



## Issuance of Certificate of Registration of Farms and Growers

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Certificate of Registration of Farms and Growers.

<b>Office:</b>	National Plant Quarantine Services Division – Export Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Notarized Application Form with attached 2x2 colored picture of the owner, authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background (<i>Original, 1 Copy</i>)</li> <li>2. Copy of any government issued identification card (<i>1 copy</i>)</li> <li>3. Barangay Clearance and Community Tax Certificate (<i>1 copy</i>)</li> <li>4. Proof of Ownership or Valid claim of possession or any agreement which allows the applicant to use the property (<i>1 copy</i>)</li> <li>5. Information on the following:             <ol style="list-style-type: none"> <li>a. Total Production area (ha): _____</li> <li>b. Estimated volume of production</li> <li>c. Location Sketch Map of farm</li> </ol> </li> <li>6. Quality Standards Accreditation/s eg. PhilGAP, GlobalGAP (if any) (<i>1 copy</i>)</li> <li>7. Certificate of Attendance of Owners, Facility Manager or Quality Assurance Personnel in trainings on Good Agricultural Practices (<i>1 copy</i>)</li> <li>8. Certificate of Completion (Orientation of Applicant) (<i>1 copy</i>)</li> <li>9. BPI-PQS Inspection Report (<i>Original copy</i>)</li> </ol>	<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located]</p>	<p>1.1 Evaluate application and other documents</p>	<p>None</p>	<p>60 Minutes</p>	<p>Applicant,            Sherwin D. Dannog  <i>Project Assistant III</i>            Export Section,            NPQSD</p> <p>Plant Quarantine Station</p>
<p>2. Interview/Orientation of Farmer</p>	<p>2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)</p>	<p>None</p>	<p>2 Hours</p>	<p>Mea Mikki B. Tabago  <i>Agriculturist I</i>            Export Section,            NPQSD</p> <p>Sherwin D. Dannog  <i>Project Assistant III</i>            Export Section,            NPQSD</p> <p>Plant Quarantine</p>



3. Actual Inspection	3.1 Inspect farm	None	1 Day	<p>Plant Quarantine Station</p> <p>Food Safety Unit</p>
	3.2 Prepare Inspection Report and Recommendation	None	1 Day	Plant Quarantine Station
	3.3 Final Evaluation and Preparation of Certificate of Registration with the corresponding farm and growers code	None	1 Hour	<p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p>
	3.4 Recommendation and Countersign the Certificate of Registration	None	30 Minutes	<p>Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head</p> <p>Shereene R. Samala <i>OIC-Chief, NPQSD</i></p>



	3.5 Approve or disapprove the Certificate of Registration	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Certificate of Registration	4.1 Release Certificate of Registration	None	5 Minutes	Applicant, Plant Quarantine Station
5.Fill out Customer Satisfaction Form (CSF)	5.1 Provide and collect CSF	None	3 Minutes	Customer
	<b>TOTAL</b>	<b>None</b>	<b>2 Days, 5 Hours, 8</b>	