human Resource Development Program aims to increase the manpower capability of the Philippine agriculture and fisheries R4D system. Specifically, the program intends to increase the number of efficient and effective post-graduate degree holders with researches oriented towards the betterment of farmer

to increase the number of post-graduate degree holders for the improvement of efficiency in the conduct of agriculture and fisheries researches oriented towards the betterment of the lives of farmers and fisherfolk. The program provides grant for the following:

- a. The Degree Scholarship Program provides funding assistance for the pursuit of a graduate degree (Master's and Doctorate Degrees) in agriculture, fisheries and other related fields. Capacity enhancement through graduate studies increases the manpower credibility in agriculture and fisheries R4D. Future graduates would greatly contribute to the improvement of agriculture and fisheries in the country.



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- b. The Non-Degree Scholarship Program provides funding assistance for attendance and participation in agriculture-related R4D short-term trainings, conferences, symposia, and seminars. This program aims to support the overall human resource development plan to modernize the agriculture and fisheries sectors, and to strengthen the DA's research and development system.
- c. The Thesis/Dissertation Support Program (TDSP), as part of BAR's effort to strengthen the DA's R4D System, provides funding assistance on master's thesis and doctoral dissertation addressing problems in agriculture, fisheries, and related fields.

<b>Office/Division</b>	BAR-Institutional Development Division (IDD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2G – Government to Government	
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges)	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<b>Degree Scholarship Program (DSP)</b>		
1. DSP Application Form (1 original copy)	BAR-IDD	
2. Certificate of admission from accredited university (1 original copy)	Applicant	
3. Nomination from Head of Agency indicating the degree program is a priority need of the agency (1 original copy)	Applicant	
4. HRD Plan of the Agency	Applicant	
5. Latest Service Record certified by Chief of Personnel (1 original copy)	Applicant	

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6. List of Actual Duties and Responsibilities certified by immediate supervisor (1 original copy)	Applicant
7. Certification of Performance Ratings for the last 2 rating periods (1 original copy)	Applicant
8. Curriculum Vitae (1 original copy)	Applicant
9. Program of Course Work (1 original copy)	Applicant
10. Letter of Award (1 original copy)	BAR-IDD
11. Memorandum of Agreement (3 original copies)	BAR-IDD
<b>Non-Degree Scholarship Program (NDSP)</b>	
1. NDSP Application Form (1 original copy)	BAR-IDD
2. Detailed request letter addressed to the BAR Director (1 original copy)	Applicant
3. Endorsement Letter from Agency Head (1 original copy)	Applicant
12. Curriculum Vitae (1 original copy)	Applicant
13. Copy of the programme/itinerary (1 original copy)	Applicant
14. Copy of approved travel authority (1 original copy)	Applicant

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15. Canvass from at least three (3) airlines/travel agencies (if request if for airfare) (1 original copy)	Applicant
16. Copy of Abstract (if applicant will present a paper) (1 original copy)	Applicant
17. Latest service record duly certified by the Chief of Personnel (if International) (1 original copy)	Applicant
18. Certification that applicant has no pending administrative case (if International) (1 original copy)	Applicant
19. Letter of Award (1 original copy)	BAR-IDD
20. Memorandum of Agreement (3 original copies)	BAR-IDD
<b>Thesis/Dissertation Support Program (TDSP)</b>	
1. TDSP Application Form (1 original copy)	BAR-IDD
2. Endorsement Letter from Agency Head (1 original copy)	Applicant
3. Endorsement Letter from Academic Adviser (1 original copy)	Applicant
4. Thesis Outline approved by the academic advisory committee (1 original copy)	Applicant
5. Detailed Budgetary Requirement (1 original copy)	Applicant

