

GUIDELINES

FOR THE

GAWAD SAKA

Search for Outstanding Municipal/City FARMC

I. RATIONALE:

One of the milestone institutional provisions of the New Fisheries Code or Republic Act No. 8550 now being fully implemented by the Department of Agriculture through the Bureau of Fisheries and Aquatic Resources is the creation of Fisheries and Aquatic Resources Management Councils (FARMCs).

FARMCs are organized at the Municipal/City, Integrated and National Levels and serve as an advisory and recommendatory body to the Local Government Units, BFAR, Department of Agriculture and other relevant government institutions¹, in matters concerning management of fisheries and aquatic resources.

At the Municipal/City Level, the FARMCs are comprised of members from the stakeholders such as the fisherfolk, youth and women in fisheries, non-government organizations, the private sector and key members of the Local Government Unit concerned in the planning, policy-making and implementation of projects and programs on fisheries and aquatic resources management and development.

FARMCs also actively participate and assist in implementation of various government programs in fisheries and serve as a venue for consensus building among the various stakeholders, both in the marine and freshwater ecosystem. The FARMC is a powerful tool for participatory management, promotes empowerment particularly among the marginalized fisherfolk, and encourages cooperation and compliance of various fisheries laws and regulations. The FARMC serves as consultative forum on various issues, concerns and opportunities in the fisheries sector. Their recommendations serve as valuable inputs to the planning processes for programs that are geared towards increased fisheries production in a sustainable manner.

Considering the important role of the FARMCs in fisheries management and development activities as well as their great potential for contributing to food production, this participatory management tool should be continually promoted and nurtured. One such approach is to provide them with continuing incentives such as recognition of their valuable contributions. The Gawad Saka Search for Outstanding Municipal or City Fisheries and Aquatic Resources Management Council (M/CFARMC) is one such incentive.

II. OBJECTIVES:

General Objective: The Search for Outstanding Municipal/City Fisheries and Aquatic Resources Management Council (M/CFARMC) aims to recognize outstanding contributions of the FARMCs to sustainable fisheries development.

Specific Objectives:

1. To identify M/CFARMCs that:
 - a. Have exemplary accomplishment in the performance of their functions and have fulfilled their mandates in the Fisheries Code (RA 8550).

¹ Special Management Areas are managed by other government institutions like LLDA for Laguna Lake.

- b. Have accomplished or implemented unique or innovative operational schemes to fulfill their mandates.
2. To document the best practices and strategies of these FARMCs and promote their replication or adoption among other FARMCs and LGUs.
 3. To encourage other FARMCs to:
 - a. Promote awareness on conservation, management and sustainable development of the municipal waters.
 - b. Encourage active participation on the implementation of the Fisheries Code (RA 8550) and the FARMCs (FAO 196).
 - c. Enhance partnership between LGUs, other line agencies and the fishing community in the management of fisheries and coastal resources.
 - d. Find ways to improve performance of FARMCs.
 - e. Define FARMC standards for nationwide implementation.

III. Mechanics

1. All M/CFARMCs that have been operational for at least three (3) years may be nominated.
2. Period of evaluation shall be the FARMC's performance for the past three (3) years.
3. Nomination must be done through or by the Office of the Municipal/City Mayor of the municipal/city government.
4. Nomination forms shall be distributed by the Bureau of Fisheries and Aquatic Resources (BFAR).
5. Deadline for submission of nominations shall be announced by the Bureau of Fisheries and Aquatic Resources (BFAR).
6. There shall only be one national winner for outstanding M/CFARMC.
7. A National Technical Search Committee shall be convened and shall undertake a two-stage evaluation of nominations. The National Technical Committee shall be composed of representatives from the following agencies, duly designated by their respective agency heads for the purpose:
 - a. Department of Agriculture - BFAR
 - b. The NFARMC
 - c. Department of the Interior and Local Government
 - d. Department of Environment and Natural Resources
 - e. League of Municipalities of the Philippines
 - f. League of Cities of the Philippines

In the first stage, after a thorough evaluation, a short-listing of all nominations from the regional winners shall be conducted. Five finalists shall be selected.

The second stage will be the field validation and evaluation of the five finalists.

8. The National Technical Committee's decision is final and irrevocable.
9. There shall be a prescription period of five (5) years. A previous national winner can compete in this category only after the prescription period.

IV. Documentary Requirements

A. Scrap Book

The scrap book shall be prepared by the nominated M/CFARMC to be assisted by the fisheries personnel of the Office of the Municipal/City Agriculturist. The Municipal/City Agriculturist shall attest to the veracity and completeness of the information contained in the scrap book.

