



DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY

CITIZEN'S CHARTER

2023 (2<sup>nd</sup> Edition)



## FOREWORD

The Department of Agriculture - Bureau of Plant Industry (DA-BPI) has the primary task of promoting the development of the country's plant industry through research and development, crop production and protection and effective technology promotion and transfer.

We pledge to deliver our mission to “ensure availability of quality seeds, safety of plant food and development of crop farming technologies and safeguard the plant industry promptly” with efficiency and transparency.

In proper compliance with Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, DA-BPI offices have worked together to streamline the current systems and procedures to effectively serve our clientele both external and internal.

**GERALD GLENN F. PANGANIBAN, Ph.D.**

*Director*

Bureau of Plant Industry

## **I. Mandate:**

The Bureau of Plant Industry (BPI), as created through series of Laws, Administrative and Executive Orders is tasked to promote or set directions for:

- Technology Generation
- Ensure availability of high quality seeds and planting materials;
- Protect agricultural crops from pests and diseases;
- Pest Management
- Ensure food safety
- Conserve and utilize plant genetic resources
- Seeds and plant materials certification
- Plant Variety Registration and Protection
- Bio – Technology
- Good Agricultural Practices
- Organic Agriculture

## **II. Mission:**

We Collaborate with the plant industry stakeholders to ensure the availability of high quality seeds and advanced farming technologies, maintain the safety and integrity of plant food and support the export industry through proactive biosecurity

## **III. Vision:**

The BPI is a world-class, resilient and collaborative public sector organization continuously innovating to lead the development of the Philippine plant industry by 2030

## **IV. Quality Policy:**

The Bureau of Plant Industry (BPI), mandated to serve and support the Philippine plant industry sector, commits to:

Value and satisfy the needs of our stakeholders in the areas of research and development, production support and regulatory services;

Adhere to applicable regulations set by the government and international bodies;

Ensure quality services through institutional development; and

Improve continually our Quality Management System (QMS).

## V. Core Values:

As a government agency, BPI puts premium on the following core values that will serve as the underlying principles to guide and direct the way the agency performs.

### ***SPICE IT!***

- |                             |   |   |
|-----------------------------|---|---|
| <b>S</b> ervice-orientation | - | We are proactive and we value our clients.  |
| <b>P</b> rofessionalism     | - | We are competent and we abide with the government's Code of Ethics. We are fair and just in the delivery of our service to our clients and personnel. |
| <b>I</b> ntegrity           | - | We are transparent, honest and accountable for our actions.   |
| <b>C</b> ommitment          | - | We work with passion and dedication.  |
| <b>E</b> xcellence          | - | We produce the best results.  |
| <b>I</b> nnovation          | - | We find new solutions.  |
| <b>T</b> eamwork            | - | We exercise partnership and camaraderie.  |

These values represent the deeply held beliefs of the BPI and are encouraged to be demonstrated through the day-to-day behavior of its officers and employees.

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## **EXTERNAL SERVICES**



## **National Seed Quality Control Service Division (NSQCS)**

## 1. Application For Plant Material Certification of Trees

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues a Certificate to the nursery operator and the nursery whose mother trees were verified to be true-to-type and of a superior variety registered under the National Seed Industry Council (NSIC). The verified trees are tagged as proof that they were evaluated and has passed the Plant Material Certification of Trees, and thus are viable sources of sources for the propagation of certified seedlings.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<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. Filled up Application Form (BPI-NSQCS-PMC Form 1a) (4 Copies, original)</li> <li>2. Proof of Varietal Identity in the form of any of the listed: <ul style="list-style-type: none"> <li>• Copy of purchase receipt (1 Copy, photocopy)</li> <li>• Certification from the source of planting material (1 Copy, photocopy)</li> <li>• Certification from knowledgeable person such as experts or who have experience regarding the crop being applied for (1 Copy, photocopy)</li> <li>• DNA Analysis Report (1 Copy, photocopy)</li> <li>• Result of re-evaluation of varietal characteristics based on NSIC parameters for one fruiting season (1 Copy, photocopy)</li> </ul> </li> <li>3. Location map and layout of trees (1 copy, photocopy)</li> <li>4. Copy of receipt of Payment of application fee</li> </ol>			NSQCS Central Office or Regional/Satellite NSQCS Office  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 50.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review Accurateness and Completeness of the	None	30 Minutes	Plant Material Inspector (PMI) (Refer to BPI Memo.

	documents			Order 43 S. 2022 and DA Special Order 297 S. 2022)
	1.3 Prepare Evaluation Report for approval and rejection of evaluated documents	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
2. Coordinate and cooperate with the Plant Material Inspector during the conduct of inspection	2.1 Conduct Inspection of Candidate Mother Trees	None	2 Minutes (per tree)	PMI
	2.2 Prepare Inspection Report for approval and rejection of inspected trees	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
	2.3 Endorse Applications and Results of Evaluation/Inspection from Regional Office to Central Office	None	3 Working Days	Postage courier
	2.4 Final Review of the submitted Documents by Central Office	None	30 Minutes	Diana Tabudlong, Agriculturist II; Earl Austin Aromin, Agriculturist II Aurora L. De Guzman, Section Chief of Plant Material Certification NSQCS Central Office
	2.5 Preparation of Certificate with QR Code	None	10 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II; Rovelyn Domingo, Data

				Encoder Controller; Mark Sabangan, Computer Operator II or staff of Plant Material Certification Section, NSQCS Central Office
	2.6 Endorsement of Certificate to the Director for Signature	None	10 Minutes	Ruel C. Gesmundo, Chief, NSQCS
	2.7 Encoding of Details of Tagging Materials	None	15 Minutes (per 1,000 pieces)	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.8 Endorse to Contracted Company for Printing of Tagging Materials	None	10 Minutes	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.9 Printing of Tagging Materials	None	1 Day (per 200 Pieces)	Contracted supplier
	2.10 Checking the correctness of the printed Tagging Material	None	30 seconds (per tagging material)	Earl Austin Aromin, Agriculturist II or Staff of Plant Material Certification, NSQCS Central Office
	2.11 Shipping of tagging Materials	None	3 Days (depends on location and number of tags)	Contracted forwarder/courier
3. Pay corresponding fees	3.1 Collection of Fees and Issuance of	Php 100.00	10 Minutes	Special Collecting and Disbursing Officer

	Certificate	per tag		
4. Coordinate and assist the Plant Material Inspector during the tagging of trees and receive certificate	4.1 Tagging of Candidate Mother Trees and issuance of certificate	None	3 Minutes (per tree)	PMI
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	<b>TOTAL</b>	<b>*Depends on the number of trees applied</b>	<b>*Depends on the number of trees applied</b>	

\* Note: Duration of certification is highly dependent on the compliance of the applicant with the requirements especially in cases that there are findings regarding his/her application. There are cases that evaluation of the varietal characteristics based on NSIC parameters will be necessary to establish its varietal identity and this will take one fruiting season.

\*\*Applications for the certification of mother trees are initially received and processed by the concerned Regional/Satellite NSQCS Office before it is forwarded to NSQCS Central Office for the processing of tags and certificate.

## 2. Application For Plant Material Certification of Asexually Propagated Seedlings

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) tags asexually propagated seedlings of accredited plant nursery operators who collected scions/budsticks/clones from Certified Mother Trees and asexually propagated them in the presence of inspectors. The tags signify that the seedlings are true-to-type and has undergone and passed the plant material certification process for asexually propagated seedlings.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Accredited Plant Nursery Operators			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Filled up Application Form (BPI-NSQCS-PMC Form 1b) (4 Copies, Original)</li> <li>2. Plant Nursery Accreditation Certificate (1 Copy, photocopy)</li> <li>3. Plant Material Certificate of Mother Trees (1 Copy, photocopy)</li> <li>4. Copy of Receipt of payment of application fee</li> </ol>			NSQCS Central Office or Regional/Satellite NSQCS Office  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 50.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review and Completeness and accurateness of the documents	None	30 Minutes	Plant Material Inspector (PMI) (Refer to BPI Memo. Order 43 S. 2022 and DA Special Order 297 S. 2022)
2.Coordinate and cooperate with the Plant Material Inspector during the conduct of rootstock inspection	2.1 Evaluate and Inspect Rootstocks Ready for Asexual Propagation in	None	30 Seconds (per seedling)	PMI

	the Nursery			
	2.2 Prepare Preliminary Inspection Report for rootstocks	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
3. Coordinate and cooperate with the Plant Material Inspector for the supervision of the collection of propagules	3.1 Supervise the collection of Propagules from Certified Mother Trees	None	Depending on the rate of staff from the nursery	PMI
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the asexual propagation	4.1 Supervise the asexual propagation of seedlings	None	Depending on the rate of staff from the nursery	PMI
	4.2 Prepare and Accomplish Preliminary Inspection Report for asexually propagated seedlings	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
5. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring	5.1 Monitoring of the propagated seedlings	None	30 Seconds (per seedling)	PMI
	5.2 Prepare and Accomplish Monitoring Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
6. Coordinate and cooperate with the Plant Material Inspector during the conduct of final inspection	6.1 Conduct final Inspection for the status of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
	6.2 Prepare and Accomplish Final Inspection Report for approval or rejection	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
	6.3 Encode details of Tagging Material with	None	3 Minutes (per 1,000)	Encoder from Regional/Satellite NSQCS



	QR Code		pieces)	
	6.4 Printing of Tagging Materials with a Barcode Printer	None	10 Minutes (per 1,000 pieces)	Technical/Non-technical staff of Regional/Satellite NSQCS
	6.5 Shipping of tagging Materials	None	3 Working Days (depends on location and number of tags)	Contracted forwarder/courier
	6.6 Collection of Fees for tagging materials	Php 1.20 per tag	5 Minutes	Special Collecting and Disbursing Officer
7.Coordinate and assist the Plant Material Inspector during the conduct tagging	7.1 Individual Tagging of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
8. Fill up Customer Satisfaction Form (CSF)	8.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
a	<b>TOTAL</b>	<b>*Varies depending on No. of Seedlings</b>	<b>*Varies depending on No. of seedlings</b>	

\* Note: Duration of certification for asexually propagated planting material is highly dependent on the biological condition of the seedlings for it requires time for healing and hardening for eventual tagging.

\*\* Applications for certification of asexually propagated seedlings are handled and processed through the Regional/Satellite NSQCS Offices

### 3. Application for Plant Material Certification of Sexually Propagated Seedlings

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) tags sexually propagated seedlings of accredited plant nursery operators who collected seeds from Certified Mother Trees and sown in the presence of the inspectors. The tags signify that the seedlings are true-to-type and has undergone and passed the plant material certification process for sexually propagated seedlings.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Accredited Plant Nursery Operators			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Filled up Application Form (BPI-NSQCS-PMC Form 1c) (4 Copies, original)</li> <li>2. Plant Nursery Accreditation Certificate (1 Copy, photocopy)</li> <li>3. Plant Material Certificate of Mother Trees (1 copy, photocopy)</li> <li>4. Copy of Receipt of payment of application fee</li> </ol>			NSQCS Central Office or Regional/Satellite NSQCS Office  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 50.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review the Completeness and accurateness of the documents	None	30 Minutes	Plant Material Inspector (PMI) (Refer to BPI Memo. Order 43 S. 2022 and DA Special Order 297 S. 2022)
2.Coordinate and cooperate with the Plant Material Inspector for the supervision of the collection of fruits	2.1 Supervise collection of Fruits	None	Depending on the rate of staff from the nursery	PMI
3.Coordinate and cooperate with	3.1 Supervise Extraction	None	Depending on the	PMI

the Plant Material Inspector for the supervision of the extraction of seeds	of Seeds		rate of staff from the nursery	
	3.2 Prepare and Accomplish Inspection Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the seed sowing	4.1 Supervise Seed Sowing and Layout	None	Depending on the rate of staff from the nursery	PMI
5. Coordinate and cooperate with the Plant Material Inspector for the supervision of the transplanting	5.1 Supervise Transplanting from Seed Bed to Individual Plastic Bag	None	Depending on the rate of staff from the nursery	PMI
	5.2 Prepare and Accomplish Preliminary Inspection Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
6. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring	6.1 Monitoring of Sexually Propagated Seedlings	None	30 Seconds (per seedling)	PMI
	6.2 Prepare and Accomplish Monitoring Report	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS
7. Coordinate and cooperate with the Plant Material Inspector during the conduct of final inspection	7.1 Conduct final Inspection for the status of sexually propagated seedlings	None	30 Seconds (per seedling)	PMI
	7.2 Prepare and Accomplish Final Inspection Report for approval and rejection	None	30 Minutes	PMI & Chief, Regional/Satellite NSQCS

	7.3 Encode details of Tagging Material with QR Code	None	3 Minutes (per 1,000 pieces)	Encoder from Regional/Satellite NSQCS
	7.4 Printing of Tagging Materials with a Barcode Printer	None	10 Minutes (per 1,000 pieces)	Technical/Non-technical staff of Regional/Satellite NSQCS
	7.5 Shipping of tagging Materials	None	3 Working Days (depends on location and number of tags)	Contracted forwarder/courier
	7.6 Collection of Fees for tagging materials	Php 1.20 per tag	5 Minutes	Special Collecting and Disbursing Officer
8. Coordinate and assist the Plant Material Inspector during the conduct of tagging	8.8 Individual Tagging of asexually propagated seedlings	None	30 Seconds (per seedling)	PMI
9. Fill up Customer Satisfaction Form (CSF)	9.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	<b>TOTAL</b>	<b>*Varies depending on No. of Seedlings</b>	<b>*Varies depending on No. of seedlings</b>	

\* Note: Duration of certification for sexually propagated planting material is highly dependent on the biological condition of the

seedlings for it requires time for hardening before the conduct of tagging.  
\*\* Applications for certification of asexually propagated seedlings are handled and processed through the Regional/Satellite NSQCS Offices

#### 4. Application for Plant Nursery Accreditation

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation to nurseries which are evaluated to be capable of producing quality planting material based on their manual of operations, nursery management, facilities and areas in present in the nursery and relevant training of personnel. Accredited plant nurseries are also entitled to the production of certified planting materials under the Plant Material Certification of BPI.

<b>Office:</b>	National Seed Quality Control Services	
<b>Classification:</b>	Complex	
<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. Letter of Intent</li> <li>2. Duly accomplished application form (BPI-NSQCS-PNA Form 1) (3 copies, original)</li> <li>3. Current Mayor’s Permit (1 copy, photocopy)*</li> <li>4. Bureau of Internal Revenue (BIR) Registration Certificate (1 copy, photocopy)*</li> <li>5. Duly notarized authorization of the applicant (For partnership, corporation, cooperative or association, or government) (1 copy, original)</li> <li>6. Any of the following documents, whichever is applicable: <ul style="list-style-type: none"> <li>• Department of Trade and Industry (DTI) Registration Certificate (1 copy, photocopy; For sole proprietorship and partnership)*</li> <li>• Cooperative Development Authority (CDA) Registration Certificate (1 copy, photocopy; for private cooperative)*</li> <li>• Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration (1 copy, photocopy; For private associations)*</li> <li>• Securities and Exchange Commission (SEC) Certificate of Registration (1 copy, photocopy; for partnership and private</li> </ul> </li> </ol>		<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p>Applicant</p>

corporations)* 7. Certificate of training on nursery establishment and operation including plant material certification issued within two (2) years prior to application – One (1) certificate for Sole proprietorship or partnership; at least Two (2) certificates for private groups (1 copy, photocopy); at least 2 for government institution 8. Location map, lay-out plan and photos of the nursery (1 copy, photocopy) 9. Copy of the official receipt of payment for application (except for DA-attached agencies, DA-RFOs and its Centers/ Station) Note : *These documents are not needed for government nurseries				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 1,000.00	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review Accurateness and Completeness of the documents	None	2 Working Days	Technical staff of Regional/Satellite NSQCS
	1.3 Prepare Document Evaluation Report	None	30 Minutes	Technical staff of Regional/Satellite NSQCS
2 .Coordinate and cooperate with the Plant Nursery Evaluator during the conduct of inspection	2.1 Endorses the application to DA-Regulatory for assigning of PNE	None	2 Working Days	Regional/Satellite NSQCS Chief
	2.2 Conduct Inspection and evaluation of the Plant Nursery applied for accreditation	None	5 Working Days	Plant Nursery Evaluator (PNE) (Refer to BPI Memo. Order 43

				S. 2022 and DA Special Order 297 S. 2022)
	2.3 Deliberate result of inspection and prepare Initial Evaluation Report indicate discrepancies, if any	None	1 Working Day	PNE or Chief, Regional/Satellite NSQCS
	2.4 Prepare endorsement of the documents with the recommendation report of PNE to the concern DA-Regulatory Office	None	2 hours	Regional/Satellite NSQCS
	2.5 DA-RFO Director endorses document to the BPI Director cc NSQCS Chief	None	1 Working Day	DA-RFO
	2.6 Review reports and submitted documents	None	30 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II or Technical staff of Plant Material



				Certification Section NSQCS Central Office
	2.7 Prepare final recommendation for BPI Director and issuance of notification letter	None	20 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II and Aurora De Guzman, Section Chief of of Plant Material Certification, NSQCS Central Office
	2.8 Prepare Certificate with QR Code for signature of BPI Director	None	10 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II; Rovelyn Domingo, Data Encoder Controller, Mark Sabangan, Computer Operator II or staff of Plant Material Certification Section, NSQCS Central Office
3. Receive Certificate of Accreditation	3.1 Issue Certificate of Accreditation	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite

				NSQCS
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and Collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
<p>* Note: Duration of accreditation is highly dependent on the compliance of the applicant with the requirements especially if there are discrepancies regarding his/her application.</p> <p>**Applications for nursery accreditation are initially received and processed by the concerned Regional/Satellite NSQCS and DA-RFO counterpart before it is forwarded to NSQCS Central Office for the processing of certificate.</p>				

## 5. Application for Plant Tissue Culture Facility Accreditation

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation for Tissue Culture Facility to laboratories who were evaluated to have proper equipment and areas to produce quality planting materials and properly trained personnel who conform with their laboratory procedures in the production of planting materials, waste management of the laboratory, and disease indexing of their mother plant.

<b>Office:</b>	National Seed Quality Control Services	
<b>Classification:</b>	Complex	
<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. Letter of Intent</li> <li>2. Filled up Application Form (BPI-NSQCS-PTCFA Form 1) (4 copies, original)</li> <li>3. Current Mayor’s Permit (1 Copy, Photocopy)</li> <li>4. Bureau of Internal Revenue (BIR) Registration (1 copy, photocopy)</li> <li>5. Duly Notarized Authorization of Applicant (for private groups) (1 copy, original);</li> <li>6. Authorization of applicant duly signed by the designated authority of the agency (for government tissue culture facility; 1 copy, original)</li> <li>7. Any of the following documents, whichever is applicable: <ul style="list-style-type: none"> <li>• Department of Trade and Industry (DTI) Registration Certificate (1 Copy, Photocopy; For Sole proprietorship and partnership);</li> <li>• Security and Exchange Commission (SEC) Registration Certificate (1 Copy, Photocopy; For Partnership and Private Corporations)</li> <li>• Security and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) registration (1 copy, Photocopy; For Private associations);</li> <li>• Cooperative Development Authority (CDA) registration certificate (1 copy, Photocopy; For Cooperatives);</li> </ul> </li> <li>8. Certificate of existence of the facility duly issued by the unit head of the SUC or local chief executive of the LGU or head of DA Center/Station (For</li> </ol>		<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p>Applicant</p>

Government Tissue culture facility) (1 copy, original) 9. Location map, lay-out plan and photos of the plant tissue culture facility (1 copy, photocopy) 10. Copy of the official receipt as payment of the application fee.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Filled up Application Form with the necessary documents	1.1 Receive Application Form and other documentary requirements	Php 5,000.00	2 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.2 Review the completeness of the submitted documents	None	15 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	1.3 Prepare Document Evaluation Form (BPI-NSQCS-PTCFA Form 2)	None	10 Minutes	Technical Staff of NSQCS & Chief, Regional/Satellite NSQCS
	1.4 Endorse application and document evaluation form to NSQCS Central Office	None	3 Working Days	Regional/Satellite NSQCS Office
2. Coordinate with Tissue Culture Evaluators during the conduct Evaluation and On-Site Audit	2.1 Contact and inform evaluation team of the application for accreditation	None	30 Minutes	Aurora De Guzman, Section Chief of Plant Material Certification Section, NSQCS Central Office
	2.2 Assist in the conduct of Pre-evaluation meeting with Applicant and Evaluators	None	30 Minutes	Plant Tissue Culture Facility (PTCF) Evaluator (Refer to DA Special Order 370 S. 2018 and BPI Memo. Order 40 S.

				2023) and Technical Staff of NSQCS Central /Regional/Satellite/ Office
	2.3 Assist in the conduct of On-site Evaluation of Tissue Culture Facility	None	2 Hours	PTCF Evaluator and Technical Staff of NSQCS Central/ Regional/Satellite Office
	2.4 Assist in the conduct of exit conference with applicant and evaluators	None	30 Minutes	PTCF Evaluator and Technical Staff of NSQCS Central/ Regional/Satellite Office
	2.5 Endorse results of On-site audit to BPI-Director	None	3 Working Days	Regional/Satellite NSQCS Office
	2.6 Final Review of Documents by NSQCS Central Office	None	30 Minutes	Earl Austin Aromin, Agriculturist II, Diana Tabudlong, Agriculturist II and Aurora De Guzman, Section Chief of Plant Material Certification Section , NSQCS Central Office
	2.7 Prepare Certificate of Accreditation with QR code	None	5 Minutes	Earl Austin Aromin, Agriculturist II; Diana Tabudlong, Agriculturist II; Rovelyn Domingo, Data Encoder Controller; Mark Sabangan, Computer Operator II or staff of Plant Material Certification Section,

				NSQCS Central Office
	2.8 Endorsement of Certificate to the BPI-Director for signature	None	10 Minutes	Ruel C. Gesmudo, Division Chief, NSQCS
3. Receive Certificate of Accreditation	3.1 Issue Certificate of Accreditation	None	10 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Technical/Non-technical staff of Regional/Satellite NSQCS
	<b>TOTAL</b>	<b>Php 5,000.00</b>	<b>6 Days, 4 Hours, 57 Minutes</b>	

## 6. Application for Accreditation of Seed Growers

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation to Seed Grower/Seed Producer.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Individual - Farmer, Seed Grower/Producer or Member of Association/Cooperative; Group/ Institution-Association, Cooperative, Corporation, Government Institution or International Organization			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> <li>1. <i>BPI-NSQCS Revised Form No. 5</i>. Application for Accreditation as Seed Grower/Seed Producer with 2x2 colored ID Picture (6 months)</li> <li>2. Certificate of Training</li> <li>3. Proof of Ownership over the production area</li> <li>4. Official Receipt of Accreditation Fee</li> <li>5. Cooperative Development Authority (CDA) Registration Certificate (for Group)</li> <li>6. Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration (for Group)</li> <li>7. Department of Trade and Industry (DTI) Registration Certificate (for Group)</li> <li>8. Duly notarized authorization letter of the applicant</li> <li>9. Special power of Attorney, Special Order/Memorandum Order, Board Resolution in behalf of groups</li> <li>10. Area for Seed Production</li> <li>11. Available post-harvest facilities</li> <li>12. Seed Storage</li> </ol>			<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p>Applicant</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Apply for Accreditation	1.1 Receive and evaluate application of accreditation for seed grower/producer from DA-RFO's *concerned and return in case of incomplete documents		5 minutes	Technical/ Non-Technical Staff of NSQCS Central Office- Seed Certification Section  Maria Belinda Cruz Arian Jane Nanta Emmanuel Macaraeg Rosa Mia Plucena Carla Centino
	1.2 Prepare certificate of accreditation		4 minutes	Encoder from NSQCS Central Office- Seed Certification Section  Christopher Rivera Emmanuel Macaraeg Joshua Christian Navara Robert John Uy
	1.3 Approve and sign Certificate of Accreditation		2 minutes	Director
	1.4 Mail certificate of accreditation to RFO concerned		2 minutes	Technical Staff/Non Technical Staff of NSQCS Central Office  Arian Jane Nanta Christopher M. Rivera Emmanuel Macaraeg Domingo Aledia
2. Pick up Certificate of Accreditation	2.1 Issue certificate of accreditation		2 minutes	Administrative Staff of Regional/Satellite Office
3. Fill up Feedback Form	3.1 Issue and collect feedback form		2 minutes	Administrative Staff of Regional/Satellite Office



\* DA - RFO - Department of Agriculture - Regional Field Office

Note: Duration of accreditation is dependent on the compliance of the applicant with the requirements especially if there are discrepancies regarding application.

- The application for the accreditation of seed grower/producer is submitted and applied to respective Regional/Satellite Office that covers the area to be applied for accreditation. Whereas, the NSQCS Central Office is responsible in the processing of application by checking the completeness of the requirements before the endorsement of application and approval of BPI Director for the Certificate of Accreditation.

## 7. Application for Seed Certification

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues results of laboratory analysis and tags.

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Accredited Seed Growers/Producers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. <i>BPI-NSQCS Revised Form No. 1</i> . Application for Seed Certification with attached Certification Tag of the seeds to be planted 2. Seed samples (1 kg)			NSQCS Central Office or Regional/Satellite NSQCS Office  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit application form for seed certification	1.1 Receive Application Form and other documentary requirements		2 minutes	Technical Staff of NSQCS Regional/Satellite Office
	1.2 Review Accurateness and Completeness of the documents		2 minutes	Technical Staff of NSQCS Regional/Satellite Office
	1.3 Field Validation and Monitoring		1-3 working days (depending on the hectares of seed production area)	Deputized /Designated Seed Inspector
	1.4 Conduct Preliminary Field Inspection	₱135 (up to 4 ha.); ₱65 (additional ha but not	1-3 working days (depending on the hectares of seed production area)	Deputized/ Designated Seed Inspector

		more than 19 ha.)		
	1.5 Conduct Final Field Inspection	₱65 (up to 4 ha.); ₱ 35 (additional hectares but not more than 19 ha.)	1-3 working days (depending on the hectares of seed production area)	Deputized/ Designated Seed Inspector
	1.6 Submit request form and seed sample with label		7 minutes/sample	Technical Staff of NSQCS Regional/Satellite Office
2. Pay laboratory fees	2.1 Issue official receipt	Refer to A.O. 50, Series of 2000	2 minutes	Collecting Officer
	2.2 Record and assign laboratory number		2 minutes/sample	Technical Staff of NSQCS Regional/Satellite Office
	2.3 Prepare working samples/sheets		5 minutes/sample	Seed Analyst
	2.4 Conduct seed testing (Complete Test)		7 - 14 days	Seed Analyst
	<b>Types of Seed Testing</b>			
	▪ Moisture content determination		1 hour-17 hours (oven methods depending on the seeds being analyzed); 3 minutes (moisture meter)	Seed Analyst

	▪ Physical Purity Test		10 minutes/sample	Seed Analyst
	▪ Varietal Purity Test		30 minutes/sample	Seed Analyst
	▪ Germination Test		5 - 14 days	Seed Analyst
			<i>Germination Test duration per Crop</i>	
			rice - 5 to 14 days	
			corn – 4 to 7 days	
			mungbean - 5 to 7 days	
			soybean - 5 to 8 days	
			peanut - 5 to 10 days	
			sorghum - 5 to 12 days	
			wheat - 5 to 8 days	
			tobacco - 7 to 14 days	
			cotton - 5 to 12 days	
	2.5 Prepare result of laboratory analysis		5 minutes/analysis	Administrative Staff
	2.6 Check and initial result of laboratory analysis		2 minutes/analysis	Technical Staff
	2.7 Approve result of laboratory analysis		2 minutes/analysis	Chief of NSQCS
	2.8 Prepare certification tags	₱1.80 / tag	5 minutes/ tag	Technical Staff
3. Receive result of Laboratory	3.1 Issue result of		2	Technical Staff

analysis from NSQCS	laboratory analysis and certification tags		minutes/analysis	
	3.2 Conduct Tagging		2 minutes/ tag	Deputized/ Designated Seed Inspector
4. Fill out feedback form	4.1 Issue and collect feedback form		2 minutes/ feedback form	Administrative Staff

Note: Duration of seed certification depends on the biological condition of crops and its species applied for seed certification.

- The Seed Certification activities are conducted in the regions and the 24 NSQCS Regional and Satellite Offices are responsible in the conduct of seed certification for the crops apply by accredited seed grower/producer.
- Seed Analyst – is also a technical staff trained and skilled to perform the seed testing activity

## 8. Application for Seed Testing

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues result of laboratory analysis

<b>Office:</b>	National Seed Quality Control Services			
<b>Classification:</b>	Complex			
<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>	
1. <i>BPI-NSQCS Revised Form No. 1</i> . Application for Seed Testing			NSQCS Central Office or Regional/Satellite NSQCS Office	
2. Seed samples (appropriate size for the tests to be conducted)			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out request formf or seed testing and submit the seed sample	1.1 Receive and record submitted seed sample		5 minutes	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
2. Pay laboratory fees	2.1 Issue official receipt	Refer to A.O. 50, Series of 2000	2 minutes	Evangeline F. Medelin Collecting Officer NSQCS Central Office

				Special Collecting and Disbursing Officers (SCDO) from NSQCS Regional and Satellite Laboratories
	2.2 Assign laboratory number and codes		2 minutes/sample	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
	2.3 Prepare working samples		5 minutes/sample	Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories

	2.4 Record and Dispatch working sample to the different unit		2 minutes/sample	<p>Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Seed Analyst from NSQCS Regional and Satellite Laboratories</p>
	2.5 Conduct seed testing		7 - 14 days	<p>Authorized Seed Analyst from NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Seed Analyst from NSQCS Regional and Satellite Laboratories</p>
	<b>Types of seed testing</b>			
	Moisture content determination	₱50/sample	<p>1 hour – 17 hours (oven method, depending on the seeds analyzed); 3 minutes (moisture meter)</p>	<p>Authorized Seed Analyst from Moisture content determination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed</p>



				Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
	Physical Purity Test	₱18/sample	10 minutes/sample	Authorized Seed Analyst from Physical Purity Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
	Germination Test	₱42/sample (small seeded) ₱110/sample (big seeded)	7 - 14 days with preliminary and final evaluation	Authorized Seed Analyst from Germination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
	Seed Health Test	₱42/sample	14-21 days depending on the seed being analyzed	Arian Jane Nanta Agriculturist II, NSQCS C.O.  Jerome Bautista Agriculturist I, NSQCS

				<p>C.O.</p> <p>Saimon Errel Caligayahan Project Assistant III, NSQCS C.O.</p> <p>Limmuel Macabante Science Research Technician III, NSQCS C.O.</p> <p>Emerald Flor Felicitas Science Research Technician II, NSQCS C.O.</p> <p>Seed Analyst from NSQCS Regional and Satellite Laboratories</p>
	Other Tests (as requested)	₱65/sample	7 - 14 days depending on the crop being tested	<p>Authorized Seed Analyst from Germination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Seed Analyst from NSQCS Regional and Satellite Laboratories</p>
	Vigor Test	₱200/sample (small)		Authorized Seed Analyst from

		seeded) ₱130/sample (big seeded)		Germination Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)  Seed Analyst from NSQCS Regional and Satellite Laboratories
	Tetrazolium Test		5 minutes/analysis	Christopher Cruz Laboratory Aide II NSQCS Central Office  Emmanuel Macaraeg, Jr. Laboratory Aide II NSQCS Central Office  Technical/Non- Technical Staff from NSQCS Regional and Satellite Laboratories
	2.6 Prepare result of laboratory analysis		2 minutes/analysis	Racel M. Estanislao Agriculturist II, Sampling, Receiving and Sample Preparation Unit, NSQCS C.O.  Kim Ashley R. Pascual Agriculturist II, Moisture Content Determination Unit

				<p>Maria Belinda Cruz Senior Agriculturist, Physical Purity Unit</p> <p>Elalin Torio ACC III, Germination Unit</p> <p>Arian Jane Nanta Agriculturist II, Seed Health Unit</p> <p>Unit Heads from NSQCS Regional and Satellite Laboratories</p>
	2.7 Check and initial result of laboratory analysis		2 minutes/analysis	<p>Ruel C. Gesmundo Chief, NSQCS</p> <p>NSQCS Regional and Satellite Chiefs</p>
	2.8 Approve result of laboratory analysis		2 minutes/analysis	<p>Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Seed Analyst from NSQCS Regional and</p>

				Satellite Laboratories
3. Pick up result of laboratory analysis	3.1 Issue result of laboratory analysis		2 minutes/feedback form	<p>Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Technical/Non-Technical Staff from NSQCS Regional and Satellite Laboratories</p>
4. Fill out feedback form(Customer Survey/Satisfaction) Form	4.1 Issue and collect feedback form		2 minutes/feedback form	<p>Authorized Seed Analyst from Sampling, Receiving and Sample Preparation Unit of NSQCS Central Office (Refer to Memorandum on Authorization of Seed Analysts)</p> <p>Technical/Non-Technical Staff from NSQCS Regional and Satellite</p>

				Laboratories
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Note: Duration of seed testing depends on the biological condition of the crops and its species being tested.

