



Distribution of Vegetable Seeds and Planting Materials

The Crop Research and Production Support Division (CRPSD) of the Bureau of Plant Industry (BPI) distributes seeds and planting materials

Office:	Crop Research and Production Support Division (CRPSD) – Crop Production Support Section (CPSS) / Crop Culture and Management Section (CCMS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Request Letter			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter 2. List of beneficiaries			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt request letter from the Director's Office (DO)	1.1 Receive and record request letter	None	5 Minutes	Neña Belen I. Pangilinan / Data Contoller
	1.2 Route request to the Section Chief-Crop Production Support Section (CPSS), Crop Culture and Management Section (CCMS) to provide the requested material (Refer to Administrative Order (A.O.) No. 7 Series of 1991 "Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Plant Materials")	None	15 Minutes	Christopher S. Cruz / OIC Division Chief

	1.3 Assign staff of CPSS/CMSS to check the availability of stocks and coordinate the requesting party.	None	10 - 15 Minutes	Ernie Lito Y. Bollosa / Agriculturist II Aileen D. Agcaoili / Senior Agriculturist
	1.4 Assign Staff of CPSS/CMSS to prepare the requested seeds and/or planting materials	None	1 Hour	Ernie Lito Y. Bollosa / Agriculturist II Aileen D. Agcaoili / Senior Agriculturist
	1.5 Prepare Requisition Issuance Slip (RIS)	None	5 Minutes	Joshua Siaga/Admin Asst. I Leah M. Morante/Project Asst. I
2. Receive requested seeds and/or planting materials	2.1 Release requested seeds and/or planting materials	None	5 Minutes	Joshua Siaga/Admin Asst. I Fe Rosales/Warehouseman Leah M. Morante/Project Asst. I
3. Fill up Customer Satisfaction Form (CSF)	3.1 Issue and collect CSF	None	5 Minutes	Fe Rosales/Warehouseman Leah M. Morante/Project Asst. I
	TOTAL		1 hour and 55 minutes	