The scrap book shall contain the following documents:

1. Title Page
2. Certification by the Municipal/City Agriculturist attesting the veracity and completeness of the information contained in the scrapbook.
3. Table of Contents
4. Duly Accomplished Nomination Form (Annex 1)
5. Profile of the M/CFARMC (Annex II)

These documents shall:

6. Be prepared using A4 size paper, and appropriately bound.
7. It shall not exceed 100 pages, excluding annexes.
8. An electronic copy of all contents of the scrapbook must be submitted to the NTC in a CD.

B. Other Documents

The following documents shall be submitted to the National Technical Committee in aid of evaluation:

- a. Evaluation form accomplished and signed by the regional evaluator
- b. Comparative assessment form accomplished and signed by the Regional Evaluation Committee
- c. Descriptive evaluation per criterion by the Regional Evaluation Committee
- d. Audio-visual presentation about the FARMC and its accomplishments (maximum of 30 minutes, in DVD).
- e. Short video footages of the FARMC's operational activities and other features that should be given special focus may be submitted. This should also be in DVD.

V. Search and Evaluation Process and Guidelines

The search and evaluation process shall be conducted starting at the Regional Level and ends at the National Level. The Regional Evaluation Committee shall be organized by the BFAR Regional Director. It evaluates the candidates, identifies the regional winner and endorses it to the National Technical Committee.

The National Technical Committee (NTC) conducts desk evaluation of regional winners, identifies at least five (5) finalists and conducts field validation and final evaluation to determine the ranking of the top three finalists. The results of the screening and field validation are submitted to the National Executive Committee (NEC). It shall also recommend to the NEC members of the Board of Judges.

The National Executive Committee reviews the work of the NTC and endorses the finalists to the Board of Judges. The Board of Judges proclaims the national winner for Outstanding Municipal or City Fisheries and Aquatic Resources Management Council.

In each of the levels of evaluation, the scoring system shall be used. Every evaluator shall rate the nominee and give point scores using the set of criteria and point system

discussed below. The total score for each nominee is determined by adding the scores garnered in all criteria. The total scores of the evaluators shall then be tallied to identify who among the nominees got the highest score.

The search/evaluation committee in each level of evaluation has the right to prescribe its own rules and regulations regarding the evaluation process (i.e., how to break a tie, cut-off score but not below 85%, etc.); however, these rules and regulations must be determined prior to actual evaluation so as not to impede the objectivity of the search. Only cases not identified prior to actual evaluation shall be resolved in the course of the process or elevated to higher body for resolution.

VI. Criteria for Evaluation

A. Organization. (Total of 10 points).

1. **Composition/Membership.** The M/CFARMC must have undergone the organizing process as per the guidelines in FAO 196 and must be comprised of the following members, as per Sec. 10 of FAO 196:
 - a. Municipal/City Planning & Development Officer
 - b. Chairperson, Agriculture/Fisheries Committee of the Sangguniang Bayan/Panglungsod
 - c. Representative of the Municipal/City Development Council
 - d. Representative from an accredited NGO
 - e. Representative from the private sector
 - f. Representative from the Department of Agriculture (Office of the Municipal/City Agriculturist)
 - g. At least eleven (11) fisherfolk representatives [seven (7) municipal fisherfolk, one (1) fishworker, three (3) commercial fishers] and shall include the representatives from the youth and women sectors.

Complete representation is required from those from the LGUs. The other stakeholders, when present in the municipality, should be represented as required by law. This is equivalent to five (5) points.

2. **Internal policy.** The M/CFARMC must have adopted rules and regulations necessary to govern its proceedings and elections. This is equivalent to two (2) points.
3. **Structure.** The committees are organized, and the structural framework operational. This is equivalent to two (2) points.
4. It has to have a regular Secretariat. This is equivalent to one (1) point.

B. Performance (Total of 75 points)

The performance of M/CFARMCs shall be evaluated based on ten (10) criteria:

1. Municipal/City Fisheries Development Plan – the FARMC must have actively participated in the formulation of the Municipal/City Fisheries Development Plan (M/CFDP), which has been approved and implemented by the LGU. Means of verification: Minutes of the M/CFARMC Meeting with M/CFDP as agenda. Copy of the Municipal/City Fisheries Development Plan approved by the Municipal Development Council (MDC). Proofs of implementation such as activity status reports and documentation must be available. (10 points).