### Seed Analyst

- laboratory personnel who underwent series of trainings related to seed testing
- authorized to conduct seed testing, operate specific equipment and initial working sheets



## **Plant Product Safety and Services Division (PPSSD)**

## 1. Application for Laboratory Accreditation

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues Certificate of Accreditation for Food Testing Laboratories

<b>Office:</b>	Plant Product Safety Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Government and Private Testing Laboratories			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Copy of duly-accomplished Application Form (1 original copy)</li> <li>2. Required Documentary and Technical Requirements (1 original or photocopy)               <ol style="list-style-type: none"> <li>a. Letter of Intent addressed to the Director signed by the applicants; Authorized representative</li> <li>b. Valid Business or Mayor’s Permit</li> <li>c. Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC) Registration for Single Proprietorship or Corporation/partnership, respectively</li> <li>d. Hazardous Waste Generator Registration from DENR-EMB if applicable</li> <li>e. License to handle controlled precursor and essential chemicals from PDEA and/other permits/licenses necessary to manage restricted chemicals</li> <li>f. Laboratory Profile</li> </ol> </li> </ol>			PPSSD Administration Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly-accomplished Application for Accreditation Form with documentary and technical requirements	1.1 Receive and evaluate application for accreditation	1000	0.25 day	Julio Salvador C. Valeza
2. Attend orientation for Food Testing Accreditation Guidelines	2.1. Prepare notice of orientation	None	0.25 day	Sonny Conde, Julio Salvador C. Valeza, Darrell



	2.2 Conduct orientation for Food Testing Accreditation Guidelines within 5 days from receipt of from receipt of application	None	1 day	Darrell Benedicto, Noreen, Escobar
3. Prepare for laboratory audit	3.1 Prepare notice of audit one month prior to the audit schedule	None	0.25 day	Julio Salvador C. Valeza
	3.2 Conduct audit and issue audit findings		3-5 days	Julio Salvador C. Valeza
4. Conduct root cause analysis and implement corrective actions Submit evidences of corrective actions	4.1 Receive corrective actions within 30 days	None	0.25 day	Customer
	4.2 Evaluate corrective actions provided *May conduct additional audit	None	5-7 days	Sonny Conde, Noreen Escobar, Julio Salvador Valeza
	4.3 Review and endorse result of evaluation	None	0.75 day	William Mugot
	4.4 Approve Certificate of Accreditation	None	1 day	Gerald Glenn F. Panganiban, Ph.D.
5. Pay Accreditation Fee	5.1 Issue Certificate of Accreditation	4000	0.25 day	Julio Salvador C. Valeza
6. Fill out Customer Satisfaction Form (CSF)	6.1 Issue and collect CSF			
	<b>TOTAL</b>		<b>12-16 days</b>	

Note: 4.1 Duration of the approval of accreditation depends on the submission of corrective actions on identified non-compliances.  
 3.2 Duration of audit depends on the location of the laboratory and notice is given 30 days prior to the audit schedule  
 2.1 Orientation is scheduled within 5 days from the acceptance of application

\*\*Accreditation Fee based on Department Circular No. 3 Series of 2016

- Certificate of Accreditation - P5,000.00 (inclusive of Application Fee of P1,000.00)
- Certificate of Renewal of Accreditation - P2,500.00 (inclusive of Application Fee of P1,000.00)

## 2. Application for Laboratory Analysis

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues Certificate of Analysis of fresh and minimally processed plant food for pesticide residues, chemical and microbiological contaminants and Certificate of Analysis for Pesticide Formulated products.

<b>Office:</b>	Plant Product Safety Services Division – Pesticide Analytical Laboratory Section and Contaminants Laboratory 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>	
1. Copy of duly-accomplished Request for Analysis Form (original) 2. Required amount of laboratory sample (specimen)			PPSSD-Quezon City Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sample	1.1 Receive and evaluate sample for acceptance	None	10 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz
2. Fill out Request for Analysis Form	2.1 Provide Request for Analysis Form and evaluate completeness of information.	None	10 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz

3. Pay laboratory fees	3.1 Issue Official Receipt	Refer to Administrative Order No. 50 s. 2020 and Administrative Order No. 11 s. 2021	5 Minutes	Cashier/Special Collecting Officer
	3.2 Inform client when to come back for the Certificate of Analysis	None	2 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz
	3.3 Assign accession number/laboratory code and enter information of sample in the corresponding logbook	None	5 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz
	3.4 Analyze sample	None	2 to 19 Days	Ma. Ysabel Gaza/ Ma. Robellene Castillo/ Pauline Danielle Panganiban/ John Jomari Garcia/ Cedrick Dumael/ Alberto Baria/ Jocelyn Calma/ Alliza Marie Allilano/ Micahel Jonathan Alava/ Valeria Ann Mejillano/ Ivy Carisse Mariano/ Janella Christin Co/ Raymon Fernando/ John Dembert Marcos/ Grace G. Nifas/ Lilibeth Cariaso/ Nisie Nunez/ Darell Benedicto/ Alexander Faustino/ Francis Velasco

	3.5. Retrieve results and prepare Report of Analysis	None	2 Hours	Ma. Ysabel Gaza/ Ma Robellene Castillo/ Pauline Danielle Panganiban/ John Jomari Garcia/ Cedrick Dumael/ Alberto Baria/ Jocelyn Calma/ Alliza Marie Allilano/ Micahel Jonathan Alava/ Valeria Ann Mejillano/ Ivy Carisse Mariano/ Janella Christin Co/ Raymon Fernando/ John Dembert Marcos/ Grace G. Nifas/ Lilibeth Carias/ Nisie Nunez/ Darell Benedicto/ Alexander Faustino/ Francis Velasco
	3.6. Evaluate Results of Analysis	None	30 Minutes	Julio Salvador Valeza/ Mark Kenneth Gonzales/ Renelyn Sadural
	3.7. Approve Results of Analysis	None	15 Minutes	Sonny B. Conde/ Noreen D. Escobar
	3.8 Prepare Certificate of Analysis	None	15 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz
	3.9 Recommend for the Approval of the Certificate of Analysis	None	5 Minutes	Sonny B. Conde/ Noreen D. Escobar
	3.10 Approve Certificate of Analysis	None	5 Minutes	William F. Mugot
4. Receive Certificate of Analysis	4.1 Release Certificate of Analysis	None	3 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz
5. Fill out Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Sherwin De Guzman/Rochelle Deguito/Marelen Diaz

	<b>TOTAL</b>		<b>3-20 Days</b>	
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Note: Duration of analysis depends on the number of samples submitted per batch.

**Physico-chemical Analysis**

- Proximate - P850.00
- Moisture - P105.00
- Ash - P205.00
- Total Nitrogen/Protein - P210.00
- Crude Fat - P330.00

**Microbiological Analysis**

- Anti-microbial analysis - P775.00
- Microbial analysis
  - o Standard plate count - P370.00
  - o Yeast and mold count - P370.00
  - o Coliform count - P370.00
- Aflatoxin - P3,000.00

**Pesticide Residue Analysis**

- Fruits and Vegetables - P5,250.00
- Tobacco - P3,900.00
- Water - P3,400.00
- Fish - P5,200.00
- Milk and Fat - P3,950.00
- Soil - P4,350.00
- Special Samples - P5,250.00

\*\*\*Samples to be submitted must be 1kg or 1L  
Soil samples must be air-dried

**Pesticide Formulation Analysis**

- Gas Chromatograph Method - P2,530.00
- High Pressure Liquid Chromatography Method- P4,000.00
- UV-Vis Method - P2,360.00
- Conventional Method - P2,220.00

\*\*\*Powder samples must be 50-100g  
Liquid samples must be 50-100mL

### 3. Application for Cold Storage Warehouse (CSW) Accreditation

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues License to Operate to Accredited Cold Storage Warehouses.

<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>
<p><b>FOR NEW APPLICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished and Notarized Application Form</li> <li>2. Floor Plan/Layout showing all storage rooms and other facilities for Specific products</li> <li>3. Recent photographs of the inner and outer portions of the CSW</li> <li>4. Documentary Requirements               <ol style="list-style-type: none"> <li>a. Business Permit – City/Municipal Government</li> <li>b. Environment Compliance Certificate/Certificate of Non-Coverage – DENR</li> <li>c. Permit to Operate (Air Pollution Source/Control Installations, Exemption Certificate) – DENR/LLDA</li> <li>* Provided that, in case the cold storage facility is also engaged in the processing of agricultural and fisheries products, a Waste Water Discharge Permit shall also be required.</li> <li>d. Photocopy of Business Registration – DTI/SEC</li> <li>e. Sanitary Permit</li> <li>f. Certificate of Potability – DOH + NWRB/LGU Health Office</li> </ol> </li> <li>5. Rated Capacity</li> <li>6. List of clientele (with specific products) for the last two (2) years, where applicable</li> <li>7. Copy of LTO issued by other regulatory agencies related to the company's</li> </ol>		<p>Bureau of Plant Industry-PPSSD Central Office</p>

<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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b><u>FOR RENEWAL OF ACCREDITATION</u></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished and Notarized Application Form</li> <li>2. Evaluation report and copy of the completed/accomplished Evaluation Criteria Form (by the Competent Authority)</li> <li>3. Updated documentary requirements               <ol style="list-style-type: none"> <li>a) Business Permit – City/Municipal Government</li> <li>b) Permit to Operate/Exemption Certificate –DENR (Waste Water Disposal/Treatment Facilities)</li> <li>c) Certificate of Potability – DOH + NWRB/LGU Health Office</li> <li>d) Sanitary Permit</li> </ol> </li> <li>4. Photographs of additional facilities/improvements, if any.</li> <li>5. Rated Capacity</li> <li>6. List of clientele (with specific products) for the last (2) years, where applicable</li> <li>7. Copy of LTO issued by other regulatory agencies related to the company’s bulk commodities, e.g. NMIS for meat</li> <li>8. Copy of the Official Receipt (OR) of licensing fee paid to the concerned Regulatory Office (RO)</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	4,000 Php	0.5 day	PPSSD Technical Staff: Julie Ann Aragoness, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.2 Schedule facility inspection and assign inspector	None	0.5 day	AIS Section Chief: Lennie Manipon
2. Prepare documents needed for CSW inspection	2.1 Prepare memorandum for the selected inspectors, notice of inspection and inspection plan	None	0.5 day	PPSSD Technical Staff: Julie Ann Aragoness, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.2 Approve notice of inspection and inspection plan	None	1 Day	Division Chief/BPI Director: William Mugot/Gerald Glenn Panganiban
	2.3 Conduct inspection	None	1-3 Days (subject to the location of facility)	PPSSD Technical Staff: Julie Ann Aragoness, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.3 Prepare Inspection Report	None	1 Day	PPSSD Technical Staff: Julie Ann Aragoness, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers



	2.4 Endorse Inspection Report to Accreditation Committee – TWG	None	2 Days	AC – TWG Elaiza Nicole Dotimas, Peter Magdaraog, Shereene R. Samala, William Mugot, Ruel Gesmundo
	2.5 Prepare License to Operate (LTO)	None	0.2 day	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.6 Approve License to Operate (LTO)	None	1 day	BPI Director Gerald Glenn F. Panganiban
	2.7 Upload approved LTO to DA Intercommerce System	None	0.05 day	Assistant Division Chief Christian Allen Taleon
3. Receive approved LTO	3.1 Issue the approved LTO to	None	0.25 day	PPSSD Technical Staff Mikko Facturan
4. Fill-out Customer Satisfaction Form	4.1 Issue and collect CSF			
	<b>TOTAL</b>		<b>8-10 days</b>	

Note: \*nearby location      \*\*long distance location

#### 4. 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>7. 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>8. Any government issued identification card of Designate-FSCO and CEO/President/Manager;</li> <li>9. Official designation from the FBO management “<i>incorporating his/her duties and responsibilities as company’s Designate-Food Safety Compliance Officer</i>”;</li> <li>10. 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>11. 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>	Bureau of Plant Industry- PPSSD Central Office

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 Aragonas, 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 Aragonas, 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 Aragonas, 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 Aragonas, 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 Aragonés, 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			

## 5. Application for Food Business Operators (FBOs) Licensing

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues License to Operate to Food Business Operators (FBOs)

<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>
<p><b><u>FOR NEW APPLICATIONS:</u></b></p> <ol style="list-style-type: none"> <li>12. Notarized Application Form with attached 2x2 colored picture in white background of the Owner/Authorized Representatives/Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs;</li> <li>13. Current Mayor’s Permit/Business Permit;</li> <li>14. Current Sanitary Permit;</li> <li>15. Certificate of Registration from Security and Exchange Commission (SEC) for corporations/Cooperative Development Authority (CDA) for cooperatives/Department of Trade and Industry (DTI) for single proprietorship;</li> <li>16. Philippine Economic Zone Authority (PEZA) for those in economic zones</li> <li>17. Internal Control System (ICS) and Food Safety Plan to include Traceability System and Recall Program (not applicable for transport facilities);</li> <li>9. Certificate of Attendance of FBO representative and designated plant FSCO on applicable training/seminar on quality standards and codes of practices conducted by any of the following: ATI, BPI, DA, RFO, SUCs or BPI officially accredited training service provider;</li> <li>10. Designated FSCO/FSCOs</li> <li>11. BPI Inspection Report</li> </ol>		<p>Bureau of Plant Industry- PPSSD Central Office</p>

<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>
<p><b><u>SPECIFIC DOCUMENTARY REQUIREMENTS</u></b></p> <p><b>For Distributor</b></p> <ul style="list-style-type: none"> <li>a. Contract of Lease/Proof of Ownership of Processing, Transport, Storage Facilities/Warehouse (CTC), if any;</li> <li>b. Valid supply contracts between distributor and Registered Farm supplier indicating area coverage (hectarage), volume and period of contract;</li> <li>c. Valid supply contracts with Licensed Exporters/Licensed Importers, if any; and;</li> <li>d. Notarized certification from Distributor indicating that: <ul style="list-style-type: none"> <li>i. The plant food for sale is sourced from Licensed Importers with whom it has existing contracts, or;</li> <li>ii. The plant food for sale are sourced from Registered Farms with whom it has an existing supply contracts, or;</li> <li>iii. The plant food for sale is not illegally acquired.</li> </ul> </li> <li>e. List of Farms (if any)</li> </ul> <p><b>For Minimal Processing Facility/Milling Facility</b></p> <ul style="list-style-type: none"> <li>a. Lay-out, pictures, and location of facility;</li> <li>b. Lay-out of Technical and Non-Technical Personnel;</li> <li>c. List of Quality Assurance Personnel with corresponding qualifications;</li> <li>d. List of Licensed Distributor</li> <li>e. Pest Management Program;</li> <li>f. List of Distribution Points.</li> </ul>		<p>Bureau of Plant Industry- PPSSD Central Office</p>

<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>
<p><b><u>SPECIFIC DOCUMENTARY REQUIREMENTS</u></b></p> <p><b>For Storage Facility (Warehouses, dry and other storage facilities)</b></p> <ul style="list-style-type: none"> <li>a. Picture and Location of Facility;</li> <li>b. List of Technical and Non-Technical Personnel;</li> <li>c. Notarized Lease of Contract or Proof of Ownership of Dry Warehouse Facility;</li> <li>d. COR of farm source, if applicable;</li> <li>e. List of clients (with specific products) for the last two years where applicable</li> <li>f. List of Licensed Distributor</li> <li>g. List of Licensed Minimal Processing Facility, if (applicable)</li> </ul> <p><b>For Transport Facility</b></p> <ul style="list-style-type: none"> <li>a. List of vehicles used by the transport facility;</li> <li>b. List of affiliated distributor, exporter; importer, processor;</li> <li>c. Pictures (front, back, side, interior) of the vehicles including plate number, and;</li> <li>d. Copy of Original Receipt/Certificate of Registration of each vehicle.</li> </ul>		<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 <ul style="list-style-type: none"> <li>• For Distributor (new and renewal)</li> <li>• For Minimal Processing /Milling Facility (new and renewal)</li> <li>• For Warehouses – dry and other storages (new and renewal)</li> <li>• Transport Facility (new and renewal)</li> </ul> *For every vehicle used in transporting plant food, the following rates shall apply: 4-6 wheeled vehicle 8 wheeled vehicle Vehicle with 10 or more wheels	4,000 Php  2,500 Php  4,000 Php  2,500 Php  220Php 330 Php 440 Php	20 Minutes	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.1 Schedule Food Safety Orientation	None	1 Hour	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.2 Schedule facility inspection and assign inspector	None	10 Minutes	AIS Section Chief Lennie Manipon
2. Prepare documents needed for FBOs inspection	2.1 Prepare memorandum for the assigned inspectors, notice of inspection and inspection plan	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
	2.2 Approval of notice of inspection and inspection plan	None	1 Day	Division Chief/BPI Director William Mugot/Gerald Glenn Panganiban
	2.3 Conduct inspection of FBO or facility	None	1-3 Days (subject on the location of facility)	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.4 Prepare Inspection Report	None	1 Day	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.5 Approval of Endorsement of Application to the BPI Director	None	2 Days	AIS Head/Division Chief Lennie Manipon/William Mugot
	2.6 Prepare License to Operate (LTO) Certificate	None	30 Minutes	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.7 Endorsement of LTO to BPI Director for approval	None	1 Day	BPI Director Gerald Glenn Panganiban
	2.8 Endorsement of approved LTO to DA Intercommerce System	None	15 Minutes	Assistant Division Chief Christian Allen Taleon
3. Receive approved LTO	3.1 Issue the approved LTO to client	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragones, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario

4. Fill-out Customer Satisfaction Form	4.1 Issue and collect CSF	None	5 Minutes	PPSSD Technical Staff Mikko Facturan
	<b>TOTAL</b>		6 days, 1 hour, 40 minutes (minimum*) 8 days, 1 hour, 40	

\*nearby location

\*\*long distance location

## 6. Application for PhilGAP Certification

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

<b>Office:</b>	Plant Product Safety Services Division – Accreditation and Inspection Section	
<b>Classification:</b>		
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
<b>Who may avail:</b>		
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Duly Accomplished Application Form (1 original copy)</li> <li>2. Farm or Organizational Profile (1 original copy)</li> <li>3. Farm Map (1 original or photocopy)</li> <li>4. Farm Layout (1 original or photocopy)</li> <li>5. Field Operation Procedures (1 original or photocopy)</li> <li>6. Annex A – Production and Harvesting Records (1 original copy)</li> <li>7. Annex B – List of fertilizers, Pesticides and other agricultural chemicals used (1 original copy)</li> <li>8. Certificate of Nutrient Soil Analysis (1 original or photocopy)</li> <li>9. Certificate of training on GAP conducted by ATI, BPI, LGU, DA, RFO, SUC's or by ATI accredited services providers (1 photocopy)</li> <li>10. Certificate of registration and other related permits, e.g. SEC, DTI, CDA, DOLE (if applicable), (1 original copy/photocopy)</li> </ol> <p>Additional requirements for Group Application</p> <ol style="list-style-type: none"> <li>1. For Corporation, Quality Management System or Internal Control System (ICS) (1 original copy/photocopy)</li> <li>2. Procedure for accreditation of farmers/growers (if applicable) (1 original copy/photocopy)</li> </ol>	<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
	<b>TOTAL</b>		<b>20 Days</b>	

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.

## **Crop Pest Management Division (CPMD)**

## 1. Plant Pests Diagnosis

The Crop Pest Management Division (CPMD) of the Bureau of Plant Industry (BPI) conducts plant pest and disease diagnosis for clientele to address the identification of any arthropod pests and diseases directly involved in the occurrence of any plant abnormalities leading to the recommendation of appropriate management recommendations.

<b>Office:</b>	Crop Pest Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Farmers, students, other stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Freshly collected specimens (Diseased plant samples, Insect pest samples with complete body parts)			Applicant	
2. CPMD Plant Pest Diagnosis Form (2 copies)			CPMD Staff	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished CPMD Plant Pest Diagnosis Form	1.1 Receive and check for completeness of the filled-up form	None	5 Minutes	Ma. Natalie G. Corpus ( <i>Lab Aide II</i> ); Ely A. Cunanan ( <i>Admin Aide IV</i> ); Ronaldo C. Omayana ( <i>Lab Aide II</i> ); Leo P. Arbillo ( <i>Science Research Asst</i> ); Edmund Poquiz; ( <i>Research Technician</i> ); Jhon Cyril Pelito ( <i>Lab Aide</i> ); Christian Andarino ( <i>Lab Aide</i> ); Robert O. Ticong ( <i>Research Technician</i> );
2. Submit sample for diagnosis	2.1 Interview the client and assign the reference number of the sample	None	15 Minutes	Lucita D. Bermudez ( <i>Agri II</i> ); Mar J. de Guzman ( <i>Agri II</i> ); John Paul D. Maminta ( <i>Agri II</i> ), Merabil L. Corpuz ( <i>Agri II</i> ); Russ-Uzi Mayenne A. Eborra ( <i>Agri II</i> ); Glaiza Marie L. Duron ( <i>Agri II</i> ); Lisa T. Dorado ( <i>Agri II</i> ); Blessie Joy C. Olarve ( <i>Agriculturist II</i> ); Arnil H. Alleluya ( <i>Agriculturist I</i> ); Ulysses G. Duque ( <i>Sr. SRS</i> ); Jade R. Enot-Sanidad ( <i>SRS I</i> );

				Melvin Banagbanag (SRS I); Paul Bernard L. La Torre (SRS I); Patricia Bea R. Rosialda (SRS I); Apel Jae N. Clemente (Proj. Asst. III)
	2.2 Examine/Inspect samples	None	15 Minutes	Mar J. de Guzman (Agri II); John Paul D. Maminta (Agri II); Merabil L. Corpuz (Agri II); Russ-Uzi Mayenne A. Ebora (Agri II); Blessie Joy C. Olarve (Agri II); Glaiza Marie L. Duron (Agri II); Lisa T. Dorado (Agrit II); Arnil H. Alleluya (Agri I); Jade R. Enot-Sanidad (SRS I); Melvin Banagbanag (SRS I); Paul Bernard L. La Torre (SRS I); Patricia Bea R. Rosialda (SRS I); Apel Jae N. Clemente (Proj. Asst. III)
	2.3 Conduct a microscopic examination	None	30 Minutes	Mar J. de Guzman (Agri II); John Paul D. Maminta (Agri II); Merabil L. Corpuz (Agri II); Russ-Uzi Mayenne A. Ebora (Agri II); Blessie Joy C. Olarve (Agri II); Glaiza Marie L. Duron (Agri II); Lisa T. Dorado (Agrit II); Arnil H. Alleluya (Agri I); Jade R. Enot-Sanidad (SRS I); Melvin Banagbanag (SRS I); Paul Bernard L. La Torre (SRS I); Patricia Bea R. Rosialda (SRS I); Apel Jae N. Clemente (Proj. Asst. III)



	2.4 Identify causal organism/pest specimen submitted	None	30 Minutes – 1 Hour	Peter M. Magdaraog, Ph.D. ( <i>OIC-Div Chief</i> ); Preceperina B. Luzaran ( <i>Supervising Agri</i> ); Remigio C. Tabil ( <i>Sr. Agri</i> ); Lucita D. Bermudez ( <i>Agri II</i> ); Mar J. de Guzman ( <i>Agri II</i> ); John Paul D. Maminta ( <i>Agri II</i> ); Merabil L. Corpuz ( <i>Agri II</i> ); Russ-Uzi Mayenne A. Eborra ( <i>Agri II</i> ); Blessie Joy C. Olarve ( <i>Agri II</i> ); Glaiza Marie L. Duron ( <i>Agri II</i> ); Lisa T. Dorado ( <i>Agri II</i> ); Arnil H. Alleluya ( <i>Agri I</i> ); Ulysses G. Duque ( <i>Sr. SRS</i> ); Jade R. Enot-Sanidad ( <i>SRS I</i> ); Melvin Banagbanag ( <i>SRS I</i> ); Paul Bernard L. La Torre ( <i>SRS I</i> ); Patricia Bea R. Rosialda ( <i>SRS I</i> ); Apel Jae N. Clemente ( <i>Proj. Asst. III</i> )
	2.5 Provide management recommendations	None	15 Minutes	Peter M. Magdaraog, Ph.D. ( <i>OIC-Div Chief</i> ); Preceperina B. Luzaran ( <i>Supervising Agri</i> ); Remigio C. Tabil ( <i>Sr. Agri</i> ); Lucita D. Bermudez ( <i>Agri II</i> ); John Paul D. Maminta ( <i>Agri II</i> ); Mar J. de Guzman ( <i>Agri II</i> ); Merabil L. Corpuz ( <i>Agri II</i> ); Russ-Uzi Mayenne A. Eborra ( <i>Agri II</i> ); Blessie Joy C. Olarve ( <i>Agri II</i> ); Glaiza Marie L. Duron ( <i>Agri II</i> ); Lisa T. Dorado ( <i>Agri II</i> ); Arnil H. Alleluya ( <i>Agri I</i> ); Ulysses G. Duque ( <i>Sr. SRS</i> ); Jade R. Enot-Sanidad ( <i>SRS I</i> ); Melvin Banagbanag ( <i>SRS I</i> ); Paul Bernard L. La Torre ( <i>SRS I</i> ); Patricia Bea R. Rosialda ( <i>SRS I</i> ); Apel Jae N. Clemente ( <i>Proj. Asst. III</i> )
	2.6 For specimens that need further culturing or rearing:	None		

	<ul style="list-style-type: none"> <li>isolate, incubate, purify, and identify causal organisms for diseased samples</li> </ul>	None	1-5 Days	<p>Preceperpina B. Luzaran (<i>Supervising Agri</i>);  Mar J. de Guzman (<i>Agri II</i>);  John Paul D. Maminta (<i>Agri II</i>);  Merabil L. Corpuz (<i>Agri II</i>);  Russ-Uzi Mayenne A. Eborá (<i>Agri II</i>);  Blessie Joy C. Olarve (<i>Agri II</i>);  Arníl H. Alleluya (<i>Agri I</i>);  Jade R. Enot-Sanidad (<i>SRS I</i>);  Melvin Banagbanag (<i>SRS I</i>);  Patricia Bea R. Rosialda (<i>SRS I</i>);  Apel Jae N. Clemente (<i>Proj. Asst. III</i>)</p>
	<ul style="list-style-type: none"> <li>study biology of insect samples for proper identification</li> </ul>	None	1-6 Days	<p>Peter M. Magdaraog, Ph.D. (<i>OIC-Div Chief</i>);  Remigio C. Tabil (<i>Sr. Agri</i>);  Mar J. de Guzman (<i>Agri II</i>);  John Paul D. Maminta (<i>Agri II</i>);  Merabil L. Corpuz (<i>Agri II</i>);  Russ-Uzi Mayenne A. Eborá (<i>Agri II</i>);  Lisa T. Dorado (<i>Agri II</i>);  Arníl H. Alleluya (<i>Agri I</i>);  Jade R. Enot-Sanidad (<i>SRS I</i>);  Melvin Banagbanag (<i>SRS I</i>);  Paul Bernard L. La Torre (<i>SRS I</i>);  Patricia Bea R. Rosialda (<i>SRS I</i>);  Apel Jae N. Clemente (<i>Proj. Asst. III</i>)</p>
3. Receive results	3.1 Print result	None	5 Minutes	<p>Ely A. Cunanan (<i>Admin Aide IV</i>);  Ronaldo C. Omayana (<i>Lab Aide II</i>);  Joanne B. Agbayani (<i>Proj. Asst. II</i>);  Ramon M. Sebastian (<i>Proj. Asst. II</i>);  Carlo Fernando L. Veloso (<i>Comp. Operator IV</i>);  Marijoy C. Balilo (<i>Data Controller III</i>);  Marc Dominic M. Frenal (<i>Proj. Asst. II</i>)</p>
	3.2 Sign result - Counter Signature of Asst. Division Chief  - Final Signature of Division Chief	None  None	5 Minutes	<p>Preceperpina B. Luzaran (<i>Supervising Agri / Asst. Division Chief - Integrated Pest Management (IPM) and R&amp;D Programs</i>);  Remigio C. Tabil (<i>Sr. Agri / Asst. Division Chief - Pest Forecasting and Plant Health Programs</i>)</p> <p>Peter M. Magdaraog, Ph.D. (<i>OIC-Chief, Crop Pest Management Division</i>)</p>

	3.3 Release result	None	5 Minutes	Mar J. de Guzman ( <i>Agri II</i> ); John Paul D. Maminta ( <i>Agri II</i> ), Merabil L. Corpuz ( <i>Agri II</i> ); Russ-Uzi Mayenne A. Eborra ( <i>Agri II</i> ); Blessie Joy C. Olarve ( <i>Agri II</i> ); Glaiza Marie L. Duron ( <i>Agri II</i> ); Lisa T. Dorado ( <i>Agri II</i> ); Arnil H. Alleluya ( <i>Agri I</i> ); Jade R. Enot-Sanidad ( <i>SRS I</i> ); Melvin Banagbanag ( <i>SRS I</i> ); Paul Bernard L. La Torre ( <i>SRS I</i> ); Patricia Bea R. Rosialda ( <i>SRS I</i> ); Apel Jae N. Clemente ( <i>Proj. Asst. III</i> ); Carlo Fernando L. Veloso ( <i>Comp. Operator IV</i> ); Marijoy C. Balilo ( <i>Data Controller III</i> )
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Blessie Joy C. Olarve ( <i>Agri II</i> ); Arnil H. Alleluya ( <i>Agri I</i> ); Ma. Natalie G. Corpus ( <i>Lab Aide II</i> ); Ely A. Cunanan ( <i>Admin Aide IV</i> ); Ronaldo C. Omayana ( <i>Lab Aide II</i> ); Ramon M. Sebastian ( <i>Proj. Asst. II</i> ); Leo P. Arbilo ( <i>Science Research Asst</i> ); Jhon Cyril Pelito ( <i>Lab Aide</i> ); Christian Andarino ( <i>Lab Aide</i> )
	<b>TOTAL</b>	<b>None</b>	<b>Min: 2 Hours &amp; 10 Minutes. Max: 6 days</b>	



## **Crop Research and Production Services Division (CRPSD)**

## 1. 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

<b>Office:</b>	Crop Research and Production Support Division (CRPSD) – Crop Production Support Section (CPSS) / Crop Culture and Management Section (CCMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Request Letter			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter 2. List of beneficiaries			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>		<b>1 hour and 55 minutes</b>	

## 2. 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

<b>Office:</b>	Crop Research and Production Support Division (CRPSD) – Crop Production Support Section (CPSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Walk – In Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
2. Fill Up required form completely.			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>		<b>30 Minutes</b>	



## **National Seed Industry Council (NSIC)**

## 1. Application for Crop Variety Registration

The National Seed Industry Council (NSIC) of the Bureau of Plant Industry (BPI) issues Certificate of Crop Variety Registration pursuant to Republic Act No. 7308 otherwise known as the “Seed Industry Development Act” of 1992.

