Bureau of Plant Industry

CITIZEN'S CHARTER

2026 1st Edition

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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

• Biotechnology

• Good Agricultural Practices

• Organic Agriculture

II. Vision:

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

III. 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

IV. Service Pledge:

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 clienteles both external and internal.

LIST OF SERVICES

Crop Research and Production Support Division

External Services

- Distribution of Seeds and Planting Materials for Groups
- Distribution of Seeds and Planting Materials for Walk-in

Crop Pest Management Division

External Services

- Plant Pests Diagnosis

Plant Products Safety Services Division

External Services

- Application for Laboratory Accreditation
- Application for Laboratory Analysis

National Seed Quality Control Services Division

External Services

- APPLICATION FOR ACCREDITATION OF SEED GROWERS/SEED PRODUCERS
- Application for Plant Material Certification of Asexually Propagated Seedlings
- Application for Plant Material Certification of Mother Trees
- Application for Plant Material Certification of Sexually Propagated Seedlings
- Application for Plant Nursery Accreditation
- Application for Plant Tissue Culture Facility Accreditation
- Application for Seed Testing

Information and Computer Section

External Services

- Distribution and Use of Information, Education & Communication (IEC) Materials

Cashier Section

External Services

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

Human Resources Section

External Services

- Hiring of Plantilla Personnel

Biotechnology Office

External Services

- OPERATIONALIZATION OF FIELD TRIAL MONITORING
- OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR COMMERCIAL PROPAGATION OF SINGLE EVENT
- OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR DIRECT USE AS FOOD AND FEED, OR FOR PROCESSING FOR SINGLE EVENT

OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR FIELD TRIAL OF SINGLE EVENT

OPERATIONALIZATION OF ISSUANCE OF CERTIFICATE OF FIELD TRIAL COMPLETION

OPERATIONALIZATION OF REFUGE SAMPLING AND TESTING TO MONITOR THE COMPLIANCE TO THE IMPLEMENTATION OF INSECT RESISTANCE MANAGEMENT (IRM) STRATEGY FOR BT CORN TARGETING ASIAN CORN BORER (ACB)

OPERATIONALIZATION OF TECHNICAL CONSULTATION FOR EVALUATION AND DETERMINATION IF PRODUCTS OF PLANT BREEDING INNOVATIONS (PBI) ARE COVERED UNDER THE DOST-DA-DENR-DOH-DILG JOINT DEPARTMENT CIRCULAR NO.01, S2021 BASED ON THE NCBP RESOLUTION NO. 01, S2020

OPERATIONALIZATION OF THE CONDUCT OF INSECT RESISTANCE MANAGEMENT SENTINEL SITE MONITORING

OPERATIONALIZATION OF THE DETECTION OF GM EVENTS (APPROVED/UNAPPROVED) IN AGRICULTURAL COMMODITIES INTENDED FOR EXPORT AND OTHER PURPOSES USING PROTEIN-BASED AND/OR MOLECULAR-BASED APPROACH

OPERATIONALIZATION OF THE LISTING OF STACKED EVENTS PRODUCED THROUGH CONVENTIONAL BREEDING IN THE BPI APPROVAL REGISTRY FOR COMMERCIAL PROPAGATION AND FOR DIRECT USE

National Seed Industry Council and Plant Variety Protection Office

External Services

Application for Crop Variety Registration

Application for Plant Variety Protection

Baguio National Crop Research, Development and Production Support Center

External Services

Conduct of Trainings (BPI Baguio)

Distribution of Information, Education & Communication (IEC) Materials (BPI-BAGUIO)

Distribution of Biological Control Agents (BPI-BAGUIO)

Distribution of Seed and Plant Material (BPI-BAGUIO)

Davao National Crop Research, Development and Production Support Center

External Services

Conduct of Training (BPI-DAVAO)

Plant Identification and Certification (BPI-DAVAO)

Provision of Technical Assistance (BPI-DAVAO)

Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-DAVAO)

Plant Pest and Disease Diagnosis (BPI-DAVAO)

Guimaras National Crop Research, Development and Production Support Center

External Services

- Conduct of Training (BPI-Guimaras)
- Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-Guimaras)
- Provision of Technical Assistance

La Granja National Crop Research, Development and Production Support Center

External Services

- Conduct of Training (BPI-LA GRANJA)
- Plant Identification and Certification (BPI-La Granja)
- Provision of Technical Assistance (BPI-LA GRANJA)
- Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-LA GRANJA)

Los Baños National Crop Research, Development, and Production Support Center

External Services

- Conduct of Training (BPI-LBNCRDPSC)
- Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-LBNCRDPSC)
- Provision of Technical Assistance (BPI-LBNCRDPSC)

National Plant Quarantine Services Division - Import Section

External Services

- Issuance of License to Operate as Importer
- Issuance of Sanitary and Phytosanitary Import Clearances

National Plant Quarantine Services Division- Export Section

External Services

- Issuance of Certificate of Registration of farms and growers
- Issuance of License to Operate - Packing Facility
- Issuance of License to Operate As Exporter

National Plant Quarantine Services Division - Export Section

External Services

- Issuance of License to Operate as Quarantine Treatment Provider
- Issuance of Phytosanitary Certificate

Human Resources Section (HRS)

External Services

- Recruitment and Selection of Contract of Service

National Plant Quarantine Services Division - Domestic Section

External Services

- Issuance of Clearance for Domestic Transport

Plant Product Safety Services Division - Food Safety Operations Unit

External Services

- Application for License to Operate of Cold Storage Warehouses (CSWs)
- Application for PhilGAP Certification
- Licensing and Registration of Food Business Operators (FBOs) Engaged in the Primary Production, Minimal Processing, Storage, Transport and Distribution of Plant Food
- Registration of Food Safety Compliance Officer (FSCO) under plant industry

Crop Research and Production Support Division, Crop Improvement and Plant Genetics Resources Section

External Services

- Agricultural Plant Verification

Biotechnology Office

Internal Services

- OPERATIONALIZATION OF THE DETECTION OF GM EVENTS (APPROVED/UNAPPROVED) IN IMPORTED AGRICULTURAL COMMODITIES USING PROTEIN-BASED AND/OR MOLECULAR-BASED APPROACH

Crop Research and Production Support Division

External Services

1. Distribution of Seeds and Planting Materials for Groups

The Crop Research and Production Support Division (CRPSD) of the Bureau of Plant Industry (BPI) distributes seeds and planting materials for Groups through a request letter.

Office or Division:	Crop Research and Production Support Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request letter with list of beneficiaries (1) Original Copy	Applicant / Client
Remarks: *Submit the request letter with list of beneficiaries at the Director's Office*	
2. Request letter with list of beneficiaries (1) Electronic Copy	Applicant / Client
Remarks: *If the request is thru email, send it to bpi.do@buplant.da.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Request letter to the Director's Office thru email or walk-in. **Location:** Director's Office	1.1. Receive and record the request letter at Director's Office	None	1 working day/s	• Administrative Aide VI/ Office of the Chief; Crop Research and Production Support Division

	1.2. The Division Chief will give an appropriate action related to the request to provide the requested seeds or planting material (Refer to Memorandum Order No. 114 Series of 2020, Amendment to Administrative Order No. 7 Series of 1991 “Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Planting Materials”) and other available guidelines/ issuances related hereto.		1 working day/s	• Senior Agriculturist/ Office of the Division Chief **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Research and Production Support Division • Supervising Agriculturist/ Office of the Assistant Division Chief **Available technical staff based on Crop Research and Production Support Division Hierarchy ; Crop Research and Production Support Division
	1.3. Route the request to the Section Chief- Crop Production Support Section (CPSS)/ Crop Culture and		10 minute/s	• Administrative Aide VI/ Office of the Chief; Crop Research

	Management Section (CCMS)/ Crop Improvement and Plant Genetic Resources Section (CIPGRS).			and Production Support Division
	1.4. Section Chief will give an appropriate action for distribution (Refer to Memorandum Order No. 114 Series of 2020, Amendment to Administrative Order No. 7 Series of 1991 “Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Planting Materials”) and other available guidelines/ issuances related hereto.		30 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Culture and Management Section • Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy;

				Crop Improvement and Plant Genetics Resources Management Section
	1.5. Assign the staff of Crop Production Support Section (CPSS)/Crop Culture and Management Section (CCMS)/ Crop Improvement and Plant Genetic Resources Section (CIPGRS) to check the availability of stocks and coordinate with the requisitioner relative to the date or schedule of pick up.		5 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Culture and Management Section • Senior Agriculturist **Available technical staff based on Crop Research and Production Support

				Division Hierarchy; Crop Improvement and Plant Genetics Resources Management Section
	1.6. Assign staff of Crop Production Support Section (CPSS)/Crop Culture and Management Section (CCMS)/ Crop Improvement and Plant Genetic Resources Section (CIPGRS) to prepare the requested seeds and/or planting materials		30 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Culture and Management Section • Senior Agriculturist **Available technical staff based on Crop Research and

				Production Support Division Hierarchy; Crop Improvement and Plant Genetics Resources Management Section
	1.7. Prepare Requisition Issuance Slip (RIS)		5 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Culture and Management Section • Senior Agriculturist **Available technical staff based on Crop

				Research and Production Support Division Hierarchy; Crop Improvement and Plant Genetics Resources Management Section
2. Receive requested seeds and/or planting materials **Location:** Location: Receiving Area of Crop Research and Production Support Division's Office	2.1. Release requested seeds and/or planting materials	None	1 hour/s	• Farmworker; Crop Production Support Section • Administrative Aide VI; Crop Culture and Management Section • Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	2.2. Issue and collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Farmworker ; Crop Production Support Section • Administrative Aide VI; Crop Culture and Management Section • Agriculturist II; Crop Improvement and Plant

				Genetics Resources Management Section
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 21 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Distribution of Seeds and Planting Materials for Walk-in

The Crop Research and Production Support Division (CRPSD) of the Bureau of Plant Industry (BPI) distributes seeds and planting materials for Walk-in client.

Office or Division:	Crop Research and Production Support Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Beneficiary Form (1) Original Copy	Bureau of Plant Industry - Crop Research and Production Support Services Division

Remarks:

Client must fill-out the required beneficaries form completely.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Approach the receiving area and fill out the required beneficiaries form. **Location:** Receiving Area of Crop Research and Production Support Division Priority Lane- Senior Citizen, Person with Disabilities, Pregnant **Notes/Instruction:** • The staff/representat	1.1. Assist the client and check the beneficiaries form if filled out completely.	None	5 minute/s	• Farmworker; Crop Production Support Section • Administrative Aide VI; Crop Culture and Management Section • Agriculturist II; Crop Improvement and Plant Genetics

ive will provide assistance in filling out the form if the Senior Citizen or Person with Disabilities has difficulty in writing. • Senior Citizen or Person with Disabilities are allowed to use thumbmark in place of a signature if they are incapacitated.				Resources Management Section
	1.2. Assign staff of Crop Production Support Section (CPSS)/ Crop Culture and Management Section (CCMS)/ Crop Improvement and Plant Genetic Resources Section (CIPGRS) to prepare the available seeds or planting materials requested (Refer to Memorandum Order No. 114 Series of 2020, Amendment to Administrative Order No. 7 Series of 1991 “Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Planting Materials”) and other available guidelines/ issuances related hereto.		5 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Improvement and Plant Genetics Resources Management Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy;

				Crop Culture and Management Section
	1.3. Prepare Requisition Slip (RIS)		5 minute/s	• Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Production Support Section • Agriculturist II **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop Culture and Management Section • Senior Agriculturist **Available technical staff based on Crop Research and Production Support Division Hierarchy; Crop

				Improvement and Plant Genetics Resources Management Section
2. Receive requested seeds and/or planting materials **Location:** Receiving Area- Crop Research and Production Support Division	2.1. Release available seeds and/or planting materials	None	20 minute/s	• Farm Worker II; Crop Production Support Section • Administrative Aide VI; Crop Culture and Management Section • Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	2.2. Issue and collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Farmworker ; Crop Production Support Section • Administrative Aide VI; Crop Culture and Management Section • Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
Total Processing Time:		Working Days: 36 minute/s		

Total Processing Fee:	Total Standard Fee: None

Crop Pest Management Division

External Services

1. Plant Pests Diagnosis

The Crop Pest Management Division (CPMD) of the Bureau of Plant Industry (BPI) conducts plant pest and disease diagnosis for clienteles 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.

Office or Division:	Crop Pest Management Division
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Freshly collected specimens (Sample: 2 pieces (for consultation with the process owner))	Applicant / Client
Remarks: *Diseased plant samples, Insect pest samples with complete body parts*	
2. CPMD Plant Pest Diagnosis Form (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Industry - Crop Pest Management Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit accomplished CPMD Plant Pest Diagnosis Form **Location:** Crop Pest Management Division - Client Receiving Area	1. Receive and check for completeness of the filled-up form	None	5 minute/s	• Laboratory Aide II, Administrative Aide IV, Laboratory Aide II, Science Research Assistant, Research Technician, Laboratory Aide,

				Laboratory Aide, Research Technician; Crop Pest Management Division
2. Submit sample for diagnosis **Location:** Crop Pest Management Office - Client Recieving Area	2.1. Interview the client and assign the reference number of the sample	None	15 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
	2.2. Examine/Inspect sample		15 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
	2.3. Conduct a microscopic examination		30 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
	2.4. Identify causal organism/pest specimen submitted		1 hour/s, 30 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
	2.5. Provide management recommendation		15 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest

				Management Division
	2.6. For specimens that need further culturing or rearing: ● isolate, incubate, purify, and identify causal organisms for diseased samples ● study biology of insect samples for proper identification		5 working day/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
3. Receive the printed and signed results **Location:** Crop Pest Management Division - Receiving area	3.1. Print result	None	5 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide I; Crop Pest Management Division
	3.2. Verify result		4 hour/s	• Assistant Division Chief; Crop Pest Management Division
	3.3. Approve result		4 hour/s	• Division Chief; Crop Pest Management Division
	3.4. Release result		5 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide; Crop Pest Management Division
	3.5. Issue and Collect Customer Satisfaction Measurement Form (Optional)		5 minute/s	• Agriculturist II, Agriculturist I, Laboratory Aide; Crop Pest

				Management Division
Total Processing Time:	Working Days: 6 working day/s, 3 hour/s, 5 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Plant Products Safety Services Division

External Services

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

Office or Division:	Plant Products Safety Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Government and Private Testing Laboratories
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DA DC 03 Series of 2016 Guidelines in the Accreditation of Plant Food Testing

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Application Form (1 original copy) (1) Original Copy	Bureau Of Plant Industry - Plant Product Safety Services Division-Pesticide Analytical Laboratory Section-Administrative Unit
2. Required Documentary and Technical Requirements (1 original or photocopy) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Pesticide Analytical Laboratory Section - Administrative Unit
Sub Requirement	
2.A. Letter of Intent addressed to the Director signed by the applicants; Authorized representative	
2.B. Valid Business or Mayor's Permit	
2.C. Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC) Registration for Single Proprietorship or Corporation/partnership, respectively	
2.D. Hazardous Waste Generator Registration from DENR-EMB if applicable	
2.E. License to handle controlled precursor and essential chemicals from PDEA and/other permits/licenses necessary to manage restricted chemicals	
2.F. Laboratory Profile	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
1. Submit duly-accomplished Application for Accreditation Form with documentary and technical requirements **Location:** Plant Product Safety Services Division Q.C - Administration Office	1. Receive and evaluate applications for accreditation	**Standard Fees** Breakdown: Registration fee: PHP 1000 Total: PHP 1000	2 hour/s	• Unit Head; Pesticide Analytical Laboratory Section
2. Attend an orientation for Food Testing Accreditation Guidelines **Location:** Plant Products Safety Services Division Q.C - Administration Office	2.1. Prepare a notice of orientation	None	2 hour/s	• Section Heads, and Unit Heads; Plant Products Safety Services Division
	2.2. Conduct orientation for Food Testing Accreditation Guidelines within 5 days from receipt of from receipt of application		1 working day/s	• Section Heads, and Unit Head; Plant Products Safety Services Division
3. Prepare for laboratory audi **Location:** Plant Product Safety Services Division - Administration Office	3.1. Prepare a notice of audit one month prior to the audit schedule	None	2 hour/s	• Julio Salvador C. Valeza; Pesticide Analytical Laboratory Section
	3.2. Conduct audit and issue audit findings		5 working day/s	• Unit Head; Pesticide Analytical Laboratory Section
4. Conduct root cause analysis and implement corrective	4.1. Receive corrective actions within 30 days	None	2 hour/s	• Client ;

actions Submit evidences of corrective actions **Location:** Plant Product Safety Services Division - Administration Office **Notes/Instruction:** May conduct additional audit	4.2. Evaluate corrective actions provided		7 working day/s	• Section Head, and Unit Head; Pesticide Analytical Laboratory Section • Section Head; Contaminants Laboratory Section
	4.3. Review and endorse the result of evaluation		6 hour/s	• Division Chief; Plant Products Safety Services Division
	4.4. Approve Certificate of Accreditation		1 working day/s	• Director; Bureau of Plant Industry Central Office
5. Pay Accreditation Fee **Location:** Plant Product Safety Services Division - Administration Office	5.1. Issue Certificate of Accreditation	None	2 hour/s	• Unit Head; Pesticide Analytical Laboratory Section
	5.2. Issue and Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Admin Staff ; Plant Products Safety Services Division
Total Processing Time:		Working Days: 16 working day/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		

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.