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6. Certificate of completion of academic units/Certificate of Candidacy (1 original copy)	Applicant			
7. Proof that applicant has passed the comprehensive exam (1 original copy)	Applicant			
8. Letter of Award (1 original copy)	BAR-IDD			
9. Memorandum of Agreement (3 original copies)	BAR-IDD			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submission of application to DA-BAR	1 Forward application to Division Head with routing slip	None	1 day	<i>Head and Administrative Staff IDD</i>
	1.1 Prepare and send signed acknowledgment receipt to applicant	None	1 day	<i>Administrative Staff IDD</i>
	1.2 Prepare and send signed Notice of Meeting and Invitation Letter for the Committee Evaluation	None	3 days	<i>Technical Staff IDD</i>
2. Participate in the Committee Evaluation for Scholarship Applicants	2. Conduct Committee Evaluation of applicants	None	1 day	<i>Technical Staff IDD</i>
	2.1 Approve or disapprove the application request by the	None	3 days	<i>Technical and Head IDD</i>

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	director based on the recommendation of the Scholarship Committee			
	2.2 Notify the applicants of the result of the evaluation, and send letters of award and MOA to accepted applicants	None	1 day	<i>Technical and Administrative Staff IDD</i>
3. Sign MOA and prepare necessary documents and send to BAR	3 Facilitate signature of BAR officials on the MOA	None	3 days	<i>Technical Staff and Head IDD</i>
	3.1 Facilitate notarization of MOA	None	1 day	<i>Administrative Staff IDD</i>
	3.2 Facilitate the release of fund	None	1 day	<i>Technical Staff and Head IDD</i>
4. Conduct thesis dissertation/ Avail degree scholarship/ non-degree assistance	4. Monitor the performance/ output of the scholar/ grantee	None	2 days	<i>Head and Technical Staff IDD</i>
<b>TOTAL:</b>			<b>17 days</b>	

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## 5. Scientific Publication Grants (SPG)

The Bureau provides funding assistance for the publication of books, journals, pamphlets, technical papers and proceedings in the field of agriculture and fisheries R4D through the Scientific Publication Grants. Proposed topics in this grants program are screened and evaluated in accordance to the thrusts and goals of the national agriculture and fisheries sector.

<b>Office/Division</b>	BAR-Applied Communication Division (ACD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>• G2G – Government to Government</li> <li>• G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>	
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges), Non-Government Organizations (NGOs) with R4D activities and must be actively involved in agricultural and fisheries research and development activities	
	<b>Checklist of Requirements</b>	<b>Where to Secure</b>
	1. Letter or Request endorsed by the Head of the Agency/President of the Organization (1 original copy)	Proponent
	2. Project Proposal (1 original copy)	Proponent
	3. SEC Registration (requirement for NGOs) (1 original copy)	Proponent
	4. Article of Incorporation (requirement for NGOs) (1 original copy)	Proponent

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5. DA-Accreditation Certificate (requirement for NGOs) (1 original copy)		Proponent		
6. Approval Letter (1 original copy)		BAR-ACD		
7. MOA		BAR-ACD		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit project proposal	1. Prepare and send acknowledgment receipt to proponent	None	1 day	<i>Administrative Staff</i> ACD
	1.1 Screen the proposal	None	2 days	<i>Head and Technical Staff</i> ACD
	1.2 Recommend the approval / disapproval to the director	None	1 day	<i>Head</i> ACD
	1.3 Prepare and send approval letter and MOA to the proponent	None	3 days	<i>Technical Staff and Administrative Staff</i> ACD
2. Sign MOA and project proposal, and send to BAR	2. Facilitate signature of BAR officials on the MOA and project proposal	None	3 days	<i>Head and Technical Staff</i> ACD
	2.1 Facilitate	None	1 day	<i>Administrative Staff</i>