<b>Office:</b>	National Seed Industry Council	
<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>	Plant Breeders, Breeding Institution	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Accomplished Application Form (1 original copy)	NSIC office / NSIC official website
	2. For Introduced Crop Entry: Material Transfer Agreement and/or proof of acquisition, Sanitary and Phytosanitary Import Clearance (SPSIC) (1 original copy)	Source of the variety; BPI-NPQSD
	3. For Biotech / GM Crop Entry: Biosafety permit for commercial propagation (1 original copy)	BPI-Biotechnology Office
	4. For All Conventional Crop Entries with GM Counterpart: Applicant’s notarized declaration that the crop entry is non-GM (1 original copy)	Applicant
	5. For Perennial Crop Entry: Global Positioning System (GPS) coordinates	Applicant
	6. Morphological data such as distinct characteristics or initial data	Applicant
	7. Special Power of Attorney (SPA) / Memorandum of Understanding (MOU) for authorized representative (1 original copy)	
	8. Photo documentation of the crop entry being applied for registration	
	<b>Post-requirement</b> (to be submitted upon claiming of the Certificate of Crop Variety Registration)	
	9. Certificate of Plant Material Deposit (1 original copy)	Designated gene bank / depository

10. DNA Profile (if applicable)	Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application together with the required documents personally at the NSIC Office or through a registered mail or e-mail	1.1. Receive application; print application documents if submitted through electronic means	None	5 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	1.2. Assess the completeness of the application documents	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	1.3. Issue Application Acknowledgement Receipt to the Applicant	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	1.4. Accord application date and number for application with complete documents and attach processing checklist	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>

	<p>1.5. Record the following in the database of application:</p> <ul style="list-style-type: none"> <li>- Application date</li> <li>- Application number</li> <li>- Crop applied for</li> <li>- Proposed variety name/denomination</li> <li>- Applicant</li> <li>- Applicant's representative or contact person</li> </ul>	None	15 Minutes	<p>Jose Diego E. Roxas <i>Agriculturist I</i></p> <p>Eljay Louise R. Dulpina <i>Science Research Analyst</i></p>
2. Secure a copy of Order of Payment and pay the initial fees at the NSIC Office	2.1. Issue Order of Payment to the applicant for the filing fee	None	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	2.2. Accept the payment and issue the Official Receipt	Application Fee - PHP 200	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	2.3. Publish the application	None	10 Minutes (Upon payment of application fee)	John Armel G. Guevarra <i>Computer Programmer I</i>
	2.4. Transmit application to the concerned Technical Working Group (TWG) Coordinator	None	5 Minutes	<p>Jose Diego E. Roxas <i>Agriculturist I</i></p> <p>Eljay Louise R. Dulpina <i>Science Research Analyst</i></p>

	2.5. Update application status at the database	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
3. Coordinate with the TWG Coordinator for the schedule and manner of conducting the Crop Entry Performance Test (CEPT)	3.1. Prepare the CEPT Plan which may include the following info as deemed applicable: <ul style="list-style-type: none"> <li>- Details on the submission of planting materials</li> <li>- Proposed CEPT site/location</li> <li>- CEPT schedule of activities</li> <li>- Computation of CEPT fees</li> <li>- Contact info of the TWG Coordinator</li> </ul>	None	1 Day	TWG Coordinator <i>(as indicated in the approved Special Oder)</i>
	3.2. Transmit the signed CEPT Plan to the applicant and copy furnish NSIC	None	5 Minutes	TWG Coordinator <i>(as indicated in the approved Special Oder)</i>
	3.3. Actual Conduct of CEPT based on TWG approved Protocol	None	Vary per crop (2 - 3 growing seasons)	TWG, NCT Study Leader/ Evaluator

	3.4. TWG meeting to discuss and further evaluate the crop entry; recommend the crop entry to Technical Secretariat (TechSec)	None	1 Day	TWG, Secretariat
	3.5. Provide Council Secretariat Crop Entry Recommendation for each nominated crop entry	None	After the TWG meeting	<p>Jose Diego E. Roxas <i>Agriculturist I</i></p> <p>Eljay Louise R. Dulpina <i>Science Research Analyst</i></p>
	3.6. Notify the applicant of the results of TWG evaluation	None	10 Minutes	<p>Jose Diego E. Roxas <i>Agriculturist I</i></p> <p>Eljay Louise R. Dulpina <i>Science Research Analyst</i></p>
	3.7. Consolidate crop entry nominations	None	7 working days	<p>Jose Diego E. Roxas <i>Agriculturist I</i></p> <p>Eljay Louise R. Dulpina <i>Science Research Analyst</i></p>

	3.8. Technical Secretariat (TechSec) meeting to further evaluate the recommended entries; recommend the crop entry to the Council	None	1 Day	TechSec, Secretariat
	3.9. Notify the applicant of the results of the TechSec evaluation	None	5 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	3.10. Council Meeting to deliberate and approve recommended entries	None	1 Day	<i>Council, TechSec, Secretariat</i>
	3.11. Notify the applicant of the Council's decision, and the submission of the post requirements	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	3.12. Update status of application at the database	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>  John Armel G. Guevarra <i>Computer Programmer I</i>

	3.13. Prepare Certificate of Registration	None	15 Minutes	John Armel G. Guevarra <i>Computer Programmer I</i>
	3.14. Sign the Certificate of Registration	None	5 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Executive Director</i>
4. Submit the post-requirements at the NSIC Office	4.1. Receive certificate / proof of plant material deposit	None	5 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
5. Pay the remaining fees and other related charges at the NSIC Office	5.1. Issue Billing Statement through email	None	5 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	5.2. Issue Order of Payment	None	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	5.3. Accept the payment and issue the Official Receipt	Issuance of Certificate - PHP 1,000	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>



6. Receive the Certificate of Registration	6.1. Issue the Certificate of Registration and keep a copy of the Certificate with stamped proof of receipt	None	10 Minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
	6.2. Update status of application at the database	None	10 Minutes	John Armel G. Guevarra <i>Computer Programmer I</i>
	6.3. Update NSIC Variety Registry	None	8 Hours	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>  John Armel G. Guevarra <i>Computer Programmer I</i>
7. Fill-up Customer Satisfaction Form (CSF)	7.1. Issue and collect CSF	None	10 minutes	Jose Diego E. Roxas <i>Agriculturist I</i>  Eljay Louise R. Dulpina <i>Science Research Analyst</i>
<b>TOTAL:</b>		<b>PHP 1,200</b>	<b>Not Applicable</b>	



## 2. Application for Plant Variety Protection

The Plant Variety Protection Office (PVPO) of the Bureau of Plant Industry (BPI) issues Certificate of Plant Variety Protection (CPVP) that will protect and secure the exclusive rights of breeders with respect to their new plant variety pursuant to Republic Act 9168 otherwise known as the “Philippine Plant Variety Protection Act” of 2002.

<b>Office:</b>	Plant Variety Protection Office	
<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>	Plant Breeders, Breeding Institution	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Accomplished Application Forms (1 original and 1 photocopy each): a. Application Form b. Exhibit A – Origin and Breeding History of the Variety c. Exhibit B – Statement of Distinctness, Uniformity and Stability d. Exhibit C – Statement of Ownership	PVPO / PVPO official website
	2. Photographs of the Applied Variety (1 printed and 1 electronic copy)	Applicant
	3. Accomplished Crop-Specific Technical Questionnaire (1 original and 1 photocopy)	PVPO / PVPO Official Website
	4. Special Power of Attorney (SPA) / Memorandum of Agreement (MOA) for Authorized Representative (1 original and 1 photocopy)	Applicant
	5. Proof of acquisition (for applicant that is the successor-in-interest) (1 original and 1 photocopy)	Source of the variety
	6. Planting Materials for the Distinctness, Uniformity and Stability (DUS) field trial / Grow-Out Test (please refer to the crop-specific DUS test guidelines for the required number per crop)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents personally at the PVP Office or through a registered mail or e-mail	1.1. Receive and assess the applicant's submitted documents for completeness	None	1 Hour	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	1.2. Accord a filing date and application number	None	5 Minutes	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	1.3. Record the application in the computer-based PVP Registry System	None	10 Minutes	John Armel G. Guevarra <i>Computer Programmer I</i>
2. Secure a copy of Order of Payment and pay the initial fees at the PVP Office	2.1. Issue Order of Payment for the initial fees (Application Fee and Publication of the Application Fee)	None	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	2.2. Receive payment and issue the Official Receipt	Application Fee - PHP 1,200 Publication Fee - PHP 5,700	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
	2.3. Publish the application in the Plant Variety Gazette	None	1 Hour (Within 60 Days upon receipt of the application)	John Armel G. Guevarra <i>Computer Programmer I</i>

3. Coordinate with PVPO Staff	3.1. Check the availability of DUS test guidelines	None	1 Hour	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	3.2. Coordinate with the applicant the manner of conducting the DUS field trial / Grow-out test	None	1 Day	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
4. Conduct of DUS field trial / Grow-out test at the applicant's experimental site or identified DUS Testing Centers of the PVP Board	4.1. Provide technical assistance	None (Actual cost of DUS field trial / grow-out test at the expense of the applicant)	Two (2) growing seasons	Appointed Examiners <i>(as indicated in the approved Special Order)</i>  Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
5. Coordinate with PVPO staff the schedule of DUS test evaluation	5.1. Conduct DUS test / morphological characterization during:	None		Appointed Examiners <i>(as indicated in the approved Special Order)</i>  Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	5.1.1 Vegetative Stage		1 Day	
	5.1.2 Reproductive Stage		1 Day	
	5.1.3 Harvesting Stage		1 Day	

	5.2. Consolidate the collected data	None	2 Hours	<p>Paul Ryan O. Alcantara <i>Agriculturist II</i></p> <p>Krisjan F. Rodelas <i>Science Research Analyst</i></p>
	5.3. Prepare DUS Test Report	None	2 Hours	<p>Paul Ryan O. Alcantara <i>Agriculturist II</i></p> <p>Krisjan F. Rodelas <i>Science Research Analyst</i></p>
	5.4. Conduct PVP Examiners' Meeting / assessment of the criteria for the grant of CPVP	None	1 Day	<p>Appointed Examiners <i>(as indicated in the approved Special Order)</i></p> <p>Mary Ann B. Guerrero <i>Head Secretariat</i></p> <p>Paul Ryan O. Alcantara <i>Agriculturist II</i></p> <p>Krisjan F. Rodelas <i>Science Research Analyst</i></p>

	5.5. Prepare Distinctness Result	None	1 Hour	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	5.6. Coordinate and confirm the availability of the PVP Board	None	1 Day	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	5.7. Convene PVP Board Meeting	None	1 Day	<i>PVP Board, Examiners, Technical Staff</i>
	5.8. Prepare the Certificate of Plant Variety Protection (CPVP)	None	30 Minutes	John Armel G. Guevarra <i>Computer Programmer I</i>
	5.9. Sign the CPVP	None	5 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Registrar</i>
6. Pay the remaining fees and other related charges at the PVP Office	6.1. Issue Notice of Approval and Billing Statement thru email	None	1 Day	Mary Ann B. Guerrero <i>Head Secretariat</i>
	6.2. Issue Order of Payment	None	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>

	6.3. Receive payment and issue the Official Receipt	<p>Field Inspection Fee - PHP 1,500 per variety x 3 visits x 2 seasons (max. of 3 examiners per visit)</p> <p>Issuance of CPVP - PHP 200 per copy</p> <p>Publication Fee - PHP 5,700</p>	10 Minutes	Reychel M. Alcantara <i>Agriculturist I / Special Collecting and Disbursing Officer</i>
7.Receive the CPVP	7.1. Issue the CPVP	None	5 Minutes	Paul Ryan O. Alcantara <i>Agriculturist II</i>  Krisjan F. Rodelas <i>Science Research Analyst</i>
	7.2. Publish the CPVP and DUS Test Report in the Plant Variety Gazette	None	1 Hour (Within 30 Days upon issuance of CPVP)	John Armel G. Guevarra <i>Computer Programmer I</i>
8.Fill-up Customer Satisfaction Form (CSF)	8.1. Issue and collect CSF	None	10 Minutes	Paul Ryan O. Alcantara <i>Agriculturist II</i> PVPO  Krisjan F. Rodelas <i>Science Research Analyst</i>
<b>TOTAL:</b>		<b>PHP 21,800</b>	<b>Not Applicable</b>	

## **National Plant Quarantine Services Division (NPQSD)**



### 1. Issuance of Clearance for Domestic Transport

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues clearance for domestic transport of plants and plant products.

<b>Office:</b>	National Plant Quarantine Services Division – Domestic Section			
<b>Classification:</b>	Complex			
<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. Duly Accomplish Application Form (<i>Original, 1 copy</i>)</li> <li>2. Actual Commodity/Shipment for Inspection</li> <li>3. Others Documents/Clearances from other Agencies (if applicable) (<i>Submit Original for photocopy</i>)</li> </ol>			NPQSD Applicant  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Application Form together with other required documents	1.1 Evaluate application and other documents	None	3 Minutes	Applicant,  Ace C. Pascual <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i>  Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic, Section NPQSD</i>  Jed Nacalaban <i>Clerk IV</i> <i>Domestic, Section, NPQSD</i>  Plant Quarantine Stations

<p>2. Submit Application Form</p>	<p>2.2 Discuss Protocols, rules and regulation governing domestic transport (P.D. 1433, and other domestic protocols)</p>	<p>None</p>	<p>5 Minutes</p>	<p>Applicants,</p> <p>Leslie A. Manalo <i>Supervising Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Ace C. Pascual <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Catalina D. Calejo <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic Section, NPQSD</i></p> <p>Plant Quarantine Stations</p>
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<p>3. Present actual Inspection of the Commodity</p>	<p>3.1 Inspect actual commodity</p>	<p>None</p>	<p>5-10 Minutes</p>	<p>Applicant,   Ace C. Pascual  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i>   Catalina D. Calejo  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i>   Joshua Timothy G. Perez  <i>Project Assistant III</i>  <i>Domestic Section, NPQSD</i>   Ryan D. Atienza,  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i>   Jed Nacalaban  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i>   All Plant Quarantine Stations</p>
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	3.1.a Commodity subject for Laboratory (if applicable)	None	Varies depending on the test to be done.	<p>Laurie A. Salumbides <i>Senior Agriculturist</i> <i>Central Laboratory, NPQSD</i></p> <p>Vince Marco C. Vilar <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>Ella Mae B. Lacanilao <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>All Plant Quarantine Laboratories</p>
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	3.2 Printing of CDT	None	2 Minutes	<p>Ryan D. Atienza, <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco <i>Agri-Tech I</i> <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy <i>Computer Operator I</i> <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Station</p>
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	3.3 Signing of CDT	None	2 Minutes	<p>Jessa Blessilda G. Antero <i>Senior Agriculturist</i> <i>Admin Section, NPQSD</i></p> <p>Jay-R M. Millanes, <i>Senior Agriculturist</i> <i>Export Section, NPQSD</i></p> <p>Leslie A. Manalo <i>Supervising Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Catalina D. Calejo <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Laurie A. Salumbides <i>Senior Agriculturist</i> <i>Central Laboratory, NPQSD</i></p> <p>All Designated Plant Quarantine Officer</p>
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4. Fill up Feedback Form	4.1 Provide and collect feedback form	None	3 Minutes	<p>Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza, <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco <i>Agri-Tech I</i> <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy <i>Computer Operator I, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
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<p>5. Receive Clearance for Domestic Transport</p>	<p>5.1 Release of CDT with Dry Seal</p>	<p>None</p>	<p>5 Minutes</p>	<p>Ace C. Pascual <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i></p> <p>Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza, <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco <i>Agri-Tech I</i> <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy <i>Computer Operator I,</i> <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
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6. Fill up Customer Satisfaction Form (CSF)	6.1 Provide and collect CSF	None	5minutes	<p>Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza, <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco <i>Agri-Tech I</i> <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy <i>Computer Operator I</i> <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
	<b>TOTAL</b>		<b>35 Minutes</b>	

## 2. 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	Plant Quarantine Station  Food Safety Unit
	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	Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD
	3.4 Recommendation and Countersign the Certificate of Registration	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head  Shereene R. Samala <i>OIC-Chief, NPQSD</i>

	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>	

### 3. Issuance of License to Operate As Exporter

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate as Exporter

<b>Office:</b>	National Plant Quarantine Services Division – Export Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Government 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. Current Mayor's Permit/Business Permit (<i>CTC, 1 copy</i>)</li> <li>3. Current Sanitary Permit (<i>CTC, 1 copy</i>)</li> <li>4. Proof of business Establishment: (<i>CTC, 1 copy</i>) <ul style="list-style-type: none"> <li><b>For Corporation:</b> Security and Exchange Commission (SEC)</li> <li><b>For Cooperatives:</b> Cooperative Development Authority (CDA)</li> <li><b>For Single Proprietorship:</b> Department of Trade and Industry (DTI) Registration</li> <li><b>For Philippine Economic Zone Authority (PEZA):</b> Certificate of Registration</li> </ul> </li> <li>5. List of Director and Officers for corporate (<i>1 copy</i>)</li> <li>6. List of Quality Assurance Personnel with corresponding qualifications (<i>1 copy</i>)</li> <li>7. List of Registered Farmers/Growers, Production Site, Location Maps, Area Coverage (<i>1 copy</i>)</li> <li>8. Internal Control System (ICS) and Food Safety Plan (<i>1 copy</i>) <ul style="list-style-type: none"> <li>• Traceability System and Recall Program</li> <li>• Pesticide Management Manual</li> <li>• Packing House operational manual, pest management and waste disposal practices</li> <li>• Farm Cultural Practices, Pest Management and Waste Disposal System</li> </ul> </li> </ol>	<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>

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| <ol style="list-style-type: none"><li>9. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP) (1 copy)</li><li>10. Designated FSCO/FSCOs (1 copy)</li><li>11. Proof of Ownership of farm (OCT/TCT of land in the name of applicant) or Valid Contract of Lease (for rented) (1 copy)</li><li>12. Proof of Ownership with Processing, Transport and Storage Facilities (if applicable) or Valid Contract of Lease (1 copy)</li><li>13. Valid supply contracts between applicant and farm owner or distributor indicating area coverage (ha), volume and period of contract. (1 copy)</li><li>14. List of Licensed Packing Facility (1 copy)</li><li>15. BPI-PQS Inspection Report (Original copy)</li><li>16. Brand name/s (optional) (1 copy)</li></ol> |  |
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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]	1.1 Review and Evaluate application form and other documents	P1,000.00	60 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD  Plant Quarantine Station
2. Interview/Orientation of Exporter	2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD  Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD  Plant Quarantine Station Food Safety Unit
3. Actual Inspection	3.1 Inspect exporters office	None	1 Day	Danton Jose Nilo <i>Senior Agriculturist</i> Export Section, NPQSD  Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD  Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD  Plant Quarantine Station Food Safety Unit



	3.2 Prepare Inspection Report	None	1 Day	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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 Station Food Safety Unit</p>
	3.3 Evaluation and endorsement of PPSSD to NPQSD	None	4 Days	PPSSD Personnel
	3.4 Prepare License to Export Certificate with Corresponding Exporter's code	None	30 Minutes	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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>

	3.5 Recommendation and Countersign the License to Operate as Exporter	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head  Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.6 Approve or disapprove License to Operate as Exporter	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Order of Payment	4.1 Issue Order of Payment	None	3 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i>
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 4,000.00 For	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i>
6. Receive License to Operate	6.1 Release License to Operate as Exporter	None	5 Minutes	Applicant,  Plant Quarantine Station
7. Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	3 Minutes	Customer
	<b>TOTAL</b>	<b>For New: 5000.00 For Renewal: 2500.00</b>	<b>6 Days, 4 Hours, 43 Minutes</b>	

#### 4. Issuance of License to Operate as Quarantine Treatment Provider

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate as Quarantine Treatment Provider (QTP)

<b>Office:</b>	National Plant Quarantine Services Division – Export Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to C Government Citizen, G2B – Government to Business, G2G – Government to	
<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 for License to Operate of QTP (<i>Original, 1 copy</i>)</li> <li>2. Copies of Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) Certificate of Registration (<i>CTC, 1 copy</i>)</li> <li>3. Current Mayor's Permit (<i>CTC, 1 copy</i>)</li> <li>4. Two (2) 2x2 ID picture of the owner and Representative/s</li> <li>5. Company profile (<i>Original, 1 copy</i>)</li> <li>6. Tax Identification Number (TIN) of the company (<i>CTC, 1 copy</i>)</li> <li>7. List of Operators (including their Qualifications, Training and Certificates) (<i>Original, 1 copy</i>)</li> <li>8. Lay-out/pictures/description of the Treatment Facility (<i>Original, 1 copy</i>)</li> </ol> <p>Additional Requirements: (<i>Original, 1 copy</i>)</p> <p><b>FUMIGATION</b>  FPA License (<i>CTC, 1 copy</i>)  List of Equipment List of Equipment Running Test  List and Qualification of AFAS accredited fumigator and other fumigation personnel</p> <p><b>HEAT TREATMENT</b>  Chamber Test  List of Equipment</p> <p><b>VAPOR HEAT TREATMENT</b>  Sensor Test  Running Test</p>	<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 where the business is located</p>	<p>1.1 Evaluate application form and other documents</p>	<p>P1,000.00</p>	<p>1 Hour</p>	<p>Applicant,  Paula R. del Rosario <i>Senior Agriculturist ICS</i>  Mea Mikki B. Tabago <i>Agriculturist I Export Section, NPQSD</i>  Plant Quarantine Station</p>
<p>2. Schedule visit of site/ facility/ office</p>	<p>2.2 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)</p>	<p>None</p>	<p>2 Hours</p>	<p>Applicant,  Paula R. del Rosario <i>Senior Agriculturist ICS</i>  Plant Quarantine Station</p>

3. Treatment Demonstration	3.1 Conduct inspection of office/facility and physical inventory of equipment	None	2 Days	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> ICS</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> <i>Export Section, NPQSD</i></p> <p>Plant Quarantine Station</p>
	3.2 Actual testing of equipment and evaluation of competency of personnel in conducting treatment	None	2 Days	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> ICS</p> <p>Daisy May Delos Santos <i>Project Assistant III</i> <i>PQS-OSEDC</i></p> <p>Plant Quarantine Station</p>
	3.3 Prepare Inspection / Evaluation Report	None	1 Day	<p>Paula R. del Rosario <i>Senior Agriculturist</i> ICS</p> <p>Daisy May Delos Santos <i>Project Assistant III</i> <i>PQS-OSEDC</i></p> <p>Plant Quarantine Station</p>

	3.4 Evaluate and endorse application to the Chief	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head  Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.5 Prepare the License to Operate – Quarantine Treatment Provider with Corresponding QTP code	None	30 Minutes	Paula R. del Rosario <i>Senior Agriculturist</i> ICS

	3.6 Countersign the License to Operate as Quarantine Treatment Provider	None	30 Minutes	Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.7 Approve or disapprove the License to Operate as Quarantine Treatment Provider	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Order of Payment	4.1 Issue Order of Payment	None	3 Minutes	Applicant, Paula R. del Rosario <i>Senior Agriculturist</i>  Plant Quarantine Station
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 1500.00 Renewal: 1,500.00	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> <i>Admin Section, NPQSD</i>  Yves D. Maminta <i>Admin Aide VI</i> <i>Admin Section, NPQSD</i>  Plant Quarantine Station
6. Receive License to Operate	6.1 Release License to Operate as Quarantine Treatment Provider	None	5 Minutes	Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i>  Plant Quarantine Station

7.Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	5 Minutes	Customer
	<b>TOTAL</b>	<b>2500.00</b>	<b>5 Days, 5 Hours, 15 Minutes</b>	



### 5. Issuance of Phytosanitary Certificate (PC)

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Phytosanitary Certificate

<b>Office:</b>	National Plant Quarantine Services Division – Export Section			
<b>Classification:</b>	Complex			
<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. Duly Accomplished Application Form (BPI Q Form No. 10) <i>(Original, 1 copy)</i></li> <li>2. Actual commodity/shipment for inspection</li> <li>3. Other documents/clearances from other agencies (if applicable) <i>(Original, 1 copy)</i></li> </ol>			BPI- NPQSD  Or Plant Quarantine Station (PQS)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Application form for Inspection and Phytosanitary Certification	1.1 Reviews and evaluate application	None	3 Minutes	Applicant, Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD  Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD  Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD  Plant Quarantine Station

	1.2 Record and Endorse evaluated PC Application for Commodity Inspection	None	2 Minutes	Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD
2. Present actual commodity for inspection	2.2 Inspect commodity (duration may vary depending on the quantity to be exported)	Reimbursement of transportation expenses	5 Minutes To 2 Hours	Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD  Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD  Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD  Plant Quarantine Station

	<p>2.3 If treatment is required, PQ Officer will supervise the treatment. After treatment, The Quarantine</p>	<p>Reimbursement of transportation, meal and</p>	<p>1 Hour To 3 Days</p>	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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>Licensed Quarantine Treatment Providers</p> <p>Plant Quarantine Station</p>
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	Treatment Provider (QTP) will issue the certificate- (duration may vary depending on the treatment procedure)	Overtime Services.  Cost of Treatment		
	2.4 Laboratory Analysis for specific commodities to specific countries (duration of analysis may vary depending on the pest that has to be identified)	None	1 To 7 Days	<p>Laurie A. Salumbides <i>Senior Agriculturist</i> <i>Central Laboratory, NPQSD</i></p> <p>Vince Marco C. Vilar <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>Ella Mae B. Lacanilao <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>All Plant Quarantine Laboratories</p>

	2.5 Printing of Phytosanitary Certificate	None	10 Minutes	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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 Station</p>
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	2.6 Signing of Phytosanitary Certificate	None	5 Minutes	<p>Leslie A. Manalo <i>Supervising Agriculturist Domestic Section, NPQSD</i></p> <p>Jessa Blessilda G. Antero <i>Senior Agriculturist Admin Section, NPQSD</i></p> <p>Jay-R M. Millanes, <i>Senior Agriculturist Export Section, NPQSD</i></p> <p>Catalina D. Calejo <i>Senior Agriculturist Domestic Section, NPQSD</i></p> <p>Laurie A. Salumbides <i>Senior Agriculturist Central Laboratory, NPQSD</i></p> <p>All Deputized Plant Quarantine Officer(Stations)</p>
3. Receive Order of Payment	3.1 Issue Order of Payment	None	2 Minutes	<p>Danton Nilo <i>Senior Agriculturist Export Section, NPQSD</i></p>

4. Payment of Regulatory Fee	4.1 Receive Payment of Regulatory Fee	*see list below	3 Minutes	<p>Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> Admin Section, NPQSD</p> <p>Yves D. Maminta <i>Admin Aide VI</i> Admin Section, NPQSD</p> <p>Plant Quarantine Station</p>
5. Receive Phytosanitary Certificate	5.1 Release Phytosanitary Certificate	None	2 Minutes	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p>
6. Fill out Customer Satisfaction Form (CSF)	6.1 Provide and collect CSF	None	5 Minutes	Applicant
<b>TOTAL</b>			<b>1 Day, 1 Hour &amp; 37 Minutes Or up to 7 days</b>	

Plant Quarantine Regulatory Fees for Plants and Plant Products for inspection and issuance of Phytosanitary Certificate (PC)

Item	Rate
1. Fresh fruits, vegetables, onion, garlic and other spices	4.00 / MT or fraction of a ton thereof
2. Seeds, cuttings, rhizomes, bulbs, corns, scions and other planting / propagating materials	5.00 / MT or fraction of a ton thereof
3. Living plants for shipment of ten (10) pcs or less in excess of 10 pcs, plus	10.00 1.00 / piece
4. Other plant products and materials capable of harboring plant pests	5.00 per MT or fraction of a ton thereof
5. Potential Crop Pest	
a. Small Animals	10.00
b. Small Insect and others	1.00 / Phytosanitary Certificate
6. Cultures of fungi, bacteria and other <i>in-vitro</i> materials for scientific purposes	100.00/ Phytosanitary Certificate



Quarantine Regulatory Fees for Floriculture and Allied Industries for inspection and issuance of Phytosanitary Certificate (PC)

Item	Rate (P)	Minimum per Phytosanitary Certificate	Maximum per P Phytosanitary Certificate
<b>1. Planting/ Propagation Materials</b>			
a. Seeds, cuttings, rhizomes, bulbs, corns and scions	10.00 / MT	100.00	2,000
b. Seedlings, graft and marcots	0.50 / pc	125.00	1,000
c. Plant materials in flask and the likes (Community pots, tubes, etc.)	10.00 / Community pot or flask	250.00	2,000
d. Other propagation materials	10.00 / MT	250.00	2,000
<b>2. Cutflowers and foliage</b>	10.00 / MT	250.00	2,000
<b>3. Full grown plants</b>	5.00 / pc	125.00	1,000

## 6. Issuance of License to Operate - Packing Facility

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate- Packing Facility

<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>10. Notarized Application Form with attached 2x2 colored picture of the owner, authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background</li> <li>11. Current Mayor’s Permit/Business Permit</li> <li>12. Current Sanitary Permit</li> <li>13. Proof of business Establishment: <ul style="list-style-type: none"> <li><b>For Corporation:</b> Security and Exchange Commission (SEC)</li> <li><b>For Cooperatives:</b> Cooperative Development Authority (CDA)</li> <li><b>For Single Proprietorship:</b> Department of Trade and Industry (DTI) Registration</li> <li><b>For Philippine Economic Zone Authority (PEZA):</b> Certificate of Registration</li> </ul> </li> <li>14. Internal Control System (ICS) and Food Safety Plan <ol style="list-style-type: none"> <li>a. Traceability System and Recall Program</li> <li>b. Disposal System for rejected fruits</li> <li>c. Disinfestation Program for the Packing facility</li> <li>d. Written SOP including Pest Management, and other safeguards</li> </ol> </li> <li>15. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP)</li> <li>16. Lay-out, pictures and location of the facility</li> <li>17. Packing Facility Process Flow</li> <li>18. List of technical and Non-technical personnel, and Quality assurance personnel with corresponding qualifications</li> </ol>	<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>

19. Certificate of Registration (COR) of farm Source 20. List of Licensed Exporters and Licensed Distributor 21. Designated FSCO/FSCOs 22. Certificate of Completion (Orientation of Applicant) 23. BPI-PQS Inspection Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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]	1.1 Review and Evaluate application form and other documents	P1,000.00	60 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i> <i>Export Section, NPQSD</i>  Plant Quarantine Station
2. Interview/Orientation of Packing Facility Owners	2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	Mea Mikki B. Tabago <i>Agriculturist I</i> <i>Export Section, NPQSD</i>

3. Actual Inspection	3.1 Inspect exporters office	None	1 Day	<p>Danton Jose Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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 Station</p> <p>Food Safety Unit</p>
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	3.2 Prepare Inspection Report	None	1 Day	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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 Station</p> <p>Food Safety Unit</p>
	3.4 Evaluation and endorsement of PPSSD to NPQSD	None	4 Days	PPSSD Personnel

