



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)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	Walk – In Client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fill Up required form completely.			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach and Assist the Client	1.1 Fill – Up the Beneficiary Form	None	5 Minutes	Joshua Siaga/Admin Asst. I Fe Rosales/Warehouseman
	1.2 CRPSD Staff provide the available seeds and /or planting materials (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	2-15 Minutes	Joshua Siaga/Admin Asst. I Fe Rosales/Warehouseman Noriel Gargullo/Project Asst.II Rolando Villa/Laborer



	1.3 Prepare Requisition Issuance Slip (RIS)	None	5 Minutes	Joshua Siaga/Admin Asst. I
2. Fill up Customer Satisfaction Form (CSF)	2.1 Issue and collect CSF	None	5 Minutes	Fe Rosales/Warehouseman
	TOTAL		30 Minutes	