2. Municipal/City Fishery Ordinance (M/CFO). FARMC must have active participation in the formulation of the MFO its amendments, if any; and other fisheries-related local legislation. Means of verification: Resolution of the M/CFARMC addressed to the *Sangguniang Bayan/Panglungsod* endorsing the proposed Municipal/City Fisheries Ordinance and its amendments, if any, and other fisheries-related local legislation; and Minutes of the M/CFARMC Meeting with the proposed ordinance as agenda (10 points).
3. Conduct of M/CFARMC Meetings and Committee consultations, meetings and dialogues. The M/CFARMC shall have conducted a regular meeting based on their internal policy. Means of verification are minutes of the meetings certified by the FARMC Secretary and the LGU. They shall have conducted committee meetings, consultations and dialogues. Creditable minutes of the meetings shall be those having substance that fall under the FARMC's functions and mandates. Evaluation shall include full attendance of all members of the M/CFARMC, particularly the LGU representatives, in regular M/CFARMC meetings. (10 points).
4. Enforcement of Fishery Laws. The M/CFARMC must have assisted in the formulation of the Municipal Law Enforcement Operational Plan. It should have a FARMC Fisheries Law Enforcement Committee that is able to come up with recommendations for fisheries law enforcement matters. Means of verification: minutes of FARMC Meetings indicating the reports and activities of the Fisheries Law Enforcement Committee (5 points); Record of apprehensions of violators (5 points). (Total of 10 points)
5. Policy Advocacy/Advisory Functions. This criterion measures the success of the M/CFARMC in its partnership efforts with the LGU. This can be verified by records of consultations made by the LGU with the FARMC and list of issues discussed, as well as their outcomes. It may also include recommended resolutions submitted to the *Sangguniang Bayan/Panglungsod* and other relevant institutions and verified as being implemented. This may include matters on management, conservation, development, protection as per Sec. 9 of FAO 196. Other means of verification are copies of resolutions with transmittal letters and other proofs of transmittal, like letters of response, post mark and receipt stamps. Creditable resolutions shall be those found substantive in nature, that is, reflective of the FARMC's mandates and functions. (10 points)
6. Municipal Fisherfolk Registry. The M/CFARMC must have assisted the LGU in maintaining a registry of municipal fisherfolk in the municipality/city. Proof of verification are accomplished Fisherfolk Registration Forms updated annually and a master list of fisherfolk in the municipality. (5 points)
7. FARMC Office. The M/CFARMC must have established an office or secured an office space. The M/CFARMC shall have a mailing address and contact numbers, if possible. (2 points)
8. Marine Protected Area and other activities for resources conservation, rehabilitation and enhancement. The M/CFARMC must have initiatives to recommend for the establishment of a marine protected area or fishery reserve/sanctuary in their area. Means of verification is a M/CFARMC resolution that a portion of the municipal waters be declared as a fishery/reserve/sanctuary/MPA. (5 points). Successful establishment and maintenance of an MPA gets a bonus of 3 points. Other activities include mangrove reforestation that are well-maintained and monitored by the FARMC, release of endangered species like marine turtles, marine mammals and whale sharks, shoreline clean-up, waste management and related activities actively

participated in by the FARMCs. Means of verification are documents, photos and reports of the above activities. (5 points). (A total of 10 points).

9. Linkages. The M/CFARMC must have established partnerships with other institutions in the performance of its duties. Institutions include national government agencies, NGOs, private sectors, academe and research institutions, etc. The means of verification may include copies of communications, concept papers and documentation of activities, projects and programs. Creditable linkages are those found substantive in nature, that is, reflective of the need of the FARMC and in accord with their mandates and functions. (3 points).
10. Monitoring and Evaluation. This will evaluate the M/CFARMC's response to the need for documentation of all their activities and that these are regularly evaluated whether these have met the FARMCs' objectives. Their successful endeavors can be made an inspiration and that the best practices can be emulated by other FARMCs. Evaluation shall be made as to the existence of accomplishment reports, evaluation reports and success stories submitted to the LGU cc: BFAR Regional FARMC Program Management Center. (5 points).

C. Sustainability (Total of 15 points)

The indicators for evaluating the sustainability of the M/CFARMC are resource mobilization, ability to reorganize, capability building programs, FARMC Database System and quality of long-term plans.

