



Application for PhilGAP Certification

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues PhilGAP Certification

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section	
Classification:		
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Duly Accomplished Application Form (1 original copy) 2. Farm or Organizational Profile (1 original copy) 3. Farm Map (1 original or photocopy) 4. Farm Layout (1 original or photocopy) 5. Field Operation Procedures (1 original or photocopy) 6. Annex A – Production and Harvesting Records (1 original copy) 7. Annex B – List of fertilizers, Pesticides and other agricultural chemicals used (1 original copy) 8. Certificate of Nutrient Soil Analysis (1 original or photocopy) 9. Certificate of training on GAP conducted by ATI, BPI, LGU, DA, RFO, SUC's or by ATI accredited services providers (1 photocopy) 10. Certificate of registration and other related permits, e.g. SEC, DTI, CDA, DOLE (if applicable), (1 original copy/photocopy) <p>Additional requirements for Group Application</p> <ol style="list-style-type: none"> 1. For Corporation, Quality Management System or Internal Control System (ICS) (1 original copy/photocopy) 2. Procedure for accreditation of farmers/growers (if applicable) (1 original copy/photocopy) 	<p>Department of Agriculture – Regional Field Office</p> <p>Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with the requirements	1.1 Submit application to the PhilGAP Secretariat	None	1 day	Regional Field Office (RFO)
	1.2 Assess and evaluate completeness of application with the attached requirements	None	1 day	PhilGAP Secretariat: John Leo Gamboa, Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico
	1.3 Schedule farm inspection and select inspector	None	3 days	PhilGAP Secretariat: John Leo Gamboa, Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico / Inspector / RFO
2. Prepare documents needed for the PhilGAP Inspection	2.1 Conduct inspection	None	5 days	PhilGAP Secretariat: John Leo Gamboa, Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico / Inspector/RFO
	2.2 Prepare Inspection Report	None	1 day	PhilGAP Secretariat: John Leo Gamboa, Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico
	2.3 Endorse Inspection Report to the PhilGAP Certification Committee for evaluation	None	6 days	PhilGAPCC Member Shereena Samala Ruel Gesmundo Christian Allen Taleon Herminigilda Gabertan, Ph.D.

	2.4 Prepare PhilGAP Certificate and endorse to BPI-Director for approval	None	1 day	PhilGAP Secretariat: John Leo Gamboa,Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico
	2.5 Approve PhilGAP Certificate	None	1 day	BPI Director Gerald Glenn F. Panganiban
	2.6 Endorse approved PhilGAP Certificate to the RFO	None	0.5 day	PhilGAP Secretariat: John Leo Gamboa,Ailene Galvez, Mikko Facturan, Christiane Fatimah Decena, Ma. Liciel Abordo Kenneth Pabelico / RFO
3. Receive approved PhilGAP Certificate	3.1 Award PhilGAP Certificate to the applicant	None	0.25 day	RFO
4. Fill out Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	0.25 day	Mikko Facturan
	TOTAL		20 Days	

Notes on 2.3 Endorsement of inspection report to the PhilGAPCC will depend on the submission and completion of corrective actions on the identified non-compliances.