

1. APPLICATION FOR PLANT MATERIAL CERTIFICATION OF TREES

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues a Certificate to the nursery operator and the nursery whose mother trees were verified to be true-to-type and of a superior variety registered under the National Seed Industry Council (NSIC). The verified trees are tagged as proof that they were evaluated and has passed the Plant Material Certification of Trees, and thus are viable sources of sources for the propagation of certified 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:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Filled up Application Form (BPI-NSQCS-PMC Form 1a) (4 Copies, original) 2. Proof of Varietal Identity in the form of any of the listed: <ul style="list-style-type: none"> • Copy of purchase receipt (1 Copy, photocopy) • Certification from the source of planting material (1 Copy, photocopy) • Certification from knowledgeable person such as experts or who have experience regarding the crop being applied for (1 Copy, photocopy) • DNA Analysis Report (1 Copy, photocopy) • Result of re-evaluation of varietal characteristics based on NSIC parameters for one fruiting season (1 Copy, photocopy) 3. Location map and layout of 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 Accurateness and Completeness 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)

	1.3 Prepare Evaluation Report for approval and rejection of evaluated documents	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
2. Coordinate and cooperate with the Plant Material Inspector during the conduct of inspection	2.1 Conduct Inspection of Candidate Mother Trees	None	2 Minutes (per tree)	PMI
	2.2 Prepare Inspection Report for approval and rejection of inspected trees	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
	2.3 Endorse Applications and Results of Evaluation/Inspection from Regional Office to Central Office	None	3 Working Days	Postage courier
	2.4 Final Review of the submitted Documents by Central Office	None	30 Minutes	Diana Tabudlong, Agriculturist II; Earl Austin Aromin, Agriculturist II Aurora L. De Guzman, Section Chief of Plant Material Certification NSQCS Central Office
	2.5 Preparation of Certificate with QR Code	None	10 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II; Rovelyn Domingo, Data Encoder Controller; Mark Sabangan, Computer Operator II or staff of Plant Material Certification Section, NSQCS Central Office
	2.6 Endorsement of Certificate to the Director for Signature	None	10 Minutes	Ruel C. Gesmundo, Chief, NSQCS

	2.7 Encoding of Details of Tagging Materials	None	15 Minutes (per 1,000 pieces)	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.8 Endorse to Contracted Company for Printing of Tagging Materials	None	10 Minutes	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.9 Printing of Tagging Materials	None	1 Day (per 200 Pieces)	Contracted supplier
	2.10 Checking the correctness of the printed Tagging Material	None	30 seconds (per tagging material)	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.11 Shipping of tagging Materials	None	3 Days (depends on location and number of tags)	Contracted forwarder/courier
3. Pay corresponding fees	3.1 Collection of Fees and Issuance of Certificate	Php 100.00 per tag	10 Minutes	Special Collecting and Disbursing Officer
4. Coordinate and assist the Plant Material Inspector during the tagging of trees and receive certificate	4.1 Tagging of Candidate Mother Trees and issuance of certificate	None	3 Minutes (per tree)	PMI
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	TOTAL	*Depends on the number of trees applied	*Depends on the number of trees applied	

* Note: Duration of certification is highly dependent on the compliance of the applicant with the requirements especially in cases that there are findings regarding his/her application. There are cases that evaluation of the varietal characteristics based on NSIC parameters will be necessary to establish its varietal identity and this will take one fruiting season.

**Applications for the certification of mother trees are initially received and processed by the concerned Regional/Satellite NSQCS Office before it is forwarded to NSQCS Central Office for the processing of tags and certificate.