1. Resource mobilization. This criterion evaluates M/CFARMC's response to the need for identifying viable sources of operating funds for the FARMC and those that are needed for FARMC-led projects that may be approved for implementation. Means of verification are documents indicating the amount allocated by the LGU for the operations of the M/CFARMC and its various activities. Also included are documents or approved proposals that are being implemented or for implementation, the funding of which are sourced out from other institutions, agencies or organizations that support FARMC activities. (5 points).
2. Capacity to reorganize. The FARMC shall be credited for its capacity to reorganize in accordance with FAO 196 and their internal policy when the term of its officers expires. (1 point)
3. Capability building. This evaluates the M/CFARMC's response to the need for continuing capability building program. The FARMC shall have designed and implemented capability building programs in the following critical areas: fisherfolk leadership, strengthening of fisherfolk organizations, local legislation, social mobilization, policy advocacy, parliamentary procedures, project development, and integrated coastal resources management. (3 points).
4. Long term plans. One of the indicators of continuing activity and vitality of the FARMC is the existence of a plan. Such a plan should be properly documented and grounded on the needs and resources of both the FARMCs and their constituents. It should properly map out its future programs and activities. Means of verification is a FARMC Plan that is included in the Municipal Development Plan, approved and executed by the LGU. (4 points).
5. FARMC Databank/Database System. Existing records using the FARMC Database System Developed by the BFAR National FARMC Program Management Center as basis is established and accessible. Means of verification is an operational FARMC

database system where records about the FARMC and the municipality's coastal resources are easily accessible. (2 points).

D. Awards and Citations to the FARMC (Maximum of 3 Bonus Points)

This criterion evaluates the FARMC's outstanding accomplishments and its status in the community. This is verified by awards and citations received by the FARMC from various institutions. Credited awards shall be those that are given to the FARMC and are within the scope of the FARMC's mandated functions. One or two awards/citations (1 point); 3 awards/citations (2 points); 4 or more awards/citations (3 points).

VII. Evaluation Form

Name and location of FARMC: _____

CRITERIA	Maximum Points	Bonus Points	Points Earned
A. ORGANIZATION 9. Membership 10. Internal policy 11. Structure 12. Secretariat	10 5 2 2 1		
B. PERFORMANCE 1. Municipal/City Fisheries Development Plan 2. Municipal Fishery Ordinance (MFO) 3. Conduct of Council and Committee consultations, meetings, dialogues 4. Enforcement of Fishery Laws 5. Policy Advocacy/Advisory Functions 6. Municipal Fisherfolk Registry 7. M/CFARMC Office 8. Marine Protected Area and other activities 9. Linkages 10. Monitoring and Evaluation	75 10 10 10 10 10 5 2 10 3 5	3	
C. SUSTAINABILITY 1. Resource mobilization 2. Capacity to reorganize 3. Capability building programs 4. Long term plans 5. FARMC Databank/Database System	15 5 1 3 4 2		
E. AWARDS AND CITATIONS 1. 1-2 awards/citations 2. 3 awards/citations 3. 4 or more awards/citations		3 1 2 3	
TOTAL	100		

Annex 1
NOMINATION FORM

**Outstanding City/Municipal Fisheries and Aquatic Resources
Management Council (M/CFARMC) of the Year _____**

Name of the FARMC : _____

Address (Municipality/Province/Region) _____

Justification for Nomination:

Nominated by:

Signature over Printed Name
Position and Agency

Endorsed by:

Signature over Printed Name

Provincial Fisheries Director or
Provincial Fisheries Officer/Provincial Agriculturist

Attested by:

Signature over Printed Name

Regional Director, Bureau of Fisheries and Aquatic Resources

Annex II
FARMC PROFILE

**Outstanding City/Municipal Fisheries and Aquatic Resources
Management Council (M/CFARMC) of the Year _____**

A. ORGANIZATIONAL STRUCTURE

1. Name of the FARMC : _____

2. Address: _____

3. Date Organized : (Day/Month/Year) _____

4. Composition of the FARMC

a. Name of Officers	Major Occupation
Chairperson :	_____
Vice Chairperson:	_____
Secretary:	_____
Treasurer:	_____
Auditor:	_____

b. Name of Members

Municipal Planning and Development Officer : _____

Chairperson, *Sangguniang Bayan/Panglungsod*
Committee on Agriculture & Fisheries: _____

Representative, Municipal/City
Development Council (MDC/CDC) : _____

Representative, Municipal/City Agriculture Office _____

Representative, accredited Non-Government
Organization _____

(Please state name of NGO)

Representative, Private Sector _____

(Please describe major involvement as a stakeholder in the private sector).

Fisherfolk Members:	Name of Fisherfolk Organization
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Please identify those from the commercial fisheries sector, women’s organization and youth organization).