	<p>3.5 Prepare License to Operate as Packing Facility with Corresponding Packing code</p>	<p>None</p>	<p>30 Minutes</p>	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</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>
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	3.6 Recommendation and Countersign the License to Operate-Packing Facility	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head
	3.7 Approve or disapprove License to Operate -Packing Facility	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Order of Payment	4.1 Issue Order of Payment	None	3 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 1500.00 Renewal: 1,500.00 For additional packing facility: 200.00/facility	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> Admin Section, NPQSD  Yves D. Maminta <i>Admin Aide VI</i> Admin Section, NPQSD  Plant Quarantine Station
6. Receive License to Operate	6.1 Release License to Operate -Packing	None	5 Minutes	Applicant,  Plant Quarantine Station
7. Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	3 Minutes	Customer
	<b>TOTAL</b>	<b>2500.00</b>	<b>6 Days, 4 Hours, 43 Minutes</b>	





## 7. Importers Licensing

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate as Importer

<b>Office:</b>	National Plant Quarantine Services Division – Import Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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 for Registration w/ 2x2 ID Picture of Owner (<i>Original copy</i>)</li> <li>2. Mayor's Permit or Business Permit (<i>CTC, 1 copy</i>)</li> <li>3. Proof of Business Establishment: (<i>CTC, 1 copy</i>) <ul style="list-style-type: none"> <li>For Corporation: Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing)</li> <li>For Cooperatives: Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance)</li> <li>For Single Proprietorship: Department of Trade and Industry (DTI) Registration</li> <li>For PEZA Special Economic Zone: Philippine Economic Zone Authority (PEZA) Registration</li> </ul> </li> <li>4. Proof of existence and authority to use BPI Licensed Cold Storage Warehouse (with BPI License to Operate) (if applicable) as follows: <ul style="list-style-type: none"> <li>A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor (<i>CTC, 1 copy</i>);</li> <li>B. Physical Sketch and GPS of the exact location of the warehouse (<i>1 copy</i>)</li> <li>C. 5R pictures of the warehouse with dated newspaper (<i>3-5 pictures</i>)</li> </ul> </li> <li>5. Proof of existence and authority to use Storage/Warehouse or BPI Licensed Dry Warehouse (for Plant Food) (if applicable) as follows: <ul style="list-style-type: none"> <li>A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor (<i>CTC, 1 copy</i>);</li> <li>B. Physical Sketch and GPS of the exact location of the warehouse (<i>1 copy</i>)</li> <li>C. 5R pictures of the warehouse with dated newspaper (<i>3-5 pictures</i>)</li> </ul> </li> </ol>	<p>NPQSD Central Office</p>

<p>6. Updated and Current Registration with Bureau of Customs (BOC) Registration of Importer and/or authorized broker</p> <p>7. Special Power of Attorney (SPA) with two (2) 2x2 ID picture (Maximum of 3 representatives) <i>(Original)</i></p> <p>8. Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years. <i>(CTC, 1 copy)</i></p> <p>9. For Plant Food (including rice, corn and other grains)</p> <p>A. Internal Control System and Food Safety Plan to include Traceability System and Recall Program</p> <p>B. Certificate of Attendance of FBO representative and designated FSCO on applicable training/seminar on quality standards and codes of practices conducted by any of the following ATI, BPI, DA, RFO, SUCs or BPI officially accredited training service provider.</p> <p>10. Designated FSCO/FSCOs</p> <p>11. BPI Inspection Report</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application and documents	1.1 Evaluate application form and other documents. If incomplete-advise applicants of any deficiency.	None	60 Minutes	Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
2. Receive Order of Payment	2.1 Issue Order of Payment	None	2 Minutes	Yves Maminta, Admin Section

3. Payment of Application Fee	3.1 Receive Payment of Application Fee	Application Fee-1,000.00 Php	3 Minutes	Yves Maminta, Admin Section
4. Attend Scheduled Orientation	4.1 Discuss Guidelines on Importation (registration process; application for SPSIC; rules and regulations related to importation; allowable plants and plant products; and other rules and regulations governing importation (PD 1433)	None	90 Minutes	Zyrine Lorizo, Agri II, Import Licensing Team Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
5. Attend Scheduled Inspection	5.1 Inspection of Office and Warehouse/Cold Storage Facility. Verification and validation of the office and warehouse provided by the applicant. Compliance with NPQSD requirements	None	90 Minutes	Plant Quarantine Inspector ( <i>Designated by the Management</i> )

6. Preparation of Reports	6.1 Preparation of Inspection Report and License to Operate	None	60 Minutes	Plant Quarantine Inspector ( <i>Designated by the Management</i> )
	6.2 Evaluate Report and Endorse License to Operate to BPI Director	None	30 Minutes	Shereene Samala, OIC-Chief, NPQSD
	6.3 Approve License to Operate as Importer	None	5 Minutes	Dr. Gerald Glenn Panganiban, Director, BPI
7. Receive Order of Payment	7.1 Issue Order of Payment	None	3 Minutes	Yves Maminta, Admin Section
8. Payment of Regulatory Fee	8.1 Receive Payment of Regulatory Fee	Regulatory Fee-4,000.00 Php	2 Minutes	Yves Maminta, Admin Section
9. Receive License to Operate as Importer	9.1 Release to Importer the License to Operate	None	5 Minutes	Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
10. Fill up Customer Satisfaction Form (CSF)	10.1 Issue and collect CSF	None	5 Minutes	Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team

	<b>TOTAL:</b>	<b>5,000 Php</b>	<b>5 Hours 55 Minutes</b> <b>(Steps 1, 4, 5, 6, and 8 are scheduled on different days)</b>	
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## 8. Application of Sanitary and Phytosanitary Import Clearance (SPSIC)

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Sanitary and Phytosanitary Import Clearance (SPSIC)

<b>Office:</b>	National Plant Quarantine Services Division – Import Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. License to Operate as Importer ( <i>Original</i> )			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application of List of Importable	1.1 Approval or Rejection of List of Importable	None	10 Minutes	Henrick Exconde, Head, Import Section Jose Mari Gerard San Gabriel, Agri. Tech II., Import Section Zyrine Lorizo, Agri. II, Import Section
2. Application of SPSIC	2.1 Review SPS Import Clearance application (input pre- and post-shipment conditions and requirements)	300.00 Php (BPI Fee)  55.00 Php (INS Fee)	10 Minutes	Plant Quarantine SPSIC Reviewers ( <i>Designated by the Management</i> )
	2.2 Endorse SPS Import Clearance application to BPI	None	10 Minutes	Shereene Samala, OIC-Chief, NPQSD
	2.3 Approve SPSIC application	None	5 Minutes	Dr. Gerald Glenn Panganiban, Director, BPI
3. Printing of Approved SPSIC	3.1 Print and release SPSIC	None	10 Minutes	Client

4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team
	<b>TOTAL:</b>	<b>355.00 Php</b>	<b>50 Minutes</b>	

## Biotechnology Office



### 1. Application for Issuance of Biosafety Permit for Direct Use as Food and Feed, or for Processing

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permit for Direct Use as Food and Feed, or for Processing

<b>Office:</b>	Biotechnology Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Departments or agencies of the Philippine Government</li> <li>2. University-based research institution in the Philippines</li> <li>3. International research organization duly recognized by the Philippine Government and based in the Philippines, subject to terms and conditions agreed between the organization and the government of the Philippines</li> <li>4. Corporation registered with the Securities and Exchange Commission of the Philippines</li> <li>5. Cooperative registered with the Cooperative Development Authority of the Philippines</li> </ol>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Technical Dossiers</li> <li>3. Risk Assessment Report</li> <li>4. Proposed Public Information Sheet (PIS)</li> <li>5. Proof of Payment</li> </ol>	BPI Central Office- Biotechnology Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pertinent documents	Check application and supporting documents for sufficiency	None	15 minutes	Biotechnology Office

2. Secure a copy of the Order of Payment and pay the Application Fee	2.1 Prepare acknowledgment receipt			Biotechnology Office
	2.2. Issue Order of Payment	Php 1,000.00	30 minutes	Accounting Section
	2.3 Issue Official Receipt			Cashier Section
3. Receive official acceptance letter for the application	3.1 Review completeness and sufficiency of technical documents	None		Biotechnology Office
	3.2 Issue acceptance letter and posting of application on BPI or Biotechnology website			
	3.3 Inform and request National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website	None		Biotechnology Office NCBP
	3.4 Farm out and endorse the application documents to concerned agencies and assessors	None	3 working days upon acceptance of application	Biotechnology Office

4. Conduct of Public Participation through posting and publication of PIS*	4.1 Issue approved PIS for website posting and newspaper publication	None	3 working days upon acceptance of application	BPI Director Biotechnology Office
	4.2 Confirm the publication and posting of the approved PIS	None	Within 3 working days after receipt of the approved PIS from the BPI	Biotechnology Office Applicant
	4.3 Post the approved PIS on the BPI or Biotechnology Office website	None	3 working days upon acceptance of application	Biotechnology Office
	4.4 Conduct the public comment period	None	15 working days after the posting and publication of PIS	BPI Director Biotechnology Office Applicant
	4.5 Compile the received comments and endorse to the applicant	None	2 working days after the termination of the public comment period	Biotechnology Office
	4.6 Collect the applicant's response to the received comments during the public comment period	None	5 working days after the endorsement of compiled comments to the applicant	Biotechnology Office Applicant

	4.7 Endorse the consolidated report, reflecting the public comments the applicant's response, to the BPI Director	None	2 working days after the receipt of the compiled comments	Biotechnology Office BPI Director
5. Pay Risk Assessment Review Cost	5.1 Prepare Acknowledgment Receipt	108, 000**	30 minutes	Biotechnology Office
	5.2. Issue Order of Payment			Accounting Section
	5.3 Issue Official Receipt			Cashier Section
6. Attendance to the Joint Assessment Group (JAG) meeting(s)*	6.1 Evaluate and conduct the safety risk assessment of the application during the 1 <sup>st</sup> or final JAG Meeting	Included in the Risk Assessment Review Cost	Within 10 working days after the receipt of the application from the BPI	JAG Biotechnology Office Applicant
	6.2 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	6.3 Collect the requested additional information from the applicant	None		Biotechnology Office Applicant

			the request for additional information	
	6.4 Conduct of the second or final JAG meeting, if deemed necessary	None	Within 5 working days upon receipt of the requested additional information	JAG Biotechnology Office Applicant
	6.5 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	6.6 Collect the requested additional information from the applicant	None	Within 5 working days upon the endorsement of the request for additional information	Biotechnology Office Applicant
	6.7 Submit the JAG's final recommendation document to the BPI Director	None	Within 7 working days after the conclusion meeting(s) of the JAG and resolving all requests for additional information	JAG Biotechnology Office BPI Director

			and other outstanding issues.	
7. Receive the decision on the application	7.1 Review the recommendations and decide whether to approve or disapprove the application	None	5 working days to approve or deny upon receipt of recommendation document	BPI Director
	7.2 Approve the application through the signing of the Biosafety Permit for Direct Use, or issue a letter informing the disapproval of the application	None		BPI Director Biotechnology Office
	7.3 Release the original copy of the signed Permit for Direct Use to the applicant	None	5 minutes	Biotechnology Office
	7.4 Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees	None		Department of Science Technology - Biosafety Committee (DOST-BC)  Department of Agriculture-Biosafety Committee (DA-BC)  Department of Environment and Natural Resources-

				Biosafety Committee (DENR-BC)  Department of Health-Biosafety Committee (DOH-BC)  Biotechnology Office
	7.5 Post the Biosafety Permit on the Biotechnology or BPI website	None	24 hrs within the receipt of the applicant	Biotechnology Office
8. Fill out the Customer Satisfaction Form (CSF)	Issue and collect the accomplished CSF	None	2 Minutes	Biotechnology Office  Applicant
<b>TOTAL</b>			<b>40 working days</b>	

*\*Simultaneous process*

*\*\*\*The total processing time only includes the process from the official acceptance of the application to its approval/disapproval.*

**Application for Issuance of Biosafety Permit for Direct Use as Food and Feed, or for Processing**

**\*\*Computation of Fees**

Activity	Estimated Cost	
	Logistic and other Support Services	Unit Amount (Php)

Issuance of acknowledgment letter and posting of application on Biotechnology website	Communication/ Documentations	10,000.00
	Supplies and materials	10,000.00
Farming out and endorsement of Application documents to concerned agencies	Travel expenses	10,000.00
Pre-Evaluation of DA-BC	Payment for risk assessment review (meetings)	5,000.00
Evaluation and Safety Risk Assessment of the application and 1st JAG Meeting. A second and final meeting may be conducted if deemed necessary.	Meeting, communication, documentation, & others	5,000.00
	Payment for risk assessment review (15,000.00 x 3 DA-BC expert)	45,000.00
2 <sup>nd</sup> and final JAG Meeting and Risk Assessment	Meeting expenses, documentation, and others	5,000
Sub-Total		90,000
Incidental Expenses/ logistic support/ purchase of supplies and equipment (20 percent of Sub-Total)		18,000
Grand Total		<b>108,000</b>



## 2. Application for Issuance of Biosafety Permit for Commercial Propagation

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permit for Commercial Propagation

<b>Office:</b>	Biotechnology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Departments or agencies of the Philippine Government</li> <li>2. University-based research institution in the Philippines</li> <li>3. International research organization duly recognized by the Philippine Government and based in the Philippines, subject to terms and conditions agreed between the organization and the government of the Philippines</li> <li>4. Corporation registered with the Securities and Exchange Commission of the Philippines</li> <li>5. Cooperative registered with the Cooperative Development Authority of the Philippines</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Technical Dossiers</li> <li>3. Risk Assessment Report</li> <li>4. Proposed Public Information Sheet</li> <li>5. Insect Resistance Management, if application</li> <li>6. Proof of Payment</li> </ol>			BPI Central Office- Biotechnology Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pertinent documents	Check application and supporting documents for sufficiency	None	15 minutes	Biotechnology Office

2. Secure a copy of the Order of Payment and pay the Application Fee	2.1 Prepare acknowledgment receipt			Biotechnology Office
	2.2. Issue Order of Payment	Php 1,000.00	30 minutes	Accounting Section
	2.3 Issue Official Receipt			Cashier Section
3. Receive official acceptance letter for the application	3.1 Review completeness and sufficiency of technical documents	None		Biotechnology Office
	3.2 Issue acceptance letter and posting of application on BPI or Biotechnology website			
	3.3 Inform and request National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website	None		Biotechnology Office NCBP
	3.4 Farm out and endorse the application documents to concerned agencies and assessors	None	3 working days upon acceptance of application	Biotechnology Office

4. Conduct of Public Participation through posting and publication of PIS*	4.1 Issue approved PIS for website posting and newspaper publication	None	3 working days upon acceptance of application	BPI Director Biotechnology Office
	4.2 Confirm the publication and posting of the approved PIS	None	Within 3 working days after receipt of the approved PIS from the BPI	Biotechnology Office Applicant
	4.3 Post the approved PIS on the BPI or Biotechnology Office website	None	3 working days upon acceptance of application	Biotechnology Office
	4.4 Conduct the public comment period	None	15 working days after the posting and publication of PIS	BPI Director Biotechnology Office Applicant
	4.5 Compile the received comments and endorse to the applicant	None	2 working days after the termination of the public comment period	Biotechnology Office
	4.6 Collect the applicant's response to the received comments during the public comment period	None	5 working days after the endorsement of compiled comments to the applicant	Biotechnology Office Applicant

	4.7 Endorse the consolidated report, reflecting the public comments the applicant's response, to the BPI Director	None	2 working days after the receipt of the compiled comments	Biotechnology Office BPI Director
5. Pay Risk Assessment Review Cost	5.1 Prepare Acknowledgment Receipt	180, 000**	30 minutes	Biotechnology Office
	5.2. Issue Order of Payment			Accounting Section
	5.3 Issue Official Receipt			Cashier Section
6. Attendance to the Joint Assessment Group (JAG) meeting(s)*	6.1 Evaluate and conduct the safety risk assessment of the application during the 1 <sup>st</sup> or final JAG Meeting	Included in the Risk Assessment Review Cost	Within 10 working days after the receipt of the application from the BPI	JAG Biotechnology Office Applicant
	6.2 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	6.3 Collect the requested additional information from the applicant	None		Biotechnology Office Applicant

			the request for additional information	
	6.4 Conduct of the second or final JAG meeting, if deemed necessary	None	Within 5 working days upon receipt of the requested additional information	JAG Biotechnology Office Applicant
	6.5 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	6.6 Collect the requested additional information from the applicant	None	Within 5 working days upon the endorsement of the request for additional information	Biotechnology Office Applicant
	6.7 Submit the JAG's final recommendation document to the BPI Director	None	Within 7 working days after the conclusion meeting(s) of the JAG and resolving all requests for additional information	JAG Biotechnology Office BPI Director

			and other outstanding issues.	
7. Receive decision on the proposed IRM plan for events with Insect Resistant (IR) trait*	7.1 Endorse the proposed IRM plan to the Insect Resistance Management Advisory Team (IRMAT) and Post Approval Monitoring Group (PAMG)	None	3 working days upon the acceptance of the application	Biotechnology Office IRMAT PAMG
	7.2 Evaluate and assess the proposed IRM plan	Included in the Risk Assessment Review Cost	20 working days but may be extended once for the same number of days if needed	Biotechnology Office IRMAT PAMG
	7.3 Endorsement of the IRMAT recommendation to the BPI Director	None		Biotechnology Office IRMAT BPI Director
8. Receive the decision on the application	8.1 Review the recommendations and decide whether to approve or disapprove the application	None	5 working days to approve or deny upon receipt of recommendation document	BPI Director
	8.2 Approve the application through the signing of the Biosafety Permit for Commercial Propagation, or issue a letter informing the disapproval of the application	None		BPI Director Biotechnology Office

	8.3 Release the original copy of the signed Permit for Commercial Propagation to the applicant	None	5 minutes	Biotechnology Office
	8.4 Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees	None		<p>Department of Science Technology - Biosafety Committee (DOST-BC)</p> <p>Department of Agriculture-Biosafety Committee (DA-BC)</p> <p>Department of Environment and Natural Resources-Biosafety Committee (DENR-BC)</p> <p>Department of Health-Biosafety Committee (DOH-BC)</p> <p>Biotechnology Office</p>

	8.5 Post the Biosafety Permit on the Biotechnology or BPI website	None	24 hrs within the receipt of the applicant	Biotechnology Office
8. Fill out the Customer Satisfaction Form (CSF)	Issue and collect the accomplished CSF	None	2 Minutes	Biotechnology Office Applicant
<b>TOTAL</b>			<b>40 working days***</b>	

*\*Simultaneous process*

*\*\*\*The total processing time only includes the process from the official acceptance of the application to its approval/disapproval. Moreover, the duration may be affected by the evaluation of the IRMAT.*

### Commercial Propagation

#### \*\*Computation of Fees

Activity	Estimated Cost	
	Logistic and other Support Services	Unit Amount (Php)
Issuance of acknowledgment letter and posting of application on Biotechnology website	Communication/ Documentations	10,000.00
	Supplies and materials	10,000.00
Farming out and endorsement of Application documents to concerned agencies	Travel expenses	10,000.00
IRMAT Risk Assessment Review	Payment for risk assessment review (10,000.00 x 6 IRMAT expert)	6,000.00
Pre-Evaluation of DA-BC	Payment for risk assessment review (meetings)	5,000.00
Evaluation and Safety Risk Assessment of the application and 1st JAG Meeting. A second and final meeting may be conducted if deemed necessary.	Meeting, communication, documentation, & others	5,000.00



	Payment for risk assessment review (15,000.00 x 3 DA-BC expert)	45,000.00
2 <sup>nd</sup> and final JAG Meeting and Risk Assessment	Meeting expenses, documentation, and others	5,000
<b>Sub-Total</b>		<b>150,000</b>
Incidental Expenses/ logistic support/ purchase of supplies and equipment (20 percent of Sub-Total)		30,000
<b>Grand Total</b>		<b>180,000</b>

### 3. Application for Issuance of Biosafety Permit for Field Trial

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permit for Field Trial

<b>Office:</b>	Biotechnology Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Departments or agencies of the Philippine Government</li> <li>2. University-based research institution in the Philippines</li> <li>3. International research organization duly recognized by the Philippine Government and based in the Philippines, subject to terms and conditions agreed between the organization and the government of the Philippines</li> <li>4. Corporation registered with the Securities and Exchange Commission of the Philippines</li> <li>5. Cooperative registered with the Cooperative Development Authority of the Philippines</li> </ol>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. DOST-BC certification for contained use (when applicable)</li> <li>3. Initial Risk Assessment and Proposed Management procedures prepared by Institutional Biosafety Committee (IBC)</li> <li>4. Contingency plan in case of <i>force majeure</i></li> <li>5. Public Information Sheet (PIS)</li> <li>6. National Commission on Indigenous People (NCIP) (when applicable)</li> <li>7. Free and Prior Informed Consent (when applicable)</li> <li>8. Proof of payment</li> </ol>	BPI Central Office- Biotechnology Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pertinent documents	Check application and supporting documents for sufficiency	None	15 minutes	Biotechnology Office

2. Secure a copy of the Order of Payment and pay the Application Fee	2.1 Prepare acknowledgment receipt	Php 1,000.00	30 minutes	Biotechnology Office
	2.2. Issue Order of Payment			Accounting Section
	2.3 Issue Official Receipt			Cashier Section
3. Receive official acceptance letter for the application	3.1 Review the completeness and sufficiency of technical documents	None		Biotechnology Office
	3.2 Issue acceptance letter and posting of application on BPI or Biotechnology website			
	3.3 Inform and request National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website	None		Biotechnology Office NCBP
	3.4 Farm out and endorse the application documents to concerned agencies and assessors	None	3 working days upon acceptance of application	Biotechnology Office

4. Conduct of Public Participation through coordination with Local Government Unit (LGU) for PIS Posting and conduct of Public Hearing*	4.1 Issue approved PIS for posting	None	3 working days upon acceptance of application	BPI Director Biotechnology Office
	4.3 Confirm posting of the approved PIS on two (2) conspicuous places within the vicinity of the municipality and (2) barangays	None	within 5 working days prior to public hearing	Biotechnology Office
	4.4 Conduct the public comment period	None	15 working days after the posting of PIS	BPI Director Biotechnology Office Applicant
	4.5 Compile the received comments and endorse to the BPI Director	None	2 working days after the termination of the public comment period	Biotechnology Office BPI Director
	4.6 Collect the applicant's response to the received comments during the public comment period	None	5 working days after the endorsement of compiled comments to the applicant	Biotechnology Office Applicant
	4.7 Endorse the consolidated report, reflecting the public	None	within 2 working days after the	Biotechnology Office

	comments the applicant's response, to the BPI Director		termination of the commenting period	BPI Director
	4.8 Participate in the conduct of Public Hearing coordinated by the applicant with the LGU	None	20 working days after the LGU's receipt of the request	LGU Biotechnology Office Applicant IBC
5. Submit to BPI the Public Consultation written report and the Sangguniang Bayan Resolution	Receive the Public Consultation written report and the Sangguniang Bayan Resolution	None	2 working days after the issuance of Sangguniang resolution	LGU Applicant
6. Pay Risk Assessment Review Cost	6.1 Prepare Acknowledgment Receipt	108, 000**	30 minutes	Biotechnology Office
	6.2. Issue Order of Payment			Accounting Section
	6.3 Issue Official Receipt			Cashier Section

7. Attendance to the Joint Assessment Group (JAG) meeting(s)*	7.1 Evaluate and conduct the safety risk assessment of the application during the 1 <sup>st</sup> or final JAG Meeting	Included in the Risk Assessment Review Cost	Within 10 working days after the receipt of the application from the BPI	JAG Biotechnology Office Applicant
	7.2 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	7.3 Collect the requested additional information from the applicant	None	Within 5 working days upon the endorsement of the request for additional information	Biotechnology Office Applicant
	7.4 Conduct of the second or final JAG meeting, if deemed necessary	None	Within 5 working days upon receipt of the requested additional information	JAG Biotechnology Office Applicant

	7.5 Request additional information from the applicant, if necessary	None		JAG Biotechnology Office Applicant
	7.6 Collect the requested additional information from the applicant	None	Within 5 working days upon the endorsement of the request for additional information	Biotechnology Office Applicant
	7.7 Submit the JAG's final recommendation document to the BPI Director	None	Within 7 working days after the conclusion meeting(s) of the JAG and resolving all requests for additional information and other outstanding issues.	JAG Biotechnology Office BPI Director
8. Receive the decision on the application	8.1 Review the recommendations and decide whether to approve or disapprove the application	None	5 working days to approve or disapprove upon	BPI Director

			receipt of recommendation document	
	8.2 Approve the application through the signing of the Biosafety Permit for Field Trial, or issue a letter informing the disapproval of the application	None		BPI Director Biotechnology Office
	8.3 Release the original copy of the signed Permit for Field Trial to the applicant	None	5 minutes	Biotechnology Office
	8.4 Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees	None		Department of Science Technology -Biosafety Committee (DOST-BC)  Department of Agriculture-Biosafety Committee (DA-BC)  Department of Environment and Natural Resources-Biosafety Committee (DENR-BC)



				Department of Health-Biosafety Committee (DOH-BC) Biotechnology Office
	8.5 Post the Biosafety Permit on the Biotechnology or BPI website	None	24 hrs within the receipt of the applicant	Biotechnology Office
9. Fill out the Customer Satisfaction Form (CSF)	Issue and collect the accomplished CSF	None	2 Minutes	Biotechnology Office Applicant
<b>TOTAL</b>			<b>40 working days***</b>	

*\*Simultaneous process*

*\*\*\*The total processing time only includes the process from the official acceptance of the application to its approval/disapproval.*

### **Application for Issuance of Biosafety Permit for Field Trial**

**\*\*Computation of Fees**

Activity	Estimated Cost	
	Logistic and other Support Services	Unit Amount (Php)
Issuance of acknowledgment letter and posting of application on Biotechnology website	Communication/ Documentations	10,000.00

	Supplies and materials	10,000.00
Farming out and endorsement of Application documents to concerned agencies	Travel expenses	10,000.00
Pre-Evaluation of DA-BC	Payment for risk assessment review (meetings)	5,000.00
Evaluation and Safety Risk Assessment of the application and 1st JAG Meeting. A second and final meeting may be conducted if deemed necessary.	Meeting, communication, documentation, & others	5,000.00
	Payment for risk assessment review (15,000.00 x 3 DA-BC expert)	45,000.00
2 <sup>nd</sup> and final JAG Meeting and Risk Assessment	Meeting expenses, documentation, and others	5,000.00
Sub-Total		90,000.00
Incidental Expenses/ logistic support/ purchase of supplies and equipment (20 percent of Sub-Total)		18,000.00
<b>Grand Total</b>		<b>108,000.00</b>

#### 4. Conduct of Post Approval Monitoring for Approved GM Corn Events

The Biotechnology Office of the Bureau of Plant Industry conducts post approval monitoring of GM corn events with Insect Resistant (IR) trait(s) through the Insect Resistance Management (IRM) monitoring on sentinel sites

<b>Office:</b>	Biotechnology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Technology Developer(s) with valid Biosafety Permit(s) for Commercial Propagation			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Request letter for IRM monitoring</li> <li>2. Tentative schedule of monitoring activities</li> </ol>			BPI Central Office- Biotechnology Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter and tentative schedule of IRM monitoring activities	1.1 Check the completeness of the schedule including proposed dates, activities, and contact details of focal persons from technology developers	None	At least 2 weeks prior to the tentative IRM monitoring schedule	Biotechnology Office  Technology Developer
	1.2 Finalize the monitoring schedule and the list of participating monitors	None	1 day	Biotechnology Office

2. Finalize the logistics of the IRM monitoring activity	Coordinate with the technology developer for logistics and necessary information regarding the IRM monitoring activity	None	2 days	Biotechnology Office Technology Developer
3. Conduct of IRM monitoring activity	Gather data on the sentinel sites and technology developers will accomplish the IRM monitoring forms with proper signatories	None	3 days	Biotechnology Office Post Approval Monitoring Group (PAMG) members Technology Developer Regional Crop Protection Centers (RCPCs)
4. Submit the monitoring forms	Collect the accomplished IRM monitoring forms for filing	None		Biotechnology Office Technology Developer
5. Fill out the Customer Satisfaction Form	Issue and collect the accomplished CSF	None		Biotechnology Office Technology Developer

	<b>TOTAL</b>		<b>20 days</b>	
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### 5. Conduct of Field Trial Activities for an Approved Event

The Biotechnology Office of the Bureau of Plant Industry (BPI) conducts Field Trial Monitoring for approved events

<b>Office:</b>	Biotechnology Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government
<b>Who may avail:</b>	Technology Developer(s) with valid Biosafety Permit(s) for Field Trial

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Biosafety permit for Field Trial 2. Tentative schedule of monitoring activities 3. Oath of Undertaking	BPI Central Office- Biotechnology Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pertinent documents	1.1 Check the sufficiency of the documents	None	1 working day	Biotechnology Office
	1.2 Review and consider the availability of the office and the Biosafety Committees to the proposed tentative schedule of monitoring activities	None	3 working days	Department of Science Technology -Biosafety Committee (DOST-BC)  Department of Agriculture-Biosafety Committee (DA-BC)

				<p>Department of Environment and Natural Resources-Biosafety Committee (DENR-BC)</p> <p>Department of Health-Biosafety Committee (DOH-BC)</p> <p>Biotechnology Office</p>
<p>2. Submit an invitation to monitor field trial activities in accordance to its stages (i.e. field site and administrative preparation, seed bed preparation (if applicable), planting/transplanting, vegetative stage, reproductive stage, harvesting stage, and post-harvest activities</p>	<p>Schedule the specific field trial activity with the Biosafety Committees (BC) and assign representatives to be communicated to the applicant</p>	<p>None</p>	<p>3 working days</p>	<p>DOST-BC</p> <p>DA-BC</p> <p>DENR-BC</p> <p>DOH-BC</p> <p>Biotechnology Office</p> <p>Technology Developer</p>
<p>3. Conduct the Field Trial Activity</p>	<p>3.1 Monitor the Technology Developer's compliance to the conditions stipulated in the</p>	<p>None</p>	<p>5 working days for each field trial activity*</p>	<p>Institutional Biosafety Committee</p>

	Biosafety Permit and Oath of Undertaking			Technology Developer
				Biotechnology Office
	3.2 Accomplish the monitoring checklist and ensure that the signatures are complete to be filed and recorded			Biotechnology Office
4. Fill out Customer Satisfaction Form	Issue and collect the accomplished CSF	None		Biotechnology Office Applicant

	<b>TOTAL</b>		<b>12 working days*</b>	
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*\*The total processing time only includes the process from the submission of the pertinent documents to the conduct of the first field trial activity. This will be extended depending on their tentative schedule of monitoring activities, where each activity shall be conducted for a maximum of 5 working days.*

**Conduct of Field Trial Activities**

**\*\*Computation of Fees**

Not Applicable



## 6. Completion of Field Trial Activity

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues a certificate of Field Trial Completion

<b>Office:</b>	Biotechnology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Technology Developer(s) with valid Biosafety Permit(s) for Field Trial			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Completion report			BPI Central Office- Biotechnology Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the field trial terminal report	1.1 Accept and review the report of its completeness	None	1 day	Biotechnology Office
	1.2 Endorse the report to the Biosafety Committees	None	2 working days	Biotechnology Office  Department of Science and Technology Biosafety Committee (DOST- BC)  Department of Agriculture-Biosafety Committee (DA-BC)  Department of Health-Biosafety