Office or Division:	Plant Products Safety Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Letter of Instruction 986

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. . Copy of duly-accomplished Request for Analysis Form (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Pesticide Analytical Laboratory Section Admin & Contaminants Laboratory Section Admin
2. Required amount of laboratory sample for Pesticide Residue Analysis (Sample: 1 Kg)	Applicant / Client
3. . Required amount of laboratory sample for Formulation Analysis (1) Original Copy	Applicant / Client
For Situational Requirement	
A. PESTICIDE RESIDUE ANALYIS	
Sub Situational Requirement/s	
A.a. Primary Food Commodities of Plant Origins	
A.a.1. Fresh Fruits and Vegetables *Any of the following:*	
A.a.1.A. Small-sized fresh products (<25g) (Sample: 1 Kg.)	Applicant / Client

---- OR ----	
A.a.1.B. Medium-sized fresh products (25g-250g) (Sample: 10 Pieces)	Applicant / Client
---- OR ----	
A.a.1.C. Large-sized fresh products (>250g) (Sample: 5 Pieces)	Applicant / Client
---- OR ----	
A.a.1.D. Mango and okra for export to Japan (Sample: 5 Kg)	Applicant / Client
A.b. Pulses and Cereal grains	
A.b.1. Pulses and Cereal grains (Sample: 1 Kg)	Applicant / Client
A.c. Herbs and Spices (dried)	
A.c.1. Herbs and Spices (dried) (Sample: 250-500 Grams)	Applicant / Client
A.d. Processed Foods of Plant Origin	
A.d.1. Secondary food commodities of plant origin (dried fruits, vegetables, milled cereal products) (Sample: 1 Kg)	Applicant / Client
A.d.2. Liquid products derived from plant origins (vegetable oils, juices) (Sample: 1 Kg)	Applicant / Client
A.e. Primary Food Commodities of Animal Origin	
A.e.1. Poultry eggs (Sample: 12 Pieces)	Applicant / Client
A.e.2. Quails and similar (Sample: 24 Pieces)	Applicant / Client
A.e.3. Milks (Sample: 1 Kg)	Applicant / Client
A.e.4. Seafood (Frozen) (Sample: 1 Kg)	Applicant / Client
A.f. Environmental Samples	
A.f.1. Water (Sample: 3 Liters)	Applicant / Client
Remarks: *samples must be placed in an amber glass/bottle*	

A.f.2. Soil (Sample: 1 Kg)	Applicant / Client
Remarks: *air-dried and pre-sieved laboratory sample is required*	
B. PESTICIDE FORMULATED / TECHNICAL MATERIALS ANALYSIS	
B.1. Powder samples (Sample: 100 Grams)	Applicant / Client
Remarks: *sample must be in the packaging of the manufacturer or in properly labeled plastic containers or aluminum pouches.*	
B.2. Liquid samples (Sample: 100 Milliliters)	Applicant / Client
Remarks: *sample must be in the packaging of the manufacturer or properly labeled bottle*	
C. CHEMICAL CONTAMINANTS & OTHER ANALYSIS	
C.1. Mycotoxin Analysis (e.g. Aflatoxin, Ochratoxin) (Sample: 1 Kg)	Applicant / Client
Remarks: *Peanut, Cereal grains (rice, oats, corn, etc.), Coffee Bean*	
C.2. Heavy Metals Analysis (Sample: 1 Kg)	Applicant / Client
Remarks: *Rice and Onion (As, Cd, Pb)*	
C.3. Proximate Analysis (Moisture, Ash, Crude Fat, Crude Fiber, Crude Protein) (Sample: 1 Kg)	Applicant / Client
Remarks: *a. Powdered Samples – minimum of two hundred fifty (250) grams laboratory sample is required and must be in proper packaging.* *b. Plant and Plant products – minimum of one (1) kg laboratory sample is required.*	
C.4. Liquid samples (Sample: 250 milliliters)	Applicant / Client

C.5. Processed Foods of Plant Origin (Sample: 1 Kg)	Applicant / Client
Remarks: *dried fruits, vegetables, milled cereal products*	
D. MICROBIOLOGICAL CONTAMINANTS ANALYSIS	
D.1. Liquid samples (Plant Extracts) (Sample: 250 milliliters)	Applicant / Client
Sub Situational Requirement/s	
D.a. Primary Food Commodities of Plant Origins (Fresh Fruits and Vegetables)	
D.a.1. Small- sized fresh produce (<25g) (Sample: 1 Kg)	Applicant / Client
D.a.2. Medium- sized fresh produce (25g-250g) (Sample: 10 Pieces)	Applicant / Client
D.a.3. Large- sized fresh produce (>250g) (Sample: 5 Pieces)	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit sample **Location:** sample receiving area/Administration Office **Notes/Instruction:** Ensuring that the submitted sample complies with the requirements of the laboratory	1. Receive and evaluate sample for acceptance	None	10 minute/s	• Administrative Staff; Pesticide Analytical Laboratory Section • Administrative Staff; Contaminants Laboratory Section

2. Fill out the Request for Analysis Form **Location:** Sample Receiving Area/Administration Office	2. Provide Request for Analysis Form and evaluate the completeness of information.	None	10 minute/s	• Administrative Staff; Pesticide Analytical Laboratory Section • Administrative Staff; Contaminants Laboratory Section
3. Pay laboratory fees **Location:** Sample Receiving Area/Administration Office **Notes/Instruction:** Refer to Administrative Order No. 50 s. 2020 and Administrative Order No. 11 s. 2021	3.1. Issue Official Receipt	**Possible Fees** Breakdown: Fruits and Vegetables: PHP 5250 Tobacco : PHP 3400 Fish : PHP 5200 Water : PHP 3400 Milk and Fat: PHP 3950 Soil: PHP 4350 Special Sample: PHP 5250 Gas Chromatograph Method: PHP 2530 High Pressure Liquid Chromatography Method: PHP 4000 UV-Vis Method: PHP 2360 Conventional Method : PHP 2220 Proximate: PHP 850 Moisture: PHP 105 Ash: PHP	5 minute/s	• Cashier/Special Collecting Officer; Contaminants Laboratory Section
	3.2. Inform the client when to come back for the Certificate of Analysis		2 minute/s	• Administrative Staff; Pesticide Analytical Laboratory Section • Administrative Staff; Contaminants Laboratory Section
	3.3. Assign accession number/laboratory code and enter information of sample in the corresponding logbook		5 minute/s	• Administrative Staff; Pesticide Analytical Laboratory Section • Administrative Staff; Contaminants Laboratory Section
	3.4. Analyze sample		19 working day/s	• Technical Staff / Analyst ; Pesticide Analytical

		205 Total Nitrogen/Protein: PHP 210 Crude Fat: PHP 330 Anti-microbial analysis: PHP 775 Standard plate count: PHP 370 Yeast and mold count: PHP 370 Coliform count: PHP 370 Aflatoxin: PHP 3000		Laboratory Section • Technical Staff / Analyst ; Contaminants Laboratory Section
	3.5. Retrieve results and prepare a Report of Analysis		2 hour/s	• Technical Staff / Analyst ; Pesticide Analytical Laboratory Section • Technical Staff / Analyst ; Contaminants Laboratory Section
	3.6. Evaluate Results of Analysis		30 minute/s	• Unit Heads; Pesticide Analytical Laboratory Section • Unit Heads; Contaminants Laboratory Section
	3.7. Approve Results of Analysis		15 minute/s	• Section Head; Pesticide Analytical Laboratory Section • Section Head; Contaminants Laboratory Section
	3.8. Prepare Certificate of Analysis		15 minute/s	• Administrative Staff; Pesticide Analytical

				Laboratory Section • Administrative Staff; Contaminants Laboratory Section
	3.9. Recommend for the Approval of the Certificate of Analysis		5 minute/s	• Section Head; Pesticide Analytical Laboratory Section • Section Head; Contaminants Laboratory Section
	3.10. Approve Certificate of Analysis		5 minute/s	• Division Chief; Plant Products Safety Services Division
4. Receive Certificate of Analysis **Location:** Sample Receiving Area/Administration Office **Notes/Instruction:** Present the filled-out Request of Analysis Form or Official Receipt upon collecting the Certificate of Analysis	4.1. Release Certificate of Analysis	None	3 minute/s	• Administrative Staff; Pesticide Analytical Laboratory Section • Administrative Staff; Contaminants Laboratory Section
	4.2. Issue and Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Admin Staff; Plant Products Safety Services Division
Total Processing Time:		Working Days: 19 working day/s, 3 hour/s, 46 minute/s		
Total Processing Fee:		Total Standard Fee: None		

	See other fees below

Possible Fees

- **Fruits and Vegetables** : 5250
- **Tobacco** : 3400
- **Fish** : 5200
- **Water** : 3400
- **Milk and Fat** : 3950
- **Soil** : 4350
- **Special Sample** : 5250
- **Gas Chromatograph Method** : 2530
- **High Pressure Liquid Chromatography Method** : 4000
- **UV-Vis Method** : 2360
- **Conventional Method** : 2220
- **Proximate** : 850
- **Moisture** : 105
- **Ash** : 205
- **Total Nitrogen/Protein** : 210
- **Crude Fat** : 330
- **Anti-microbial analysis** : 775
- **Standard plate count** : 370
- **Yeast and mold count** : 370
- **Coliform count** : 370
- **Aflatoxin** : 3000

National Seed Quality Control Services Division

External Services

1. APPLICATION FOR ACCREDITATION OF SEED GROWERS/SEED PRODUCERS

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

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Individual-Farmer, Seed Grower/Producer or Member of Association/Cooperative: Group/Institution-Association, Cooperative, Government Institution or International Organization
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 1. BPI-NSQCS Revised Form No.5 Application for Accreditation as Seed Grower/Producer (1) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services
Remarks: *Should include a 2x2 colored ID Picture taken within the past 6 months*	
2. Certificate of Training (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services

Remarks:

Training for accreditation must be coordinated with the Bureau of Plant Industry as the accreditation authrority for seed growers.

Training may be provided by either:

- *Bureau of Plant Industry;*
- *Agricultural Training Institute;*
- *Department of Agriculture - Regional Field Office (DA-RFO);*
- *Philippine Rice Research Institute;*
- *Institute of Plant Breeding - University of the Philippines Los Baños (IPB-UPLB);*
- *State Universities and Colleges;*
- *Government Agencies involved in the implementation of seed production;*

• *Private Seed Companies (in-house training) in coordination with Bureau of Plant Industry*	
3. Proof of Ownership over production area (1) Photo Copy	Applicant / Client
Remarks: *Documents may either be:* • *Land Title Ownership (Original Certificate of Title or Transfer Certificate of the Title or Deed of Sale)* • *Contract for Lease of land (valid for a minimum of 3 years)* • *Notarized Documents for the use of seed production area (valid for a minimum of 3 years)*	
4. Official Receipt of Accreditation Fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Regional/Satellite Laboratories
5. Any of the applicable Business Registration Certificates: *Any of the following:*	
5.A. DTI Registration Certificate (1) Photo Copy	Department of Trade and Industry - Regional Office
Remarks: *To recheck bureau/division of where to secure*	
---- OR ----	
5.B. CDA Registration Certificate (1) Photo Copy	Cooperative Development Authority - for editing
---- OR ----	
5.C. SEC Registration Certificate (1) Photo Copy	Securities and Exchange Commission - for editing
---- OR ----	
5.D. DOLE Registration Certificate (1) Photo Copy	Department of Labor and Employment - for editing
6. Duly notarized authorization letter of the applicant (1) Photo Copy	Applicant / Client
Remarks: *For private groups and government institutions only*	
7. 9. Special Power of Attorney, Special Order/Memorandum Order, Board Resolution in behalf of groups	Applicant / Client

(1) Photo Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out and submit application form for seed growers accreditation **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories	1.1. Receive Application form and other documentary requirements	None	5 minute/s	• Agriculturist II/ Agriculturist I; NSQCS Regional/Satellite Offices
	1.2. Evaluates the completeness of the documents submitted based on the specific guidelines for a particular crop		10 minute/s	• Agriculturist II/ Agriculturist I; NSQCS Regional/Satellite Offices
2. Pay Accreditation Fee **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories **Notes/Instruction:** For review	2. Issue official receipt	**Possible Fees** Breakdown: Inbred Rice: PHP 500 Hybrid Rice (1-10 hectares): PHP 1000 Hybrid Rice (above 10 hectares): PHP 3000 OPV Corn (1-10 hectares): PHP 500 OPV Corn (11-20 hectares): PHP 1000 OPV Corn (above 20 hectares): PHP 2000 Field Legumes (Mungbrean, Peanut,	5 minute/s	• Special Collecting and Disbursing Officer/ Collecting Officer; NSQCS Regional/Satellite Offices

		Soybean): PHP 500		
3. Coordinate with National Seed Quality Control Services - Regional/Satellite Laboratories for the Inspection of the field and post-harvest facilities **Location:** Client's seed growing area and post-harvest facilities	3.1. Validation of field and post-harvest facilities	None	3 working day/s	• Designated Seed Inspectors (Senior Agriculturist/ Agriculturist II/ Agriculturist I); NSQCS Regional/Satellite Offices • Deputized Seed Inspector; Department of Agriculture - Regional Field Office • Deputized Seed Inspector; Local Government Unit
	3.2. Review and concur by BPI-NSQCS Regional and Satellite Chief		5 minute/s	• Chief; NSQCS Regional/Satellite Offices
	3.3. Endorsement of application to Department of Agriculture - Regional Field Office		2 working day/s	• Chief; NSQCS Regional/Satellite Offices
	3.4. Endorsement of Application to BPI Director by DA-RFO RED		7 working day/s	• Regional Executive Director; Department of Agriculture - Regional Field Office
	3.5. System encoding, scanning		5 minute/s	• Designated Seed

	and uploading of applicaiton			Inspectors (Senior Agriculturist/ Agriculturist II/ Agriculturist I); NSQCS Regional/Satellite Offices
4. Apply for Accreditation **Location:** National Seed Quality Control Services Central Office	4.1. Document evaluation of the application in the system	None	30 minute/s	• Agriculturist II; National Seed Quality Control Services Division
	4.2. Recommendation for approval of the application by BPI NSQCS Chief through online system		15 minute/s	• Division Chief; National Seed Quality Control Services Division
	4.3. Approve and sign Certificate of Accreditation through online system (e-signature)		15 minute/s	• Director; Bureau of Plant Industry
5. Receive Certificate of Accreditation **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories	5.1. Issue certificate of accreditation	None	5 minute/s	• Chief; NSQCS Regional/Satellite Offices
	5.2. Issue and collect Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• CSF Focal; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 12 working day/s, 1 hour/s, 36 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Inbred Rice** : 500
- **Hybrid Rice (1-10 hectares)** : 1000
- **Hybrid Rice (above 10 hectares)** : 3000
- **OPV Corn (1-10 hectares)** : 500
- **OPV Corn (11-20 hectares)** : 1000
- **OPV Corn (above 20 hectares)** : 2000
- **Field Legumes (Mungbrean, Peanut, Soybean)** : 500

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 of a superior variety registered under the National Seed Industry Council (NSIC) and has undergone and passed the plant material certification process for asexually propagated seedlings.

