

1. APPLICATION FOR PLANT TISSUE CULTURE FACILITY ACCREDITATION

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation for Tissue Culture Facility to laboratories who were evaluated to have proper equipment and areas to produce quality planting materials and properly trained personnel who conform with their laboratory procedures in the production of planting materials, waste management of the laboratory, and disease indexing of their mother plant.

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. Filled up Application Form (BPI-NSQCS-PTCFA Form 1) (4 copies, original) 3. Current Mayor’s Permit (1 Copy, Photocopy) 4. Bureau of Internal Revenue (BIR) Registration (1 copy, photocopy) 5. Duly Notarized Authorization of Applicant (for private groups) (1 copy, original); 6. Authorization of applicant duly signed by the designated authority of the agency (for government tissue culture facility; 1 copy, original) 7. 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); • Security and Exchange Commission (SEC) Registration Certificate (1 Copy, Photocopy; For Partnership and Private Corporations) • Security and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) registration (1 copy, Photocopy; For Private associations); • Cooperative Development Authority (CDA) registration certificate (1 copy, Photocopy; For Cooperatives); 8. Certificate of existence of the facility duly issued by the unit head of the SUC or local chief executive of the LGU or head of DA Center/Station (For Government Tissue culture facility) (1 copy, original) 9. Location map, lay-out plan and photos of the plant tissue culture facility (1 copy, photocopy) 10. Copy of the official receipt as payment of the application fee. 	<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p style="text-align: center;">Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Filled up Application Form with the necessary documents	1.1 Receive Application Form and other documentary requirements	Php 5,000.00	2 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review the completeness of the submitted documents	None	15 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.3 Prepare Document Evaluation Form (BPI-NSQCS-PTCFA Form 2)	None	10 Minutes	Technical Staff of NSQCS & Chief, Regional/Satellite NSQCS
	1.4 Endorse application and document evaluation form to NSQCS Central Office	None	3 Working Days	Regional/Satellite NSQCS Office
2. Coordinate with Tissue Culture Evaluators during the conduct Evaluation and On-Site Audit	2.1 Contact and inform evaluation team of the application for accreditation	None	30 Minutes	Aurora De Guzman, Section Chief of Plant Material Certification Section, NSQCS Central Office
	2.2 Assist in the conduct of Pre-evaluation meeting with Applicant and Evaluators	None	30 Minutes	Plant Tissue Culture Facility (PTCF) Evaluator (Refer to DA Special Order 370 S. 2018 and BPI Memo. Order 40 S. 2023) and Technical Staff of NSQCS Central /Regional/Satellite/ Office

	2.3 Assist in the conduct of On-site Evaluation of Tissue Culture Facility	None	2 Hours	PTCF Evaluator and Technical Staff of NSQCS Central/ Regional/Satellite Office
	2.4 Assist in the conduct of exit conference with applicant and evaluators	None	30 Minutes	PTCF Evaluator and Technical Staff of NSQCS Central/ Regional/Satellite Office
	2.5 Endorse results of On-site audit to BPI-Director	None	3 Working Days	Regional/Satellite NSQCS Office
	2.6 Final Review of Documents by NSQCS Central Office	None	30 Minutes	Earl Austin Aromin, Agriculturist II, Diana Tabudlong, Agriculturist II and Aurora De Guzman, Section Chief of Plant Material Certification Section , NSQCS Central Office
	2.7 Prepare Certificate of Accreditation with QR code	None	5 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
	2.8 Endorsement of Certificate to the BPI-Director for signature	None	10 Minutes	Ruel C. Gesmudo, Division Chief, NSQCS
3. Receive Certificate of Accreditation	3.1 Issue Certificate of Accreditation	None	10 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
	TOTAL	Php 5,000.00	6 Days, 4 Hours, 57 Minutes	