				Committee (DOH-BC),  Department of Environment and Natural Resources (DENR-BC)
	1.3 Review and evaluate the submitted terminal report	None	14 working days	Biotechnology Office  DOST-BC DA-BC DENR-BC DOH-BC
	1.3 Prepare the certificate of field trial completion	None	2 working days	Biotechnology Office
	1.4 Issuance of the certificate of field trial completion	None	1 working day	Biotechnology Office
2. Fill out Customer Satisfaction Form (CSF)	Issue and collect the accomplished CSF	None		Biotechnology Office  Technology developer
		<b>TOTAL</b>	<b>20 working days</b>	

## 7. Request for the Conduct of Technical Consultation for Evaluation and Determination (TCED) of Products of Plant Breeding Innovations

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues a Certificate of non-Coverage from the JDC No. 01, s2021 for non-GM PBI products and a written notice of the coverage of the GM PBI product under the JDC No. 01, s2021

<b>Office:</b>	Biotechnology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Natural or Juridical Person               <ol style="list-style-type: none"> <li>a. Departments or agencies of the Phil gov't</li> <li>b. University with research institutions in the Phil</li> <li>c. Int'l research organization recognized by the Phil gov't</li> <li>d. Corporation registered with the Securities and Exchange Commission of the Philippines</li> <li>e. Cooperative registered with the Cooperative Development Authority of the Philippines</li> </ol> </li> <li>2. Non-resident product developer shall appoint an agent who is a resident of the Philippines, who will be in charge of the submission</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. TCED Request Form (printed and electronic copy)				BPI Central Office- Biotechnology Office
2. Accomplished Prior Evaluation Form				
3. Scientific studies				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pertinent documents	1.1 Check the submission and supporting documents	None	15 minutes	Biotechnology Office
	1.2 Review the completeness and sufficiency of technical	None	3 working days	Biotechnology Office

	documents			
	1.3 Issue acceptance letter and post the accepted submission on Biotechnology or BPI website			
	1.4 Endorse the submitted documents to the Biotechnology Core Team - Plant Breeding Innovation (BCT-PBI)	None	3 working days upon acceptance of application	Biotechnology Office BCT-PBI
	1.5 Select the TCED group members from the BCT-PBI			
2. Conduct of Public Participation through the collection of technical information	2.1 Receive the technical information sent by the public	None	10 working days after posting of accepted submission on BPI website	Biotechnology Office
	2.2 Consolidate the technical information and endorse to the BPI Director			
3. Attend technical consultation with TCED group for presentation and clarification on the submission	3.1 Conduct of 1 <sup>st</sup> or final technical consultation with the TCED group to evaluate and determine whether or not a new combination of genetic material has been created in the final PBI product	None	Within 7 working days upon receipt of the application from BPI	Biotechnology Office BCT-PBI TCED Group Product Developer
	3.2 Request additional information from the product developer, if necessary	None		Biotechnology Office BCT-PBI

				TCED Group Product Developer
	3.3 Collect the requested additional information from the product developer	None	Within 5 working days from the receipt of the request	Biotechnology Office Product Developer
	3.4 Arrange a second or final technical consultation with TCED group in case additional information is required	None	Within 5 working days from the first technical consultation	Biotechnology Office BCT-PBI TCED Group Product Developer
3. Receive the Certificate of Non-Coverage from the JDC No. 01 s2021 or the letter of advice of application for biosafety permit	4.1 Endorse the technical determination on the regulatory status of the PBI product to the BPI Director	None	Within 7 days after the conclusion of the TCED	Biotechnology Office
	4.2 Decide the official determination on the regulatory status of the PBI product	None	Within 5 working days from the receipt of the technical determination of TCED Group	BPI Director
	4.3. Endorse the official determination whether the product is covered, or not, under the JDC No. 01, s2021 to the product developer	None		Biotechnology Office Product Developer
	4.4 Post the official determination on the regulatory			Biotechnology Office

	status of the PBI product on the BPI or Biotechnology website			
4. Fill out the Customer Satisfaction Form (CSF)	Issue and collect the accomplished CSF	None		Biotechnology Office Product Developer
	<b>TOTAL</b>		<b>27 working days</b>	

### 8. Listing of Stacked Events to the BPI Approval Registry for Commercial Propagation and Direct Use as Food and Feed, or for Processing

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permit for Direct Use as Food and Feed, or for Processing

<b>Office:</b>	Biotechnology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	1. Technology Developers with valid Biosafety Permits for Direct Use and Commercial Propagation 2. Licensees of Permit Holders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly accomplished Registration Form 2. Copy of Biosafety Permits of component single events 3. Letter of Authority (LOA) from the permit holder allowing the use of the event(s), if applicable 4. Insect Resistance Management (IRM) Plan, if applicable*			BPI Central Office- Biotechnology Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pertinent documents	1.1 Receive and check submitted documents for sufficiency in form and substance	None	30 minutes	Biotechnology Office
	1.2 Endorse the request for listing of the validated stacked events to the BPI Director	None	2 days after the receipt of the request	Biotechnology Office BPI Director
2. Receive approval of the proposed IRM Plan*	2.1 Endorse proposed IRM Plan for assessment and evaluation*	None	2 days after the receipt of the request	Insect Resistance Management Advisory Team (IRMAT) Post Approval Monitoring Group (PAMG) Biotechnology Office

	2.2 Evaluate and assess the proposed IRM	None	20 working days, may be extended once for the same number of days	IRMAT PAMG Biotechnology Office
	2.3 Endorse the recommendation document to the IRMAT to the BPI Director	None	1 day after receipt of the recommendation document	IRMAT BPI Director Biotechnology Office
3. Receive decision on the request for listing	3.1 Approve or disapprove the request for the BPI Approval Registry	None	5 working days upon receipt of endorsed validated document and endorsement of IRMAT, if applicable	BPI Director Biotechnology Office
	3.2 Inform the applicant of the decision of the Director and listing of the approved stack in the approval registry.	None	2 days upon receipt of the BPI decision	BPI Director Biotechnology Office
5. Fill out the Customer Satisfaction (CSF)	Issue and collect the accomplished CSF	None		Applicant
			<b>32 working days**</b>	

*\*IRM plan is required for stacked events with Insect Resistant (IR) trait that are requested for listing in the Approval Registry for Commercial Propagation*

*\*\*The total processing date may be extended depending on the IRMAT's evaluation.*





## **BPI National Crop Research Development and Production Support Center**



**Baguio National Crop Research Development and Production Support Center  
(BPI-BNCRDPSC)**

### 1. Conduct of Trainings

BNCRDPSC conduct trainings to capacitate stakeholders through conduct of various training activities on Center's development.

<b>Office:</b>	BNCRDPSC			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	External			
<b>Who may avail:</b>	Farmers, stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Client	
2. Client Satisfaction form			Operating Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client inquires from guard on duty	Guard refers client to Records officer	None	3 minutes	Evelyn Sumineg Agric. II
	Records officer submits request letter to Center Chief for approval then forwards to training coordinator	None	5 minutes	Evelyn Sumineg Agric. II

	Technical staff receives letter and discuss with client		15 minutes	Divina C. Jose Agric. II
Fill-up feedback form	Issues and collects feedback form filled-up by client		10 minutes	Divina C. Jose Agric. II
	<b>Total</b>	<b>None</b>	<b>33 Minutes</b>	

## 2. Distribution of Biological Control Agents

BNCRDPSC produce and distribute biological control agents for the development and expansion of integrated pest management program

<b>Office:</b>	BNCRDPSC			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	External			
<b>Who may avail:</b>	Farmers, stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Client	
2. Request Issue Slip			Operating Unit	
3. Client Satisfaction form			Operating Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client inquires from guard on duty	Guard refers client to Records officer	none	3 minutes	Evelyn Sumineg Agric. II
	Records officer submits request letter to Center Chief for approval then forwards to technical staff	none	5 minutes	Evelyn Sumineg Agric. II

	Technical staff receives letter and assists client/provide technical assistance	none	20 minutes	Rhonda M. Oloan Agric. II
Client signs Requisition and Issue Slip (RIS form)	Technical staff prepares Requisition and Issue Slip (RIS)	none	5 minutes	Rhonda M. Oloan Agric. II
	Technical staff submits RIS form to Head of Office	none	2 minutes	Jesus R. Aspuria, PhD Center Chief
Client receives BCA	Technical staff releases BCA	none	3 minutes	Rhonda M. Oloan Agric. II
Fills up Client Satisfaction Form	Issue and collect CSF form	none	5 minutes	Rhonda M. Oloan Agric. II
	<b>Total</b>	<b>None</b>	<b>43 Minutes</b>	

### 3. Distribution of IEC Materials

BNCRDPSC distribute IEC materials to capacitate stakeholders

<b>Office:</b>	BNCRDPSC			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	External			
<b>Who may avail:</b>	Farmers, stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Client	
2. Request Issue Slip			Operating Unit	
3. Client Satisfaction form			Operating Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client inquires from guard on duty	Guard refers client to Records officer	none	3 minutes	Evelyn Sumineg Agric. II
	Records officer submits request letter to Center Chief for approval then forwards to technical staff	none	5 minutes	Evelyn Sumineg Agric. II

	Technical staff receives letter and assists client	none	15 minutes	Erlinda F. Jimenez Agric. II Lea A. Ordinario Agric.II
Client signs Requisition and Issue Slip (RIS form)	Technical staff prepares Requisition and Issue Slip (RIS)	none	5 minutes	Erlinda F. Jimenez Agric. II Lea A. Ordinario Agric.II
	Technical staff submits RIS form to Head of Office	none	2 minutes	Jesus R. Aspuria, PhD Center Chief
Client receives IEC materials and fill up client satisfaction form	Technical staff releases IEC materials and issue and collect CSF form	none	3 minutes	Erlinda F. Jimenez Agric. II Lea A. Ordinario Agric.II
	<b>Total</b>	<b>None</b>	<b>33 Minutes</b>	



#### 4. Distribution of Seed and Plant Material

BNCRDPSD distribute NSIC approved seeds and plant materials and provision for the establishment of foundation scion grove.

<b>Office:</b>	BNCRDPSD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	External			
<b>Who may avail:</b>	Farmers, stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Client	
2. Order Slip			Operating Unit	
3. Request Issue Slip			Operating Unit	
4. Client Satisfaction form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client inquires from guard on duty	Guard refers client to Records officer	none	3 minutes	Evelyn Sumineg Agric. II
	Records officer submits request letter to Center Chief for approval then forwards to technical staff	none	5 minutes	Evelyn Sumineg Agric. II

	Technical staff receives letter and assists client	none	10 minutes	<p>Leo Balagot Lab. Tech. II (coffee) Rogelio Custodio Agric II (Citrus &amp; Cacao) Alvin Aragon COS (strawberry) Juana Casapao COS (Banana) Jayson Palaylay Engr. II (Potato) Soledad Gacad Agric. II (Rooted Stem Cuttings) Rafael Cachin Admin. Aide I (Vegetable seeds) Ma. Arlene F. Celo Agric. II (Organic Vegetable seeds)</p>
Client places order	Preparation of order slip	none	2 minutes	<p>Josephine O.Ganiban Agric. II</p>

<p>Client pays to collecting officer</p>	<p>Collecting Officer issues receipt</p>	<p>Price will depend on kind of seed or planting material</p>	<p>3 minutes</p>	<p>Maria Fe B. Cachin Lab. Aide II</p>
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	<p>Technical staff releases seed/plant material</p>	<p>none</p>	<p>10 minutes</p>	<p>Leo Balagot Lab. Tech. II (coffee) Rogelio Custodio Agric II (Citrus &amp; Cacao) Alvin Aragon COS (strawberry) Juana Casapao COS (Banana) Jayson Palaylay Engr. II (Potato) Soledad Gacad Agric. II (Rooted Stem Cuttings) Rafael Cachin Admin. Aide I (Vegetable seeds) Ma. Arlene F. Celo Agric. II (Organic Vegetable seeds)</p>
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				<p>Leo Balagot          Lab. Tech. II          (coffee)          Rogelio Custodio          Agric II          (Citrus &amp; Cacao)          Alvin Aragon          COS          (strawberry)          Juana Casapao          COS          (Banana)          Jayson Palaylay          Engr. II          (Potato)          Soledad Gacad          Agric. II          (Rooted Stem Cuttings)          Rafael Cachin          Admin. Aide I          (Vegetable seeds)          Ma. Arlene F. Celo          Agric. II          (Organic Vegetable seeds)</p>
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Client fill-up feedback form	Issues and collect client feedback form		3 minutes	Leo Balagot Lab. Tech. II (coffee) Rogelio Custodio Agric II (Citrus & Cacao) Alvin Aragon COS (strawberry) Juana Casapao COS (Banana) Jayson Palaylay Engr. II (Potato) Soledad Gacad Agric. II (Rooted Stem Cuttings) Rafael Cachin Admin. Aide I (Vegetable seeds) Ma. Arlene F. Celo Agric. II (Organic Vegetable seeds)
	<b>Total</b>	<b>None</b>	<b>36 Minutes</b>	



**La Granja National Crop Research Development and Production Support Center  
(BPI-LGNCRDPSC)**

## 1. Conduct of Training

The Bureau of Plant Industry-La Granja National Crop Research, Development & Production Support Center located in La Granja, La Carlota City, Negros Occidental gives trainings to interested stakeholders.

<b>Office:</b>	BPI-LGNCRDPSC			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All (Organizations, Business, Offices)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter or Request or E-mail addressed to the Center Chief (Original, 1 copy)			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ E-mail Letter Request for training	1.1. Receive or acknowledge request letter 1.2 Record and forward request to the Office of the Center Chief for approval	None	5 minutes	Ma. Rose C. Ordilla (Secretary); Doris Paz I. Discaya (OIC)
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Doris Paz I. Discaya (OIC ) and Technical staff
	1.4 Contact the client to discuss training schedule and module	None	15 minutes	Technical staff
2. Attend training	2.1 Conduct training	None	4 hours (minimum)	Training team
3. Fill-up Customer's Satisfaction Form (CSF)	3.1. Provide and collect the CSF	None	5 minutes	Training team
	<b>TOTAL</b>	<b>None</b>	<b>45 minutes</b>	



## 2. Plant Identification and Certification

The Bureau of Plant Industry-La Granja National Crop Research, Development and Production Support Center issues certificate on the identification, authentication and verification of agricultural crops for students and other clients.

<b>Office:</b>	La Granja NCRDPSC			
<b>Classification:</b>	Complex			
<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. Request letter addressed to the Center Chief indicating the purpose of identification &amp; certification (Original + 1 copy) (For students– letter should be signed by the student and adviser)</li> <li>2. Actual Plant/Specimen (complete parts of plant as possible)</li> <li>3. Printed photo of plant</li> <li>4. Copy of research proposal/investigatory project (for students)</li> </ol>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of request, copy of research proposal and photo of plant	1.1. Receive or acknowledge request letter 1.2 Record and forward request to the Office of the Center Chief for approval	None	5 minutes	Ma. Rose C. Ordilla (Secretary); Doris Paz I. Discaya (OIC)
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Doris Paz I. Discaya (OIC) and Technical staff

2. Submit live specimen	2.1. Evaluate, identify and verify the specimen	None	30 minutes(minimum)	Technical staff
3. Receive Plant Identification Certificate	3.1 Print plant identification certificate	None	15 minutes	Technical staff
	3.2 Sign certificate	None		Technical staff
	3.3 Release of Certificate	None		Technical staff
4. Fill-up Customer's Satisfaction Form	4.1 Issue and collect CSF	None	5 minutes	Technical staff
	<b>TOTAL</b>		<b>75 minutes</b>	

### 3. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group)

The Bureau of Plant Industry-La Granja National Crop Research, Development and Production Support Center (BPI-LGNCRDPSC) distributes seeds, planting materials and farm inputs (subject to availability) to interested individuals or group.

<b>Office:</b>	BPI-LGNCRDPSC			
<b>Classification:</b>	Simple			
<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>	
Letter of Request (For Group) <i>Original, 1 copy</i>			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or walk-in the Center to request.	1.1. Receive request 1.2. Forward request to Center Chief for approval 1.3. Evaluate and approve the request 1.4. Endorse to Production Section	None	10 Minutes	Ma. Rose C. Ordilla (Secretary); Doris Paz I. Discaya (OIC)
	1.5 Check availability of seeds/planting materials/farm input. If not available, inform the requesting party when it will be available.	None	20 Minutes	Marie Girlie R. Laud (Production Coordinator)/ Terry Amy J. Mongcal (In-Charge, Plant Nursery)
2. Receive requested input and fill-up Requisition Issue Slip (RIS).	2.1. Release the requested seeds/ planting materials / farm inputs.	None	10 Minutes	Marie Girlie R. Laud (Production Coordinator)/ Terry Amy J. Mongcal (In-Charge, Plant Nursery) and Production Section staff

3. Fill up Customer Satisfaction Form (CSF)	3. 1. Issue and collect CSF	None	5 Minutes	Marie Girlie R. Laud (Production Coordinator)/ Terry Amy J. Mongcal (In-Charge, Plant Nursery) and Production Section staff
	<b>TOTAL</b>	<b>None</b>	<b>45 Minutes</b>	

#### 4. Provision of Technical Assistance

The Bureau of Plant Industry-La Granja National Crop Research, Development and Production Support Center (BPI-LGNCRDPSC) gives various technical assistance to farmers and other stakeholders.

<b>Office:</b>	BPI-LGNCRDPSC			
<b>Classification:</b>	Simple			
<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>	
1. Letter of Request			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or fill-up log book and describe technical assistance needed (for walk-in)	1.1 Receive request 1.2 Forward request to Center Chief for approval. 1.3 Endorse request to concerned staff.	None	5 Minutes	Ma. Rose C. Ordilla (Secretary); Doris Paz I. Discaya (OIC)
2. Follow-up request to concerned staff and discuss the nature of request.	2.1 Assess and discuss the request with the requesting party. 2.2 If the request is technical assistance, set or affirm schedule (for farm visit, conduct lecture or techno demo) if needed.	None	30 Minutes	Doris Paz I. Discaya (OIC) and Technical staff
3. Receive requested assistance	3.1 Conduct farm visit/techno-demo or lecture. 3.2 For farm visit, share to the client the observations and recommendations particularly on farm or orchard.	None	30 Minutes (Walk-In) To 2 Days (Field Visit)	Technical staff
4. Fill-up Customer's Satisfaction Form (CSF)	4.1 Provide and collect the CSF	None	10 Minutes	Technical staff
<b>TOTAL</b>			<b>75 Minutes to 2 Days</b>	

# **Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC)**

### 1. Conduct of Training

BPI National Crop Research Development & Production Support Centers located in Baguio (BNCRDPC), Los Banos (LBNCRDPC), La Granja (LGNCRDPC), Guimaras (GNCRDPC) and Davao (DNCRDPC) give training to interested stakeholders.

<b>Office:</b>	BPI-Guimaras National Crop Research, Development and Production Support Center			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All (Organizations, Business, Offices)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter or Request or E-mail address to the Officer in Charge (Original, 1 copy)			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ E-mail Request Letter for training	1.1. Receive or acknowledge request letter 1.2 Record and forward request to the Office of the Officer in Charge for approval	None	3 minutes	Alex A. Tuyo/ Agriculturist II Rhod S. Orquia/ Officer in Charge
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Rhod S. Orquia/ Officer in Charge

	1.4 Contact the client to discuss training schedule and module	None	15 minutes	Rhod S. Orquia/Officer in Charge Ruth F. Jardeleza/ Senior Agriculturist Eryln N. Billones/ Engineer II Lilia P. Habaña/ Agriculturist II Genoveva G. Macahilo/ Agriculturist II Juvy G. Narte/ Agriculturist II Alex A. Tuyoy/ Agriculturist II Julie Anne G. Cordero/ Agriculturist II
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3. Attend training	3.1 Conduct training	None	4 hours (min)	Rhod S. Orquia/Officer in Charge Ruth F. Jardeleza/ Senior Agriculturist Eryln N. Billones/ Engineer II Lilia P. Habaña/ Agriculturist II Genoveva G. Macahilo/ Agriculturist II Juvy G. Narte/ Agriculturist II Alex A. Tuyoy/ Agriculturist II Julie Anne G. Cordero/ Agriculturist II
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4. Fill-up Customer's Satisfaction Form (CSF)	4.2 Provide and collect the CSF	None	5 minutes	Rhod S. Orquia/Officer in Charge Ruth F. Jardeleza/ Senior Agriculturist Erlyn N. Billones/ Engineer II Lilia P. Habaña/ Agriculturist II Genoveva G. Macahilo/ Agriculturist II Juvy G. Narte/ Agriculturist II Alex A. Tuyo/ Agriculturist II Julie Anne G. Cordero/ Agriculturist II
	<b>TOTAL</b>	<b>None</b>	<b>48 minutes</b>	

## 2. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group)

BPI National Crop Research Development & Production Support Centers located Guimaras (GNCRDPC) distributes seeds & farm inputs (subject to availability) to interested individuals or group.

<b>Office:</b>	BPI-Guimaras National Crop Research, Development and Production Support Center			
<b>Classification:</b>	Simple			
<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>	
Letter of Request (For Group) <i>Original, 1 copy</i>			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or walk-in the Center to request.	1.5. Receive request 1.6. Forward request to Officer in Charge for approval. (letter) 1.7. Endorse to Production Section (walk-in)	None	10 Minutes	Alex A.Tuyo/ Agriculturist II Rhod S. Orquia/Officer in Charge Erlyn N. Billones/ Engineer II Ruth F. Jardeleza/ Senior Agriculturist
	1.4 Evaluate and approve the request	None	3 Minutes	Rhod S. Orquia/Officer in Charge
	1.5 Check availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.	None	20 Minutes	Erlyn N. Billones/ Engineer II Ruth F. Jardeleza/ Senior Agriculturist

2. Receive requested input and fill-up requisition issue slip (RIS).	2.1. Release the requested seeds/ planting materials or farm inputs.	None	10 Minutes	Erlyn N. Billones/ Engineer II Ruth F. Jardeleza/ Senior Agriculturist
3. Fill up Customer Satisfaction Form (CSF)	3. 1. Issue and collect CSF	None	5 Minutes	Erlyn N. Billones/ Engineer II Ruth F. Jardeleza/ Senior Agriculturist
	<b>TOTAL</b>	<b>None</b>	<b>45 Minutes</b>	

### 3. Provision of Technical Assistance

BPI National Crop Research Development & Production Support Centers located in Baguio (BNCRDPC), Los Banos (LBNCRDPC), La Granja (LGNCRDPC), Guimaras (GNCRDPC) and Davao (DNCRDPC) give various technical assistance.

<b>Office:</b>	BPI-Guimaras National Crop Research, Development and Production Support Center			
<b>Classification:</b>	Simple			
<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>	
1. Letter of Request			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or fill-up log book and describe technical assistance needed (for walk-in)	1.4 Receive request 1.5 Forward request to Officer in Charge for approval. 1.6 Endorse request to concerned staff.	None	5 Minutes	Alex A. Tuyoy/ Agriculturist II Rhod S. Orquia/Officer in Charge Erlyn N. Billones/ Engineer II Ruth F. Jardeleza/ Senior Agriculturist
2. Follow-up request to concerned staff and discuss the nature of request.	2.3 Assess and discuss the request with the requesting party. 2.4 If the request is technical assistance, set or affirm schedule (for farm visit, conduct lecture or techno demo) if needed.	None	30 Minutes	Rhod S. Orquia/Officer in Charge

<p>3. Receive requested assistance and fill-up requisition issue slip (RIS).</p>	<p>3.3 Conduct farm visit/techno-demo or lecture. 3.4 For farm visit, share to the concerned the observations and recommendations particularly on farm or orchard.</p>	<p>None</p>	<p>30 Minutes (Walk-In) To 2 Days (Field Visit)</p>	<p>Rhod S. Orquia/Officer in Charge Ruth F. Jardeleza/ Senior Agriculturist Erlyn N. Billones/ Engineer II Lilia P. Habaña/ Agriculturist II Genoveva G. Macahilo/ Agriculturist II Juvy G. Narte/ Agriculturist II Alex A. Tuyoy/ Agriculturist II Julie Anne G. Cordero/ Agriculturist II</p>
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4. Fill-up Customer's Satisfaction Form (CSF)	4.1 Provide and collect the CSF	None	10 Minutes	Rhod S. Orquia/Officer in Charge Ruth F. Jardeleza/ Senior Agriculturist Erlyn N. Billones/ Engineer II Lilia P. Habaña/ Agriculturist II Genoveva G. Macahilo/ Agriculturist II Juvy G. Narte/ Agriculturist II Alex A. Tuyo/ Agriculturist II Julie Anne G. Cordero/ Agriculturist II
	<b>TOTAL</b>		<b>75 Minutes to 2 Days</b>	



# **Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC)**



## 1. Conduct of Training

BPI Davao National Crop Research Development & Production Support Center (DNCRDPC) located in Bago Oshiro, Davao City, give training to interested stakeholders.

<b>Office:</b>	BPI-DNCRDPSC			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All (Organizations, Businesses, Offices)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter or Request or E-mail address to the Center Chief (Original, 1 copy)			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ E-mail Request Letter for training	1.1. Receive or acknowledge the request letter 1.2 Record and forward request to the Office of the Center Chief for approval	None	3 minutes	Michelle M. Omayan/ Admin. Staff
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Lorna E. Herradura, Ph.D./ Agricultural Center Chief IV
	1.4 Contact the client to discuss the training schedule and module	None	15 minutes	Michelle M. Omayan/ Admin. Staff  Nesel E. Fernandez/ Production Staff
3. Attend training	3.1 Conduct training	None	4 hours (min)	Concerned technical staff

4. Fill up the Customer's Satisfaction Form (CSF)	4.2 Provide and collect the CSF	None	5 minutes	Michelle M. Omayan/ Admin. Staff  Nesel E. Fernandez/ Production Staff
	<b>TOTAL</b>	<b>None</b>	<b>48 minutes</b>	

## 2. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group)

BPI Davao National Crop Research Development & Production Support Center (DNCRDPC) distributes seeds, planting materials & other farm inputs (subject to availability) to interested individuals or groups.

<b>Office:</b>	BPI-DNCRDPSC			
<b>Classification:</b>	Simple			
<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>	
Letter of Request (For Group) <i>Original, 1 copy</i>			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or walk-in the Center to request.	1.8. Receive request 1.9. Forward the request to Center Chief for approval. (letter) 1.10. Endorse to Production Section (walk-in)	None	10 Minutes	Michelle Omayan, Administration Staff Lorna E. Herradura, Ph.D., Agricultural Center Chief IV
	1.4 Evaluate and approve the request	None	3 Minutes	Arceli G. Yebe, Production In-Charge/
	1.5 Check the availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.	None	20 Minutes	Shella V. Callao/ Agriculturist II
2. Receive requested input and fill up requisition issue slip (RIS).	2.1. Release the requested seeds/ planting materials or farm inputs.	None	10 Minutes	Nesel E. Fernandez/ Production Staff
3. Fill up the Customer Satisfaction Form (CSF)	3. 1. Issue and collect CSF	None	5 Minutes	Nesel E. Fernandez/ Production Staff
<b>TOTAL</b>		<b>None</b>	<b>45 Minutes</b>	

### 3. Provision of Technical Assistance

BPI Davao National Crop Research Development & Production Support Center (DNCRDPC) located in Bago Oshiro, Davao City, give various technical assistance.

<b>Office:</b>	BPI-DNCRDPSC			
<b>Classification:</b>	Simple			
<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>	
1. Letter of Request			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request or fill- up a log book and describe the technical assistance needed (for walk-ins)	1.7 Receive request 1.8 Forward request to Center Chief for approval. 1.9 Endorse request to the concerned staff.	None	5 Minutes	Michelle M. Omayan/ Admin. Staff  Lorna E. Herradura, Ph.D./ Agricultural Center Chief IV
2. Follow-up request to concerned staff and discuss the nature of the request.	2.5 Assess and discuss the request with the requesting party. 2.6 If the request is technical assistance, set or affirm the schedule (for a farm visit, conduct lecture or techno demo) if needed.	None	30 Minutes	Concerned technical staff of the Center
3. Receive requested assistance and fill up the requisition issue slip (RIS).	3.5 Conduct farm visits/techno-demo or lecture. 3.6 For the farm visit, share with the concerned the observations and recommendations, particularly on the farm or orchard.	None	30 Minutes (Walk-In) To 2 Days (Field Visit)	Concerned technical staff of the Center

4. Fill up the Customer's Satisfaction Form (CSF)	4.1 Provide and collect the CSF	None	10 Minutes	Concerned technical staff of the Center
	<b>TOTAL</b>		<b>75 Minutes to 2 Days</b>	

#### 4. Plant Identification and Certification

The Davao National Crop Research, Development, and Production Support Center of the Bureau of Plant Industry (BPI) issues certificate for identifying, authenticating, and verifying tropical fruit crops, plantation crops, indigenous vegetables, herbs and spices, and botanicals only from different client and stakeholder.

<b>Office:</b>	Davao National Crop Research, Development, and Production Support Center – Plant Genetic Resources Unit, Research Section			
<b>Classification:</b>	Complex			
<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>	
5. Request letter addressed to the Davao Center Chief indicating the purpose of identification & certification (Original + 1 copy) (FOR STUDENTS - ON SCHOOL'S LETTERHEAD, SIGNED BY THE STUDENT AND ADVISER) 6. Actual Plant/Specimen (parts of the plant specimen or whole plant specimen) 7. Duly filled-up Plant Certification Form			Client  Client Client PGR Staff/Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Letter of request	1.1 Evaluate letter of request	None	10 Minutes	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I,
2. Verification of sample	2.2 Verify the Specimen and discuss protocols and requirements for plant identification 2.2 Approve or disapprove plant identification	None	1 Hour	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I,

3. Submit the completed Application Form	3.1 Check the completeness of the data provided	None	5 Minutes	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I
4. Submit live specimen to be identified/verified	4.1 Evaluate, identify, and verify the specimen	None	2 Days	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I
5. Receive Plant Identification Certificate	5.1 Print plant identification certificate	None	5 Minutes	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I
	5.2 Sign certificate	None	15 Minutes	Judith T. Simpao, Research Coordinator
	5.3 Release of Certificate	None	15 Minutes	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I
6. Fill-up Clientele Feedback form	6.1 Issue and collect CSF	None	5 Minutes	Jonalyn A. Pabuaya, Agriculturist II Joresel L. Coronado, Agriculturist I Orlan P. Odulio, Agriculturist I / Client
	<b>TOTAL</b>		<b>2 Days &amp; 1 hour</b>	

## 5. Plant Pest and Disease Diagnosis

The Davao National Crop Research, Development, and Production Support Center of the Bureau of Plant Industry (BPI) conducts plant pest and disease diagnosis for clientele to address the identification of pests and diseases leading to recommendations of appropriate management and issuing certificates to students as requested.