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Application Form (BPI-NSQCS-PMC Form 1b) (4) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
2. Plant Nursery Accreditation Certificate of the Nursery (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
Remarks: *Not applicable for DA Stations and BPI nurseries.*	
3. Plant Material Certificate of Mother Trees (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
4. Receipt of payment of application fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
Remarks:	

Not applicable for DA Stations and BPI Center nurseries

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out application form and submit other documentary requirements **Location:** National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories	1.1. Receive Application Form and other documentary requirements	**Standard Fees** Breakdown: Application Fee: PHP 50 Total: PHP 50	5 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.2. Review completeness of the form and validity of the documents		30 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
2. Coordinate and cooperate with the Plant Material Inspector during the	2.1. Evaluate and inspect rootstocks ready for asexual	None	4 hour/s	• Designated Plant Material Inspector

conduct of rootstock inspection in the nursery **Location:** Client's nursery	propagation in the nursery			(Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	2.2. Prepare and accomplish Preliminary Inspection Report for rootstocks		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
3. Coordinate and cooperate with the Plant Material Inspector for the supervision of the collection of propagules in the scion grove **Location:**	3. Supervise the collection of propagules from certified mother trees	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/

Client's nursery or scion/foundation grove				Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the asexual propagation in the nursery **Location:** Client's nursery	4.1. Supervise the asexual propagation of seedlings	None	3 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	4.2. Prepare and accomplish Preliminary Inspection Report for asexually propagated seedlings		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/S

				atellite Offices
5. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring of seedlings in the nursery **Location:** Client's nursery **Notes/Instruction:** Activity is conducted based on the biological condition of the propagated seedlings: • 4-6 months after propagation for coffee • 1-2 months after propagation for other fruits and plantation crops	5.1. Monitor the status and quantity of surviving propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	5.2. Prepare and accomplish Monitoring Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
6. Coordinate and cooperate with the Plant Material Inspector during the	6.1. Conduct final Inspection for the status of asexually propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector

conduct of final inspection of seedlings in the nursery **Location:** Client's nursery				(Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); National Seed Quality Control Services Division
	6.2. Prepare and accomplish Final Inspection Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	6.3. Endorse application and reports to NSQCS Central Office		1 working day/s	• Chief; NSQCS Regional/Satellite Offices
	6.4. Encode details of tagging material with QR Code		10 minute/s	• Agriculturist II/ Admin Aide IV;

					National Seed Quality Control Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
		6.5. Printing of tagging materials with a Barcode Printer		30 minute/s	• Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/S

				atellite Offices
	6.6. Shipping and receiving of tagging Materials		3 working day/s	• Senior Agriculturist/ Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
7. Pay corresponding fees **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories	7. Collection of Fees for tagging materials	**Possible Fees** Breakdown: Seedling Tag (per piece): PHP 1.2	5 minute/s	• Special Collecting Officer; NSQCS Regional/Satellite Offices
8. Coordinate and assist the Plant Material Inspector during the conduct tagging of seedlings in the nursery **Location:**	8.1. Individual tagging of asexually propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturis

Client's nursery **Notes/Instruction:** Average of 1,000 seedlings can be tagged in 1 working day depending on the number of personnel that will be lent by the nursery to assist in the tagging of planting materials				t II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	8.2. Issue and Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• CSF Focal; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 11 working day/s, 7 hour/s, 21 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 50 See other fees below		
Possible Fees • **Seedling Tag (per piece)** : 1.2				

3. Application for Plant Material Certification of Mother 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 propagules for the propagation of certified seedlings.

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Application Form (BPI-NSQCS-PMC Form 1a) (4) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services Central Office or Regional/Satellite Laboratories
2. Proof of Varietal Identity *Any of the following:*	
2.A. Purchase Receipt of Planting Material (1) Photo Copy	Applicant / Client
Remarks: *Must indicate the crop, variety and respective quantities purchased/obtained*	
---- OR ----	
2.B. Certification from the source of Planting Material (1) Photo Copy	Applicant / Client
Remarks: *Must indicate the crop, variety and respective quantities provided/obtained*	
---- OR ----	
2.C. Certification from knowledgeable person such as experts or who have experience regarding the crop being	Applicant / Client

applied for (1) Photo Copy	
Remarks: *Must indicate the crop, variety and the number of trees verified by the crop expert*	
---- OR ----	
2.D. Photo of Seedling Tag Attached to the plant (1) Photo Copy	Applicant / Client
---- OR ----	
2.E. DNA Analysis Report (1) Photo Copy	Applicant / Client
---- OR ----	
2.F. • Result of re-evaluation of varietal characteristics based on NSIC parameters for one fruiting season (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services Central Office/Regional/Satellite Laboratories
3. Layout Map and Layout of Trees (1) Photo Copy	Applicant / Client
Remarks: *Layout of trees must include a legend and must individually represent each tree being applied for certification*	
4. Receipt of Payment of application fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office/Regional/Satellite Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Fill out application form and submit other documentary requirements to Regional/Satellite National Seed Quality Control Services **Location:**	1.1. Receive Application Form and other documentary requirements	**Standard Fees** Breakdown: Application Fee: PHP 50 Total: PHP 50	5 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/

National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories				Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.2. Review accurateness and completeness of the documents		30 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.3. Prepare and accomplish Evaluation Report of evaluated documents		30 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices • Chief; NSQCS Regional/S

				atellite Offices
2. Coordinate and cooperate with the Plant Material Inspector during the conduct of inspection of mother trees **Location:** Nursery or Scion/Foundation Grove of the applicant **Notes/Instruction:** Time may differ depending on the site location, weather conditions and number of trees to be inspected	2.1. Conduct inspection of candidate mother trees	None	3 hour/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices • Deputized Plant Material Inspector; Department of Agriculture Regional Field Offices (DA-RFOs)
	2.2. Prepare and accomplish Inspection Report of inspected trees		30 minute/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/S

				atellite Offices • Deputized Plant Material Inspector; Department of Agriculture Regional Field Offices (DA-RFOs)
		2.3. Endorse application and accomplished reports from Regional/Satellite Office to Central Office	2 working day/s	• Chief; NSQCS Regional/Satellite Offices
		2.4. Final review of the submitted documents by Central Office	30 minute/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division
		2.5. Preparation of certificate with QR code	10 minute/s	• Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division
		2.6. Endorsement of certificate to the Director for signature	10 minute/s	• Division Chief; National Seed Quality Control Services Division
		2.7. Encoding of details of Tagging	30 minute/s	• Agriculturist II;

	Materials			National Seed Quality Control Services Division
	2.8. Endorse codes to contracted company for printing of tagging materials		10 minute/s	• Agriculturist II; National Seed Quality Control Services Division
	2.9. Coordinate with contracted company for the printing of tagging materials		14 working day/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division
	2.10. Checking the correctness of the printed tagging material		1 hour/s	• Agriculturist II; National Seed Quality Control Services Division
	2.11. Shipping of tagging materials and certificate		3 working day/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division

3. Pay corresponding fees **Location:** National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories	3. Collection of fees for tagging materials	**Possible Fees** Breakdown: Plate Tags (per piece): PHP 100	10 minute/s	• Special Collecting Officer; NSQCS Regional/Satellite Offices
4. Coordinate and assist the Plant Material Inspector during the tagging of trees and receive certificate **Location:** Client's nursery or scion/foundation grove	4.1. Tagging of candidate mother trees and issuance of certificate	None	2 hour/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices • Deputized Plant Material Inspector; Department of Agriculture Regional Field Offices (DA-RFOs)
	4.2. Issue and Collect Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• CSF Focal Person; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 20 working day/s, 1 hour/s, 16 minute/s		
Total Processing Fee:		Total Standard Fee:		

	PHP 50 See other fees below

Possible Fees

- **Plate Tags (per piece)** : 100

4. 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 sexually propagated them in the presence of inspectors. The tags signify that the seedlings are true-to-type of a superior variety registered under the National Seed Industry Council (NSIC) and has undergone and passed the plant material certification process for sexually propagated seedlings.

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Filled up Application Form (BPI-NSQCS-PMC Form 1c) (4) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
2. Plant Nursery Accreditation Certificate of the Nursery (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
Remarks: *Not applicable for DA Stations and BPI nurseries.*	
3. Plant Material Certificate of Mother Trees (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
4. Receipt of payment of application fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories

Remarks:

Not applicable for DA Stations and BPI Center nurseries

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out application form and submit other documentary requirements **Location:** National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories	1.1. Receive Application Form and other documentary requirements	**Standard Fees** Breakdown: Application Fee: PHP 50 Total: PHP 50	5 minute/s	• Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I; NSQCS Regional/Satellite Offices
	1.2. Review completeness of the form and validity of the documents		30 minute/s	• Designated Plant Material Inspectors (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
2. Coordinate and cooperate with the Plant Material Inspector for the supervision of the	2. Supervise collection of fruits	None	2 hour/s	• Designated Plant Material Inspector (Senior Agriculturis

collection of fruits in the scion grove **Location:** Client's nursery or scion/foundation grove				t/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
3. Coordinate and cooperate with the Plant Material Inspector for the supervision of the extraction of seeds in the nursery **Location:** Client's nursery or scion/foundation grove	3.1. Supervise extraction of seeds	None	2 hour/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	3.2. Prepare and accomplish Inspection Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician

				II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
4. Coordinate and cooperate with the Plant Material Inspector for the supervision of the seed sowing **Location:** Client's nursery	4. Supervise seed sowing and layout	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
5. Coordinate and cooperate with the Plant Material Inspector for the supervision of the transplanting **Location:** Client's nursery	5.1. Supervise transplanting from seed bed to individual plastic bag	None	3 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	5.2. Prepare and accomplish Preliminary Inspection Report		30 minute/s	• Chief; NSQCS Regional/S

				atellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
6. Coordinate and cooperate with the Plant Material Inspector during the conduct of monitoring of seedlings **Location:** Client's nursery **Notes/Instruction:** Activity is conducted based on the biological condition of the propagated seedlings: • 4-6 months after propagation for coffee	6.1. Monitor the status and quantity of surviving propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	6.2. Prepare and accomplish Monitoring Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior

				Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
7. Coordinate and cooperate with the Plant Material Inspector during the conduct of final inspection of seedlings **Location:** Client's nursery	7.1. Conduct final Inspection for the status of sexually propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); National Seed Quality Control Services Division
	7.2. Prepare and accomplish Final Inspection Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturis

				t I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	7.3. Endorse Application and reports to NSQCS Central Office		1 working day/s	• Chief; NSQCS Regional/Satellite Offices
	7.4. Encode details of tagging material with QR Code		10 minute/s	• Agriculturist II/ Admin Aide VI; National Seed Quality Control Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	7.5. Printing of tagging materials with a Barcode Printer		30 minute/s	• Agriculturist II/ Admin Aide IV; National Seed Quality Control

					Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
		7.6. Shipping and Receiving of tagging Materials		3 working day/s	• Senior Agriculturist/ Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division • Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/S

				atellite Offices
8. Pay corresponding fees **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories	8. Collection of Fees for tagging materials	**Possible Fees** Breakdown: Seedling Tag (per piece): PHP 1.2	5 minute/s	• Special Collecting Officer; NSQCS Regional/Satellite Offices
9. Coordinate and assist the Plant Material Inspector during the conduct tagging of seedlings in the nursery **Location:** Client's nursery **Notes/Instruction:** Average of 1,000 seedlings can be tagged in 1 working day depending on the number of personnel that will be lent by the nursery to assist in the tagging of planting materials	9.1. Individual tagging of asexually propagated seedlings	None	1 working day/s	• Designated Plant Material Inspector (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	9.2. Issue and Collect Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• CSF Focal; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 11 working day/s, 7 hour/s, 21 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 50 See other fees below		

Possible Fees

- **Seedling Tag (per piece)** : 1.2

5. 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.

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For New Private Nurseries	
A.1. Letter of Intent (1) Original Copy	Applicant / Client
Remarks: *Include the list of crops and varieties to be applied*	
A.2. Accomplished Application Form (BPI-NSQCS-PNA Form 1) (3) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
A.3. Mayor's Permit for the Current Year (1) Photo Copy	Local Government Unit - Business Permit and Licensing Department
A.4. Burea of Internal Revenue (BIR) Registration Certificate (1) Photo Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
A.5. Notarized authorization of applicant (1) Photo Copy	Applicant / Client
Remarks: *For Private Groups only*	

A.6. Registration Certificate applicable *Any of the following:*	
A.6.A. DTI Registration Certificate (1) Photo Copy	Department of Trade and Industry - Regional and Provincial Offices
---- OR ----	
A.6.B. CDA Registration Certificate (1) Photo Copy	Cooperative Development Authority - Registration Division or Extension Office
---- OR ----	
A.6.C. SEC Registration Certificate (1) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division
---- OR ----	
A.6.D. DOLE Registration Certificate (1) Photo Copy	Department of Labor and Employment (DOLE) - Regional Office
A.7. Training Certificate on Nursery Establishment and Management issued within 2 years prior to application (1) Photo Copy	Applicant / Client
Remarks: *For Sole Proprietorship/Partnership - the owner must undergo training* *For Private groups/government - at least two (2) personnel, preferrably the nursery manager or propagators in the nursery*	
A.8. Nursery location map, layout and photos (1) Photo Copy	Applicant / Client
A.9. Official Receipt of Application Fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
B. For New Government Nurseries	
B.1. Letter of Intent (1) Original Copy	Applicant / Client
Remarks: *Include the list of crops and varieties to be applied*	
B.2. Filled-up application form (BPI-NSQCS-PNA Form 1) (3) Original Copy	Bureau of Plant Industry - National Seed Quality Control

	Services - Central Office or Regional/Satellite Laboratories
B.3. Authorization of the applicant duly signed by the designated authority of the agency (1) Photo Copy	Applicant / Client
B.4. Training Certificate on Nursery Establishment and Management issued within 2 years prior to application (1) Photo Copy	Applicant / Client
Remarks: *Minimum of two (2) persons*	
B.5. Location map, layout-plan and photos of the nursery (1) Photo Copy	Applicant / Client
B.6. Official receipt of payment for application of accreditation of nursery (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Offices
Remarks: *Non-refundable in the amount of Php 1,000.00* *Not applicable for DA-attached agencies, DA RFOs and its Centers/Stations and BPI Centers*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Fill out application form and submit other documentary requirements **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories **Notes/Instruction:** DA-attached agencies, Centers and Stations and BPI nurseries are exempted from the Application Fee	1.1. Receive Application Form and other documentary requirements	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	5 minute/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.2. Review Accurateness and Completeness of the documents		2 hour/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.3. Prepare and Accomplish the Document Evaluation Report		30 minute/s	• Chief; NSQCS Regional/Satellite Offices • Designated Plant Nursery Evaluator (Senior Agriculturist/

				Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	1.4. Endorses the application to DA-Regulatory for assigning of Plant Nursery Evaluator (PNE)		2 working day/s	• Chief; NSQCS Regional/Satellite Offices
2. Coordinate and cooperate with the Plant Nursery Evaluator during the conduct of inspection **Location:** Client's nursery	2.1. Conduct Inspection and evaluation of the Plant Nursery applied for accreditation	None	5 working day/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices • Deputized Plant Nursery Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)

	2.2. Deliberate result of inspection and prepare Initial Evaluation Report indicate discrepancies, if any		1 working day/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices • Deputized Plant Nursery Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)
	2.3. Prepare endorsement of the documents with the preliminary evaluation report of PNE to the concerned DA-Regulatory Office		2 hour/s	• Chief; NSQCS Regional/Satellite Offices • Deputized Plant Nursery Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)
	2.4. DA-RFO Director endorses document to the BPI Director cc NSQCS Chief		3 working day/s	• Deputized Plant Nursery Evaluator; Departmen

				t of Agriculture - Regional Field Offices (DA-RFOs)
	2.5. Final review reports and submitted documents		30 minute/s	• Agriculturist II; National Seed Quality Control Services Division
	2.6. Prepare final recommendation for BPI Director and issuance of notification letter		20 minute/s	• Chief; National Seed Quality Control Services Division • Senior Agriculturist/ Agriculturist II;
	2.7. Prepare Certificate with QR Code for signature of BPI Director		10 minute/s	• Senior Agriculturist/ Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division
	2.8. Ship/send the signed Certificate of Accreditation to the concerned NSQCS Regional/Satellite Office		3 working day/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division

3. Receive and sign the Certificate of Accreditation **Location:** National Seed Quality Control Services - Regional/Satellite Laboratory or Client's nursery **Notes/Instruction:** A photocopy of the certificate shall be signed by the client indicating that she/he has received the certificate and agree to the terms and conditions indicated at the back of the certificate.	3.1. Issue Certificate of Accreditation	None	5 minute/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I); NSQCS Regional/Satellite Offices
	3.2. Issue and collect the Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• CSF Focal; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 14 working day/s, 5 hour/s, 41 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		

6. Application for Plant Tissue Culture Facility Accreditation

The National Seed Quality Control Services (NSQCS) of the Bureau of Plant Industry (BPI) issues Certificates of Accreditation for Plant Tissue Culture Facility to laboratories that demonstrate the capability to produce quality planting materials, according to the guidelines. By ensuring compliance of laboratories to the guidelines, disease-free and quality planting materials produced are guaranteed.

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. For Private Nurseries	
A.1. Letter of Intent (1) Original Copy	Applicant / Client
A.2. Accomplished Application Form (BPI-NSQCS-PTCF Form 1) (3) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
A.3. Mayor's Permit for the Current Year (1) Photo Copy	Local Government Unit - Business Permit and Licensing Department
A.4. Burea of Internal Revenue (BIR) Registration Certificate (1) Photo Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
A.5. Notarized authorization of applicant (1) Photo Copy	Applicant / Client
Remarks: *For Private Groups only*	
A.6. Registration Certificate applicable *Any of the following:*	
A.6.A. DTI Registration Certificate (1) Photo Copy	Department of Trade and Industry - Regional and

	Provincial Offices
---- OR ----	
A.6.B. CDA Registration Certificate (1) Photo Copy	Cooperative Development Authority - Registration Division or Extension Office
---- OR ----	
A.6.C. SEC Registration Certificate (1) Photo Copy	Securities and Exchange Commission - Corporate Filing and Records Division
---- OR ----	
A.6.D. DOLE Registration Certificate (1) Photo Copy	Department of Labor and Employment (DOLE) - Regional Office
A.7. location map, layout and photos of the plant tissue culture facility (1) Photo Copy	Applicant / Client
A.8. Official Receipt of Application Fee (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
B. For Government Nurseries	
B.1. Letter of Intent (1) Original Copy	Applicant / Client
B.2. Filled-up application form (BPI-NSQCS-PTCF Form 1) (3) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Laboratories
B.3. Authorization of the applicant duly signed by the designated authority of the agency (1) Photo Copy	Applicant / Client
B.4. 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 the DA Center/Station (1) Photo Copy	Applicant / Client
B.5. Location map, layout-plan and photos of the plant tissue culture facility (1) Photo Copy	Applicant / Client
B.6. Official receipt of payment for application of accreditation of plant tissue culture facility (1) Photo Copy	Bureau of Plant Industry - National Seed Quality Control Services - Central Office or Regional/Satellite Offices
Remarks:	

Non-refundable in the amount of Php 5,000.00

Not applicable for DA-attached agencies, DA RFOs and its Centers/Stations

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out application form and submit other documentary requirements **Location:** National Seed Quality Control Services - Regional/Satellite Laboratories **Notes/Instruction:** DA-attached agencies, Centers and Stations and BPI nurseries are exempted from the Application Fee	1.1. Receive Application Form and other documentary requirements	**Standard Fees** Breakdown: Application Fee: PHP 5000 Total: PHP 5000	5 minute/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices
	1.2. Evaluate for completeness of submitted documents		30 minute/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices
	1.3. Prepare Document Evaluation Form (BPI-NSQCS-PTCFA Form 2)		15 minute/s	• Designated Plant Nursery Evaluator (Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS

				Regional/Satellite Offices
	1.4. Endorse application and document evaluation form to NSQCS Central Office		3 working day/s	• Chief; NSQCS Regional/Satellite Offices
2. Coordinate with Tissue Culture Evaluators during the conduct Evaluation and On-Site Audit **Location:** Client's plant tissue culture facility	2.1. Identify and assign a Tissue Culture Evaluator	None	30 minute/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division
	2.2. Coordinate with evaluators and prepare for on-site evaluation		3 working day/s	• Senior Agriculturist; National Seed Quality Control Services Division • Chief; NSQCS Regional/Satellite Offices
	2.3. Assist in the conduct of pre-evaluation meeting with applicant and evaluators		30 minute/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division • Designated Plant Tissue Culture Facility Evaluator (Senior Agriculturis

				t/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices • Designated Plant Tissue Culture Facility Evaluator; Bureau of Plant Industry-Research Development and Production Support Centers • Deputized Tissue Culture Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)
	2.4. Assist in the conduct of on-site audit of Tissue Culture Facility		2 hour/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division • Designated Plant Tissue Culture Facility Evaluator (Senior

				Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices • Designated Plant Tissue Culture Facility Evaluators; Bureau of Plant Industry-Research Development and Production Support Centers • Deputized Tissue Culture Evaluators; Department of Agriculture - Regional Field Offices (DA-RFOs)
	2.5. Assist in the conduct of exit conference with the applicant and evaluators. Indicate corrective measures in the audit, if any.		30 minute/s	• Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division • Designated Plant Tissue Culture Facility Evaluator

					(Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices • Designated Plant Tissue Culture Facility Evaluator; Bureau of Plant Industry-Research Development and Production Support Centers • Deputized Tissue Culture Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)
		2.6. Prepare and Accomplish the facility evaluation report		30 minute/s	• Designated Plant Tissue Culture Facility Evaluator (Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/S

				atellite Offices • Designated Plant Tissue Culture Facility Evaluator; Bureau of Plant Industry-Research Development and Production Support Centers • Deputized Tissue Culture Evaluator; Department of Agriculture - Regional Field Offices (DA-RFOs)
	2.7. Endorse evaluation results of the on-site audit to the BPI Director		3 working day/s	• Division Chief; National Seed Quality Control Services Division
	2.8. Prepare Certificate of Accreditation and sign certificate by BPI Director		1 working day/s	• Senior Agriculturist/ Agriculturist II/ Admin Aide IV; National Seed Quality Control Services Division
	2.9. Shipping of certificate to the concerned NSQCS		3 working day/s	• Senior Agriculturist/

	Regional/Satellite office			Agriculturist II; National Seed Quality Control Services Division
3. Receive and sign the Certificate of Accreditation **Location:** National Seed Quality Control Services - Regional/Satellite Laboratory or Client's tissue culture faclity **Notes/Instruction:** A photocopy of the certificate shall be signed by the client indicating that she/he has received the certificate and agree to the terms and conditions indicated at the back of the certificate.	3.1. Issue Certificate of Accreditation	None	5 minute/s	• Designated Plant Tissue Culture Facility Evaluator (Senior Agriculturist/ Agriculturist II/ Laboratory Technician II); NSQCS Regional/Satellite Offices
	3.2. Issue and collect the Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• CSF Focal; NSQCS Regional/Satellite Offices
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s, 56 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		

7. Application for Seed Testing

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

Office or Division:	National Seed Quality Control Services Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. BPI-NSQCS Form No. 1. Request form for Seed Testing (1) Original Copy	Bureau of Plant Industry - National Seed Quality Control Services Central Office or Regional/Satellite Laboratories
2. Seed Sample (See remarks for minimum quantity) (Sample: 1000 grams)	Applicant / Client

Remarks:

***For Seed Certification purposes**: 1,000 grams for the eligible crops: Rice (Inbred/Hybrid), OPV Corn, Peanut, Mung bean, Soybean, White Potato, Cotton, Tobacco, Wheat and Soghum*

***For Specific Seed Testing Purposes:** Quantity to be submitted may vary based on the test to be conducted and the crop to be tested. Minimum requirements follows those listed in International Seed Testing Association (ISTA) Table 2C.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out the request form for seed testing and submit it together with the seed sample/s	1. Receive submitted request form and seed samples	None	25 minute/s	• Agriculturist II; National Seed Quality

Location: NSQCS Central Office or Regional/Satellite Laboratories				Control Services Division • Senior Agriculturist/Agriculturist II/ Agriculturist I/ Laboratory Technician I/ Laboratory Aide II; NSQCS Regional/Satellite Offices
2. Pay the laboratory fee **Location:** NSQCS Central Office or Regional/Satellite Laboratories	2.1. Issue official receipt	**Possible Fees** Breakdown: Complete test for seed sample for certification per sample: PHP 130 Seed analysis (Purity) per sample: PHP 18 Seed Analysis (Germination of Small seeded) per sample: PHP 42 Seed Analysis (Germination of big seeded): PHP 110 Seed Analysis (Moisture Content Determination Test) per sample: PHP 50	5 minute/s	• Collecting Officer; National Seed Quality Control Services Division • Special Collecting and Disbursing Officers ; NSQCS Regional/Satellite Offices
	2.2. Assign laboratory number and codes		30 minute/s	• Agriculturist II; National Seed Quality Control Services Division • Senior Agriculturist/Agriculturist II/ Agriculturist I/ Laboratory Technician I/

		Seed Analysis (Seed Health Test for Seedborne Virus) per sample: PHP 130 Seed Analysis (Seed Health Test for other seedborne Pathogens) per sample: PHP 42 Seed Analysis (Determination of other varieties) per sample: PHP 30 Seed Analysis (Tetrazolium Test for Small Seeded): PHP 200 Seed Analysis (Tetrazolium Test for Big Seeded) per sample: PHP 130 Seed Analysis (Vigor test) per sample: PHP 65 Orange International Seed Lot Certificate: PHP 600 Blue International Seed Sample Certificate: PHP 240		Laboratory Aide II; NSQCS Regional/Satellite Offices
	2.3. Prepare working sample		2 hour/s	• Agriculturist II; National Seed Quality Control Services Division • Senior Agriculturist/Agriculturist II/ Agriculturist I/ Laboratory Technician I/ Laboratory Aide II; NSQCS Regional/Satellite Offices
	2.4. Record and dispatch working sample to the different units		30 minute/s	• Agriculturist II; National Seed Quality Control Services Division • Senior Agriculturist/Agriculturist II/ Agriculturist I/ Laboratory Technician I/ Laboratory Aide II; NSQCS Regional/Satellite Offices

	2.5. Conduct the requested seed testing (as per clients request)		14 working day/s	• Agricultural Center Chief (ACC) III/ Senior Agriculturist/ Agriculturist II/ Agriculturist I; National Seed Quality Control Services Division • Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I/ Laboratory Aide IV/ Laboratory Aide II/ Laboratory Aide I; NSQCS Regional/Satellite Offices
	2.6. Prepare result of laboratory analysis		50 minute/s	• Agriculturist II/ Laboratory Aide II; National Seed Quality Control Services Division • Senior Agriculturist/

				Agriculturist II/ Agriculturist I/ Laboratory Technician II/ Laboratory Technician I/ Laboratory Aide IV/ Laboratory Aide II/ Laboratory Aide I; NSQCS Regional/Satellite Offices
	2.7. Check and initial result of laboratory analysis		50 minute/s	• Agricultural Center Chief (ACC) III/ Senior Agriculturist/ Agriculturist II; National Seed Quality Control Services Division • Senior Agriculturist/ Agriculturist II/ Agriculturist I/ Laboratory Technician I; NSQCS Regional/Satellite Offices
	2.8. Approve result of laboratory analysis		30 minute/s	• Division Chief; National Seed

				Quality Control Services Division • Chief; NSQCS Regional/Satellite Offices
3. Pick up result of laboratory analysis **Location:** NSQCS Central Office or Regional/Satellite Laboratories	3.1. Issue result of laboratory analysis	None	40 minute/s	• Agriculturist II; National Seed Quality Control Services Division • Senior Agriculturist/Agriculturist II/ Agriculturist I/ Laboratory Technician I/ Laboratory Aide II; NSQCS Regional/Satellite Offices
	3.2. Issue and Collect Customer Satisfaction Measurement Form (CSMF) (Optional)		1 minute/s	• Agriculturist II; National Seed Quality Control Services Division • Agriculturist II/ Agriculturist I/ Laboratory Technician I/ Laboratory Aide II; NSQCS Regional/S

				atellite Offices

General Remarks

Seed testing timeline may be affected by crop type and other biological factors. Presented timeline is the average processing time for 20 submitted samples.

Total Processing Time:	Working Days: 14 working day/s, 6 hour/s, 21 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **Complete test for seed sample for certification per sample** : 130
- **Seed analysis (Purity) per sample** : 18
- **Seed Analysis (Germination of Small seeded) per sample** : 42
- **Seed Analysis (Germination of big seeded)** : 110
- **Seed Analysis (Moisture Content Determination Test) per sample** : 50
- **Seed Analysis (Seed Health Test for Seedborne Virus) per sample** : 130
- **Seed Analysis (Seed Health Test for other seedborne Pathogens) per sample** : 42
- **Seed Analysis (Determination of other varieties) per sample** : 30
- **Seed Analysis (Tetrazolium Test for Small Seeded)** : 200
- **Seed Analysis (Tetrazolium Test for Big Seeded) per sample** : 130
- **Seed Analysis (Vigor test) per sample** : 65
- **Orange International Seed Lot Certificate** : 600
- **Blue International Seed Sample Certificate** : 240

Information and Computer Section

External Services

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

The Information and Computer Section (ICS) maintains copies of developed IEC materials and distributes them to clientele. ICS also uploads them on
BPI website for wider and more efficient dissemination.

