



NATIONAL FOOD AUTHORITY

Office of the Administrator

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

administrator@nfa.gov.ph

20 December 2022

MEMORANDUM
OA-2022-12- 015

TO : ALL CENTRAL AND REGIONAL OFFICES

POSTING OF VACANT POSITION IN THE NFA COUNCIL

Pursuant to Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as revised on July 2018, in relation to the Civil Service Commission (CSC) Circular No. 03, s. 2001 on the Revised Policies on Merit Promotion Plan, you are hereby directed to post this Notice of Vacant Position immediately thereof, at least ten (10) calendar days before the scheduled deliberation.

Thereafter, a Certification to this effect shall be issued and submitted to the Human Resource Development and Services Division (HRDSD) of the Administrative and General Services Department (AGSD).

The qualifications pertaining to the farmer's sector representative in the NFA council, is as follows:

VACANT POSITION: Farmers' Sector Representative
STATUS: GCG appointive director (to be appointed by the President of the Philippines)

1. Must be a Filipino citizen;
2. Be at least thirty (30) years of age at the time of appointment to the NFA Council;
3. Be of good moral character, of unquestionable integrity, and of known probity (with *Certificate of Good Moral Character* from the members of his / her farmer organization, and from other sources);
4. A *bona fide* member of the palay farmers' sector;
5. Possess management skills and competence preferably relating to the operations of the NFA; and
6. Have attended, or will attend within three (3) months from the date of appointment, a special seminar on public corporate governance for Directors conducted by the Governance Commission for GOCCs (GCG) of any individual or entity accredited by the GCG (Kindly submit copies of *Certificates of Attendance / Participation* if the applicant has already attended said seminar/s).

In this regard, the applicant **should submit** copies of the following **documents** as **prescribed by the GCG**:

1. Appointive Director Data Form (ADDF) which shall be accomplished through the Integrated Corporate Reporting System (ICRS) portal;
2. Clearances from the Civil Service Commission (CSC), Office of the Ombudsman (OMB), Sandiganbayan (SB) and the National Bureau of Investigation (NBI);
3. If the nominee has pending case/s, case files such as Executive Summary, Complaint-Affidavit, Counter-Affidavit and other related documents or Certification that a particular nominee has not received any Order from the Court or Office to submit an Answer or Counter-Affidavit;
4. Authorization to Secure Documents in Relation to Case(s) Filed Against the Nominee, if applicable;
5. Recommendation / Endorsement Letter from the Sectoral Group which the nominee will represent;
6. Other supplementary documents that may be necessary in evaluating the qualifications / disqualifications of the nominee, such as but not limited to the following:
 - a. Affidavit of No Relation;
 - b. Affidavit of Undertaking;
 - c. Oath of Allegiance; and
 - d. School Diploma / Transcript of Records.

Printed and/or electronic copies of the documents shall be submitted not later than ten (10) working days from the date of posting to the following:

e-mail: councilsecretariat@nfa.gov.ph
office address: Office of the Council Secretariat
8/f National Food Authority Building
Brgy. Vásra, Diliman, Quezon City

Kindly note that the applicant, after having complied with the submission of all documentary requirements, shall be subject to further screening of the NFA Governance, Nominations and Remunerations Committee (GNRCOM), wherein interviews will be conducted.

For your information and immediate compliance.


JUDY CAROL L. DANSAL
Administrator