<b>Office:</b>	Davao National Crop Research, Development and Production Support Center – Pests and Disease Laboratory, Research Section			
<b>Classification:</b>	Complex			
<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>	
1. Request letter addressed to the Davao Center Chief indicating the purpose of identification & certification (Original + 1 copy) (FOR STUDENTS - ON SCHOOL'S LETTERHEAD, SIGNED BY THE STUDENT AND ADVISER) 2. Freshly collected specimens (Diseased plant samples, Insect pest samples with complete body parts) 3. Duly filled-up Plant Pest and Disease Diagnosis Form			Client	
			Client	
			Client	
			Plant Lab Staff/Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Letter of request	1.1 Evaluate letter of request	None	30 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
2. Verification of sample	2.1 Interview client and assign the reference number of the sample	None	15 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	2.2 Examine/Inspect samples	None	15 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II



	2.3 Conduct microscopic examination	None	30 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	2.4 Identify causal organism/pest specimen submitted	None	30 Minutes -1 Hour	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	2.5 Provide management recommendations	None	15 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	2.6 For specimens that need further culturing or rearing:	None		Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	<ul style="list-style-type: none"> <li>• isolate, incubate, purify, and identify causal organisms for diseased samples</li> </ul>		1-5 Days	Ma. Adelfa N. Lobres, Agriculturist II
	<ul style="list-style-type: none"> <li>• study biology of insect samples for proper identification</li> </ul>		1-6 Days	Mercedes M. Arcelo, Agriculturist II
3. Receive Plant Pest and Disease Diagnosis	3.1 Print plant pest and disease diagnosis certificate	None	5 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II
	3.2 Sign certificate	None	5 Minutes	Judith T. Simpao, Research Coordinator
	3.3 Release of Certificate	None	5 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II

4. Fill-up Clientele Feedback form	4.1 Issue and collect CSF	None	5 Minutes	Mercedes M. Arcelo, Agriculturist II Ma. Adelfa N. Lobres, Agriculturist II / Client
	<b>TOTAL</b>		<b>Min.: 2 hours Max.: 6 days and 4 hours</b>	



**Los Baños National Crop Research, Development, and Production Support Center  
(BPI-LBNCRDPSC)**

### 1. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group)

BPI Los Baños National Crop Research Development & Production Support Centers distributes seeds & farm inputs (subject to availability) to interested individuals or group.

<b>Office:</b>	Bureau of Plant Industry – Los Baños National Crop Research, Development, and Production Support Center			
<b>Classification:</b>	Simple			
<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>	
Letter of Request (For Group) <i>Original, 1 copy</i>			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or walk-in to request.	Receive request 1.2. Forward request to Center Chief for approval. (letter) 1.3. Endorse to Production Section (walk- in)	None	10 Minutes	Hazel T. Calibo/Research Assistant,  Ma. Krizelle Anne M. Manigbas, Research Assistant  Lady Daisy D. Dela Paz, Research Assistant

	1.4 Evaluate and approve the request	None	10 Minutes	Flora A. Jarilla, OIC – Center Chief (If not present in the Center, assigned OIC for the day)
	1.5 Check availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.	None	20 Minutes	Lorna M. Tepper, Production Section Head or Production staff
2. Receive requested input and fill-up requisition issue slip (RIS).	2.1. Release the requested seeds/ planting materials or farm inputs.	None	10 Minutes	Lorna M. Tepper, Production Section Head or Production staff
3. Fill up Customer Satisfaction Form (CSF)	3. 1. Issue and collect CSF	None	5 Minutes	Lorna M. Tepper, Production Section Head or Production staff
	<b>TOTAL</b>	<b>None</b>	<b>55 Minutes</b>	

## 2. Provision of Technical Assistance

The Bureau of Plant Industry – Los Baños National Crop Research, Development, and Production Support Center (BPI – LBNCRDPSC) gives various technical assistance.

<b>Office:</b>	Bureau of Plant Industry – Los Baños National Crop Research, Development, and Production Support Center			
<b>Classification:</b>	Simple			
<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>	
1. Letter of Request, 1 copy			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request or fill-up log book and describe technical assistance needed (for walk-in)	1.10 Receive request 1.11 Forward request to Center Chief for approval.  1.12 Endorse request to concerned staff.	None	5 Minutes	Hazel T. Calibo/Research Assistant,  Ma. Krizelle Anne M. Manigbas, Research Assistant  Lady Daisy D. Dela Paz, Research Assistant

2. Follow-up request to concerned staff and discuss the nature of request.	2.7 Assess and discuss the request with the requesting party. 2.8 If the request is technical assistance, set or affirm schedule (for farm visit, conduct lecture or	None	30 Minutes	Lorna M. Tepper, Production Section Head or other assigned technical staff
3. Receive requested assistance and fill-up requisition issue slip (RIS).	3.7 Conduct farm visit/techno-demo or lecture. 3.8 For farm visit, share to the concerned the observations and	None	30 Minutes (Walk-In) To 2 Days (Field Visit)	Assigned technical staff
4. Fill-up Customer's Satisfaction Form (CSF)	4.1 Provide and collect the CSF	None	10 Minutes	Staff concerned
	<b>TOTAL</b>		<b>75 Minutes to 2 Days</b>	

### 3. Conduct of Training

The Bureau of Plant Industry – Los Baños National Crop Research, Development, and Production Support Center (BPI – LBNCRDPC) conducts training to all clientele such as farmers, technical staff, researchers, groups, and other stakeholders to disseminate technologies that were developed and adopted in the Center.

<b>Office:</b>		Bureau of Plant Industry – Los Baños National Crop Research, Development, and Production Support Center		
<b>Classification:</b>		Complex		
<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>	
Letter or Request or E-mail address to the Center Chief (Original, 1 copy)			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/E-mail Request Letter for training	1.1. Receive or acknowledge request letter 1.2 Record and forward request to the Office of the Center Chief for approval	None	3 minutes	Hazel T. Calibo/Research Assistant,  Ma. Krizelle Anne M. Manigbas, Research Assistant
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Flora A. Jarilla, OIC – Center Chief (If not present in the Center, assigned OIC for the day)



	1.4 Contact the client to discuss training schedule and module	None	15 minutes	Engr. King Roy D. Bondad, Engineer I/Training Coordinator
2. Attend training	3.1 Conduct training	None	4 hours (min)	Engr. King Roy D. Bondad, Engineer I/Training Coordinator or other technical staff assigned
3. Fill-up Customer's Satisfaction Form (CSF), Training and Resource Person Evaluation Forms	4.2 Provide and collect the CSF, Training and Resource Person Evaluation Forms	None	15 minutes	Engr. King Roy D. Bondad, Engineer I/Training Coordinator or other technical staff assigned
	<b>TOTAL</b>	<b>None</b>	<b>4 Hours 53 minutes</b>	



## **Administrative Division - External**



## Personnel Section



## 1. Hiring of Plantilla Personnel

The authority shall adhere to the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA) Rules VII Sec 24 of the Publication and Posting of Vacant Positions states that "Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three conspicuous places for a period of at least ten calendar days for NGA's, SUC's and GOCC's with original charters in accordance with the provisions of RA no 7041 and it's implementing guidelines. and in Sec 29, "The publication of a particular vacant position shall be valid until filled but not extend beyond 9 months reckoned from the date other vacant position was published.

<b>Office:</b>	Personnel Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	ALL Interested applicants	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p>Application:</p> <ol style="list-style-type: none"> <li>1. Letter of intent</li> <li>2. Fully accomplished and notarized Personal Data Sheet(PDS) Form 212, revised 2017 with recent passport size ID and work Experience Sheet</li> <li>3. performance Rating in the last rating period</li> <li>4. Certified authenticated of eligibility/rating/license</li> <li>5. Certified/authenticated of Transcript of Records</li> </ol> <p>Upon Appointment:</p> <ol style="list-style-type: none"> <li>1. Personal Data Sheet (PDS) Form 212, revised 2017</li> <li>2. Authenticated Copy of Civil Service Eligibility/PRC License</li> <li>3. Authenticated Transcript of Records</li> <li>4. Performance Rating (Last Rating Period)</li> <li>5. Medical Certificate CS form no. 211 revised 2018</li> <li>6. Valid NBI clearance</li> <li>7. PSA issued Birth Certificate</li> <li>8. Marriage Contract (if married)</li> <li>9. Philhealth ID or Membership registration Form</li> </ol>		

10. Pag-IBIG ID or Membership registration Form
11. Position Description form (PDF) DBM-CSC form no. 1 Revised ver. no. 1, s. 2017
12. Oath of Office
13. Certificate of Assumption
14. CS form-24 revised 2018

**Upon Appointment(for Transferee- with prior Government Service)**

1. Clearance from money, property and legal accountabilities from the previous Government Office
2. Certified True Copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by Chief Accountant of last salary received from previous duly verified by the assigned auditor thereat
3. Certificate of Available Leave Credits
4. Government Service Record
6. Statement of Assets and Liabilities and Net Worth (SALN)
7. Landbank ATM Application Number
8. BIR 2316 (Certificate of Compensation Payment/Tax Withheld
9. BIR withholding certificates
10. Certificate of Deduction

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the Authority's website, bulletin board or CSC website for the list of job vacancies	1.1 Post Job vacancies in three conspicuous places: CSC Website, BPI website, BPI Bulletin Board  Posting period is at least ten (10) calendar days	None	5 minutes	Personnel Section  Information Section  CSC
2. Submits the complete application requirements through this link <a href="https://bit.ly/bpi-online-application">https://bit.ly/bpi-online-application</a> .	2.1 Monitor and checks received online applications	None	5 minutes	HR staff / HRMPSB  Secretariat
	2.2 Only Qualified applicants with completed requirements and who applied within the application period will	None	5 minutes	HR staff / HRMPSB  Secretariat
3. Confirm the attendance to the exam and attend the scheduled date at BPI Office	3.1 Schedule qualified applicants for examination	None	5 minutes	HR staff / HRMPSB  Secretariat

	3.2 Administers the examination to qualified applicants	None	3 hours	HRMPSB Secretariat
	3.3 Evaluates the examination	None	30 minutes	HRMPSB Secretariat
	3.4 For failed applicants, HR send email letter	None	10 minutes	HRMPSB Members and Secretariat
4. Confirms the attendance to the interview and attend the scheduled date at BPI Office	4.1 Schedule qualified applicants for an interview with the HRMPSB Members	None	5 minutes	HRMPSB Secretariat
	4.2 Conducts the interview and evaluates the qualified	None	15 minutes	HRMPSB Secretariat
5. Wait for the update of the deliberation process	5.1 Schedule of HRMPSB Deliberation	None	5 minutes	HRMPSB and Secretariat
	5.2 Conduct HRMPSB deliberation	None	3 hours	HRMPSB Members and Secretariat
	5.3 Prepares and endorse Shortlisted Applicants	None	5 minutes	HRMPSB Secretariat
	5.4 Recommends candidates to the vacant position	None		Director

	5.5 Submits recommended candidates to DA- Personnel Division		3 hours	HRMPSB Secretariat
	5.6 Prepares appointment and other requirements	None	15 minutes	HRMPSB Secretariat
	5.7 Appointment for signature of Chief, Personnel, Chairman of HRMPSB and Appointing Authority	None	10 minutes	Chief, Personnel Chairman of HRMPSB and Director
	5.8 Submits appointment papers to CSC Field Office	None	1 hour	HRMPSB Secretariat
6. Confirm Schedule for Oath Taking of Newly Appointed Personnel	6.1 Conducts Oath Taking Ceremony	None	3 hours	Appointing Authority, HRMPSB Members & Secretariat
7. Newly appointee(s) assumes office and submits pre-employment requirements (Appointees should assume within 30 days of receipt of written notice)	7.2 Conducts orientation for Newly appointed personnel	None	4 hours	Personnel Section Staff
			<b>18 hours and 55 minutes</b>	





Personnel In-Charge: **AUDREY M. MEDIANO**  
*Human Resource Officer I (COS)*

**LEW GENESIS C. ALMERO**  
*Administrative Aide IV*

**JOHN ALLEN Z. CARANAY**  
*Data Controller (COS)*

## 1. Recruitment and Selection of Contract of Service

### Hiring of Contract of Service Personnel

<b>Office:</b>	Personnel Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	ALL Interested applicants	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p>For renewal of Contract of Service</p> <ol style="list-style-type: none"> <li>1. Justification</li> <li>2. Purchase Request (PR)</li> <li>3. IPCR target and accomplishment</li> <li>4. Letter Intent</li> <li>5. Drugtest</li> <li>6. Credentials</li> <li>7. Personal Data Sheet (PDS)</li> </ol> <p>For New Contract of Service</p> <ol style="list-style-type: none"> <li>1. Justification</li> <li>2. Purchase Request (PR)</li> <li>3. Letter Intent</li> <li>4. IPCR Target</li> <li>5. Personal Data Sheet (PDS)</li> <li>6. Exam and Interview Result</li> <li>7. NBI, Cedula, Police Clearance, Barangay Clearance</li> <li>8. Medical Exam result</li> <li>10. Pag-IBIG ID or Membership registration Form</li> <li>11. Position Description form (PDF) DBM-CSC form no. 1 Revised ver. no. 1, s. 2017</li> <li>12. Oath of Office</li> <li>13. Certificate of Assumption</li> </ol>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Justification and PR for the hiring of COS personnel and request approval from the management	1.1 Checks if the COS personnel in the Justification is in the Matrix of Renewal and New COS	None	5 minutes	HR Staff
	1.2 Countersigned by the Highest Human Resource Management Office	None	5 minutes	HRMO
	1.3 Records and forwards Internal Audit Unit for processing the PR	None	2 minutes	HR Staff
2. Checked the required documents and the contract	2.1 The Personnel will receive the documents from the budget section and doc track the documents	None	2 minutes	HR Staff
	2.2 Checks the contract and the completeness of the	None	5 minutes	HR staff
	2.4 Encodes the details of the COS to	None	5 minutes	HR staff

	2.5 Countersigns the contract by the HR	None	5 minutes	HR Officer, HRMO
	2.6 Records and forwards the contracts and other documents to the Assistant Director for Countersign; have the signature of the	None	15 minutes	HR staff
	2.7 Assistant Director for countersigns the contracts; Director signs the contracts	None		Office of the Assistant Director's and Director's Staff
3. Notarize the signed Contract	3. Logs and returns the signed contract to the concerned Division/ OUs for	None	5 minutes	HR staff Division/OUs concern
4. Return the notarized contract and other attached documents	4. The return documents will be recorded and filed once it is notarized	None	5 minutes	HR staff
5. Submit Notarized Contract with Transmittal to Commission on Audit (COA)	5. Record the copy of transmittal documents submitted to Commission on	None	3 minutes	HR staff
6. Hired COS reports to the office for orientation of duties	6. The COS personnel will report to their assigned Division chief/ Supervisor/	None		Division/OUs concern
	<b>Total</b>	<b>None</b>	<b>57 minutes</b>	



Personnel In-Charge: **MA. PATRICIA D. BERMUDEZ**  
*Clerk IV*

Signatory/ies: **ELLAIN T. MOLON**  
*OIC, Personnel Section*



## Information and Computer Section

### 1. Distribution and Use of Information, Education & Communication (IEC) Materials

The Information and Computer Section (ICS) maintain copies of developed IEC materials and distribute to clientele. ICS upload them on BPI Website for wider and more efficient dissemination.

<b>Office:</b>	Information and Computer Section (ICS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2G - Government to Government, Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter/ E-mail 2. ICS request slip or log book			Requesting Party Information and Computer Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits, e-mail request letter or walks in	1.1 Receives letter or verifies purpose or IEC material/s needed (for walk-ins)	None	3 Minutes	Michelle Guinez (C Reproduction Machine Operator)
	1.2 Forwards request letter from other government agencies, schools, or organizations to BPI	None	1 Day	Staff, Office of the Director
	1.3 (for E-copy) – scans IEC materials and sends to requesting party or send the link to the website where the IEC materials may be	None	30 Minutes	Michelle Guinez (Reproduction Machine Operator) / Maricel Bautista (Data Encoder II)

	1.4 (For hard copy) Retrieves and reproduces required copy/ies of requested IEC.	None	30 Minutes	Michelle Guinez (Reproduction Machine Operator) / Maricel Bautista (Data Encoder II)
2. The requesting party shall sign in the library log-book and will collect the requested IEC materials	2.1 Present the receiving logbook to the requesting party for signature and release IEC materials	None	5 Minutes	Michelle Guinez (Reproduction Machine Operator) / Maricel Bautista (Data Encoder II)
3. Fill-out Customer Satisfaction Form (CSF)	3.1 Issue and collect CSF	None	5 Minutes	Michelle Guinez (Reproduction Machine Operator) / Maricel Bautista (Data Encoder II)
	<b>TOTAL</b>	<b>None</b>	<b>43 minutes (walk-in) 1 Day and 38mins (letter/ memo)</b>	





## Cashier Section

## 1 .Issuance of Official Receipt/s (*Accountable Form No. 51-C*)

The Official Receipt is issued to individuals requiring receipt of payments made for the following: sale of bidding documents, application fee, risk assessment review cost, sleeping quarters/dormitory fee, and refund of unutilized cash advances received by the Bureau of Plant Industry from various stakeholders.

<b>Office:</b>	Cashier Section – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	<b>G2G</b> – Government to Government, <b>G2B</b> – Government to Business Entity, <b>G2C</b> – Government to transacting Public			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
a. Order of Payment (O.P.) ( <i>Appendix 28</i> ) (1 <sup>st</sup> Copy Accounting; 2 <sup>nd</sup> & 3 <sup>rd</sup> Copy Cashier Section)			Accounting Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure an Order of Payment	1.1 Issuance of order of payment ( <i>Appendix 28</i> )	None	9 Minutes. per transaction	Officer of the Day
2. Proceed to window #2 of Cashier Section for payment.	2.1 Issuance of Official Receipt based on O.P. issued by Accounting Section.	Based on O.P.	5 Minutes. per transaction	Marichu Sebastian Dallyn Fuster Editha Nilo / Ma. Flor Bencito (Approver)
3. Collect Official Receipt		None	1 Minute	Client
	<b>TOTAL</b>		<b>15 Minutes</b>	



# **Administrative Division**

## **Internal Services**



## Information and Computer Section (ICS)

## 1. Request for ICT Technical Support

The Information and Computer Section is tasked to provide technical support to BPI employees for ICT hardware and software related issues.

<b>Office:</b>	Information and Computer Section (ICS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citezen			
<b>Who may avail:</b>	Employees of BPI			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. ICT Technical Request Form (For manual request) or log-in to ICS TechAid System			Information & Computer Section (Manual Form) <a href="https://tech_aid.buplant.da.gov.ph">https://tech_aid.buplant.da.gov.ph</a>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filled-up and Submit Request in ICS	1.1 Queue Request	None	5 Minutes	Roland Sanchez (Computer Operator II) / Jeffrey Morate (Computer Operator II) / Cristopher Cargo (Computer Operator II)
	1.2 Review Request <ul style="list-style-type: none"> <li>• Hardware Issues</li> <li>• Software Issues</li> <li>• Others</li> </ul>	None	z	Roland Sanchez (Computer Operator II) / Jeffrey Morate (Computer Operator II) / Cristopher Cargo (Computer Operator II)
	1.3 Assign Technician	None	5 Minutes	Paula R. Del Rosario (OIC Chief)
	1.4 Conduct troubleshooting and appropriate action	None	1 Hour	Roland Sanchez (Computer Operator II) / Jeffrey Morate (Computer Operator II) / Cristopher Cargo
	1.5 Complete, file (log) diagnosis report and submit recommendation	None	10 Minutes	Roland Sanchez (Computer Operator II) / Jeffrey Morate (Computer Operator II) / Cristopher Cargo (Computer Operator II)
2. Fill-out Customer Satisfaction Form (CSF)	2.1 Issue and collect CSF	None	5 Minutes	Roland Sanchez (Computer Operator II) / Jeffrey Morate (Computer Operator II) / Cristopher Cargo
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour &amp; 30 Minutes</b>	

## 2. Uploading Articles, Press Release and IEC Materials in the BPI Website/ Social Media Pages

The Information and Computer Section (ICS) maintains and updates the Agency's website and social media accounts to make relevant information more accessible to the public.

<b>Office:</b>	Information and Computer Section (ICS)			
<b>Classification:</b>	Simple			
<b>Type of</b>	G2G - Government to Government			
<b>Who may avail:</b>	BPI Offices and Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Information and Computer Section Request Slip (for manual request) or Log-in to ICS Request System or Send e-mail request.			Information and Computer Section (Manual Form) <a href="https://ics-form.buplant.da.gov.ph/">https://ics-form.buplant.da.gov.ph/</a>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request to ICS	1.1 Queues request	None	5 Minutes	Aries Apiña (Computer Operator II) / Roland Sanchez (Computer Operator II)
	1.2 Reviews/ proofreads submitted articles or materials.	None	30 Minutes	Paula R. Del Rosario (OIC Chief)
	1.3 Formats/ arranges the material and uploads to website or social media accounts	None	1 Hour	Aries Apiña (Computer Operator II) / Roland Sanchez (Computer Operator II)
2. Acknowledges that the uploaded article/ IEC material is in order	1.4 Sends link to requesting official/ office of the uploaded article/ IEC materials.	None	5 Minutes	Roland Sanchez (Computer Operator II)
3. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Aries Apiña (Computer Operator II) / Roland Sanchez (Computer Operator II)
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour &amp; 45 Minutes</b>	



## Property and Supply Section

## 1. Acceptance and Distribution of Delivered Goods & Services

The procedures involve the process of inspecting and accepting goods and/or services rendered by suppliers/contractors and distributing the same to the end-users or requesting officers.

<b>Office:</b>	Property and Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2G - Government to Government			
<b>Who may avail:</b>	Suppliers, Dealers, Contractors, End-users			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Delivery Receipt (original, 1 copy) 2. Sales or Billing Invoice or Statement of Account (original, 1 copy) 3. Inspection & Acceptance Report (original, 3 copies) 4. Disbursement Voucher (original, 3 copies) 5. Request & Issue Slip and/or Inventory and Custodian Slip and/or Property Acknowledgement Receipt (original, 3 copies) Supplier Performance Evaluation Form			Supplier/contractor Supplier/contractor Property & Supply Section Property & Supply Section Property & Supply Section  Property & Supply Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Deliver goods or render services.	1.1 Receive delivered goods.	None	30 Minutes	Marz Urbano Clerk III
	1.2 Prepare Inspection and Acceptance Report (IAR)	None	30 Minutes	Mark Joseph Lopez Data Encoder II  Jose Diego Roxas OIC



	1.3 Release goods to end-user.	None	10 mins.	Daniel Arce Storekeeper II
	1.4 Record delivery on the Inventory Report.	None	15 mins.	Ruth Lucañas Computer Operator II
	1.5 Prepare Disbursement Voucher (DV) and Supplier Performance Evaluation Form (SPEF)	None	10 mins.	Ma. Luz Bajillo Administrative Assistant II  Mariz V. Urbano Clerk III
	1.6 Transmit DV and SPEF for filling out and signing	None	10 mins.	John Paulo Lirasan Computer Operator I
	1.7 Transmit completed documents to Accounting Section for processing of payment.	None	10 mins.	John Paulo Lirasan Computer Operator I  Jose Diego Roxas OIC
	<b>TOTAL</b>		<b>1 Hour &amp; 55 Minutes</b>	

## 2. Inventory of Property, Plant and Equipment (PPE)

The procedure aims to inventory the Bureau's property, plant and equipment (PPE) for the preparation of the Inventory Report to be submitted to the Accounting Section and the Commission on Audit (COA).

<b>Office:</b>	Property and Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Operating Units, BPI Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Inventory and Custodian Slip (ICS) and/or Property Acknowledgement Receipt (PAR)			Property & Supply Section	
2. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)			Property & Supply Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Employee signs PAR or ICS	1.1 Compile signed PAR or ICS	None	10 mins.	Mark Joseph Lopez Data Encoder II
	1.2 Record PAR/ICS in the Inventory Report. Tag equipment.	None	10 mins.	Jessa Jel Laurente Storekeeper IV  Alex Peñalba
2. Receive equipment.	2.1 Assign equipment to accountable officer.	None	10 mins.	Jose Diego Roxas OIC

	2.2 Schedule conduct of physical inventory of properties and equipment.	None	1 hour	Alex Peñalba Agricultural Technician II
	2.3 Conduct physical inventory of properties and equipment.	None	5-10 days	All Property Staff
	2.4 Prepare RPCPPE	None	30 days	Jessa Jel Laurente Storekeeper IV  Alex Peñalba
3. Receive RPCPPE from COA.	3.1 Submit RPCPPE to COA.	None	10 mins.	John Paulo Lirasan Computer Operator I
	<b>TOTAL</b>		<b>35-40 days, 1 hour &amp; 40 minutes</b>	

### 3. Disposal of Unserviceable Properties

The procedure aims to dispose unserviceable properties/equipment and submit the Disposal Report to the Accounting Office and Commission on Audit (COA).

<b>Office:</b>	Property and Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen			
<b>Who may avail:</b>	Operating Units, Junkshops			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Committee Appraisal Report 2. Inventory and Inspection Report of Unserviceable Properties (IIRUP) 3. Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR) Waste Materials Report			Property & Supply Section Property & Supply Section Property & Supply Section Property & Supply Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Present unserviceable equipment.	1.1 Receive unserviceable equipment.	None	30 mins.	Alex Peñalba Agricultural Technician II
	1.2 Prepare IIRUP	None	30 mins.	Jessa Jel Laurente Storekeeper IV
2. Director approves IIRUP	2.2 Submit IIRUP to Director for approval	None	10 mins.	Jose Diego Roxas OIC

	2.2 Receive approved IIRUP	None	10 mins.	John Paulo Lirasan Computer Operator I
3. COA prepares Technical Report	3.1 Receive Technical Report from COA	None	5-10 days	John Paulo Lirasan Computer Operator I
	3.2 Conduct disposal of unserviceable equipment	None	30-45 days	BAC Disposal Committee All Property Staff
	3.3 Prepare Report of Disposal	None	10 days	Alex Peñalba Agricultural Technician II  Jessa Jel Laurente Storekeeper IV
	<b>TOTAL</b>		<b>45-65 days, 1 hour &amp; 20 mins</b>	



## Personnel Section

## 1. Request for Employee Records/Certificate of Employment

Certificate of Employment and Service Records

<b>Office:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All BPI Employees (inside and outside clients)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Slip			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Completely furnish the Request slip for certificate of employment (COE) and service record	1.1 Personnel Staff accepts the properly filled out Request slip of Employee	NONE	30 seconds	HR staff
	1.2 Check the data base for employee's verification	NONE	30 seconds	HR staff
	1.3 Updates the COE and/or SR	NONE	30 seconds	HR staff
	1.4 Print the COE and/or SR	NONE	30 seconds	HR staff
	1.5 Records the printed COE and/or SR in the logbook	NONE	30 seconds	HR staff
	1.6 Countersign and signing of the authorized personnel	NONE	20 seconds	HR Officer Highest Human Resource Management Officer
2. Employee claims the requested records	2.1 Personnel staff endorses the receiving logbook for employee	NONE	10 seconds	HR staff
	2.2 Provides Customer Satisfaction Form (CSF) to the requestor	NONE	2 minutes	HR staff
	<b>Total</b>		<b>5 Minutes</b>	



Personnel In-Charge: **EMERALD D. SUÑA**  
*Administrative Assistant II*

Signatory/ies: **ELLAINÉ T. MOLÓN**  
*OIC, Personnel Section*



## 2. Application for Leave

Aside from the Vacation, Sick, Maternity and Paternity Leave, special leave privileges may be availed for three days or combination of any leave for maximum of 2 days in a given year. Special leave privileges are non-cumulative and non-convertible to cash. Special Privileged leaves include: funeral/mourning leave, hospitalization Leave, Accident Leave, Relocation Leave, Government transaction Leave, Calamity leave, Graduation Leave, Enrolment Leave, Wedding Anniversary Leave and Birthday Leave.

<b>Office:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All BPI Permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Accomplished Leave Form (2 Original Copies)</li> <li>2. Medical Certificate for Sick Leave incurred for 5 days or more (Original copy)</li> </ol> <p><b>For maternity leave application: (Original Copy)</b></p> <ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Medical certificate issued by a government or private physician as proof of pregnancy and estimated type of delivery</li> </ol> <ol style="list-style-type: none"> <li>3. Accomplished Clearance Form</li> <li>4. Solo Parent ID for Solo parents, if applicable (1 photocopy)</li> </ol> <p><b>For Paternity Leave: (Original)</b></p> <ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. PSA Marriage (1 photocopy)</li> <li>3. Birth Certificate of newly born child (1 photocopy)</li> </ol> <p><b>For Study Leave Application:</b></p> <ol style="list-style-type: none"> <li>1. Accomplished Leave Form</li> <li>2. Request Letter</li> <li>3. Proof of Registration in School (CTC, 1 copy)</li> <li>4. Accomplished Clearance form (Original)</li> </ol>			Personnel Section Employee	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submits Letter Request signed by the concerned employee (For more than 30 days leave)	1.1 Doctrack the received document for recording	NONE	1 minute	HR staff
	1.2 Countersigns the request letter by the Highest Human Resource	NONE	2 minutes	HRMO
	1.3 Records and forward to the Office of Director for approval	NONE	3 minutes	HR staff
	1.4 Receives the approved letter request and inform the employee to submit the documentary requirement	NONE	10 minutes	HR staff
2. Submits the documentary requirements to Personnel Section	2. Reviews completeness of documentary requirements and issue Central Office Clearance	NONE	10 minutes	HR staff
3. Return the signed Central Office Clearance	3.1 Certifies the available leave balance by the Chief, Personnel	NONE	5 minutes	HRMO HR Staff
	3.2 Records and forward the Central Office Clearance to the Clearing officers	NONE	10 minutes	HR staff
3. Receives the copy of approved Clearance documents for leave	3.1 Receives the approved clearance documents in the Doctrack System	NONE	5 minutes	HR staff
	3.2 Files the approved leave documents	NONE	2 minutes	HR staff
	<b>TOTAL</b>	<b>None</b>	<b>48 Minutes</b>	



Personnel In-Charge: **JOSHUA P. VERDERA**  
*Administrative Aide IV*

Signatory/ies: **ELLAINÉ T. MOLÓN**  
*OIC, Personnel Section*

**GERALD GLENN F. PANGANIBAN, Ph.D.**  
*Director*

### 3. Application of Sworn Statement of Assets, Liabilities and Net Worth (SALN)

Compliance for Submission of Annual, Entry and Closing SALN

<b>Office:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All BPI Permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of Memoranda for Submission of SALN	1.1 Prepares memorandum Countersigned by Personnel Chief	NONE	5 minutes	HR Officer
	1.2 Countersign by Assistant Director for Administration	NONE		Assistant Director for Administration
	1.3 Approval of Director	NONE		Director
	1.4 Signed Memorandum to be disseminated to all	NONE		Records Section
2. Screening of SALN	2.1 Refers to approved Memorandum/ Memorandum	NONE	30 seconds	Declarant/ Focal Person
	2.2 Screening of SALN	NONE	30 seconds	HR Staff
	2.3 Countersignature of Chief, Personnel	NONE	30 seconds	Chief, Personnel
	2.4 Signature of the person administering oath (Assistant Director	NONE	30 seconds	Assistant Director for Administration

3. Filing and Submission to Ombudsman	3.1 Sorts and files the hard and soft copies of signed SALN per Division/ Center	NONE	2 minutes	HR staff
	3.2 Submits compiled SALN at CSC/Main, Ombudsman Luzon (Quezon City), Ombudsman (Cebu City) and Ombudsman Mindanao (Davao City)	NONE	3 Hours	HR staff and contact persons in Cebu City and Davao City
	<b>TOTAL</b>	<b>NONE</b>	<b>4 hrs, 6 mins &amp;20 sec</b>	

Personnel In-Charge: **EMERALD D. SUÑGA**  
*Administrative Assistant II*

#### 4. Conduct of Local Training

Provide capacity training activities for BPI Personnel

<b>Office:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All qualified BPI Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Personal Data Sheet (PDS)			Personnel Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives Communication for Local trainings and Seminar	1.1 Records communication on invitation, announcements of local trainings/scholarship	NONE	5 minutes	HR staff
	1.2 Creates a Memorandum for Dissemination to Offices	NONE	10 minutes	HR officer
2. Receives notification/recommendation Letter duly signed by the Division Head	2.1 Records nomination and other requirements	NONE	5 minutes	HR staff
	2.2. Checks requirements completeness	NONE	5 minutes	HR officer
	2.3 Check for relevance and appropriate justifications	NONE	10 minutes	HR officer
	2.5 Creates recommendation Letter and countersigned by the Highest Human Resource Management Officer (HRMO)	NONE	10 minutes	HR officer and HRMO
	2.6 Countersigns by the concerned Assistant Director	NONE		Assistant Director
	2.7 Approval of Director	NONE		Director

	2.8 Records the letter approved by the Director and returns to nominee/attendee	NONE	5 minutes	HR staff
	<b>Total</b>	<b>None</b>	<b>50 Minutes</b>	

Personnel In-Charge: **ELLAINE T. MOLON and Staff**  
*OIC, Personnel Section*



## Record Section



### 1. Assigning of Serial Number for Memorandum Orders, Memorandum Circulars and Other Official Issuances

In compliance to Republic Act No. 9470, the Records Section is tasked to managed and maintain the BPI records and filing system; and produce records when requested and keep them as long as needed; and save records necessary for continuous operation and dispose those that no longer needed.

