

1. APPLICATION FOR PLANT NURSERY ACCREDITATION

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation to nurseries which are evaluated to be capable of producing quality planting material based on their manual of operations, nursery management, facilities and areas in present in the nursery and relevant training of personnel. Accredited plant nurseries are also entitled to the production of certified planting materials under the Plant Material Certification of BPI.

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. Letter of Intent 2. Duly accomplished application form (BPI-NSQCS-PNA Form 1) (3 copies, original) 3. Current Mayor’s Permit (1 copy, photocopy)* 4. Bureau of Internal Revenue (BIR) Registration Certificate (1 copy, photocopy)* 5. Duly notarized authorization of the applicant (For partnership, corporation, cooperative or association, or government) (1 copy, original) 6. Any of the following documents, whichever is applicable: <ul style="list-style-type: none"> • Department of Trade and Industry (DTI) Registration Certificate (1 copy, photocopy; For sole proprietorship and partnership)* • Cooperative Development Authority (CDA) Registration Certificate (1 copy, photocopy; for private cooperative)* • Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration (1 copy, photocopy; For private associations)* • Securities and Exchange Commission (SEC) Certificate of Registration (1 copy, photocopy; for partnership and private corporations)* 7. Certificate of training on nursery establishment and operation including plant material certification issued within two (2) years prior to application – One (1) certificate for Sole proprietorship or partnership; at least Two (2) certificates for private groups (1 copy, photocopy); at least 2 for government institution 8. Location map, lay-out plan and photos of the nursery (1 copy, photocopy) 9. Copy of the official receipt of payment for application (except for DA-attached agencies, DA-RFOs and its Centers/ Station) <p>Note : *These documents are not needed for government nurseries</p>	<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p>Applicant</p>

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 1,000.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review Accurateness and Completeness of the documents	None	2 Working Days	Technical staff of Regional/Satellite NSQCS
	1.3 Prepare Document Evaluation Report	None	30 Minutes	Technical staff of Regional/Satellite NSQCS
2 .Coordinate and cooperate with the Plant Nursery Evaluator during the conduct of inspection	2.1 Endorses the application to DA-Regulatory for assigning of PNE	None	2 Working Days	Regional/Satellite NSQCS Chief
	2.2 Conduct Inspection and evaluation of the Plant Nursery applied for accreditation	None	5 Working Days	Plant Nursery Evaluator (PNE) (Refer to BPI Memo. Order 43 S. 2022 and DA Special Order 297 S. 2022)
	2.3 Deliberate result of inspection and prepare Initial Evaluation Report indicate discrepancies, if any	None	1 Working Day	PNE or Chief, Regional/Satellite NSQCS
	2.4 Prepare endorsement of the documents with the recommendation report of PNE to the concern DA-Regulatory Office	None	2 hours	Regional/Satellite NSQCS
	2.5 DA-RFO Director endorses document to the BPI Director cc NSQCS Chief	None	1 Working Day	DA-RFO
	2.6 Review reports and submitted documents	None	30 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II or Technical staff of Plant Material Certification Section NSQCS Central Office
	2.7 Prepare final recommendation for BPI Director and issuance of notification letter	None	20 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II and Aurora De Guzman, Section Chief of

				of Plant Material Certification, NSQCS Central Office
	2.8 Prepare Certificate with QR Code for signature of BPI Director	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
3. Receive Certificate of Accreditation	3.1 Issue Certificate of Accreditation	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
<p>* Note: Duration of accreditation is highly dependent on the compliance of the applicant with the requirements especially if there are discrepancies regarding his/her application.</p> <p>**Applications for nursery accreditation are initially received and processed by the concerned Regional/Satellite NSQCS and DA-RFO counterpart before it is forwarded to NSQCS Central Office for the processing of certificate.</p>				