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	notarization of MOA			ACD
	2.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV), and Checklist for processing of project fund release	None	30 minutes	<i>Technical Staff</i> ACD
	2.3 Process the ORS, DV and issue certificate of Availability of Funds (CAF) for the fund release	None	1 day	<i>Budget Officer,</i> <i>Accountant</i> Finance Division (FD)
	2.4 Prepare and process List of Due and Demandable Accounts Payable- Advised to Debit Account (LDDAP-ADA) to execute fund transfer	None	4 days	<i>Cashier</i> Administrative Division (AD)
	2.5 Prepare and issue Notice to Proceed and Fund Release to signify start of the project implementation	None	2 days	<i>Technical Staff</i> ACD



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3. Acknowledge fund transfer and issue official receipt	3 Record and file official receipt	None	30 minutes	Cashier AD
4. Implement the project	None	None	None	None
<b>TOTAL:</b>			<b>18 days and 1 hour</b>	

### 5. Assistance for Intellectual Property Rights Application

As the central coordinating agency for R4D within the Department, BAR provides technical assistance concerning Intellectual Properties (IP) generated through BAR funded projects. Specifically, BAR provides close coordination with the proponents' registration of generated IPs in the Intellectual Property Office-Philippines (IPOPhil). Through this, the Bureau collaboratively works towards the continuous generation and application of matured and adaptive technologies in the agriculture and fisheries sector.

<b>Office/Division</b>	BAR-Technology Commercialization Division (TCD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C – Government to Client	
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges, Non-Government Organizations)	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
Request letter addressed to BAR director with attachments (1 copy)		Client

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Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit request for IP assistance	1. Forward request to Division Head with routing slip	None	1 day	<i>Head and Administrative Staff</i> TCD
	1.1 Prepare and send signed acknowledgment receipt to proponent thru email	None	2 days	<i>Head and Administrative Staff</i> TCD
	1.2 Initial evaluation of IP potential	None	5 days	<i>Technical Staff</i> TCD
	1.3 Inform proponents on the result of initial evaluation of IP potential	None	2 days	<i>Technical Staff</i> TCD
	1.4 Submit accomplished application forms to IPO Philippines, payment of corresponding fees	None	5 days	<i>Technical Staff</i> TCD
2. Submit to BAR additional requirements as needed	2. Submit compliances and fees to IPO Phil.	None	2 days	<i>Technical Staff</i> TCD

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<p>3. Acknowledge receipt of IPO Phil. recommendation</p>	<p>3. Prepare and send notice to proponent on the approval or disapproval of IP application with IPO</p> <p>3.1 Notice of approval and Certificate of registration for approved IP application</p> <p>3.2 Notice of disapproval for disapproved IP application</p>	<p>None</p>	<p>2 days</p>	<p><i>Head, Technical Staff TCD</i></p>
<p><b>TOTAL:</b></p>			<p><b>19 days</b></p>	

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## II. Monitoring and Evaluation of R4D Projects

BAR spearheads the monitoring and evaluation (M&E) activities for its supported R4D projects implemented by its partner institutions. To ensure smooth and effective implementation of projects, the M&E is done through the following activities:

- a) Conduct of regular review and evaluation (progress and completion) to assess project accomplishments vis-à-vis approved objectives;
- b) Validate reports through on-site field inspection; and
- c) Provide feedback/evaluation results to concerned implementing institutions.

### 1. Strategic and Applied Research

<b>Office/Division</b>	BAR-Program Monitoring and Evaluation Division (PMED)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>• G2G – Government to Government</li> <li>• G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>			
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges, Non-Government Organizations with R4D activities)			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Progress Report (6 copies)		Proponent		
2. Terminal Report (6 copies)		Proponent		
3. Monitoring and Evaluation (M&E) Form (6 copies)		Proponent		
4. Financial Status Report (6 copies)		Proponent		
5. Audited Financial Report (6 copies)		Proponent		
6. Endorsement Letter from the Head of the Agency		Proponent		
7. (1 Original Copy)				
8. Consolidated Evaluation Results (1 original copy)		BAR-PMED		
9. Notice of Fund Release (1 Original Copy)		BAR-PMED		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>