Office or Division:	Information and Computer Section
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Log in the Official Library Logbook (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For school or office library or organization's event requesting for multiple copies of multiple IEC materials	
A.1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Request letter may be hand-carried to the Information and Computer Section or email to bpi.do@buplant.da.gov.ph*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Walk in the Library or submit request letter personally or through e-mail. **Location:** Library - 2nd Floor - Information and Computer Section	1.1. Receive letter or verify purpose of information and education and communication material/s needed (walk-ins)	None	10 minute/s	• Chief, Information and Computer Section; Information and Computer Section
	1.2. Forward request letter to the Office of the Director		1 working day/s	• Chief, Information and Computer Section; Information and Computer Section
	1.3. Retrieve, reproduce the information, education and communication materials requested and send to requesting party or email the link to the website where the materials may be downloaded.		1 working day/s	• Chief, Information and Computer Section; Information and Computer Section
2. Collect or receive the requested Information, Education and Communication materials **Location:** Library - 2nd Floor - Information and Computer Section	2.1. Present the Information, Education and Communication materials to the requesting party	None	10 minute/s	• Chief, Information and Computer Section; Information and Computer Section
	2.2. Issue and collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Chief, Information and Computer Section; Information and Computer Section
Total Processing Time:		Working Days: 2 working day/s, 21 minute/s		

Total Processing Fee:	Total Standard Fee: None

Cashier Section

External Services

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

Office or Division:	Cashier Section
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Order of Payment (O.P.) (Appendix 28) (3) Original Copy	Accounting and Cashier Section - Bureau of Plant Industry
Remarks: *(1st Copy Accounting; 2nd & 3rd Copy Cashier Section)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure an Order of Payment **Location:** Administrative Building - 1st Floor - Cashier Section	1. Issuance of order of payment (Appendix 28)	None	9 minute/s	• Officer of the Day; Any of requesting office / division

2. Proceed to window of Cashier Section for payment **Location:** Administrative Building - 1st Floor - Cashier Section	2. Issuance of Official Receipt based on Order of payment (O.P.) issued by Accounting Section	**Standard Fees** Breakdown: Based on Order of Payment (O.P.): PHP 0 Total: PHP 0	5 minute/s	• Collecting Officer; Cashier Section
3. Issue Official Receipt **Location:** Administrative Building - 1st Floor - Cashier Section	3.1. Collection of Official Receipt	None	1 minute/s	• Client; Any of requesting office / division
	3.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Collection of Official Receipt; Any of requesting office / division
Total Processing Time:		Working Days: 16 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 0		

Human Resources Section

External Services

1. Hiring of Plantilla Personnel

The Bureau of Plant Industry (BPI) ensures a fair, transparent, and merit-based selection process in the hiring of qualified applicants for plantilla positions. In accordance with the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Rule VII, the BPI publishes and posts all vacant positions in the career service, including executive and managerial positions authorized to be filled. Vacant positions, along with their qualification standards and plantilla item numbers, are posted in three conspicuous places and published through the CSC and BPI websites for a period of at least ten (10) calendar days, as required by Republic Act No. 7041 and its implementing guidelines. The publication of a vacant position remains valid until the position is filled, but not beyond nine (9) months from the date of publication (Sec.30). This process ensures that all interested and qualified individuals are given equal opportunity to apply and be considered for government service in line with the principles of transparency, merit, and fitness.

Office or Division:	Human Resources Section
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Interested Applicants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Applicant Requirements (1) Original Copy And (1) Photo Copy	Applicant / Client

Remarks:

Application:

1. Letter of intent
2. Fully accomplished and notarized Personal Data Sheet(PDS) Form 212, revised 2017 with recent passport size ID and work Experience Sheet
3. performance Rating in the last rating period
4. Certified authenticated of eligibility/rating/license
5. Certified/authenticated of Transcript of Records

Upon Appointment:

1. Personal Data Sheet (PDS) Form 212, revised 2017
2. Authenticated Copy of Civil Service Eligibility/PRC License
3. Authenticated Transcript of Records
4. Performance Rating (Last Rating Period)
5. Medical Certificate CS form no. 211 revised 2018
6. Valid NBI clearance
7. PSA issued Birth Certificate

8. Marriage Contract (if married)
9. Philhealth ID or Membership registration Form

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
5. Statement of Assets and Liabilities and Net Worth (SALN)
6. Landbank ATM Application Number
7. BIR 2316 (Certificate of Compensation Payment/Tax Withheld
8. BIR withholding certificates
9. Certificate of Deduction

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Check BPI website, bulletin board or CSC website for the list of job vacancies **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	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 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section

2. Submits the complete application requirements through this link: https://bit.ly/bpi-online application. **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	2. Monitor and check received online applications Only Qualified applicants with completed requirements and who applied within the application period will be contacted for the formal assessment process	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
3. Confirm the attendance to the exam and attend the scheduled date at BPI Office **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	3.1. Schedule qualified applicants for examination	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	3.2. Administers the examination to qualified applicants		3 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	3.3. Evaluates the examination		30 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	3.4. Unsuccessful applicants will be notified formally by the HRS via email		10 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section

4. Confirms the attendance to the interview and attend the scheduled date at BPI Office **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	4.1. Schedule qualified applicants for an interview with the HRMPSB Members	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	4.2. Conducts the interview and evaluates the qualified applicants		15 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
5. Wait for the update of the deliberation process **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	5.1. Schedule of HRMPSB Deliberation	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.2. Conduct HRMPSB deliberation		3 hour/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.3. Prepares and endorse Shortlisted Applicants		5 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.4. Recommends candidates to the vacant position		1 hour/s	• Administrative Officer; Human Resources

				Section (HRS); Human Resources Section
	5.5. Submits recommended candidates to DA-Personnel Division		3 hour/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.6. Prepares appointment and other requirements		15 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.7. Appointment for signature of Chief, Personnel, Chairman of HRMPSB and Appointing Authority		10 minute/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
	5.8. Submits appointment papers to CSC Field Office		1 hour/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section

6. Confirm Schedule for Oath Taking of Newly Appointed Personnel **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	6. Conducts Oath Taking Ceremony	None	3 hour/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
7. Newly appointee(s) assumes office and submits pre-employment requirements (Appointees should assume within 30 days of receipt of written notice) **Location:** Administrative Division Building - 2nd Floor - Human Resources Section	7. Conducts orientation for Newly appointed personnel	None	4 hour/s	• Administrative Officer; Human Resources Section (HRS); Human Resources Section
Total Processing Time:		Working Days: 2 working day/s, 53 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Biotechnology Office

External Services

1. OPERATIONALIZATION OF FIELD TRIAL MONITORING

This procedure starts from the notice to begin field trial from the permit holder and ends with the submission of monitoring reports.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Biosafety Permit Holders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Oath of Undertaking (1) Original Copy	Bureau of Plant Industry - Biotechnology Offie
2. Schedule of Activities for Field Trial (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Notification to begin the field trial **Location:** BPI Biotechnology office **Notes/Instruction:** The biosafety permit holder shall notify the BPI biotechnology office and provide the oath of undertaking.	1. Check sufficieny of subbmitted documents	None	3 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
2.Document is sufficient				
***For Document is sufficient** 2.A.Communicate and provide a	2.A. Accept and review the submitted document	None	1 working day/s	• Senior Agriculturist; Bureau of Plant Industry

schedule of field trial activities **Location:** BPI Biotechnology Office				Central Office > Office of the Director > Biotechnology Office
***For Document provided is insufficient** 2.B.Provide revised document **Location:** BPI Biotechnology Office	2.B. Inform the permit holder of the needed revision or insufficient document needed from the permit holder	None	1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
3. Provide the schedule of activities to be conducted during the field trial **Location:** BPI Biotechnology Office	3.1. Identify activities for the field trial needing the presence of regulators	None	1 working day/s	• Senior Agriculturis ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	3.2. Communicate the identified activities needeing regulatory oversight to the permit holder		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
4. Arrange and organize the field trial activity **Location:** this would be on a case by case basis as	4.1. To conduct the monitoring and inspection during the conduct of field trial activity	None	1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of

this depends on the approved trial location				the Director > Biotechnology Office
	4.2. Accomplish the monitoring checklist and communicate results to the permit holder		1 hour/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	4.3. Record and file the monitoring cheklist to the BPI Biotechnology office		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office

Total Processing Time:	
***For Document is sufficient**	Working Days: 8 working day/s, 1 hour/s
***For Document provided is insufficient**	Working Days: 8 working day/s, 1 hour/s
Total Processing Fee:	
***For Document is sufficient**	Total Standard Fee: None
***For Document provided is insufficient**	Total Standard Fee: None

2. OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR COMMERCIAL PROPAGATION OF SINGLE EVENT

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permits for Commercial Propagation, authorizing the planting and cultivation of genetically modified (GM) crops.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. Departments or agencies of the Philippine Government 2. University-based research institution in the Philippines 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 4. Corporation registered with the Securities and Exchange Commission of the Philippines 5. Cooperative registered with the Cooperative Development Authority of the Philippines
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form (2) Original Copy And (1) Electronic Copy	Biotechnology Office - Bureau of Plant Industry
Remarks: *Application form can be downloaded on the BPI Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php*	
2. Technical Dossiers (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Risk Assessment Report (2) Original Copy And (1) Electronic Copy	Applicant / Client
4. Proposed Public Information Sheet (PIS) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The Public Information Sheet (PIS) template can be downloaded on the Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php*	

5. Proof of Payment of Application Fee and Risk Assessment Review (RAR) Cost (1) Photo Copy	Cashier's Office - Bureau of Plant Industry
Remarks: *A photocopy of the Official Receipts from the Cashier Section must be submitted to the Biotechnology Office, once available.*	
6. Flash drives containing the electronic copies of the application documents (Sample: 5 pieces)	Applicant / Client
Remarks: *The flash drive must contain electronic copies of the following:* *1. Application Form* *2. Technical Dossiers* *3. Risk Assessment Report* *4. Proposed Public Information Sheet (PIS)*	
7. Insect Resistance Management Plan (2) Original Copy	Applicant / Client
Remarks: *This is only applicable for GM plant and plant products with Insect Resistance trait*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete pertinent documentary requirements **Location:** Bureau of Plant Industry Biotechnology Office	1. Received complete documentary requirements	None	10 minute/s	• Senior Agriculturist; Biotechnology Office
2. Secure a copy of the Order of Payment and pay the Application Fee **Location:**	2.1. Prepare acknowledgment receipt	**Standard Fees** Breakdown: Application Fee: PHP 1000	10 minute/s	• Agricultural Technician II; Biotechnology Office

Bureau of Plant Industry Biotechnology Office and Cashier Section	2.2. Issue Order of Payment	Total: PHP 1000	10 minute/s	• Section Chief; Accounting Section
	2.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section
3. Receive official acceptance letter for the application **Location:** Bureau of Plant Industry Biotechnology Office	3.1. Issue acceptance letter and posting of application on the BPI -Biotechnology office website. No application shall be officially accepted unless the documentation is complete	None	1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.2. Inform and request National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.3. Farm out and endorse the application documents to the concerned agencies and assessors		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4. Conduct of Public Participation through posting of the Public Information Sheet (PIS) on the applicant's website and publication of PIS in the newspaper. **Location:**	4.1. Issue approved PIS for website posting and newspaper publication	None	3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office

Bureau of Plant Industry Biotechnology Office				• Bureau of Plant Industry Director; Office of the Director
	4.2. Confirm the newspaper publication and posting on the applicant's website of the approved PIS		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.3. Post the approved PIS on the BPI or Biotechnology Office website		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.4. Conduct the public comment period		15 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.5. Compile the received comments and endorse to the applicant		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.6. Collect the applicant's response to the received		5 working day/s	• Senior Agriculturist;

	comments during the public comment period			Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.7. Endorse the consolidated report, reflecting the public comments the applicant's response, to the BPI Director		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
5. Pay Risk Assessment Review Cost **Location:** Bureau of Plant Industry Biotechnology Office and Cashier Section **Notes/Instruction:** *Note that evaluation cost may vary on a case by case basis depending on the trait of a particular application as there may be a need for further or additional assessment.*	5.1. Prepare Acknowledgment Receipt	**Standard Fees** Breakdown: Risk Assessment Review Cost: PHP 366000 Total: PHP 366000	10 minute/s	• Agricultural Technician II; Biotechnology Office
	5.2. Issue Order of Payment		10 minute/s	• Section Chief; Cashier Section • Section Chief; Accounting Section
	5.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section
6. Attendance to the Joint Assessment Group (JAG) meeting(s)* **Location:** Bureau of Plant Industry Biotechnology Office **Notes/Instruction:**	6.1. Evaluate and conduct the safety risk assessment of the application during the 1st or final JAG Meeting	None	10 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint

This is simultaneously being processed together with public participation or Step number 4				Assessment Group (JAG)
	6.2. Request additional information from the applicant, if necessary		1 working day/s	• Senior Agriculturist ; Biotechnology Office
	6.3. Collect the requested additional information from the applicant		4 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	6.4. Conduct of the second or final JAG meeting, if deemed necessary		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG)
	6.5. Request additional information from the applicant, if necessary		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	6.6. Collect the requested additional information from the applicant		5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician

				II; Biotechnology Office • Members; Joint Assessment Group (JAG) • Bureau of Plant Industry Director; Office of the Director
	6.7. Submit the JAG's final recommendation document to the BPI Director		7 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
7. Receive decision on the proposed IRM plan for events with Insect Resistant (IR) trait* **Location:** BPI Biotechnology Office **Notes/Instruction:** Only applicable to GM plants and plant products with insect resistance trait. This step is also simultaneously being processed with Step 4 and Step 6	7.1. Endorse the proposed IRM plan to the Insect Resistance Management Advisory Team (IRMAT) and Post Approval Monitoring Group (PAMG)	**Standard Fees** Breakdown: IRM Evaluation Cost: PHP 60000 Total: PHP 60000	3 working day/s	• Senior Agriculturist ; Biotechnology Office
	7.2. Evaluate and assess the proposed IRM plan		18 working day/s	• IRMAT, PAMG, Biotechnology Office; Biotechnology Office
	7.3. Endorsement of the IRMAT recommendation to the BPI Director		2 working day/s	• Senior Agriculturist;
8. Receive the decision on the application **Location:**	8.1. Review the recommendations and decide whether to approve or	None	3 working day/s	• Senior Agriculturist; Biotechnology Office

Bureau of Plant Industry Biotechnology Office	disapprove the application			• Agricultural Technician II; Biotechnology Office • Bureau of Plant Industry Director; Office of the 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		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	8.3. Release the original copy of the signed Permit for Commercial Propagation to the applicant		5 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	8.4. Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Chair; Department of Science and Technology -Biosafety Committee

				(DOST-BC) • Chair; Department of Agriculture-Biosafety Committee (DA-BC) • Chair; Department of Environment and Natural Resources-Biosafety Committee (DENR-BC) • Chair; Department of Health-Biosafety Committee (DOH-BC)
	8.5. Posting of the Biosafety Permit on the Bureau of Plant Industry or Biotechnology Office website.		10 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
9. Fill out the Customer Satisfaction Measurement (CSM) Form **Location:** Bureau of Plant Industry Biotechnology Office	9. Issue and collect the accomplished CSM	None	2 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
Total Processing Time:		Working Days: 97 working day/s, 1 hour/s, 27 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 427000		

3. OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR DIRECT USE AS FOOD AND FEED, OR FOR PROCESSING FOR SINGLE EVENT

This service issues Biosafety Permits for single events of genetically modified (GM) plants and plant products intended for direct use as food, feed, or for processing, in accordance with applicable biosafety regulations and evaluation procedures.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	1. Departments or agencies of the Philippine Government 2. University-based research institution in the Philippines 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 4. Corporation registered with the Securities and Exchange Commission of the Philippines 5. Cooperative registered with the Cooperative Development Authority of the Philippines
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form (2) Original Copy And (1) Electronic Copy	Biotechnology Office - Bureau of Plant Industry
Remarks: *Application form can be downloaded on the BPI Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php*	
2. Technical Dossiers (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Risk Assessment Report (2) Original Copy And (1) Electronic Copy	Applicant / Client
4. Proposed Public Information Sheet (PIS) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks:	

The Public Information Sheet (PIS) template can be downloaded on the Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php

5. Proof of Payment of Application Fee and Risk Assessment Review (RAR) Cost (1) Photo Copy	Cashier's Office - Bureau of Plant Industry

Remarks:

A photocopy of the Official Receipts from the Cashier Section must be submitted to the Biotechnology Office, once available.

