



## Application for Registration of Food Safety Compliance Officer (FSCO)

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues Certificate of Registration to Registered FBO-Designate Food Safety Compliance Officer (FSCO)

<b>Office:</b>	Plant Product Safety Services Division – Accreditation and Inspection Section	
<b>Classification:</b>	G2B-Government to Business, G2G-Government to Government	
<b>Type of Transaction:</b>	Complex	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Duly accomplished and Notarized Application Form signed by the Designate- FSCO and CEO/President/Manager, with attached 2x2 colored picture in white background;</li> <li>2. Any government issued identification card of Designate-FSCO and CEO/President/Manager;</li> <li>3. Official designation from the FBO management “<i>incorporating his/her duties and responsibilities as company’s Designate-Food Safety Compliance Officer</i>”;</li> <li>4. Certificate of Employment or Consultancy signed by the Human Resources Officer or FBO Management. The Certificate of Employment or Consultancy should state the following: <ul style="list-style-type: none"> <li>• Educational qualification</li> <li>• Current position in the company</li> <li>• Years of stay in the company</li> </ul> </li> <li>5. Photocopy of any Certificate of Attendance from the Training Course for Food Safety Compliance Officer conducted by the BPI or its officially Accredited Training Service Provider within the last six (6) months. The original copy shall be presented during submission for authentication</li> </ol>		<p>Bureau of Plant Industry- PPSSD Central Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with the requirements	1.1 Assess and review completeness of application with the required requirements	None	20 Minutes	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.2 Issue charge slip to applicant and payment	200 Php	1 Day* 3 Days**	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
2. Prepare documents needed for endorsement and issuance of Certificate of Registration (COR)	2.1 Prepare endorsement letter to the BPI Director	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.2 Approve endorsement letter	None	1 Day	AIS Head/Division Chief Lennie Manipon/William Mugot
	2.3 Prepare Certificate of Registration (COR)	None	30 Minutes	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.4 Approve Certificate of Registration (COR)	None	1 Day	BPI Director Gerald Glenn Panganiban



3. Receive approved COR	3.1 Issue the approved COR to client	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragonese, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	<b>TOTAL</b>		<b>3 days, 1 hour, 10 minutes (minimum) 5 days, 1 hour, 10 minutes (maximum**)</b>	
Note: *Face to face application	**Online application			