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1. Submit Progress/ Terminal Report and Financial Report	1. Forward Progress/ Terminal Report to Division Head with routing slip	None	1 day	<i>Administrative Staff and Division Head PMED</i>
	1.1 Prepare and send signed Notice of Meeting and Invitation Letter for the Progress/ Terminal Review	None	5 days	<i>Technical Staff and Division Head PMED</i>
2. Present project accomplishments in Progress/ Terminal Review	2. Conduct the Progress/ Terminal Review of projects	None	1 day	<i>Technical Staff PMED</i>
	2.1 Consolidate and send comments and recommendations to proponents	None	7 days	<i>Technical Staff and Division Head PMED</i>
	2.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV) for processing of fund release ( <i>for on-going projects</i> )	None	1 day	<i>Technical Staff and Head PMED</i>
	2.3 Process the ORS, DV and issue Certificate of Availability of Funds (CAF) for the fund release ( <i>for on-going projects</i> )	None	1 day	<i>Budget Officer and Accountant Finance Division (FD)</i>
	2.4 Prepare List of Due and Demandable Accounts Payable- Advised to Debit Account (LDDAP-ADA) to execute fund transfer ( <i>for on-going projects</i> )	None	1 day	<i>Cashier Administrative Division (AD)</i>

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	2.5 Prepare and issue Notice of Fund Release	None	2 days	<i>Technical Staff and Head PMED</i>
3. Acknowledge the receipt of funds and Issue the Official Receipt	3. Record and file official receipt	None	30 minutes	<i>Cashier AD</i>
4. Participate in On-Site Monitoring	4. Coordinate with proponent the schedule of on-site monitoring	None	1 day	<i>Technical Staff PMED</i>
	4.1 Conduct on-site monitoring	None	5 days	<i>Head and Technical Staff PMED</i>
5. Acknowledge the receipt of Certificate of Acceptability	5. Prepare and send Certificate of Acceptability to proponents	None	3 days	<i>Head and Technical Staff PMED</i>
<b>TOTAL:</b>			<b>28 days and 30 minutes</b>	

## 2. Technology Commercialization

<b>Office/Division</b>	BAR-Technology Commercialization Division (TCD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>● G2G – Government to Government</li> <li>● G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>

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<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges, Non-Government Organizations with R4D activities)	
<b>Checklist of Requirements</b>	<b>Where to Secure</b>	
1. Progress Report (6 copies)	Proponent	
2. Terminal Report (6 copies)	Proponent	
3. Monitoring and Evaluation (M&E) Form (6 copies)	Proponent	
4. Financial Status Report (6 copies)	Proponent	
5. Audited Financial Report (6 copies)	Proponent	
6. Endorsement Letter from the Head of the Agency (1 original copy)	Proponent	
7. Consolidated Evaluation Results (1 original copy)	BAR-TCD	
8. Notice of Fund Release (1 original copy)	BAR-TCD	
9. Certificate of Acceptance (1 original copy)	BAR-TCD	

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Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit Progress/ Terminal Report and Financial Report	1. Forward Progress/ Terminal Report to Division Head with routing slip	None	1 day	<i>Administrative Staff and Division Head</i> TCD
	1.1 Prepare and send signed Notice of Meeting and Invitation Letter for the Progress/ Terminal Review	None	5 days	<i>Technical Staff and Division Head</i> TCD
2. Present project accomplishments in Progress/ Terminal Review	2. Conduct the Progress/ Terminal Review of projects	None	1 day	<i>Technical Staff</i> TCD
	2.1 Consolidate and send comments and recommendations to proponents to update/revise progress reports ( <i>if necessary</i> )	None	7 days	<i>Technical Staff and Division Head</i> TCD
	2.2 Prepare Obligation Request Slip (ORS) and Disbursement Voucher (DV) for processing of fund release ( <i>for on-going projects</i> )	None	1 day	<i>Technical Staff and Head</i> TCD