6. Flash drives containing the electronic copies of the application documents (Sample: 5 pieces)	Applicant / Client

Remarks:

The flash drive must contain electronic copies of the following:

1. *Application Form*
2. *Technical Dossiers*
3. *Risk Assessment Report*
4. *Proposed Public Information Sheet (PIS)*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit complete documentary requirements **Location:** Bureau of Plant Industry Biotechnology Office	1. Received complete documentary requirements	None	15 minute/s	• Senior Agriculturist; Biotechnology Office
2. Secure a copy of the Order of Payment and pay the Application Fee **Location:** Bureau of Plant Industry Biotechnology Office and Cashier Section	2.1. Prepare Acknowledgment Receipt.	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	10 minute/s	• Agricultural Technician II; Biotechnology Office
	2.2. Issue Order of Payment		10 minute/s	• Section Chief; Accounting Section • Section Chief;

				Cashier Section
	2.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section
3. Receive official acceptance letter for the application. **Location:** Bureau of Plant Industry Biotechnology Office	3.1. Issue acceptance letter and posting of application on BPI - Biotechnology Office website. No application shall be officially accepted unless the documentation is complete	None	1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.2. Inform and request the National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.3. Farm out and endorse the application documents to concerned agencies and assessors		1 working day/s	• Agricultural Technician II; Biotechnology Office
4. Conduct of Public Participation through posting and publication of PIS* **Location:** Bureau of Plant Industry Biotechnology Office	4.1. Issue approved PIS for website posting and newspaper publication	None	3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Bureau of Plant Industry Director; Office of the Director

4.2. Confirm the newspaper publication and posting on the applicant's website of the approved PIS		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4.3. Post the approved PIS on the BPI or Biotechnology Office website		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4.4. Conduct the public comment period		15 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4.5. Compile the received comments and endorse to the applicant		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4.6. Collect the applicant's response to the received comments during the public comment period		5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office

	4.7. Endorse the consolidated report, reflecting the public comments and the applicant's response, to the BPI Director		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
5. Pay Risk Assessment Review Cost **Location:** Bureau of Plant Industry Biotechnology Office and Cashier Section	5.1. Prepare Acknowledgment Receipt	**Standard Fees** Breakdown: Risk Assessment Review Cost: PHP 150000 Total: PHP 150000 **Possible Fees** Breakdown: SEC Evaluation Cost : PHP 30000	10 minute/s	• Agricultural Technician II; Biotechnology Office
	5.2. Issue Order of Payment		10 minute/s	• Section Chief; Cashier Section • Section Chief; Accounting Section
	5.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section
6. Attendance to the Joint Assessment Group (JAG) meeting(s)* **Location:** Bureau of Plant Industry Biotechnology Office **Notes/Instruction:** This is simultaneously being processed together with public participation or Step number 4	6.1. Evaluate and conduct the safety risk assessment of the application during the 1st or final JAG Meeting	None	5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG)
	6.2. Request additional information from the applicant, if necessary		5 working day/s, 15 minute/s	• Senior Agriculturist ; Biotechnology Office

	6.3. Collect the requested additional information from the applicant		5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	6.4. Conduct of the second or final JAG meeting, if deemed necessary		5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG)
	6.5. Request additional information from the applicant, if necessary		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	6.6. Collect the requested additional information from the applicant		4 working day/s	• Senior Agriculture; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	6.7. Submit the JAG's final recommendation document to the BPI Director		7 working day/s	• Senior Agriculturist; Biotechnology Office

				• Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG) • Bureau of Plant Industry Director; Office of the Director
7. Receive the decision on the application **Location:** Bureau of Plant Industry Biotechnology Office	7.1. Review the recommendations and decide whether to approve or disapprove the application	None	3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Bureau of Plant Industry Director; Office of the Director
	7.2. Approve the application through the signing of the Biosafety Permit for Direct Use, or issue a letter informing of the disapproval of the application		2 working day/s	• Senior Agriculturist ; Biotechnology Office • Agricultural Technician II; Biotechnology Office • BPI Director; Office of the Director
	7.3. Release the original copy of the		10 minute/s	• Senior Agriculturis

	signed Permit for Direct Use to the applicant			t; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	7.4. Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees		10 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Chair; Department of Science and Technology -Biosafety Committee (DOST-BC) • Chair; Department of Agriculture -Biosafety Committee (DA-BC) • Chair; Department of Environment and Natural Resources -Biosafety Committee (DENR-BC) • Chair; Department of Health-Biosafety Committee (DOH-BC)

	7.5. Post the Biosafety Permit on the Biotechnology or BPI website		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
8. Fill out the Customer Satisfaction Measurement (CSM) Form **Location:** Bureau of Plant Industry Biotechnology Office	8. Issue and collect the accomplished CSM Form	None	2 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
Total Processing Time:		Working Days: 74 working day/s, 1 hour/s, 52 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 151000 See other fees below		
Possible Fees • **SEC Evaluation Cost** : 30000				

4. OPERATIONALIZATION OF ISSUANCE OF BIOSAFETY PERMIT FOR FIELD TRIAL OF SINGLE EVENT

The Biotechnology Office of the Bureau of Plant Industry (BPI) issues Biosafety Permits for Field Trials, allowing the controlled testing of genetically modified (GM) plants under confined conditions.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. Departments or agencies of the Philippine Government 2. University-based research institution in the Philippines 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 4. Corporation registered with the Securities and Exchange Commission of the Philippines 5. Cooperative registered with the Cooperative Development Authority of the Philippines
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form (2) Original Copy And (1) Electronic Copy	Biotechnology Office - Bureau of Plant Industry
Remarks: *Application form can be downloaded on the BPI Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php*	
2. Technical Dossiers (2) Original Copy And (1) Electronic Copy	Applicant / Client
3. Risk Assessment Report (2) Original Copy And (1) Electronic Copy	Applicant / Client
4. Proposed Public Information Sheet (PIS) (2) Original Copy And (1) Electronic Copy	Applicant / Client
Remarks: *The Public Information Sheet (PIS) template can be downloaded on the Biotechnology Office website: https://biotech.buplant.da.gov.ph/form.php*	

5. Proof of Payment of Application Fee and Risk Assessment Review (RAR) Cost (1) Photo Copy	Cashier's Office - Bureau of Plant Industry
Remarks: *A photocopy of the Official Receipts from the Cashier Section must be submitted to the Biotechnology Office, once available.*	
6. Flash drives containing the electronic copies of the application documents (Sample: 5 pieces)	Applicant / Client
Remarks: *The flash drive must contain electronic copies of the following:* *1. Application Form* *2. Technical Dossiers* *3. Risk Assessment Report* *4. Proposed Public Information Sheet (PIS)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit pertinent documents **Location:** Bureau of Plant Industry Biotechnology Office	1. Check application and supporting documents for sufficiency	None	10 minute/s	• Senior Agriculturist; Biotechnology Office
2. Secure a copy of the Order of Payment and pay the Application Fee **Location:** Bureau of Plant Industry Biotechnology Office and Cashier Section	2.1. Prepare Acknowledgment Receipt.	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	10 minute/s	• Agricultural Technician II; Biotechnology Office
	2.2. Issue Order of Payment		10 minute/s	• Section Chief; Accounting Section
	2.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section

3. Receive official acceptance letter for the application **Location:** Bureau of Plant Industry Biotechnology Office	3.1. Issue acceptance letter and posting of application on BPI or Biotechnology website	None	1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.2. Inform and request National Committee on Biosafety of the Philippines (NCBP) to post the application on the NCBP website		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	3.3. Farm out and endorse the application documents to concerned agencies and assessors		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4. Conduct of Public Participation through coordination with Local Government Unit (LGU) for PIS Posting and conduct of Public Hearing* **Location:** This will depend on the location approved for the conduct of the field trial	4.1. Issue approved PIS for posting	None	3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Bureau of Plant Industry Director; Office of the Director
	4.2. Confirm posting of the approved PIS on two (2)		5 working day/s	• Senior Agriculturist;

	conspicuous places within the vicinity of the municipality and (2) barangays			Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.3. Conduct the public comment period		15 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.4. Compile the received comments and endorse to the BPI Director		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.5. Collect the applicant's response to the received comments during the public comment period		5 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.6. Endorse the consolidated report, reflecting the public comments the applicant's response, to the BPI Director		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	4.7. Participate in the conduct of Public Hearing coordinated		20 working day/s	• Senior Agriculturist;

	by the applicant with the Local Government Unit (LGU)			Biotechnology Office • Agricultural Technician II; Biotechnology Office
5. Submit to BPI the Public Consultation written report and the Sangguniang Bayan Resolution **Location:** This will depend on the location approved for the conduct of field trial	5. Receive the Public Consultation written report and the Sangguniang Bayan Resolution	None	2 working day/s	• Senior Agriculturist ; Biotechnology Office
6. Pay Risk Assessment Review Cost **Location:** Bureau of Plant Industry Biotechnology Office and Cashier Section	6.1. Prepare Acknowledgment Receipt	**Standard Fees** Breakdown: Risk Assessment Review Cost: PHP 150000 Total: PHP 150000 **Possible Fees** Breakdown: SEC Evaluation Cost : PHP 30000	10 minute/s	• Agricultural Technician II; Biotechnology Office
	6.2. Issue Order of Payment		10 minute/s	• Section Chief; Accounting Section
	6.3. Issue Official Receipt		10 minute/s	• Section Chief; Cashier Section
7. Attendance to the Joint Assessment Group (JAG) meeting(s)* **Location:** Bureau of Plant Industry Biotechnology Office **Notes/Instruction:**	7.1. Evaluate and conduct the safety risk assessment of the application during the 1st or final JAG Meeting	None	10 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessme

This is simultaneously being processed together with public participation or Step number 4				nt Group (JAG)
	7.2. Request additional information from the applicant, if necessary		1 working day/s	• Senior Agriculturist ; Biotechnology Office
	7.3. Collect the requested additional information from the applicant		4 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	7.4. Conduct of the second or final JAG meeting, if deemed necessary		3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG)
	7.5. Request additional information from the applicant, if necessary		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	7.6. Collect the requested additional information from the applicant		5 working day/s	• Senior Agricuturist ; Biotechnology Office • Agricultural Technician II;

				Biotechnology Office
	7.7. Submit the JAG's final recommendation document to the BPI Director		7 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Members; Joint Assessment Group (JAG) • Bureau of Plant Industry Director; Office of the Director
8. Receive the decision on the application **Location:** Bureau of Plant Industry Biotechnology Office	8.1. Review the recommendations and decide whether to approve or disapprove the application	None	3 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Bureau of Plant Industry Director; Office of the Director
	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		2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office

	8.3. Release the original copy of the signed Permit for Field Trial to the applicant		5 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	8.4. Endorse the certified true copies of the Biosafety Permit to the Biosafety Committees		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office • Chair; Department of Science and Technology -Biosafety Committee (DOST-BC) • Chair; Department of Agriculture -Biosafety Committee (DA-BC) • Chair; Department of Environment and Natural Resources -Biosafety Committee (DENR-BC) • Chair; Department of Health-Biosafety

				Committee (DOH-BC)
	8.5. Post the Biosafety Permit on the Biotechnology or BPI website		10 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
9. Fill out the Customer Satisfaction Measurement Form (CSM) **Location:** Bureau of Plant Industry Biotechnology Office	9. Issue and collect the accomplished CSM	None	2 minute/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
Total Processing Time:		Working Days: 95 working day/s, 1 hour/s, 27 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 151000 See other fees below		
Possible Fees • **SEC Evaluation Cost** : 30000				

5. OPERATIONALIZATION OF ISSUANCE OF CERTIFICATE OF FIELD TRIAL COMPLETION

This service involves conducting field trial monitoring to ensure compliance with established guidelines. This procedure starts from the receipt of the terminal report from the permit holder, review and evaluation by the concerned agencies, and ends with the Issuance of a certificate of field trial completion to the permit holder.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Biosafety Permit holders for Field trial who have successfully accomplished the field trial.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Terminal report for the field trial (2) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submission of field trial terminal report **Location:** BPI Biotechnology Office	1. Receive and endorse of terminal report to the Biosafety Committees	None	1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
2.The submitted terminal report is sufficient				
***For The submitted terminal report is sufficient** 2.A.None **Location:**	2.A.1. Facilitate and conduct meetings with the biosafety committees to discuss the terminal report	None	14 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central

BPI Biotechnology office				Office > Office of the Director > Biotechnology Office
	2.A.2. Secure recommendation of the biosafety committee on the issuance of certificate of field trial completion		1 working day/s	• Senior Agricultrist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
***For The submitted terminal report is not sufficient** 2.B.Revise the terminal report or provide additional information needed **Location:** BPI Biotechnology Office	2.B. Inform the permit holder of the necessary revision or additional information	None	1 working day/s	• Senior Agriulturist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
3. Receive and secure the certificate of field trial completion **Location:** BPI Biotechnology Office	3.1. Prepare and endorse the certificate of field trial completion to the BPI Director's Office	None	1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	3.2. Decision on the issuance of the certificate of field trial completion		3 working day/s	• Senior Agrculturist ; Bureau of Plant Industry Central Office > Office of

				the Director > Biotechnology Office
Total Processing Time:				
***For The submitted terminal report is sufficient**	Working Days: 20 working day/s			
***For The submitted terminal report is not sufficient**	Working Days: 6 working day/s			
Total Processing Fee:				
***For The submitted terminal report is sufficient**	Total Standard Fee: None			
***For The submitted terminal report is not sufficient**	Total Standard Fee: None			

6. OPERATIONALIZATION OF REFUGE SAMPLING AND TESTING TO MONITOR THE COMPLIANCE TO THE IMPLEMENTATION OF INSECT RESISTANCE MANAGEMENT (IRM) STRATEGY FOR BT CORN TARGETING ASIAN CORN BORER (ACB)

This service monitors the compliance of technology developers or licensees with refuge requirements through the conduct of refuge sampling and testing. It culminates in the issuance of a Laboratory Analysis Result or Certificate in accordance with the provisions of DA Memorandum Circular No. 2, series of 2014.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. Technology Developers with valid Biosafety Permits 2. Licensees of Permit Holders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Refuge Sampling and Testing Request Form (1) Original Copy	Bureau of Plant Industry - Biotechnology Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submission of Refuge Sampling and Testing Request Form **Location:** BPI Biotechnology Office	1. Acknowledge receipt of the request form and review the submission for completeness of information including complete sample information and proposed schedule	None	10 minute/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
2. Confirmation of Refuge Sampling and Testing activity schedule	2. Coordinate to the technology developer/licensee the finalized schedule	None	10 minute/s	• Agricultural Technologist II ; Bureau of

Location: BPI Biotechnology Office	and information of the personnel that will be supervising the activity.			Plant Industry Central Office > Office of the Director > Biotechnology Office
3. Conduct of Refuge Sampling **Location:** *The technology developer/licensee has the option to conduct the laboratory testing either at the BPI Laboratory or their laboratory facility. The release of Laboratory Analysis Result or issuance of the Certificate for Refuge Sampling and Testing depends on where the refuge testing will be conducted.* *The number of working days to conduct the refuge sampling and testing activity varies depending on the number of seed lots.*	3. Supervise the sampling activity	None	1 working day/s	• Senior Acriculturist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
4. Perform Refuge Testing** **Location:** *The technology developer/licensee has the option to conduct the laboratory testing either at the BPI*	4.1. Receipt of the sample and perform laboratory testing at BPI Laboratory then endorsement of the Laboratory Analysis Result to the technology developer/licensee	None	20 working day/s	• Senior Agriculturist; Bureau of Plant Industry Central Office > Office of the Director >