<b>Office:</b>	Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees of BPI			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Originally signed Memorandum Orders, Memorandum Circular and other Official Issuances to be assigned with serial number and subject for documentation and dissemination			To be provided by requesting/issuing office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting office shall submit the originally signed issuance/s to the Records Section for documentation and assignment of serial/control number	1.1 Receive the documents from the requesting office	None	5 Minutes	Raffy Mendoza Data Encoder
	2.2 Assign a unique serial number and logged in the Records Book	None	5 Minutes	Norjanah Langilao Data Encoder Controller
	2.3 If required, disseminate the issuances to the BPI employees and/or other government offices	None	5 Minutes	Norjanah Langilao Data Encoder Controller

	2.4 Safe keep the originally signed document with assigned serial in the Records Rooms	None	20 Minutes	Valerio Colis Jr Administrative Officer I/ Raffy Mendoza Data Encoder
3. Fill up Customer Satisfaction Form (CSF)	3.1 Issue and collect CSF	None	5 Minutes	Raffy Mendoza Data Encoder
	<b>TOTAL</b>	<b>None</b>	<b>40 Minutes</b>	

## 2. Receiving on Incoming Documents

This covers the receipts of incoming documents from external clients.

<b>Office:</b>	Record Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	BPI Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBL</b>
1. Send the documents to BPI Records Section through personal delivery or courier/ mail	1.1 Check appropriate details like name of the sender and name of the recipient	None	30 Minutes	Raffy Mendoza Data Encoder
	1.2 Stamp received the receiving copy and return to the customer, if personally delivered. If documents are received from the post office or courier, affix the signature in the delivery receipt.	None	15minutes	Raffy Mendoza Data Encoder
	1.3 Proceed to recording the document and assign reference number	None	20 Minutes	Norjanah Langilao Data Encoder Controller
	1.4 Route the physical documents to the concerned recipients	None	20 Minutes	Raffy Mendoza Data Encoder

2. Fill up Customer Satisfaction Form (CSF)	2.1 Issue and collect CSF	None	5 Minutes	Raffy Mendoza Data Encoder
	<b>TOTAL</b>	<b>None</b>	<b>1 Hour 10 Minutes</b>	

## Budget Section

## 1. Budget Execution

Budget Section of the Bureau of Plant Industry prepares Purchase Order(PO) for the procurement of goods and Services.

<b>Office:</b>	Budget Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Employees of BPI			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request form 1. Obligation Request Slip (ORS) (in three copies- for fund 101, all originals)			Operating Unit	
2. Budget Utilization Slip (BURS) (in three copies- for funds 156 and trusts, all originals)			Operating Unit	
3. Purchase Request (in two copies, all originals)			BAC Office	
4. Purchase Order (in two copies, all originals)			Property Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Operating Unit submits signed documents to Budget Section for funding.	1.1 Budget personnel encodes and forwards the received ORS and BURS to concerned personnel	None	5 Minutes	Saaduddin S. Diamla Data Encoder Controller
2. Budget Section allocates the funds based on the Work and Financial Program and PPMP	2.1 Concerned Budget personnel allocates/controls the funds then forward for numbering and recording	None	5 Minutes	Anisah C. Guro-Macalangcom Administrative Officer II  Ma.Cristina B. Flor Administrative Assistant III  Charmaine I. Parafina Data Controller

3. ORS and BURS and numbered and recorded	3.1 Budget Staff numbers and records the ORS and BURS in the Book of Registries the forwarded to Budget Officer for signature	None	5 Minutes	Rowena Taganas Book Binder III Ma.Shelba Larraga Book Binder III Ariel Agustin Clerk IV Maria Lourdes Tigno Data Controller
4. Budget Officer signs for approval of funds availability .	4.1 Budget Officer signs ORS/BURS for funds availability the forwarded to concerned Budget Personnel for releasing	None	10 Minutes	Anisah C. Guro-Macalangcom OIC, Budget Section
5. ORS and BURS are released	5.1 Concerned Budget Personnel detaches and keeps a copy of the ORS/BURS for filling and refence then releases to concerned office	None	5 Minutes	Rowena Taganas Book Binder III Ma.Shelba Larraga Book Binder III Ariel Agustin Clerk IV Maria Lourdes Tigno Data Controller Charmaine I. Parafina Data Controller
<b>Total</b>		<b>None</b>	<b>30 Minutes</b>	



## Payroll Section



### 1. Preparation of Payroll for Employee Salary

This procedure is to ensure that all deductions and salary adjustments are computed, updated, and generated in the payroll system before funding by the budget section.

<b>Office:</b>	Payroll Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Whomayavail:</b>	All BPI Regular Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Payroll Files 2. Deduction Forms 3. Other Deductions 4. Notice of Step Increments/Salary Adjustments 5. Appointments 6. Log Books			Payroll Unit Payroll Unit From Employees, GSIS, Pag-ibig, UCPB, LandBank, and Medicard Personnel Section Personnel Section Payroll Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Preparation of Payroll for Employee Salary	1.1 Receives and records approved Plantilla, Appointment, salary increment/adjustments from Personnel Section and other deductions	None	2 Days	Celeste F. Gambol OIC, Payroll Unit / Mary Lyann Valdez Computer Programmer I (COS)

	1.2 Updating of salaries and deductions	None	3 days	Mary Lyann Valdez Computer Programmer I (COS)
	1.3 Review and check, payrolls	None	2 Days	Celeste F. Gambol OIC, Payroll Unit
	1.4 Initial signed of Head, Payroll Unit and Submit to Personnel Section	None	1 Day	Celeste F. Gambol OIC, Payroll Unit / Mary Lyann Valdez Computer Programmer I (COS)
	1.5 Received certified and signed payroll from Personnel Section	None	1 Day	Celeste F. Gambol OIC, Payroll Unit
	1.6 Submit payroll to the Budget Section for fund allocation.	None	1 Day	Celeste F. Gambol OIC, Payroll Unit / Mary Lyann Valdez Computer Programmer I (COS)
	<b>Total</b>	<b>None</b>	<b>1 Week and 3 Days</b>	

## 2. Preparation of ATM LandBank Account for Salaries

This procedure is to prepare, update, and balance salaries on ATM Landbank Account according to the printed semi-monthly payroll files.

<b>Office:</b>	Payroll Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	All BPI Regular Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Payroll Files 2. Log Books			Payroll Unit Payroll Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Preparation of ATM LandBank Account for Salaries	2.1 Received payroll from Budget Section	None	30 minutes	Jonvic Tuatis Data Controller (COS)
	2.2 Prepares, update ATM LandBank Account for salaries	None	3 Days	Ma. Joanaly Cobelo Data Encoder Controller (COS)
	2.3 Review and check ATM Landbank Account for salaries	None	1 Day	Celeste F. Gambol OIC, Payroll Unit
	2.4 Head of the Payroll Unit certifies and signed	None	30 minutes	Celeste F. Gambol OIC, Payroll Unit

	2.5 Submit the Voucher with the attached ATM LandBank Account to the Personnel Section	None	30 minutes	Jonvic Tuatis Data Controller (COS)
	<b>Total</b>	<b>None</b>	<b>4 Days, 1 Hour and 30 Minutes</b>	

### 3. Preparation of GSIS Remittance

This procedure is to remit and upload the GSIS Remittance thru their website.

<b>Office:</b>	Payroll Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Whomayavail:</b>	All BPI Regular Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Payroll Files 2. Log Books			Payroll Unit Payroll Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Preparation of GSIS Remittance	3.1 Received payroll from Budget Section	None	30 minutes	Celeste F. Gambol OIC, Payroll Unit / Jonvic Tuatis Data Controller (COS)
	3.2 Prepares and updates remitting Agency	None	2 Days	Celeste F. Gambol OIC, Payroll Unit
	3.3 Review and check remittance	None	1 Day	Celeste F. Gambol OIC, Payroll Unit
	3.4 Uploads the GSIS Remittance thru their website, print the statement of account, and prepares the voucher	None	1 Day	Mary Lyann Valdez Computer Programmer I (COS)

	3.5 The head of the Payroll Unit certifies and sign the Box A of the Voucher	None	30 minutes	Celeste F. Gambol OIC, Payroll Unit
	3.6 Submit the Remittance to the Budget Section for fund allocation.	None	30 minutes	Celeste F. Gambol OIC, Payroll Unit / Jonvic Tuatis Data Controller (COS)
	<b>Total</b>	<b>None</b>	<b>4 Days, 1 Hour and 30 Minutes</b>	



## Procurement Management Section

### 1. Procurement of Goods, Services and Infrastructure (Through Public Bidding)

Procurement Goods, Consulting Services and Infrastructure as needed by the Procuring Entity. All procurement shall be done through competitive bidding except as provided in RA 9184. Resort to alternative methods shall be made only of 1) highly exceptional cases 2) to promote economy and efficiency 3) justified by conditions specified in RA 9184 and its IRR

<b>Office:</b>	Procurement Management Section (PMS)			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2B-Government to Business			
<b>Who may avail:</b>	All BPI Employees, Prospective bidders			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Purchase Request 2. Schedule of Requirements & Technical Specifications (For Goods: Item Description, For Consulting Services: Terms of Reference, For Infrastructures: Bill of Quantities, Plan, Scope of Work) 3. Approved PPMP			End-User End-User End-User	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Purchase Request (PR) to Procurement Management Section together with the required documents (for end-user)	1.1 Receive and review approve PR and its attached documents	None	10 minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamla for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	1.2 Prepare bid documents	None	3 Hours	-Renz Allysa A. Roy- PMS



	1.3 Review and checking of accomplished Bidding documents	None	30 minutes	-Jhoana Grace B. San Gabriel- PMS
	1.4 Set the schedule for the procurement activities (Pre-	None	15 minutes	-Renz Allysa A. Roy- PMS

	Procurement Conference to Issuance of Notice to Proceed (NTP)			
2. Attend the procurement activity (for end-user)	2.1 Conduct Pre-Procurement Conference (if necessary)	None	1 Hour	<p>BAC Member</p> <ul style="list-style-type: none"> <li>-Yondre J. Yonder- BAC Chairman</li> <li>-Romansito DG. Guerrero- BAC Vice Chairman</li> <li>-Nerissa M. Balane- BAC Member</li> <li>-Preceperina B. Luzaran- BAC Member</li> <li>-Lennie T. Manipon- BAC Member</li> <li>-Asther V. Paglinawan- BAC Member</li> <li>-Mariah Belinda N. Cruz</li> </ul> <p>Procurement Management Section (PMS)</p> <ul style="list-style-type: none"> <li>-Jhoana Grace B. San Gabriel- PMS</li> <li>-Renz Alyssa A. Roy- PMS</li> <li>-Rochelle A. Mirador- BAC Sec</li> </ul> <p>Technical Working Group (TWG)</p> <ul style="list-style-type: none"> <li>-depends on the Project to be bid</li> <li>End user</li> <li>-depends on the requesting division</li> </ul>
	2.2 Advertise/Post Invitation to Bid Documents on PhilGEPS	None	30 Minutes	-Renz Alyssa A. Roy- PMS
3. Availing of Bid Document (for prospective bidders)	3.1 Issuance of Acknowledgment Receipt, Official Receipt and Bid Document	Amount depends on the provisions of RA 9184	30 Minutes	<ul style="list-style-type: none"> <li>-Mary Jane G. Fernandez -PMS</li> <li>-Thedrid F. Galam -PMS</li> </ul> <p>Accounting Section Cashier Section</p>

<p>4. Attend the procurement activity (for end-user &amp; prospective bidders)</p>	<p>4.1 Conduct Pre-Bid Conference (at least seven (7) calendar days after advertising/posting on PhilGEPS)</p>	<p>None</p>	<p>7 Days</p>	<p>BAC Member          -Yondre J. Yonder- BAC Chairman          -Romansito DG. Guerrero- BAC Vice Chairman          -Nerissa M. Balane- BAC Member          -Precerptina B. Luzaran- BAC Member          -Lennie T. Manipon- BAC Member          -Asther V. Paglinawan- BAC Member          -Mariah Belinda N. Cruz          Procurement Management Section (PMS)          -Jhoana Grace B. San Gabriel- PMS          -Renz Alyssa A. Roy- PMS          -Rochelle A. Mirador- BAC Sec          Technical Working Group (TWG)          -Depends on the Project to be bid          End user          -Depends on the requesting division</p>
	<p>4.2 Conduct Opening of Bids (at least twelve (12) calendar days after conduct of Pre-Bid Conference)</p>	<p>None</p>	<p>12 Days</p>	<p>BAC Member          -Yondre J. Yonder- BAC Chairman          -Romansito DG. Guerrero- BAC Vice Chairman          -Nerissa M. Balane- BAC Member          -Precerptina B. Luzaran- BAC Member          -Lennie T. Manipon- BAC Member          -Asther V. Paglinawan- BAC Member          -Mariah Belinda N. Cruz- BAC Member          Procurement Management Section (PMS)          -Jhoana Grace B. San Gabriel- PMS          -Renz Alyssa A. Roy- PMS          -Rochelle A. Mirador- PMS          -Thedrid F. Galam- PMS          Technical Working Group (TWG)          -Depends on the Project to be bid.          End user          -Depends on the requesting division</p>

	<p>4.3 Bid Evaluation (Validation of submitted technical documents and conformity to the specifications and</p>	<p>None</p>	<p>1 Day</p>	<p>BAC Member          -Yondre J. Yonder- BAC Chairman          -Romansito DG. Guerrero- BAC Vice Chairman          -Nerissa M. Balane- BAC Member          -Precepina B. Luzaran- BAC Member          -Lennie T. Manipon- BAC Member          -Asther V. Paglinawan- BAC Member          -Mariah Belinda N. Cruz- BAC Member          Procurement Management Section (PMS)          -Renz Alyssa A. Roy- PMS          -Rochelle A. Mirador- PMS          Technical Working Group (TWG)          -Depends on the Project to be bid.          End user          -Depends on the requesting division</p>
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	preparation Abstract of Quotations)			
	4.4 Conduct of Post Qualification Evaluation	None	1 Day	<p>BAC Member</p> <ul style="list-style-type: none"> <li>-Yondre J. Yonder- BAC Chairman</li> <li>-Romansito DG. Guerrero- BAC Vice Chairman</li> <li>-Nerissa M. Balane- BAC Member</li> <li>-Prececpina B. Luzaran- BAC Member</li> <li>-Lennie T. Manipon- BAC Member</li> <li>-Asther V. Paglinawan- BAC Member</li> <li>-Mariah Belinda N. Cruz- BAC Member</li> </ul> <p>Procurement management Section (PMS)</p> <ul style="list-style-type: none"> <li>-Jhoana Grace B. San Gabriel- PMS</li> <li>-Renz Allysa A. Roy - PMS</li> <li>-Andrew F. Bernardo- PMS</li> <li>-Rochelle A. Mirador - PMS</li> <li>-Julius D. Checa- PMS</li> <li>-Samanoden S. Diamlala- PMS</li> <li>-John Denver L. Ermino – PMS</li> <li>-Hefner M. Ceballos, Jr. –PMS</li> <li>-Mary Jane G. Fernandez- PMS</li> <li>-Noel P. Sopeña- PMS</li> </ul> <p>Technical Working Group (TWG)</p> <ul style="list-style-type: none"> <li>-Depends on the Project to be bid</li> <li style="padding-left: 40px;">End user</li> <li>-Depends on the requesting division</li> </ul>
	4.5 Preparation of Notice of Award, Resolution and Contract	None	2 Hours	<ul style="list-style-type: none"> <li>-Sehawie A. Omar- PMS</li> <li>-Jhon Denver L. Ermino- PMS</li> </ul>
	4.6 Contract Signing	None	30 Minutes	<ul style="list-style-type: none"> <li>-Sehawie A. Omar- PMS</li> <li>-Jhon Denver L. Ermino- PMS</li> </ul>
	4.7 Issuance of Notice to Proceed	None	15 Minutes	<ul style="list-style-type: none"> <li>-Sehawie A. Omar- PMS</li> <li>-Jhon Denver L. Ermino- PMS</li> </ul>
	4.8 Forward complete documents to the Budget Section for budget processing	None	10 Minutes	<ul style="list-style-type: none"> <li>-Jhon Denver L. Ermino- PMS</li> </ul>

5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Samanoden S. Diamlala- PMS
	<b>TOTAL</b>	<b>None</b>	<b>21 Days, 8 Hours and 55 Minutes</b>	

**NOTE:** Processing time may take longer if there is more than one purchase request to be processed, and if signatories are on meetings and/or on official travel/business

## 2. Procurement of Goods, Services and Infrastructure (Through Alternative Modes of Procurement Such as Small Value, Shopping, Etc.)

Procurement Goods, Consulting Services and Infrastructure as needed by the Procuring Entity. All procurement shall be done through competitive bidding except as provided in RA 9184. Resort to alternative methods shall be made only of 1) highly exceptional cases 2) to promote economy and efficiency 3) justified by conditions specified in RA 9184 and its IRR

<b>Office:</b>	Procurement Management Section (PMS)			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All BPI Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Purchase Request 2. Schedule of Requirements & Technical Specifications (For Goods: Item Description, For Consulting Services: Terms of Reference, For Infrastructures: Bill of Quantities, Plan, Scope of Work) 3. Approved PPMP			End-user/BPI Employee End-user/BPI Employee  End-user/BPI Employee	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Purchase Request (PR) to the Procurement Management Section together with the required documents	1.1 Receives and reviews approved PR and its attached documents	None	5 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamba for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers

	1.2 Prepares request for quotation/canvass form of items from the Purchase Request	None	30 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamla for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	1.3 Advertise/post request for quotation/canvass form	None	7 Days	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamla for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers



	on PhilGEPS and other conspicuous areas			
	1.4 Prepares Abstract of Quotation of received bids and submit to end-user for evaluation	None	15 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamlala for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
2. Evaluate and signs abstract of bids and submit to PMS	2.1 Prepares Resolution for the winning bidder	None	15 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamlala for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	2.2 Issuance of Notice of Award to winning bidder	None	15 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamlala for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	2.3 Documents for signature of Bids and Awards Committee (BAC) Members	None	30 Minutes	BAC Members -Yondre J. Yonder- BAC Chairman -Romansito DG. Guerrero- BAC Vice Chairman -Nerissa M. Balane- BAC Member -Prececpina B. Luzaran- BAC Member -Lennie T. Manipon- BAC Member -Asther V. Paglinawan- BAC Member -Mariah Belinda N. Cruz- BAC Member

3.Preparation and Approval of Purchase Order	3.1 Prepares Purchase Order and checked by the Procurement Management Section Officer.	None	15 Minutes	-Hefner M. Ceballos- PMS
	3.2 Forward Documents to End user for the preparation of Obligation Request Slip (ORS) and Budget Utilization Slip (BURS)	None	10 Minutes	-Thedrid F. Galam- PMS
4.For Conformance of Purchase Order (PO) and Notice of Award (NOA)	4.1 Inform the winning bidder to conform the Purchase Order and Notice of Award	None	10 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamla for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	4.2 Post Notice of Award and Resolution on PhilGeps for the Issuance of Award Notice to winning bidder	None	15 Minutes	Procurement Management Section (PMS) -Renz Allysa A. Roy for DO, ADO, Admin -Andrew F. Bernardo for CRPSD -Rochelle A. Mirador for PPSSD -Julius D. Checa for NSQCS -Samanoden S. Diamla for NPQSD -John Denver L. Ermino for CMPD and AED -Thedrid F. Galam- All BPI Centers
	4.3 Forward Documents to Property and Supply Section for the delivery of the winning bidder	None	15 Minutes	-Hefner M. Ceballos- PMS
5. Fill up Customer Satisfaction Form (CSF)	3.1 Issue and collect CSF	None	Minutes	-Samanoden S. Diamla- PMS

	<b>TOTAL</b>	<b>None</b>	<b>7 Days, 2 Hour and 35 minutes</b>	
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**NOTE:** Processing time may take longer if there is more than one purchase request to be processed, and if signatories are on meetings and/or on official travel/business



## General Service Section

## 1. Issuance of Trip Ticket and Provision of Service Vehicle

Monitor availability, location, destination and travel period of Red Plate Vehicle

<b>Office:</b>	Administrative Division- General Services Section (GSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	All BPI Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Travel Order			Operating Unit/s that requires travel	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBL</b>
1. Receives and records approved Travel Order	1.1 Receiving and recording of approved travel order to facilitate issuance of trip ticket	None	2 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
2. Prepares Trip Ticket	2.1 Input necessary data such as Trip ticket number, data of travel, type of vehicle to be use, plate number, driver, Passenger, purpose and destination	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
	2.1 Prints approved trip ticket to be signed by Authorized Signatory/Head of General Services Section (GSS)	None	3 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
3. Approves Trip Ticket	3.1 Approves Trip Ticket by Head of GSS/Authorized Signatory	None	5 Minutes	Raul Maminta – OIC, GSS Roy Sojuaco – Admin Officer II Rico Flor – Admin Officer III
4. Issuance of Trip Ticket	4.1 Releases Trip ticket; files one copy for documentation purposes	None	3 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III

				Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
	<b>TOTAL</b>	<b>None</b>	<b>23 Minutes</b>	

## 2. Management and Operation of Guesthouse

Request for accommodation at guesthouse and management of sleeping headquarters at Bureau of Plant Industry.

<b>Office:</b>	Administrative Division- General Services Section (GSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Interested Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Requesting Party/Agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends a request letter for reservation	1. Receives and files request for documentation	None	5 Minutes	Gibert Maminta Dormitory Caretaker
	1.2 Forwards request letter to the Head of Agency for Approval	None	2 Days	Gibert Maminta Dormitory Caretaker
2. Confirms room reservation	2.1 Informs guest/s for availability or non-availability of rooms	None	10 Minutes	Gibert Maminta Dormitory Caretaker
	2.2 Prepares and cleans linens and pillows	None	2 Hours	Gibert Maminta Dormitory Caretaker
3. Registers guests	3.1 Documents necessary details of guests	None	5 Minutes	Gibert Maminta Dormitory Caretaker
	3.2 Collects payments upon arrival of guests	Php 100/night	5 Minutes	Gibert Maminta Dormitory Caretaker
	3.3 Fills up the log out forms before checking out	None	5 Minutes	Gibert Maminta Dormitory Caretaker
4. Remittance of Payment	4.1 Remits collected Payments to Cashier Section	None	5 Minutes	Gibert Maminta Dormitory Caretaker

5. Fill up Customer Satisfaction Form (CSF)	2.1 Issue and collect CSF	None	5 Minutes	Gibert Maminta Dormitory Caretaker
	<b>TOTAL</b>	<b>None</b>	<b>2 Days 2 Hours and 40 Minutes</b>	



### 3. Supervision and Evaluation of Janitorial and Security Services

Covers the process in the valuation and supervision of janitorial services for the Bureau of Plant Industry

<b>Office:</b>	Administrative Division- General Services Section (GSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of Performance Evaluation	1.1 Issues performance evaluation form to concerned Division/Section/area Assigned	None	30 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
2. Data Collection	2.1 Consolidates collected data form the evaluation	None	1 Hour	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
	2.2 Evaluates consolidated performance report	None	2 Hour	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
3. Meeting regarding issues and concern	3.1 Conducts a meeting on arising issues on maintenance and security related concerns	None	1 Hour	Raul Maminta – OIC, GSS

	3.2 Imposes disciplinary actions to personnel proved to violate rules and regulations	None	30 Minutes	Raul Maminta – OIC, GSS
4. Submission of Accomplishment Report	4.1 approves of submitted accomplishment report	None	5 Minutes	Raul Maminta – OIC, GSS
	4.2 releases and files signed and approved accomplishment report	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV\ Gibert Maminta – Construction Maintenance Man III
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV\ Gibert Maminta – Construction Maintenance Man III Maintenance Man III
	<b>TOTAL</b>	<b>None</b>	<b>5 Hours 15 Minutes</b>	

#### 4. Corrective and Preventive Maintenance

Covers process which includes corrective and preventive maintenance in the Bureau of Plant Industry

<b>Office:</b>	Administrative Division- General Services Section (GSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Checking/ Diagnostic/ Troubleshooting	1.1 Checks, diagnostics, and troubleshoots of facilities, vehicles and equipment is undertaken as per schedule for preventive and corrective maintenance	None	1 Hour	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro – Driver Julius Fontanilla - Driver
	1.2 Assess extend damage; if damage is not within the capability of the person responsible repair is contracted out.	None	1 Hour	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro – Driver Julius Fontanilla - Driver
2. Securing Pre- Inspection Evaluation report	2.1 Prepares pre evaluation report indicating the scope of work to be done	None	10 Minutes	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro – Driver Julius Fontanilla - Driver

	2.2 Forwards Pre repair Evacuation to Head of GSS	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
	2.3 Files a copy of Pre repair evaluation report for documentation	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
3. Procurement of parts/supplies needed	3.1 Procures emergency parts/supplies thru reimbursement	None	2 Hour	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro - Driver Julius Festerilla - Driver
4.Repairs/Restoration of damages	4.1 Undertakes corrective and preventive maintenance on identified damages for restoration	None	5 Hour	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro - Driver Julius Festerilla - Driver
	4.2 If facility, vehicle and equipment after being repaired failed the testing, GSS will recommend renovation / for condemnation	None	1 Hour	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro - Driver Julius Festerilla - Driver
5. Secures Post inspection Evaluation report	5.1 Prepares of post repair evaluation report indicating work completed	None	5 Minutes	Domingo Cole - Maintenance Jerry Pagaduan, Sr. – Maintenance Alejandro Delos Reyes - Maintenance Paul Victor Garcia - Driver Janoel Blanza - Driver Joeffrey Castro - Driver Julius Festerilla - Driver
6. Issuance of Post Inspection Evaluation report	6.1 Forwards Post Repair Evaluation report to Head of GSS	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III

	6.2 Approves by head of GSS/Authorized Signatory	None	5 Minutes	Raul Maminta – OIC, GSS Roy Sojuaco – Admin Officer II
	6.3 Files a copy of Post Repair Evaluation report of documentation	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
5. Fill up Customer Satisfaction Form (CSF)	5.1 Issue and collect CSF	None	5 Minutes	Roy Sojuaco – Admin Officer II Sheryl Zinampan – Clerk IV Gibert Maminta – Construction Maintenance Man III
	<b>TOTAL</b>	<b>None</b>	<b>10 Hours 45 Minutes</b>	



## Accounting Section

## 1. Disbursements

Settlement of government payables/ obligations by Check or ADA

<b>Office:</b>	Administrative Division – Budget Section/ Accounting Section/ Cashier Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G- Government to Government; G2C- Government to Citizen; G2B- Government to Business	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Travel Expense (Local Travel)</b> 1. ORS/ BURS 2. Disbursement Voucher 3. Certificate of Travel Completed 4. Itinerary of Travel 5. Travel Order 6. Certificates of Appearance 7. Travel Report 8. Plane Ticket 9. Original Receipt of Plane tickets (for persons reimbursing plane fares) 10. Original Boarding Passes (should be put in a bond paper) 11. Bus Tickets 12. Original Receipts of Toll fees (for RP Vehicle passengers and persons reimbursing the toll fees) (should be arranged in a bond paper) 13. Xerox copy of the receipts of Toll fees (for co-passengers and drivers of RP Vehicles) 14. RER (for taxi fares) 15. Duly signed Trip tickets (for drivers and for persons reimbursing toll fees)  16. Contract (for Job Orders) 17. Certificate of no-claims of TEV (for non-BPI employees)		Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office

<p><b>Travel Expense (Foreign Travel)</b></p> <ol style="list-style-type: none"> <li>1. Approved Travel Authority</li> <li>2. Duly approved itinerary travel</li> <li>3. Letter of invitation of host or sponsoring country</li> <li>4. Flight itinerary issued by airplane or travel agency</li> <li>5. Copy of UNDP rate for Daily Subsistence Allowance (DSA) for the country of designation for computation</li> <li>6. Invitation addressed to agency</li> <li>7. Acceptance of nominees as participant</li> <li>8. Certification from Accountant (Unliquidated)</li> <li>9. Paper/Electronic tickets</li> <li>10. Itinerary of Travel</li> <li>11. Official receipt in case of refund/cash advance</li> <li>12. Certificate of Travel Completed</li> <li>13. Disbursement Voucher (DV)</li> <li>14. ORS/BURS</li> </ol> <p><b>Reimbursement of Communication Allowance</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Sales Invoice/ Official Receipt</li> <li>4. Statement of Account (For Plan holders)</li> <li>5. Purchase Request</li> <li>6. BPI Memorandum re: Communication allowance</li> </ol> <p><b>Utility Expenses</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Statement of Account/ Billing Statement</li> <li>4. BIR Forms 2306/ 2307</li> </ol>	<p>Office of the Director Requesting Office Requesting Office Requesting Office Requesting Office</p> <p>Requesting Office Requesting Office Accounting Section Requesting Office Requesting Office Requesting Office/Cashier Requesting Office Requesting Office Requesting Office</p> <p>Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office</p> <p>Requesting Office/ Budget Section Requesting Office/ Budget Section Requesting Office/ Budget Section Accounting Section</p>
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<p><b>Reimbursement of Training and Seminar expenses</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Official Receipt</li> <li>4. Certificate of Attendance</li> <li>5. Endorsement letter to attend training/ seminar (approved by Director)</li> <li>6. Invitation letter (indicating the rates)</li> </ol>	<p>Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office/ Event Organizer</p>
<p><b>Contract of Service</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Certification</li> <li>4. Accomplishment Report</li> <li>5. Approved DTR</li> <li>6. Travel Order (if applicable)</li> <li>7. Certificates of Appearance (if applicable)</li> <li>8. Duly signed Trip Tickets (for drivers)</li> <li>9. Certified True Copy of Contract</li> <li>10. Purchase Request</li> </ol>	<p>Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office</p>
<p><b>Labor and Wages (Pakyaw)</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Certification</li> <li>4. Accomplishment Report</li> <li>5. Approved DTR (if applicable)</li> <li>6. Purchase Request</li> </ol>	<p>Requesting Office Requesting Office Requesting Office Requesting Office Requesting Office</p>
<p><b>Consultants</b></p> <ol style="list-style-type: none"> <li>1. ORS/ BURS</li> <li>2. Disbursement Voucher</li> <li>3. Certification</li> <li>4. Accomplishment Report</li> </ol>	<p>Requesting Office Requesting Office Requesting Office Requesting Office</p>