Secretariat:

FARMC Committees:	Chairperson
Rehabilitation and Conservation	<hr/>
Research, Education and Training	<hr/>
Law Enforcement	<hr/>
Legislation and Prosecution	<hr/>
Livelihood Opportunities	<hr/>
Pollution Control	<hr/>
Land and Water Use	<hr/>
Settlement	<hr/>
Others:	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Enclosure as Appendix 1. FARMC Internal Policy

B. PERFORMANCE

1. Municipal/City Fisheries Development Plan

Please attach the following:

- a. Minutes of the FARMC Meetings and attendance sheet duly certified by the FARMC Chairman with the formulation of recommendations to the M/CFDP as agenda or among the agenda of the meeting.
- b. Copy of the Municipal/City Fisheries Development Plan approved by the Municipal Development Council (MDC).
- c. Proofs of implementation such as activity status reports and documentation.

2. Municipal/City Fishery Ordinance (M/CFO)

Please attach the following:

- a. Resolution of the M/CFARMC addressed to the *Sangguniang Bayan/Panglungsod* endorsing the proposed Municipal/City Fisheries Ordinance.
- b. Minutes of the M/CFARMC Meeting with the proposed ordinance as agenda.

3. Conduct of Council and Committee consultations, meetings, dialogues

- a. No. of FARMC meetings conducted for the past year _____
- b. No. of Committee meetings conducted for the past year _____
- c. No. of FARMC dialogues/consultations conducted for the past year _____

Please attach the following:

- 1. Duly certified minutes of each of these meetings/dialogues.
- 2. Attendance sheets of each of these meetings/dialogues/consultations.

4. Enforcement of Fishery Laws.

Please attach the following:

- a. Bantay Dagat Operational Plan
- b. Reports of the activities of the Law Enforcement Committee
- c. List of the Municipal Bantay Dagat Composite Team
- d. Record of apprehensions of violators and status
- e. Photos of Bantay Dagat Operations

5. Policy Advocacy/Advisory Functions

- a. Total no. of resolutions formulated for recommendation to the *Sangguniang Bayan/Panglungsod* or other relevant institutions _____

Title of Resolution	Outcome (Approved/Implemented or Not)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach copies of these resolutions with transmittal letters and other proofs of transmittal, like letters of response, post mark and receipt stamps. Please use additional sheets if necessary.

6. Municipal Fisherfolk Registry

Total Number of Registered Fisherfolk in the Municipality: _____

Please attach a Master List of Registered Fisherfolk per Barangay.

7. Marine Protected Area and other activities for resources conservation, rehabilitation and enhancement

Please attach the following:

- a. Copy of the FARMC Resolution recommending for the establishment of the Marine Protected Area/Fish Sanctuary.
- b. Copy of Municipal/City Ordinance establishing the MPA/Fish Sanctuary
- c. Copy of the MPA/Fish Sanctuary Management Plan
- d. Report of activities based on the above management plan
- e. Photos of activities in the MPA/Fish Sanctuary

Other activities:

- a. Number of propagules of mangrove planted: _____ area (ha.) _____
- b. Record of survival rate of mangrove planted
- c. List of other activities conducted by/participated in by the FARMC regarding resources conservation, rehabilitation and enhancement

Name of Activity	Date Conducted	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach photos of the above activities.

8. FARMC Office.

Date/Year FARMC Office was established: _____

Please attach a photo of the FARMC Office.

9. Linkages

Institutions/Agencies/Organizations	Nature of Linkage with the FARMC (Technical Assistance, Project Donor, Network, Project Partner, etc.)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach communications, certificates, concept papers, list of activities conducted, meetings attended with other institutions.

10. Monitoring and Evaluation

Please attach the following:

- a. M/CFARMC Accomplishment Reports
- b. Reports highlighting activities of the FARMC
- c. Report of Evaluation of FARMC activities
- d. Success stories
- e. List of issues and concerns regarding the FARMC operations and how these are addressed by the FARMC.

C. SUSTAINABILITY

1. Resource mobilization.

Amount allocated by the LGU for FARMC Operations for the current year:
PhP _____

Please attach photocopies of official documents reflecting this amount.

Amount allocated for FARMC activities from other sources:

Program/Project/Activity	Name of Institution/Partner	Amount (PhP)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Capacity to reorganize.

Date when latest reorganized: _____

No. of times the FARMC has been reorganized: _____

3. Capability building.

Activities for Capability Building for the FARMC	Date Conducted
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

4. Long term plans.

Please attach five-year or ten-year M/CFARMC Plan.
Proof that the plan has been approved and included in the Municipal Fisheries Development Plan, and executed by the LGU.

5. FARMC Databank/Database System.
(please attach a printed copy of the reports generated by the FARMC Database.)

State the instances when the FARMC or the LGU was able to use the information generated by the database system and the outcome of these activities.

D. AWARDS/CITATIONS

Name of Award/Citation	Date Awarded	Agency
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Please attach brochures/publications of success stories.

Search and Evaluation Process: Outstanding M/CFARMC