Laboratory or their laboratory facility. The release of Laboratory Analysis Result or issuance of the Certificate for Refuge Sampling and Testing depends on where the refuge testing will be conducted.				Biotechnology Office
	4.2. Supervise refuge testing at the laboratory facility of the technology developer/licens		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	4.3. Endorse the Certificate for Refuge Sampling and Testing to the technology developer/licensee		5 working day/s	• Senior Agriculturist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	4.4. Issue and collect Customer Satisfaction Measurement Form (optional)		5 minute/s	• Senior Agriculturist; Biotechnology Office
Total Processing Time:		Working Days: 27 working day/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. OPERATIONALIZATION OF TECHNICAL CONSULTATION FOR EVALUATION AND DETERMINATION IF PRODUCTS OF PLANT BREEDING INNOVATIONS (PBI) ARE COVERED UNDER THE DOST-DA-DENR-DOH-DILG JOINT DEPARTMENT CIRCULAR NO.01, S2021 BASED ON THE NCBP RESOLUTION NO. 01, S2020

This service facilitates the conduct of a Technical Consultation for Evaluation and Determination (TCED) to assess whether products of plant breeding innovations fall under the coverage of DOST-DA-DENR-DOH-DILG Joint Department Circular No. 01, series of 2021. The process covers the receipt and acceptance of the request up to the issuance of the official determination document stating the product's regulatory status.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. Natural or Juridical Person a. Departments or agencies of the Philippines gov't b. University with research institutions in the Philippines c. International research organization recognized by the Philippines government d. Corporation registered with the Securities and Exchange Commission of the Philippines e.Cooperative registered with the Cooperative Development Authority of the Philippines 2. Non-resident product developer shall appoint an agent who is a resident of the Philippines, who will be in charge of the submission
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. TCED Request Form (1) Original Copy	Applicant / Client
Remarks: *Printed and electronic copy*	
2. Accomplished Prior Evaluation Form (1) Original Copy	Applicant / Client

Remarks: *Printed and electronic copy*				
3. Scientific studies (1) Original Copy			Applicant / Client	
4. Proof of payment of fees (1) Original Copy			Bureau of Plant Industry - Biotechnology Office	
5. Flash Drives containing the soft copy of the submitted files (Sample: 4 pcs)			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit pertinent documents **Location:** BPI Biotechnology Office	1. Check the submission and supporting documents	None	10 minute/s	• Senior Agricuturist ; Biotechnology Office
2. Secure a copy of the Order of Payment and pay the Application Fee **Location:** BPI Biotechnology Office	2.1. Prepare acknowledgement receipt	**Possible Fees** Breakdown: Filing Fee: PHP 1000	10 minute/s	• Agricultural Technician II ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	2.2. Issue of Order of Payment		10 minute/s	• Accounting Section Staff ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office

	2.3. Issue Official Receipt		10 minute/s	• Cashier Section Staff; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
3. Receive the official acceptance letter for the application **Location:** BPI Biotechnology Office	3.1. Issue acceptance letter and post the accepted submission on Biotechnology or BPI website. No submission will be officially accepted unless documentation is complete	None	1 working day/s	• Senior Agriculturist ; Biotechnology Office
	3.2. Endorse the submitted documents to the Biotechnology Core Team -Plant Breeding Innovation (BCT-PBI)		1 working day/s	• Senior Agriculturist ; Biotechnology Office
	3.3. Select the TCED group members from the BCT-PBI		1 working day/s	• Senior Agriculturist ; Biotechnology Office
4. Conduct of Public Participation through the collection of technical information **Location:** This will be conducted via website posting **Notes/Instruction:** The applicant is required to post the Product Information Sheet in their website	4.1. Receive the technical information sent by the public	None	9 working day/s	• Seniot Agriculturist ; Biotechnology Office
	4.2. Consolidate the technical information and endorse to the BPI Director		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director >

to collect feedback from the public				Biotechnology Office
5. Attend the technical consultation with TCED group for presentation and clarification on the submission **Location:** BPI Biotechnology Office **Notes/Instruction:** This process is simutaneously conducted with the Step 4	5.1. Conduct of 1st 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	7 working day/s	• Biotechnology Office, BCT-PBI, TCED Group; Biotechnology Office
	5.2. Request additional information from the product developer, if necessary		4 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
6. Provide technical information required by the TCED group, if applicable **Location:** BPI Biotechnology Office	6.1. Obtain the requested additional information from the product developer	None	1 working day/s	• Senior Agriculturist ; Biotechnology Office
	6.2. Arrange a second or final technical consultation with TCED group if required by the assessors		3 working day/s	• Biotechnology Office, BCT-PBI, & TCED Group; Biotechnology Office
7. Attend the 2nd technical consultation with TCED group for presentation and clarification on the submission, if applicable **Location:** BPI Biotechnology Office	7.1. Conduct the 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	2 working day/s	• Senior Agriculturist; Biotechnology Office
	7.2. Request additional information		1 working day/s	• Senior Agriculturis

	from the product developer, if necessary			t; Biotechnology Office
8. Provide technical information required by the TCED group, if applicable **Location:** BPI Biotechnology Office	8. Obtain the requested additional information from the product developer	None	4 working day/s	• Senior Agriculturist; Biotechnology Office
9. Receive the Certificate of Non-Coverage from the JDC No. 01 s2021 or the letter of advice of application for biosafety permit **Location:** BPI Biotechnology Office	9.1. Endorse the technical determination on the regulatory status of the PBI product to the BPI Director	None	7 working day/s	• Senior Agriculturist; Biotechnology Office
	9.2. Decide the official determination on the regulatory status of the PBI product		2 working day/s	• BPI Director; Any of requesting office / division
	9.3. Endorse the official determination whether the product is covered, or not, under the JDC No. 01, s2021 to the product developer		2 working day/s	• Senior Agriculturist; Biotechnology Office
	9.4. Post the official determination on the regulatory status of the PBI product on the BPI or Biotechnology website		1 working day/s	• Senior Agriculturist; Biotechnology Office
10. Fill out the Customer Satisfaction Measurement (CSM) Form **Location:** BPI Biotechnology Office	10. Issue and collect the accomplished CSM	None	2 minute/s	• Senior Agriculturist; Biotechnology Office
Total Processing Time:		Working Days: 47 working day/s, 42 minute/s		

Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees • **Filing Fee** : 1000	

8. OPERATIONALIZATION OF THE CONDUCT OF INSECT RESISTANCE MANAGEMENT SENTINEL SITE MONITORING

This service monitors the development of resistance in target pests, as well as the presence of diseases, weeds, and other arthropods in sentinel sites. The process starts from the notification by the technology developer or licensee and continues until the submission of completed monitoring forms.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Biosafety Permit Commercial Propagation Holders of Genetically Modified Crops with Insect Resistance Trait
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
No Requirements Needed	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Provide the monitoring schedule of the IRM monitoring activity. **Location:** BPI Biotechnology office	1.1. Identify members of the Post Approval Monitoring Group and BPI Biotechnology Office Staff that will conduct and participate in the IRM monitoring activity.	None	3 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	1.2. Communicate to the Permit holder or Licensees the names and details of the monitors		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director >

				Biotechnology Office
2. Conduct of the IRM Monitoring Activity **Location:** This is depenent on the site approved for each permit holder or licensee	2. Supervise and provide technical guidance during the conduct of the IRM sentinel site monitoring	None	1 working day/s	• Identified monitors; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
3. Accomplish the IRM sentinel monitoring form **Location:** This is depenent on the site approved for each permit holder or licensee	3.1. Verify and ensure completeness of the IRM sentinel site form	None	30 minute/s	• Assigned and identified monitors ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	3.2. File and record the accomplished and verified form		30 minute/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	3.3. Issue and Collect Customer Satisfaction Measurement Form (Optional)		10 minute/s	• Assigned and identified monitors ; Biotechnology Office
Total Processing Time:		Working Days: 5 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

9. OPERATIONALIZATION OF THE DETECTION OF GM EVENTS (APPROVED/UNAPPROVED) IN AGRICULTURAL COMMODITIES INTENDED FOR EXPORT AND OTHER PURPOSES USING PROTEIN-BASED AND/OR MOLECULAR-BASED APPROACH

This service ensures the detection of approved and unapproved genetically modified (GM) events in agricultural commodities intended for export and other purposes through protein-based and/or molecular-based approaches. The process starts from the request for GM testing and continues until the release of the laboratory results and narrative reports.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	1. Clients from the public or private sector intending to export agricultural commodities.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished Laboratory Analysis Request Form (LARF) (1) Original Copy	Bureau of Plant Industry - Biotechnology Office
2. Proof of Payment (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Communicate the GM Testing request to the Biotechnology Office. **Location:** BPI Biotechology Office	1. Acknowledge the request and inform the client on the GM testing procedures, fees, turnaround time, and activities, and send the Laboratory Analysis Request Form (LARF) for them to accomplish.	None	1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
2. Submit the accomplished LARF and endorse the sample/s to the	2.1. A letter of acceptance shall be sent to the client upon	**Possible Fees** Breakdown: Protein-	1 working day/s	• Senior Agriculturist;

Biotechnology Office, either through a courier service or by personally delivering the samples to the office. **Location:** BPI Biotechnology Office	receipt of the sample/s.	based Detection (Per Sample): PHP 1200 Molecular-based Detection (Per Sample): PHP 5700		Biotechnology Office • Agricultural Technician II; Biotechnology Office
	2.2. The appropriate protocols shall be followed according to the client's requested mode of analysis		14 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	2.3. The interpretation of data from the analysis		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
	2.4. The client shall be notified once the analysis is completed, and the payment details will be provided for their reference.		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
3. Submit a copy of the proof of payment. **Location:** BPI Biotechnology Office	3.1. Upon submission of the proof of payment, the Biotechnology Office shall coordinate with the NPQSD Admin Section to verify its status, after which the Official Receipt shall be released to the Biotechnology Office.	None	2 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office

	3.2. The LAR and Official Receipt shall be released to the client.		1 working day/s	• Senior Agriculturist; Biotechnology Office • Agricultural Technician II; Biotechnology Office
4. Fill out the Customer Satisfaction Measurement (CSM) Form **Location:** BPI Biotechnology Office	4. Issue and collect the accomplished CSM	None	5 minute/s	• Senior Agriculturist ; Biotechnology Office • Agricultural Technician II; Biotechnology Office
Total Processing Time:		Working Days: 21 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Protein-based Detection (Per Sample)** : 1200
- **Molecular-based Detection (Per Sample)** : 5700

10. OPERATIONALIZATION OF THE LISTING OF STACKED EVENTS PRODUCED THROUGH CONVENTIONAL BREEDING IN THE BPI APPROVAL REGISTRY FOR COMMERCIAL PROPAGATION AND FOR DIRECT USE

This service provides guidance and outlines the step-by-step process for listing stacked events produced through conventional breeding in the BPI Approval Registry. It covers the procedure from the receipt of the applicant's request to the final inclusion of the event in the registry for commercial propagation and direct use.

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Biosafety Permit holders and licensees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Registration form for the Listing of Stacked Events (1) Original Copy	Bureau of Plant Industry - Biotechnology Office
2. Valid Biosafety Permits (1) Original Copy	Bureau of Plant Industry - Biotechnology Office
Remarks: *All iindividual events requested for the stacked listing should have valid biosafety permits*	
3. Letter of Authorization (1) Original Copy	Applicant / Client
Remarks: *For events not owned or developed by the applicant a letter of authorizaion from the original developer is needed*	
4. Proposed Insect Resistance Management (1) Original Copy	Applicant / Client
Remarks: *This will only be applicable for requests for stacked event listing with Insect Resistance trait for Commercial Propagation*	

5. Proof of Payment (1) Original Copy			Bureau of Plant Industry - Cashier	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit complete documentary requirements **Location:** BPI Biotechnology Office	1. Received complete documentary requirements	None	10 minute/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
2. Secure a copy of the Order of Payment and pay the Application Fee **Location:** BPI Biotechnology Office	2.1. Prepare acknowledgement receipt	**Standard Fees** Breakdown: Filing Fee: PHP 1000 Total: PHP 1000	10 minute/s	• Senior Agriuclturist; Biotechnology Office
	2.2. Issue Order of Payment		10 minute/s	• Section Chief; Any of requesting office / division
	2.3. Issue Official Receipt		10 minute/s	• Section Chief; Any of requesting office / division
3. Receive official acceptance letter for the application **Location:** BPI Biotechnology Office	3.1. Review completeness and sufficiency of technical documents including the validity of the submitted biosafety permit and letter of authorization.	None	2 working day/s	• Senior Agriculturist; Biotechnology Office
	3.2. Issue acceptance letter for the application		30 minute/s	• Senior Agriculturist ; Bureau of Plant

				Industry Central Office > Office of the Director > Biotechnology Office
	3.3. Endorse the request for listing of the validated stacked events to the BPI Director		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
4. Pay for documentation and review of IRM plan cost* **Location:** BPI Biotech Office **Notes/Instruction:** **IRM plan is required for stacked events with Insect Resistant (IR) trait that are requested for listing in the Approval Registry for Commercial Propagation* *Note that evaluation cost may vary on a case by case basis depending on the trait of a particular application as there may be a need for further or additional assessment.*	4.1. Prepare Acknowledgment Receipt	**Possible Fees** Breakdown: IRM Evaluation and Documentation Cost : PHP 187200	10 minute/s	• Senior Agriculturist; Biotechnology Office
	4.2. Issue Order of Payment		10 minute/s	• Accounting Section Chief; Any of requesting office / division
	4.3. Issue Official Receipt		10 minute/s	• Cashier Section Chief; Any of requesting office / division
5. Receive approval of the proposed IRM	5.1. Endorse proposed IRM Plan	None	2 working day/s	• Senior Agriculturis

Plan* **Location:** BPI Biotechology Office **Notes/Instruction:** **IRM plan is required for stacked events with Insect Resistant (IR) trait that are requested for listing in the Approval Registry for Commercial Propagation*	for assessment and evaluation*			t ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	5.2. Evaluate and assess the proposed IRM plan*		20 working day/s	• Insect Resistance Management Advisory Team, Post Approval Management Group, and Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	5.3. Endorse the recommendation document from the IRMAT to the BPI Director		1 working day/s	• Insect Resistance Management Advisory Team, Post Approval Management Group, and Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office

6. Receive a decision on the request for listing **Location:** BPI Biotechnology Office	6.1. Approve or disapprove the request for listing in the BPI Approval Registry	None	5 working day/s	• BPI Director ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	6.2. Inform the applicant of the decision of the BPI Director and listing of the approved stacked events in the approval registry		2 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
7. Fill out the Customer Satisfaction Measurement (CSM)Form **Location:** BPI Biotechnology Office	7. Issue and collect the accomplished CSM form	None	2 minute/s	• Senior Agriculturist; Biotechnology Office
Total Processing Time:		Working Days: 33 working day/s, 1 hour/s, 42 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Possible Fees • **IRM Evaluation and Documentation Cost** : 187200				

National Seed Industry Council and Plant Variety Protection Office

External Services

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 to ensure the development, identification, and dissemination of high-quality, productive, and resilient crop varieties to farmers.

