

1. APPLICATION FOR PLANT MATERIAL CERTIFICATION OF SEXUALLY PROPAGATED SEEDLINGS

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) tags sexually propagated seedlings of accredited plant nursery operators who collected seeds from Certified Mother Trees and sown in the presence of the inspectors. The tags signify that the seedlings are true-to-type and has undergone and passed the plant material certification process for sexually 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 1c) (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 the 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 for the supervision of the collection of fruits	2.1 Supervise collection of Fruits	None	Depending on the rate of staff from the nursery	PMI
3. Coordinate and cooperate with the Plant Material Inspector for the supervision of the extraction of seeds	3.1 Supervise Extraction of Seeds	None	Depending on the rate of staff from the nursery	PMI
	3.2 Prepare and Accomplish Inspection Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the seed sowing	4.1 Supervise Seed Sowing and Layout	None	Depending on the rate of staff from the nursery	PMI

5. Coordinate and cooperate with the Plant Material Inspector for the supervision of the transplanting	5.1 Supervise Transplanting from Seed Bed to Individual Plastic Bag	None	Depending on the rate of staff from the nursery	PMI
	5.2 Prepare and Accomplish Preliminary Inspection Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
6. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring	6.1 Monitoring of Sexually Propagated Seedlings	None	30 Seconds (per seedling)	PMI
	6.2 Prepare and Accomplish Monitoring Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
7. Coordinate and cooperate with the Plant Material Inspector during the conduct of final inspection	7.1 Conduct final Inspection for the status of sexually propagated seedlings	None	30 Seconds (per seedling)	PMI
	7.2 Prepare and Accomplish Final Inspection Report for approval and rejection	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
	7.3 Encode details of Tagging Material with QR Code	None	3 Minutes (per 1,000 pieces)	Encoder from Regional/Satellite NSQCS
	7.4 Printing of Tagging Materials with a Barcode Printer	None	10 Minutes (per 1,000 pieces)	Technical/Non-technical staff of Regional/Satellite NSQCS
	7.5 Shipping of tagging Materials	None	3 Working Days (depends on location and number of tags)	Contracted forwarder/courier
	7.6 Collection of Fees for tagging materials	Php 1.20 per tag	5 Minutes	Special Collecting and Disbursing Officer
8. Coordinate and assist the Plant Material Inspector during the conduct of tagging	8.8 Individual Tagging of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
9. Fill up Customer Satisfaction Form (CSF)	9.1 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	
<p>* Note: Duration of certification for sexually propagated planting material is highly dependent on the biological condition of the seedlings for it requires time for hardening before the conduct of tagging.</p> <p>** Applications for certification of asexually propagated seedlings are handled and processed through the Regional/Satellite NSQCS Offices</p>				