5. Certified True Copy of Contract	Requesting Office
6. Purchase Request	
<b>Rooms/Accomodation/Food/Venue for seminars/trainings</b>	
1. ORS/ BURS	Requesting Office
2. Disbursement Voucher	Property Section
3. Certification of Payment	Requesting Office
4. Request Letter of the Training	Requesting Office
5. Attendance Sheet	Requesting Office
6. Sales Invoice/ Statement of Account	Property Section/ Supplier
7. Purchase Order	Property Section
8. Notice of Award (for P50,000 and above)	BAC Office
9. BAC Resolution	BAC Office
10. Abstract of Canvass	BAC Office
11. PHILGEPS Bid Notice (for P50,000 and above)	BAC Office
12. Request for Quotations of Bidders	BAC Office
13. Purchase Request	Requesting Office
14. Profile of Suppliers (Mayor's Permit, BIR Registration, DTI Registration, PHILGEPS Registration)	BAC Office/ Property Section
15. PHILGEPS Award Notice (for P50,000 and above)	BAC Office
16. Omnibus	BAC Office
For MEETINGS:	
17.    Notice of Meeting	Requesting Office
18.    Highlights/Minutes of Meeting	Requesting Office
19.    Photodocumentation	Requesting Office
For TRAININGS/WORKSHOPS:	
20.    Approved Request for the Conduct of Training/ Workshop	Requesting Office
21.    Approved Training Module	Requesting Office
22.    Highlights	Requesting Office
23.    Photodocumentation	Requesting Office
For STAKEHOLDERS CONSULTATION:	
24.    Approved Request for the Conduct of Consultation	Requesting Office
25.    Approved Budgetary Requirement	Requesting Office

<p>26. Highlights/Minutes of Consultation 27. Photodocumentation</p>	<p>Requesting Office</p>
<p><b>Purchase of Supplies/ Equipment</b></p> <ol style="list-style-type: none"> <li>1. Property Acknowledgement Receipt (PAR), for PPE</li> <li>2. Warranty Certificate, if applicable</li> <li>3. Inventory Custodian Slip (ICS), for Supplies</li> <li>4. Requisition and Issue Slip (RIS)</li> <li>5. Inspection and Acceptance Report</li> <li>6. Sales Invoice</li> <li>7. Purchase Order</li> <li>8. BAC Resolution</li> <li>9. Abstract of Canvass</li> <li>10. Purchase Request</li> <li>11. Request of Quotation of Bidders</li> <li>12. Supplier's Profile</li> <li>13. PHILGEPS Bid Notice (for Small Value)</li> <li>14. PHILGEPS Award Notice (for Small Value)</li> <li>15. Notice of Award (for Small Value)</li> <li>16. Omnibus (for Small Value)</li> <li>17. Certificate of Exclusive Distributorship (for Direct Contracting)</li> <li>18. Disbursement Voucher (DV)</li> <li>19. ORS/BURS</li> </ol>	<p>Property Office Property Office Property Office Property Office Property Office/ ICU Property Office/ Supplier of Services Property Office BAC Office BAC Office Requesting Office BAC Office BAC Office BAC Office BAC Office BAC Office BAC Office BAC Office Property Office Requesting Office</p>
<p><b>Repairs and Maintenance</b></p> <ol style="list-style-type: none"> <li>1. Sales Invoice/ Billing Statement</li> <li>2. Inspection and Acceptance Report</li> <li>3. Post Repair Inspection Report</li> <li>4. Pre-Repair Inspection Report</li> <li>5. Report of waste Material</li> <li>6. Purchase Order</li> <li>7. BAC Resolution</li> <li>8. Abstract of Canvass</li> </ol>	<p>Property Office/ Supplier of Services General Services Section General Services Section General Services Section General Services Section Property Office BAC Office BAC Office Requesting Office</p>

9. Purchase Request 10. Request of Quotation of Bidders 11. Supplier's Profile 12. PHILGEPS Bid Notice (for Small Value) 13. PHILGEPS Award Notice (for Small Value) 14. Notice of Award (for Small Value) 15. Omnibus (for Small Value) 16. Certificate of Exclusive Distributorship (for Direct Contracting) 17. Disbursement Voucher (DV) 18. ORS/BURS		BAC Office BAC Office BAC Office BAC Office BAC Office BAC Office BAC Office Property Office Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Accounting Section	1.1 Receives complete requirements from requesting party/division	NONE	15 mins	<b>Joan Y. Dinglasa</b> <i>Accounting Clerk III</i>
	1.2 Attaching of Checklist, Processes, Indexes and Controls as to the funding of the Disbursement Voucher	NONE	1 hr and 30 mins	<b>Jessa Recto</b> <i>Computer Operator I;</i> <b>Cheryl C. Carandang</b> <i>Admin. Assistant II;</i> <b>Lina M. Antioquia</b> <i>Admin. Aide IV;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Christine P. Crisostomo</b> <i>Accounting Analyst;</i> <b>Joan Y. Dinglasa</b> <i>Accounting Clerk III;</i> <b>Victor N. Maningas Jr.</b> <i>Accounting Clerk III;</i> <b>Kenneth John Singma</b> <i>Data Encoder Controller</i>

	1.3 Check the claim and attachment as to validity, accuracy and completeness - If complete. return to End user if not	NONE	1 hr	<b>Ma. Kristine Joy M. De Guzman</b> <i>Chief, Accounting Section</i>
	1.4 Forward to respective signatories	NONE	6 hours	<b>Ma. Kristine Joy M. De Guzman</b> <i>Chief, Accounting Section;</i> <b>Gerald Glenn F. Panganiban, Ph.D</b> <i>Director</i>
	Box A - Director			
	Box C - Chief Accountant			
	1.5 Forwards documents to Cashier	NONE	1 hr	<b>Editha E. Nilo</b> <i>Chief, Cashier Section</i>
	1.6 Prepare LDDAP- ADA and ACIC	NONE	2 hrs	<b>Editha E. Nilo</b> <i>Chief, Cashier Section</i>
	1.7 Forward to respective signatories	NONE	6 hours	<b>Editha E. Nilo</b> <i>Chief, Cashier Section;</i> <b>Ma. Kristine Joy M. De Guzman</b> <i>Chief, Accounting Section;</i> <b>Gerald Glenn F. Panganiban, Ph.D</b> <i>Director</i>
	a. Director			
	b. Chief Accountant			
	c. Chief Cashier			
	1.8 Forwards to Landbank of the Philippines for processing	NONE	2 hrs	<b>Editha E. Nilo</b> <i>Chief, Cashier Section</i>
	1.9. Credited to bank account of claimant	NONE	2 days	Account Officer of Landbank of the Philippines
	<b>TOTAL</b>	<b>NONE</b>	<b>2 days 19 hrs 45 mins</b>	

## 2. Issuance of Order of Payment

Covers the process in issuing order of payment to various clienteles of the Bureau of Plant Industry

<b>Office:</b>	Administrative Division- Accounting Section/ Cashier Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Customer; G2B- Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Customer/client hands in request for order of payment	1.1 Receives request order of payment in the form of verbal of in the form of charge slip	NONE	2 mins	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Victor N. Maningas Jr.</b> <i>Accounting Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Joan Y. Dinglasa</b> <i>Accounting Clerk III;</i> <b>Jessa Recto</b> <i>Computer Operator I</i>
	1.2 Prepares Order of Payment and by transaction	NONE	3 mins	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Victor N. Maningas Jr.</b> <i>Accounting Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Joan Y. Dinglasa</b> <i>Accounting Clerk III;</i> <b>Jessa Recto</b> <i>Computer Operator I</i>
	1.3 Transacts and verifies the necessary	NONE	3 mins	<b>Hazel Nicolei B. Magboo</b>

	details			<i>Clerk III;</i> <b>Victor N. Maningas Jr.</b> <i>Accounting Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Joan Y. Dinglasa</b> <i>Accounting Clerk III;</i> <b>Jessa Recto</b> <i>Computer Operator I</i>
	1.4 Approves Order of Payment	NONE	2 mins	<b>Ma. Kristine Joy M. De Guzman</b> <i>Chief, Accounting Section;</i> <b>Ruel L. Sespeñe</b> <i>Admin. Officer II;</i> <b>Cheryl C. Carandang</b> <i>Admin. Assistant II</i>
	1.5 Releases Order of Payment to Cashier	NONE	1 min	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Victor N. Maningas Jr.</b> <i>Accounting Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Joan Y. Dinglasa</b> <i>Accounting Clerk III;</i> <b>Jessa Recto</b> <i>Computer Operator I</i>
	<b>TOTAL</b>	<b>NONE</b>	<b>11 mins</b>	

## 2. Issuance of BIR Tax Certificates

Covers the process in issuing tax certificates to various clientele of the Bureau of Plant Industry

<b>Office:</b>	Administrative Division- Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Customer; G2B- Government to Business			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Customer/client hands in request for BIR Tax Certificates	1.1 Receives request for tax certificates	NONE	2 mins	<b>Joan Y. Dinglasa</b> <i>Accounting Clerk III</i>
	1.2 Verify transactions	NONE	3 mins	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Lina M. Antioquia</b> <i>Admin. Aide IV</i>
	1.3 Prepares BIR Form 2306 & 2307	NONE	3 mins	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Lina M. Antioquia</b> <i>Admin. Aide IV</i>
	1.4 Approves tax certificates	NONE	2 mins	<b>Ma. Kristine Joy M. De Guzman</b> <i>Chief, Accounting Section;</i> <b>Ruel L. Sespeñe</b> <i>Admin. Officer II;</i> <b>Cheryl C. Carandang</b>



				<i>Admin. Assistant II;</i> <b>Lina M. Antioquia</b> <i>Admin. Aide IV</i>
	1.5 Releases of tax certificates	NONE	1 min	<b>Hazel Nicolei B. Magboo</b> <i>Clerk III;</i> <b>Lara Jill A. Valeriano</b> <i>Data Controller;</i> <b>Lina M. Antioquia</b> <i>Admin. Aide IV</i>
	<b>TOTAL</b>	<b>NONE</b>	<b>11 mins</b>	

## FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback?</p>	<ol style="list-style-type: none"> <li>1) The clientele or customer will accomplish Customer's Satisfaction Form (CSF) (Annex A) completely, legibly and correctly. The CSF has unique document and control numbers. BPI staff will guide and/or assist the customer in filling out the form.</li> <li>2) BPI staff will collect the duly accomplished CSF from the customer for recording and analysis.</li> </ol>
<p>How feedbacks are processed?</p>	<ul style="list-style-type: none"> <li>• Duly accomplished CSF are consolidated and analyzed on a monthly basis.</li> <li>• Monthly summary of analysis of responses together with the compiled original copies of the CSF are submitted to the Planning and Management Office on the 25<sup>th</sup> of each month.</li> <li>• Results of the analysis will be discussed during the</li> </ul>
<p>How to file complaint?</p>	<p>Complaints may be through a letter, memorandum, phone call, walk-in and email. At a minimum, a complaint shall include below information and must be logged in the designated logbook.</p> <ul style="list-style-type: none"> <li>• Name of the complainant (may be anonymous) and contact information (if available)</li> <li>• Narrative or nature of the complaint</li> <li>• Name of staff receiving the complaint</li> <li>• Date complaint was received</li> </ul>
<p>How complaints are processed?</p>	<ol style="list-style-type: none"> <li>1) If the complaint is received through a Letter/ Memorandum or E-mail: <ul style="list-style-type: none"> <li>• All complaints shall be recorded in BPI Internal Audit Unit and then forwarded to the Top Management Offices (Office of the Director and Office of the Assistant Director)</li> <li>• The Top management shall review the complaint and relay the issue to the concerned Divisions/ Operating Units for their appropriate/ immediate action.</li> <li>• The concerned Division/ Operating unit shall undertake specific actions and shall directly inform the complainant, both upon the approval of the Top Management.</li> <li>• The BPI Records Section shall inform the Office (Presidential Complaint, 8888 Citizens Complaint Charter) where complaint was received of the action taken by the office through a Letter or Memorandum.</li> </ul> <p><i>Note: A citizen's concern lodged through communication channels shall have a concrete and specific action within 72hours from receipt of the concern by the proper government agency.</i></p> <ul style="list-style-type: none"> <li>• BPI IQA Team shall subsequently ensure that the follow-up is completed, satisfactory and documented.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Only upon the completion of the corrective action, and acknowledgement of the complainant, shall the complaint be considered closed.</li> </ul> <p>2) If the complaint is through walk-in or phone call:</p> <ul style="list-style-type: none"> <li>• Customers shall answer the complaints form (Annex B) provided after the rendered service. If through phone call, BPI staff can use the complaint form for documentation process.</li> <li>• The concerned Division/ Operating Units shall undertake specific actions upon the approval of the Top Management.</li> <li>• Each Division/ Operating Unit shall consolidate the customer / client complaint forms and shall submit monthly reports to the Top Management Offices (Offices of the Director and Assistant Director) for documentation purposes</li> </ul> <p><i>Note: All complaints are subjected for review and evaluation process in BPI Management Review.</i></p>
<p>Contact Information of BPI:</p>	<p>Office of the Director  Telephone Numbers: 8525-2987 / 8521-7650 / 8332-7567  E-mail: bpi.do@buplant.da.gov.ph</p>

<b>OFFICE</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBERS/ E-MAIL ADDRESS</b>	
Office of the Director	692 San Andres St., Malate, Manila	8525-2987 / 8521-7650 / 8332-7567	bpi.do@buplant.da.gov.ph
Office of the Assistant Director for Research, Development, and Production Support Services	692 San Andres St., Malate, Manila	8990-5944	bpi.ado@buplant.da.gov.ph
Assistant Director for Regulatory Services	692 San Andres St., Malate, Manila	8526-7859 / 8291-25-89 / 8524-0897	ado.regulatory@buplant.da.gov.ph
Planning & Management Office	692 San Andres St., Malate, Manila	8244-4402 / (0915) 449-4842	pmo.bpi@buplant.da.gov.ph
Admin Office	692 San Andres St., Malate, Manila	525-1807 / 524-8191	
Accounting	692 San Andres St., Malate, Manila	8525-6543 / 09081897979	acctgsectionbpi@buplant.da.gov.ph
Procurement Management Section	692 San Andres St., Malate, Manila	8526-7859 / 8526-7873	pms@buplant.da.gov.ph
Budget Section	692 San Andres St., Malate, Manila	8523-1777 / 8525-6431 / (0908)881-9388	budgetsection@buplant.da.gov.ph
Cashier	692 San Andres St., Malate, Manila	8524-0789 / 8983-4977/ (0961)462-8400	cashiersection@buplant.da.gov.ph
COA	692 San Andres St., Malate, Manila	8523-1102	coa.bpi.mla@gmail.com
General Services Section	692 San Andres St., Malate, Manila	8525-3719	genservices@buplant.da.gov.ph
Guard House	692 San Andres St., Malate, Manila	8523-1155	
Information and Computer Section	692 San Andres St., Malate, Manila	8353-6976	info@buplant.da.gov.ph
Library	692 San Andres St., Malate, Manila	8524-0939	info@buplant.da.gov.ph
Payroll	692 San Andres St., Malate, Manila	8524-0944	payrollunit@buplant.da.gov.ph

Personnel	692 San Andres St., Malate, Manila	8524-9588 / 8524-0768 / (0998) 956-7940	bpi-personnelsection@buplant.da.gov.ph
Property	692 San Andres St., Malate, Manila	8523-6751 / (0928)504-6553	propertysection@buplant.da.gov.ph
Records	692 San Andres St., Malate, Manila	8524-0716 / (0920)981-5507	recordssection@buplant.da.gov.ph
Office of the Executive Assistant Designate, National Seed Industry Council and Plant Variety Protection	692 San Andres St., Malate, Manila	8525-7392 / (0917)895-0837	nsic@buplant.da.gov.ph / pvpo@buplant.da.gov.ph
Office of the Chief, National Plant Quarantine Services Division (NPQSD)	692 San Andres St., Malate, Manila	8251-2262/2267 / (0917) 801- 7752	npqsd.bpi@buplant.da.gov.ph / npqsdchief.bpi@buplant.da.gov.ph
Import Section	692 San Andres St., Malate, Manila	8567-58-23	npqsd.bpi@buplant.da.gov.ph
Export Section	692 San Andres St., Malate, Manila	8521-1080	npqsd.bpi@buplant.da.gov.ph
Domestic Section	692 San Andres St., Malate, Manila	8516-7761 Local 102	npqsd.bpi@buplant.da.gov.ph
PQS STATION – SOUTH HARBOR	South Harbor, Manila	(02) 527-4441; (02) 527-4440; (02) 527-4446	
PQS STATION – NORTH HARBOR	North Harbor, Manila	(02) 244-2647	
PQS STATION – MICP	Micp, Manila	(02) 245-8640	
PQS – OSEDC	Osedc	(02) 810-5974	
PQS - NAIA	Naia	(02) 524-3749	
PQS REGION I	Ilocos Norte	(072) 607-5719	
PQS REGION I	La Union	(072) 607-5719	
PQS REGION II	Cagayan	(078) 375-1771	
PQS REGION III	Pampanga	(045) 455-1755	

PQS REGION IV	CPEQS	(049) 536-1678	
PQS REGION IV-CALABARZON	Batangas	(043) 723-2322	
PQS REGION IV-CALABARZON	QUEZON	0923-141-2586	
PQS REGION IV - MIMAROPA	Mindoro	(043)288-1544; (043)441-6204	
PQS REGION IV - MIMAROPA	Palawan	(048) 433-2643	
PQS REGION V	Legazpi	(052) 482-0901	
PQS REGION VI	Iloilo	(033) 314-7141	
PQS REGION VI	Bacolod	(034) 435-4328	
PQS REGION VII	Dumaguete	(035) 226-3172	
PQS REGION VII	Cebu	(032) 238-3048; (032) 256-1397	
PQS REGION VIII	Tacloban	(053) 832-7701	
PQS REGION IX	Zamboanga	(062) 991-2802	
PQS REGION X	Cdo	(088) 880-9896; (088) 880-5827	
PQS REGION X	Ozamiz	(088) 545 3584	
PQS REGION X	Iligan	0915-282-2233	
PQS REGION XI	Davao	(082) 298-6267	
PQS REGION XI	Mati	(087) 388-3510; (087) 811-3356	
PQS REGION XII	Gensan	(083) 552-4254	
PQS REGION XII	Cotabato	(064) 200-7349	
PQS REGION XIII	Caraga	0917-717-0831	
Office of the Chief, Agricultural Engineering Division	692 San Andres St., Malate, Manila	8524-0801	aed@buplant.da.gov.ph
Office of the Chief, Crop Research and Production Support Division	692 San Andres St., Malate, Manila	8525-7313 / (0908) 898-3422	crpsd@buplant.da.gov.ph
Office of the Chief, Crop Pest Management Division (CPMD)	692 San Andres St., Malate, Manila	8525-2991	cpmd@buplant.da.gov.ph

Office of the Chief, Plant Product Safety and Services Division (PPSSD)	692 San Andres St., Malate, Manila	8711-3536 / 8524-0708 / (0917) 129-8577	crpsd@buplant.da.gov.ph
National Pesticide Analytical Laboratory	Visayas Ave., Diliman, Quezon City	8426-3366 / 8425-1365	
Satellite Pesticide Analytical Laboratory (SPAL) - Baguio	Guisad Road, Baguio City	(074)442-2668	
Satellite Pesticide Analytical Laboratory (SPAL)	SPAL – Cebu	(032)420-3563 / (032)345 2861	bpinpalcebu@gmail.com
Satellite Pesticide Analytical Laboratory (SPAL) - CDO	SPAL – Cagayan De Oro	(088)880-52-42	
Mary Grace Nacional	Bago Oshiro, Davao City	(082)293-0108	bpipal@yahoo.com
Office of the Chief, National Seed Quality Control Services Division (NSQCS)	Visayas Ave., Diliman, Quezon City	8920-0968 / 89243264 / (0920) 910-6853	nsqcs.co@buplant.da.gov. ph / nsqcschief@buplant.da.go v.ph
NSQCS - CAR	National Seed Quality Control Services Guisad Road, Baguio City	Tel. No.(074) 442-0301  CP (0919) 679-6672	nsqcscar_reg@yahoo.c om
NSQCS -CAR	National Seed Quality Control Services Tabuk, Kalinga;	CP (0939) 470-9981	nsqcscarsat@yahoo.c om
NSQCS -I	National Seed Quality Control Services Tebag, Sta. Barbara, Pangasinan	Tel. No. (075)523-2238 Fax. DA-(075)523-2232 CP 09496019243	bpi_nsqcs1@yahoo.com. ph
NSQCS -I	Satellite National Seed Quality Control Services Batac City, Ilocos Norte	Tel. No. (077) 792-3860 /(077)792-4468 CP: 09183447596 / 0927- 491-2908	nsqcs_1sat@yahoo.co m.ph

NSQCS -II	National Seed Quality Control Services San Mateo, Isabela	CP 0928-4138746  Office CP: 0977-8016684/0947-6809796 Lazaro CP 0923-623-	nsqcs_reg2@yahoo.com.ph
NSQCS -II	Satellite National Seed Quality Control Services Tuguegarao, Cagayan	CP (0921) 228-5811 CP (0916) 469-4856, (078) 375-1161	bpinsqcstat2@yahoo.com
NSQCS -III	National Seed Quality Control Services PhilRice Compound Maligaya, Science City of Muñoz, Nueva Ecija	Telefax: No. (044) 456-0995 CP (0929) 735 0658 CP (0936) 821 4401	nsqcs_reg3@yahoo.com, / nsqcs.reg3@gmail.com
NSQCS -IVA	National Seed Quality Control Services Economic Garden, Los Baños, Laguna	Tel. No. (049) 543-0181 CP (0919) 268-1053 / 09279353921	nsqcs4_lb@yahoo.com, nsqcs4.lb@gmail.com
NSQCS -IVB	Satellite National Seed Quality Control Services San Jose, Occidental Mindoro	Tel. No. (043) 491-7229 CP (0919) 864-9090 / 09155070205	bpi_occmndo@yahoo.com
NSQCS - IVB	National Seed Quality Control Services Barcenaga, Naujan, Oriental Mindoro	CP (0919) 659-4093 / 09053021314/ 09989815260	nsqcs.ormin@yahoo.com
NSQCS - IVB	Satellite National Seed Quality Control Services Irawan, Puerto Princesa City, Palawan	Tel. No. (048) 434-4047 CP (0921) 319-7263 / 09178554417	nsqcs_5300palawan59@yahoo.com



NSQCS - V	National Seed Quality Control Services San Agustin, Pili, Camarines Sur	Tel. (054) 477-7838/ Fax:(054) 477-7838 CP (0929) 397-6337 / 09156886300	nsqcs_reg5@yahoo.com
NSQCS - VI	National Seed Quality Control Services Hamungaya, Jaro, Iloilo City	Tel. No. (033) 329-2558 CP – 0998-7935253	nsqcs_reg6@yahoo.com
NSQCS - VI	Satellite National Seed Quality Control Services La Granja, La Carlota City, Negros Occ.	Tel. 0347136278 CP (0928) 501-7322 / 0917- 5929735	nsqcs_lg@yahoo.com.ph
NSQCS - VII	National Seed Quality Control Services Estancia, Mandaue City, Cebu	Telefax. No. (032) 344- 8040 CP - 09178744865 / 09090593181	nsqcs_cebu1969@yahoo.com
NSQCS - VII	Satellite National Seed Quality Control Services Ubay, Bohol	Fax (038) 518-0270  09178744865 / 09090593181	marchet_0473@yahoo.com
NSQCS - VIII	National Seed Quality Control Services Babatngon, Leyte	Fax: (053)321-3043 (DA- RFU-8) CP (0919) 818-0886 / CP 09399043395	bpi_nsqcs8@yahoo.com
NSQCS - VIII	National Seed Quality Control Services Catarman, Northern Samar	CP – 0920-9694489 CP: 09174274472	bpi_nsqcs8@yahoo.com
NSQCS - IX	National Seed Quality Control Services Ipil, Zamboanga Sibugay	Fax No. (062) 333-5398 0997-8129582 / 0936- 8723072 / 0948-8269027	nsqcs_region9@yahoo.com.ph
NSQCS - X	National Seed Quality Control Services Macabalan, Cagayan de Oro City	Tel. No. (088) 880-5822 SPAL CDO: 880-5842 CP – 09106014876 PQS CDO: 880-9896	nsqscagdeoro@yahoo.com

NSQCS - XI	National Seed Quality Control Services Bago Oshiro, Davao City	Tel. No. (082) 293-0376 CP (0905) 3545387	nsqcs_reg11@yahoo.com
NSQCS - XII	National Seed Quality Control Services Bual, Midsayap, North Cotabato	Tel. No. (064) 229-7240 CP (0918) 705-9368 / 09178242374	nsqcs_midsayap@yahoo.com
NSQCS - CARAGA	National Seed Quality Control Services Taguibo, Butuan City	CP-0910- 218-9951; 0917- 771- 7019  CP – 0917-165- 4556	nsqcs_caraga@yahoo.com
NSQCS - ARMM	National Seed Quality Control Services ARMIARC, Simuay, Sultan Kudarat, Maguindanao	Tel. No. (064) 429-0214 CP 09155177282	omk20@yahoo.com  nsqcsarmm@gmail.com
Los Banos - National Crop Research And Production Support Centers	Economic Garden, Los Baños, Laguna	(0917) 522-6814 / (0917) 522-6814	bpi_losbanos@buplant.da.gov.ph
Baguio - National Crop Research And Production Support Centers	Guisad Road, Baguio City	(074)445-9084 / (0920)919-7578	bpi_baguio@buplant.da.gov.ph
La Granja - National Crop Research And Production Support Centers	La Carlotta City, La Granja	(034) 435-9226/(0917)105-9389	lagranja@buplant.da.gov.ph
Guimaras- National Crop Research And Production Support Centers	Jordan, Guimaras	(033)237 1391 / (033) 581-2034 (033) 5812034 (0919) 8937838	Labpi-guimaras@buplant.da.gov.ph
Davao - National Crop Research And Production Support Centers	Bago Oshiro, Davao City	(082) 293 0108	davaopcenter@buplant.da.gov.ph

**ANNEX A**



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
**INFORMATION AND COMPUTER SECTION**  
**CUSTOMER SATISFACTION FORM**

Control No.: CSF – ICS - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 (To be filled up by the Assigned BPI Staff each Operating Unit)

**PERSONAL INFORMATION PROTECTION STATEMENT**

We value your privacy and we will keep your personal information confidential. In signing hereof, you authorize the Bureau of Plant Industry to use your information for the purpose of continuous improvement of our goods and services and quality management system. Your personal information may only be disclosed by BPI to relevant government agencies for the same purpose as stated above. The information will be managed in accordance with Data Privacy Act of 2012.

Time/Oras: \_\_\_\_\_  
 Date/Petsa (Month/Day/Year): \_\_\_\_\_  
 Name/Pangalan: \_\_\_\_\_  
 Birthdate/Araw ng kapanganakan (Month/Day/Year): \_\_\_\_\_  
 If GROUP, Name of Agency or Association/Pangalan ng Ahensya o asosasyon: \_\_\_\_\_

Please check (✓)/Lagyan ng tsek (✓):  
 Female/Babae       Male/Lalaki  
 Internal Customer       External Customer  
(BPI employee)  
 Individual/ Indibidwal       Group/ Grupo  
 If group:  Private/ Pribado  
 Government/ Gobyerno

Contact Details (e-mail or phone number): \_\_\_\_\_

❖ **TYPE AND QUANTITY OF GOODS OR SERVICES RECEIVED /URI AT DAMI NG MGA BAGAY O SERBISYO NA NATANGGAP:** \_\_\_\_\_

Instructions: Please check (✓) the appropriate column from 5-1, 5 being the highest and 1 being the lowest.  
 Panuto: Lagyan ng tsek (✓) ang napiling "kolum" mula 5-1, 5 bilang pinakamataas at 1 bilang pinakamababa.

CRITERIA KRAYTERYA	RATING/MARKA				
	(5) VERY SATISFIED LUBOS NA NASIYAHAN	(4) SATISFIED NASIYAHAN	(3) NEUTRAL	(2) DISSATISFIED HINDI NASIYAHAN	(1) VERY DISSATISFIED LUBOS NA HINDI NASIYAHAN
1. Quality of goods/services provided <i>Kalidad ng produkto/serbisyong natanggap</i>					
Services rendered by the personnel/staff:					
2. Courteousness/ Pagiging magalang					
3. Responsiveness/ Mabilis na pagtugon					
4. Overall Customer Experience <i>Kabuuang Karanasan Bilang Kostumer</i>					
<b>PROMOTER SCORE</b>	(5) STRONGLY AGREE LUBOS NA SANG-AYON	(4) AGREE SANG-AYON	(3) NEUTRAL	(2) DISAGREE HINDI SANG-AYON	(1) STRONGLY DISAGREE LUBOS NA HINDI SANG-AYON
5. BPI products and services are worth promotable / <i>Ang mga produkto at serbisyo ng BPI ay karapatdapat mapalaganap</i>					
<b>TOTAL: (for designated BPI staff only)</b>					

6. Other comments/suggestions? Iba pang komento o mungkahi? \_\_\_\_\_  
 Thank you so much. We look forward on serving you again! Maraming salamat. Inaasahan namin ang paglingkod sa iyo muli!

EFFECTIVITY DATE: October 18, 2021  
 FORM NO.: BPI-QMS-KMT-F8  
 REVISION NO.: 5

Signature of Customer/ Lagda ng Customer \_\_\_\_\_

A food secure and resilient Philippines  
 with empowered and progressive farmers and fisherfolk



**ANNEX B**



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
692 San Andres Street Malate, Manila, Philippines  
E-mail Address: [hpi.information@yahoo.com](mailto:hpi.information@yahoo.com)  
Tel. No.: (02) 525-7909, (02) 525-2987 | Website: [hpi.da.gov.ph](http://hpi.da.gov.ph)

**CUSTOMER COMPLAINT FORM**

Name : \_\_\_\_\_ Contact Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_

1. COMPLAINT (Reklamo)

2. When did it happen? (Kelan ito nangyari?) \_\_\_\_\_

3. What would you like us to do? (Ano po nais ninyung gawin namin?)  
\_\_\_\_\_

4. Would you like a written reply? (Nais niyo po ba ang sagot na nakasulat?)  
 YES  NO

5. Suggestions/Comments (Suhestiyon/Komento)

*Important Reminder: The contents shall be kept confidential and shall be for internal use/evaluation only.*

**THANK YOU!**



# CCCB CONTACT CENTER ng BAYAN

Your direct line to efficient public service

Maaaring idulog ang mga sumusunod sang-ayon sa  
Section 21 ng Republic Act No. 11032 o ang Ease of Doing  
Business and Efficient Government Service Delivery Act of 2018

**a.**

Pagtanggap ng tumanggap ng application o request kahit kumpleto ang requirements na walang maayos na dahilan;

**b.**

Paghingi ng karagdagang requirements na hindi nakasaad sa Citizen's Charter;

**c.**

Pagdagdag ng bayarin na wala sa Citizen's Charter;

**d.**

Hindi pagbibigay ng written notice ukol sa disapproval ng application o request;

**e.**

Hindi pagsunod sa nakasaad na processing time ng application o request na walang karampatang dahilan;

**f.**

Hindi pagtugon sa application o request ng kilyente na nasa loob na ng opisina o ahensya bago ang pagtatapos ng office hours o habang lunch break;

**g.**

Hindi pagbigay ng official receipt; at

**h.**

Fixing o kaya'y pakikipag-ugnayan sa mga fixer para sa kita o iba pang pakinabang.

**Text**  
**0908 881-6565**  
**Call**  
**1-6565\***

\*₱5.00 + VAT per call anywhere in the Philippines  
via PLDT landlines from 8 am to 5 pm, Monday to Friday

**Log-on to**

**[www.contactcenterngbayan.gov.ph](http://www.contactcenterngbayan.gov.ph)**  
**[www.facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph)**

The International Association of Business Communicators (IABC) awarded the Contact Center ng Bayan the 2014 Quill Award for Communication Management Strategies for Customer Relations