

## 1. APPLICATION FOR SEED CERTIFICATION

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues results of laboratory analysis and tags

<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>	Accredited Seed Growers/Producers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. <i>BPI-NSQCS Revised Form No. 1.</i> Application for Seed Certification with attached Certification Tag of the seeds to be planted</li> <li>2. Seed samples (1 kg)</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. Fill out and submit application form for seed certification	1.1 Receive Application Form and other documentary requirements		2 minutes	Technical Staff of NSQCS Regional/Satellite Office
	1.2 Review Accurateness and Completeness of the documents		2 minutes	Technical Staff of NSQCS Regional/Satellite Office
	1.3 Field Validation and Monitoring		1-3 working days (depending on the hectares of seed production area)	Deputized / Designated Seed Inspector
	1.4 Conduct Preliminary Field Inspection	₱135 (up to 4 ha.); ₱65 (additional ha but not more than 19 ha.)	1-3 working days (depending on the hectares of seed production area)	Deputized / Designated Seed Inspector
	1.5 Conduct Final Field Inspection	₱65 (up to 4 ha.); ₱35 (additional	1-3 working days (depending on	Deputized / Designated Seed Inspector

		hectares but not more than 19 ha.)	the hectares of seed production area)	
	1.6 Receive request for and seed sample with label		7 minutes/sample	Technical Staff of NSQCS Regional/Satellite Office
2. Pay laboratory fees	2.1 Issue official receipt	Refer to A.O. 50, Series of 2000	2 minutes	Collecting Officer
	2.2 Record and assign laboratory number		2 minutes/sample	Technical Staff of NSQCS Regional/Satellite Office
	2.3 Prepare working samples		5 minutes/sample	Seed Analyst
	2.4 Conduct seed testing (Complete Test)		7 - 14 days	Seed Analyst
	<b><i>Types of Seed Testing</i></b>			
	▪ Moisture content determination		1 hour-17 hours (oven methods depending on the seeds being analyzed); 3 minutes (moisture meter)	Seed Analyst
	▪ Physical Purity Test		10 minutes/sample	Seed Analyst
	▪ Varietal Purity Test		30 minutes/sample	Seed Analyst
	▪ Germination Test		5 - 14 days	Seed Analyst
			<i>Germination Test duration per Crop</i>	
			rice - 5 to 14 days	
			corn - 4 to 7 days	
			mungbean - 5 to 7 days	
			soybean - 5 to 8 days	
			peanut - 5 to 10 days	
			sorghum - 5 to 12 days	
			wheat - 5 to 8 days	
			tobacco - 7 to 14 days	

			cotton - 5 to 12 days	
	2.5 Prepare result of laboratory analysis		5 minutes/analysis	Administrative Staff
	2.6 Check and initial result of laboratory analysis		2 minutes/analysis	Technical Staff
	2.7 Approve result of laboratory analysis		2 minutes/analysis	Chief of NSQCS
	2.8 Prepare certification tags	₱1.80 / tag	5 minutes/ tag	Technical Staff
3. Receive result of Laboratory analysis from NSQCS	3.1 Issue result of laboratory analysis and certification tags		2 minutes/analysis	Technical Staff
	3.2 Conduct Tagging		2 minutes/ tag	Deputized/ Designated Seed Inspector
4. Fill out feedback form	4.1 Issue and collect feedback form		2 minutes/feedback form	Administrative Staff

Note: Duration of seed certification depends on the biological condition of crops and its species applied for seed certification.

- The Seed Certification activities are conducted in the regions and the 24 NSQCS Regional and Satellite Offices are responsible in the conduct of seed certification for the crops apply by accredited seed grower/producer.
- Seed Analyst – is also a technical staff trained and skilled to perform the seed testing activity