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	2.3 Process the ORS, DV and issue Certificate of Availability of Funds (CAF) for the fund release <i>(for on-going projects)</i>	None	1 day	<i>Budget Officer, Accountant Finance Division (FD)</i>
	2.4 Prepare List of Due and Demandable Accounts Payable- Advised to Debit Account (LDDAP-ADA) to execute fund transfer <i>(for on-going projects)</i>	None	1 day	<i>Cashier Administrative Division (AD)</i>
	2.5 Prepare and issue Notice of Fund Release	None	2 days	<i>Head and Technical Staff TCD</i>
3. Acknowledge the receipt of funds and Issue the Official Receipt	3. Record and file official receipt	None	30 minutes	<i>Cashier AD</i>
4. Participate in On-Site Monitoring	4. Coordinate with proponent the schedule of on-site monitoring	None	1 day	<i>Technical Staff TCD</i>
	4.1 Conduct on-site monitoring	None	5 days	<i>Head and Technical Staff TCD</i>

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5. Acknowledge the receipt of Certificate of Acceptability	5. Prepare and send Certificate of Acceptability to proponents	None	3 days	<i>Head and Technical Staff</i> TCD
<b>TOTAL:</b>			<b>28 days and 30 minutes</b>	

## 2. Research Facilities Development Grants

<b>Office/Division</b>	BAR-Institutional Development Division (IDD)		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	<ul style="list-style-type: none"> <li>• G2G – Government to Government</li> <li>• G2B – Government to Business [Non-Government Organization (NGO)]</li> </ul>		
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges, Non-Government Organizations with R4D activities)		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>	
1. Progress Report (6 original copies)	Proponent		
2. Monitoring Sheet (1 original copy)	BAR-IDD		
3. Terminal Report Template (6 original copies)	BAR-IDD		
4. Audited Financial Report (3 original copy)	Proponent		

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5. Endorsement letter from the head of the agency (1 original copy)		Proponent		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit Progress/ Terminal Report and Audited Financial Report	1. Forward Progress/ Terminal Report to Division Head with routing slip	None	1 day	<i>Head and Technical Staff IDD</i>
	1.1 Prepare and send signed Notice of Meeting and Invitation Letter for the Progress/ Terminal Review	None	5 days	<i>Technical Staff IDD</i>
2. Participate in the progress/terminal review and on-site monitoring/validati on	2 Conduct Progress/Termin al Review	None	2 days	<i>Head and Technical Staff IDD</i>
	3.1 Conduct on-site monitoring and field validation	None	2 days	<i>Head and Technical Staff IDD</i>
	2.2 Prepare and end recommendatio ns to proponents to update/revise progress reports ( <i>if necessary</i> )	None	1 day	<i>Technical Staff IDD</i>

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3. Participate in Project Validation once project is completed	3 Conduct validation vis-à-vis revised terminal report and physical inspection on items procured and established/upgrading of facilities	None	5 days	<i>Head and Technical Staff</i> IDD
	3.1 Prepare issuance of letter with validation result and recommendation	None	3 days	<i>Technical Staff</i> IDD
<b>TOTAL:</b>			<b>19 days</b>	

## 6. Human Resource Development Program

<b>Office/Division</b>	BAR-Institutional Development Division (IDD)		
<b>Classification</b>	Simple		
<b>Type of Transaction</b>	G2G – Government to Government		
<b>Who May Avail</b>	National and Regional Research and Development System for Agriculture and Fisheries Member Institutions (DA-Operating units, State Universities and Colleges)		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>	
<b>Degree Scholarship Program (DSP)</b>			
1. Semestral Report/Progress Report (1 original copy)		Applicant	

