

### 1. APPLICATION FOR ACCREDITATION OF SEED GROWERS

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation to Seed Grower/Seed Producer.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Individual - Farmer, Seed Grower/Producer or Member of Association/Cooperative; Group/ Institution-Association, Cooperative, Corporation, Government Institution or International Organization			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. <i>BPI-NSQCS Revised Form No. 5</i>. Application for Accreditation as Seed Grower/Seed Producer with 2x2 colored ID Picture (6 months)</li> <li>2. Certificate of Training</li> <li>3. Proof of Ownership over the production area</li> <li>4. Official Receipt of Accreditation Fee</li> <li>5. Cooperative Development Authority (CDA) Registration Certificate (for Group)</li> <li>6. Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration (for Group)</li> <li>7. Department of Trade and Industry (DTI) Registration Certificate (for Group)</li> <li>8. Duly notarized authorization letter of the applicant</li> <li>9. Special power of Attorney, Special Order/Memorandum Order, Board Resolution in behalf of groups</li> <li>10. Area for Seed Production</li> <li>11. Available post-harvest facilities</li> <li>12. Seed Storage</li> </ol>			NSQCS Central Office or Regional/Satellite NSQCS Office  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Apply for Accreditation	1.1 Receive and evaluate application of accreditation for seed grower/producer from DA-RFO's		5 minutes	Technical/ Non-Technical Staff of NSQCS Central Office- Seed Certification Section

	*concerned and return in case of incomplete documents			Maria Belinda Cruz Arian Jane Nanta Emmanuel Macaraeg Rosa Mia Plucena Carla Centino
	1.2 Prepare certificate of accreditation		4 minutes	Encoder from NSQCS Central Office- Seed Certification Section  Christopher Rivera Emmanuel Macaraeg Joshua Christian Navara Robert John Uy
	1.3 Approve and sign Certificate of Accreditation		2 minutes	Director
	1.4 Mail certificate of accreditation to RFO concerned		2 minutes	Technical Staff/Non Technical Staff of NSQCS Central Office  Arian Jane Nanta Christopher M. Rivera Emmanuel Macaraeg Domingo Aledia
2. Pick up Certificate of Accreditation	2.1 Issue certificate of accreditation		2 minutes	Administrative Staff of Regional/Satellite Office
3. Fill up Feedback Form	3.1 Issue and collect feedback form		2 minutes	Administrative Staff of Regional/Satellite Office

\* DA - RFO - Department of Agriculture - Regional Field Office

Note: Duration of accreditation is dependent on the compliance of the applicant with the requirements especially if there are discrepancies regarding application.

- The application for the accreditation of seed grower/producer is submitted and applied to respective Regional/Satellite Office that covers the area to be applied for accreditation. Whereas, the NSQCS Central Office is responsible in the processing of application by checking the completeness of the requirements before the endorsement of application and approval of BPI Director for the Certificate of Accreditation.