

1. APPLICATION FOR PLANT MATERIAL CERTIFICATION OF ASEXUALLY PROPAGATED SEEDLINGS

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) tags asexually propagated seedlings of accredited plant nursery operators who collected scions/budsticks/clones from Certified Mother Trees and asexually propagated them in the presence of inspectors. The tags signify that the seedlings are true-to-type and has undergone and passed the plant material certification process for asexually propagated seedlings.

Office:	National Seed Quality Control Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Accredited Plant Nursery Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Filled up Application Form (BPI-NSQCS-PMC Form 1b) (4 Copies, Original) 2. Plant Nursery Accreditation Certificate (1 Copy, photocopy) 3. Plant Material Certificate of Mother Trees (1 Copy, photocopy) 4. Copy of Receipt of payment of application fee 			NSQCS Central Office or Regional/Satellite NSQCS Office Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 50.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review and Completeness and accurateness of the documents	None	30 Minutes	Plant Material Inspector (PMI) (Refer to BPI Memo. Order 43 S. 2022 and DA Special Order 297 S. 2022)
2. Coordinate and cooperate with the Plant Material Inspector during the conduct of rootstock inspection	2.1 Evaluate and Inspect Rootstocks Ready for Asexual Propagation in the Nursery	None	30 Seconds (per seedling)	PMI
	2.2 Prepare Preliminary Inspection Report for rootstocks	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
3. Coordinate and cooperate with the Plant Material Inspector for the supervision of the collection of propagules	3.1 Supervise the collection of Propagules from Certified Mother Trees	None	Depending on the rate of staff from the nursery	PMI
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the asexual propagation	4.1 Supervise the asexual propagation of seedlings	None	Depending on the rate of staff from the nursery	PMI

	4.2 Prepare and Accomplish Preliminary Inspection Report for asexually propagated seedlings	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
5. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring	5.1 Monitoring of the propagated seedlings	None	30 Seconds (per seedling)	PMI
	5.2 Prepare and Accomplish Monitoring Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
6. Coordinate and cooperate with the Plant Material Inspector during the conduct of final inspection	6.1 Conduct final Inspection for the status of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
	6.2 Prepare and Accomplish Final Inspection Report for approval or rejection	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
	6.3 Encode details of Tagging Material with QR Code	None	3 Minutes (per 1,000 pieces)	Encoder from Regional/Satellite NSQCS
	6.4 Printing of Tagging Materials with a Barcode Printer	None	10 Minutes (per 1,000 pieces)	Technical/Non-technical staff of Regional/Satellite NSQCS
	6.5 Shipping of tagging Materials	None	3 Working Days (depends on location and number of tags)	Contracted forwarder/courier
	6.6 Collection of Fees for tagging materials	Php 1.20 per tag	5 Minutes	Special Collecting and Disbursing Officer
7. Coordinate and assist the Plant Material Inspector during the conduct tagging	7.1 Individual Tagging of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
8. Fill up Customer Satisfaction Form (CSF)	8.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	TOTAL	*Varies depending on No. of Seedlings	*Varies depending on No. of seedlings	

* Note: Duration of certification for asexually propagated planting material is highly dependent on the biological condition of the seedlings for it requires time for healing and hardening for eventual tagging.

** Applications for certification of asexually propagated seedlings are handled and processed through the Regional/Satellite NSQCS Offices