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2. True Copy of Grades (1 original copy)		Applicant		
3. Liquidation Report (1 original copy)		Applicant		
4. Notification of Completion (1 original copy)		Applicant		
5. Copy of Manuscript (1 hardbound, 1 e-copy in CD)		Applicant		
<b>Non-Degree Scholarship Program (NDSP)</b>				
1. Travel Report (1 original copy)		Applicant		
2. Liquidation Report (1 original copy)		Applicant		
<b>Thesis/Dissertation Support Program (TDSP)</b>				
1. Liquidation Report (1 original copy)		Applicant		
2. Copy of Manuscript (1 hardbound, 1 e-copy in CD)		Applicant		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit reports and other required documents to DA-BAR	1. Forward submitted reports and documents to Division Head with routing slip	None	1 day	<i>Head and Technical Staff IDD</i>

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	1.2 Review reports submitted	None	2 days	<i>Technical Staff</i> IDD
<b>TOTAL:</b>			3 days	

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## FEEDBACK AND COMPLAINTS MECHANISMS

<b>Feedback and Complaints Mechanisms</b>	
How to send a feedback	<p>Fill up the Visitor Feedback Form and drop it at the designated drop box at the lobby guard's desk</p> <p>Contact information                      Tel. No.:(02) 8461-2900                      Email Address: <a href="mailto:feedback@bar.gov.ph">feedback@bar.gov.ph</a></p>
How feedback is processed	<p>The SPMS Secretariat verifies the nature of queries and feedback within one (1) working day. The same will be referred to the concerned Divisions and they will be required to answer within three (3) days of the receipt of the feedback. Upon receiving the reply from the concerned Division, the client will be informed through email or phone call.</p> <p>For inquiries and follow-ups, clients may contact the following:                      Tel. No.:(02) 8461-2900                      Email Address: <a href="mailto:feedback@bar.gov.ph">feedback@bar.gov.ph</a></p>
How to file a complaint	<p>Fill up Visitor Complaint Form and drop it at the designated drop box at the lobby guard's desk.</p> <p>Complaints can also be filled through telephone or email. Make sure to provide the following information:                      -Name of person being complained                      -Incident                      -Evidence</p> <p>For inquiries and follow-ups, clients may contact the following:                      Tel. No.:(02) 8461-2900                      Email Address: <a href="mailto:feedback@bar.gov.ph">feedback@bar.gov.ph</a></p>
How complaints are processed	<p>SPMS Secretariat will process, review and evaluate all the received complaints on the daily basis. SPMS Secretariat shall coordinate with the concerned Division to answer the complaint and shall investigate, if necessary. After the conduct of investigation, SPMS Secretariat shall prepare and submit an incident report to BAR Director for appropriate action.</p>

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	For inquiries and follow-ups, clients may contact the following: Tel. No.:(02) 8461-2900 Email Address: <a href="mailto:feedback@bar.gov.ph">feedback@bar.gov.ph</a>
Contact Information of CCB, PCC, ARTA	SPMS Secretariat: Tel. No.: 1234-5678 local 1234 Email address: <a href="mailto:@bar.gov.ph">@bar.gov.ph</a>



# BUREAU OF AGRICULTURAL RESEARCH



## LIST OF OFFICES

Office	Address	Contact Information
Office of the Director (OD)	RDMIC Building, Elliptical Rd cor Visayas Ave, Diliman Quezon	(02) 8927-5691
Office of the Assistant Director (OAD)		(02) 8920-0235 / (02) 8285-7857
Program Development Division (PDD)		(02) 8285-7856
Program Monitoring and Evaluation Division (PMED)		(02) 8920-0227
Technology Commercialization Division (TCD)		(02) 8285-7859
Institutional Development Division (IDD)		(02) 8920-0219
Applied Communication Division (ACD)		(02) 82857880
Information System Division (ISD)		(02) 8920-0215
Administrative Division (AD)		(02) 8285-7872
Finance Division		(02) 8258-7870/(02) 8258-7863
Internal Audit Unit (IAU)		(02) 8258-7882