Office or Division:	National Seed Industry Council and Plant Variety Protection Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 7308 otherwise known as the "Seed Industry Development Act" of 1992

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Application Form (1) Original Copy	Department of Agriculture - Bureau of Plant Industry - National Seed Industry Council
2. Morphological data such as distinct characteristics or initial data (1) Original Copy	Applicant / Client
3. Photo documentation of the crop entry being applied for registration (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For Authorized Representative	
A.1. For Authorized Representative *Any of the following:*	
A.1.A. Special Power of Attorney (SPA) (1) Original Copy	Applicant / Client
---- OR ----	
A.1.B. Memorandum of Understanding (MOU) (1) Original Copy	Applicant / Client
B. For Introduced Crop Entry	

B.1. For Introduced Crop Entry *Any of the following:*	
B.1.A. Material Transfer Agreement and/or proof of acquisition (1) Original Copy	Department of Agriculture - Bureau of Plant Industry - National Plant Quarantine Service Division
---- OR ----	
B.1.B. Sanitary and Phytosanitary Import Clearance (SPSIC) (1) Original Copy	Applicant / Client
C. For Biotech / GM Crop Entry	
C.1. Biosafety permit for commercial propagation (1) Original Copy	Department of Agriculture - Bureau of Plant industry - Biotechnology Office
D. For All Conventional Crop Entries with GM Counterpart	
D.1. Applicant's notarized declaration that the crop entry is non-GM (1) Original Copy	Applicant / Client
E. For Perennial Crop Entry	
E.1. Global Positioning System (GPS) coordinates (1) Original Copy	Applicant / Client
F. Post Requirements	
F.1. Certificate of Plant Material Deposit (1) Original Copy	Applicant / Client
Remarks: *To be submitted upon claiming of the Certificate of Crop Variety Registration (For consultation with process owner)*	
F.2. DNA Profile (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application together with the required documents personally at the National Seed Industry Council Office or through a	1.1. Receive application; print application documents if submitted through electronic means	None	5 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry

registered mail or e-mail **Location:** National Seed Industry Council Office - 1st Floor - Recieving area				Council and Plant Variety Protection Office
	1.2. Assess the completeness of the application documents		10 minute/s	• Agriculturist I, Agriculturist II,; National Seed Industry Council and Plant Variety Protection Office
	1.3. Issue Application Acknowledgement Receipt to the Applicant		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	1.4. Accord application date and number for application with complete documents and attach processing checklist		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	1.5. Record the following in the database of application: − Application date − Application number − Crop applied for − Proposed variety name/denomination − Applicant −		15 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety

	Applicant's representative or contact person			Protection Office
2. Secure a copy of Order of Payment and pay the initial fees at the National Sees Industry Council Office **Location:** National Seed Industry Council Office - 1st Floor - Receiving area	2.1. Issue Order of Payment to the applicant for the filling fee	**Standard Fees** Breakdown: Application Fee: PHP 200 Total: PHP 200	10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	2.2. Accept the payment and issue the Official receipt		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	2.3. Publish the application		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	2.4. Transmit application to the concerned Technical Working Group (TWG) Coordinator		5 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety

				Protection Office
	2.5. Update application status at the database		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
3. Coordinate with the Technical Working Group (TWG) Coordinator for the schedule and manner of conducting the Crop Entry Performance Test (CEPT) **Location:** National Seed Industry Council Office - 1st floor - Receiving area	3.1. Prepare the CEPT Plan which may include the following info as deemed applicable: − Details on the submission of planting materials − Proposed CEPT site/location − CEPT schedule of activities − Computation of CEPT fees − Contact info of the Technical Working Group (TWG) Coordinator	None	1 working day/s	• Technical Working Group Coordinator (as indicated in the approved Special Oder); National Seed Industry Council and Plant Variety Protection Office
	3.2. Transmit the signed Crop Entry Performance Test Plan to the applicant and copy furnish National Seed Industry Council		5 minute/s	• Technical Working Group Coordinator (as indicated in the approved Special Oder); National Seed Industry Council and Plant Variety Protection Office

		3.3. Actual Conduct of Crop Entry Performance Test based on Technical Working Group approved Protocol	7 working day/s	• Technical Working Group, NCT Study Leader/ Evaluator; National Seed Industry Council and Plant Variety Protection Office
		3.4. Technical Working Group meeting to discuss and further evaluate the crop entry; recommend the crop entry to Technical Secretarial	1 working day/s	• Technical Working Group, Secretariat ; National Seed Industry Council and Plant Variety Protection Office
		3.5. Provide Council Secretariat Crop Entry Recommendation for each nominated crop entry	1 working day/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
		3.6. Notify the applicant of the results of Technical Working Group evaluation	10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office

	3.7. Consolidate crop entry nominations		7 working day/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	3.8. Technical Secretariat (TechSec) meeting to further evaluate the recommended entries; recommend the crop entry to the council		1 working day/s	• Technical Secretariat, Secretariat; National Seed Industry Council and Plant Variety Protection Office
	3.9. Notify the applicant of the results of the Technical Secretariat evaluation		5 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	3.10. Council Meeting to deliberate and approve recommended entries		1 working day/s	• Council, Technical Secretariat, Secretariat; National Seed Industry Council and Plant Variety Protection Office

	3.11. Notify the applicant of the Council's decision, and the submission of the post requirements		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	3.12. Update status of application at the database		10 minute/s	• Agriculturist I, Agriculturist II ; National Seed Industry Council and Plant Variety Protection Office
	3.13. Prepare Certificate of Registration		15 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	3.14. Sign the Certificate of Registration		5 minute/s	• Executive Director; National Seed Industry Council and Plant Variety Protection Office
4. Submit the post requirements at the National Seed	4. Receive certificate/proof of plant material deposit	None	5 minute/s	• Agriculturist I, Agriculturist II;

Industry Council Office **Location:** National Seed Industry Council Office - 1st Floor - Recieving area				National Seed Industry Council and Plant Variety Protection Office
5. Pay the remaining fees and other related charges at the National Seed Industry Council **Location:** National Seed Industry Council - 1st Floor - Recieving area	5.1. Issue Billing Statement through email	**Standard Fees** Breakdown: Issuance of Certificate: PHP 1000 Total: PHP 1000	5 minute/s	• Agriculturist I/Special Collecting and Disbursing Officer, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	5.2. Issue Order of payment		10 minute/s	• Agriculturist I/Special Collecting and Disbursing Officer, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	5.3. Accept the payment and issue the Official receipt		10 minute/s	• Agriculturist I/Special Collecting and Disbursing Officer, Agriculturist II; National Seed

				Industry Council and Plant Variety Protection Office
6. Receive the Certificate of Registration **Location:** National Seed Industry Council Office - 1st Floor - Receiving area	6.1. Issue the Certificate of Registration and keep a copy of the Certificate with stamped proof of receipt	None	10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	6.2. Update status of application at the database		10 minute/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	6.3. Update National Seed Industry Council Variety Registry		7 hour/s	• Agriculturist I, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	6.4. Issue and Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety

				Protection Office
Total Processing Time:	Working Days: 20 working day/s, 2 hour/s, 26 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 1200			

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.

Office or Division:	National Seed Industry Council and Plant Variety Protection Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 9168 otherwise known as the "Philippine Plant Variety Protection Act" of 2002

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Application Forms (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Industry - Plant Variety Protection Office
2. Exhibit A – Origin and Breeding History of the Variety (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Industry - Plant Variety Protection Office
3. Exhibit B – Statement of Distinctness, Uniformity and Stability (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Industry - Plant Variety Protection Office
4. Exhibit C – Statement of Ownership (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Industry - Plant Variety Protection Office
5. Photographs of the Applied Variety (1) Original Copy And (1) Electronic Copy	Department of Agriculture - Bureau of Plant Industry - Plant Variety Protection Office
6. Accomplished Crop-Specific Technical Questionnaire (1) Original Copy And (1) Photo Copy	Department of Agriculture - Bureau of Plant Indutry - Plant Variety Protection Office

Remarks:

Crop-Specific Technical Questionnaire may also be downloaded from PVPO Official Website https://nsic-pvpo.buplant.da.gov.ph/

7. Planting Materials for the Distinctness, Uniformity and Stability (DUS) field trial / Grow-Out Test (Sample: 1 Please refer to the crop-specific DUS test guidelines for the required number per crop))	Applicant / Client
Remarks: *Please refer to the crop-specific DUS test guidelines for the required number per crop https://nsic-pvpo.buplant.da.gov.ph/*	
For Situational Requirement	
A. For Authorized Representative	
A.1. For Authorized Representative *Any of the following:*	
A.1.A. Special Power of Attorney (SPA) (1) Original Copy And (1) Photo Copy	Applicant / Client
---- OR ----	
A.1.B. Memorandum of Agreement (MOA) (1) Original Copy And (1) Photo Copy	Applicant / Client
B. For applicant that is the successor-in-interest	
B.1. Proof of Acquisition (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: *Proof of Acquisition from the Source of the variety*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents personally at the PVP Office or through a registered mail or e-mail **Location:** National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Receiving area	1.1. Receive and assess the applicant's submitted documents for completeness	None	1 hour/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	1.2. Accord a filing date and application number		5 minute/s	• Agriculturist II, Agriculturis

				t I; National Seed Industry Council and Plant Variety Protection Office
	1.3. Record the application in the computer-based PVP Registry System		10 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
2. Secure a copy of Order of Payment and pay the initial fees at the PVP Office **Location:** National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Receiving area	2.1. Issue Order of Payment for the initial fees (Application Fee and Publication of the Application Fee)	**Possible Fees** Breakdown: Application Fee: PHP 1200 Publication Fee: PHP 5700	10 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	2.2. Receive payment and issue the Official Receipt		10 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	2.3. Publish the application in the Plant Variety Gazette		60 working day/s, 1 hour/s	• Agriculturist II, Agriculturist I;
3. Coordinate with Plant Variety Protection Office Staff **Location:**	3.1. Check the availability of Distinctness, Uniformity and	None	1 hour/s	• Agriculturist II, Agriculturist I; National Seed

National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Receiving area	Stability test guidelines			Industry Council and Plant Variety Protection Office
	3.2. Coordinate with the applicant the manner of conducting the Distinctness, Uniformity and Stability field trial/Grow-out test		1 working day/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
4. Conduct of Distinctness, Uniformity and Stability field trial / Grow-out test at the applicant's experimental site or identified Distinctness, Uniformity and Stability Testing Centers of the Plant Variety Protection board **Location:** National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Recieving area	4. Provide technical assistance	None	2 working day/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
5. Coordinate with Plant Variety Protection Office staff the schedule of Distinctness, Uniformity and Stability test evaluation **Location:**	5.1. Conduct Distinctness, Uniformity and Stability test/morphological characterization during: Vegetative Stage Reproductive Stage Harvesting Stage	None	1 working day/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office

National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Receiving area	5.2. Consolidate the collected data		2 hour/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	5.3. Prepare Distinctness, Uniformity and Stability Test Report		2 hour/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	5.4. Conduct Plant Variety Protection Examiners' Meeting/assessment of the criteria for the grant of Certificate of Plant Variety Protection		1 working day/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	5.5. Prepare Distinctness Result		1 hour/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	5.6. Coordinate and confirm the availability of the Plant Variety Protection		1 working day/s	• Agriculturist II, Agriculturist I; National Seed Industry

				Council and Plant Variety Protection Office
	5.7. Convene Plant Variety Protection Board Meeting		1 working day/s	• Agriculturist II, Agriculturist I, Plant Variety Protection Board; National Seed Industry Council and Plant Variety Protection Office
	5.8. Prepare the Certificate of Plant Variety Protection		30 minute/s	• Agriculturist II, Agriculturist I,; National Seed Industry Council and Plant Variety Protection Office
	5.9. Sign the Certificate of Plant Variety Protection		5 minute/s	• Registrar; National Seed Industry Council and Plant Variety Protection Office
6. Pay the remaining fees and other related charges at the Plant Variety Protection Office **Location:** National Seed Industry Council	6.1. Issue Notice of Approval and Billing Statement thru email	**Possible Fees** Breakdown: Field Inspection Fee (per variety x 3 visits x 2 seasons (max. of 3	1 working day/s	• Agriculturist II, Agriculturist I, Head Secretariat; National Seed Industry Council and Plant

Building - Plant Variety Protection Office - 1st Floor - Receiving area		examiners per visit)): PHP 1500 Issuance of Certificate of Plant Variety Protection: PHP 200 Publication Fee: PHP 5700		Variety Protection Office
	6.2. Issue Order of Payment		10 minute/s	• Agriculturist I / Special Collecting and Disbursing Officer, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
	6.3. Receive payment and issue the Official Receipt		10 minute/s	• Agriculturist I / Special Collecting and Disbursing Officer, Agriculturist II; National Seed Industry Council and Plant Variety Protection Office
7. Receive the Certificate of Plant Variety Protection **Location:** National Seed Industry Council Building - Plant Variety Protection Office - 1st Floor - Receiving area	7.1. Issue the Certificate of Plant Variety Protection	None	5 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
	7.2. Publish the Certificate of Plant Variety Protection and Distinctness, Uniformity and		30 working day/s, 1 hour/s	• Agriculturist II, Agriculturist I; National Seed

	Stability Test Report in the Plant Variety Gazette			Industry Council and Plant Variety Protection Office
	7.3. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturist II, Agriculturist I; National Seed Industry Council and Plant Variety Protection Office
Total Processing Time:		Working Days: 99 working day/s, 2 hour/s, 36 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Application Fee** : 1200
- **Publication Fee** : 5700
- **Field Inspection Fee (per variety x 3 visits x 2 seasons (max. of 3 examiners per visit))** : 1500
- **Issuance of Certificate of Plant Variety Protection** : 200

Baguio National Crop Research, Development and Production Support Center

External Services

1. Conduct of Trainings (BPI Baguio)

Baguio National Crop Research Development and Production Support Center (BNCRDPSC) conduct trainings to capacitate stakeholders through conduct of various training activities on Center's development.

Office or Division:	Baguio National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client inquires from guard on duty **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Entrance Gate - Guard Desk/House	1.1. Guard refers a client to a Records officer	None	3 minute/s	• Agriculturist II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
	1.2. Records officer submits request letter to Center Chief for approval then forwards to training coordinator		5 minute/s	• Agriculturists II; Baguio National Crop Research Development and Production

				Support Center (BNCRDP SC)
	1.3. Technical staff receives letter and discuss with client		15 minute/s	• Agriculturists II; Baguio National Crop Research, Development and Production Support Center
	1.4. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturists II; Baguio National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 24 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Distribution of Information, Education & Communication (IEC) Materials (BPI-BAGUIO)

Baguio National Crop Research Development and Production Support Center (BNCRDPSC) distribute Information, Education & Communication (IEC) Materials to capacitate stakeholders.

Office or Division:	Baguio National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter (1) Original Copy	Applicant / Client
2. Request Issue Slip (1) Original Copy	Operating Unit - Bureau of Plant Industry - Baguio National Crop Research Development and Production Support Center (BPI-BNCRDPSC)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client inquires from guard on duty **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Entrance Gate - Guard Desk/House	1.1. Guard refers a client to a Records officer	None	3 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center
	1.2. Records officer submits request letter to the Center Chief for approval then		5 minute/s	• Agriculturist II; Baguio National Crop

	forward to technical staff			Research, Development and Production Support Center
	1.3. Technical staff receives letters and assists a client		15 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center
2. Client signs Requisition and Issue Slip (RIS form) **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office	2.1. Technical staff prepares Requisition and Issue Slip (RIS)	None	5 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center
	2.2. Technical staff submits RIS form to Head of Office		2 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center
3. Client receives IEC materials **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office	3.1. Technical staff releases IEC materials	None	5 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center

	3.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturist II; Baguio National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 36 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Distribution of Biological Control Agents (BPI-BAGUIO)

Baguio National Crop Research Development and Production Support Center (BNCRDPSC) produce and distribute biological control agents for the development and expansion of integrated pest management program

Office or Division:	Baguio National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter (1) Original Copy	Applicant / Client
2. Request Issue Slip (1) Original Copy	Operating Unit - Bureau of Plant Industry - Baguio National Crop Research Development and Production Support Center (BPI-BNCRDPSC)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client inquires from guard on duty **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Entrance Gate - Guard Desk/House	1.1. Guard refers a client to a Records officer	None	3 minute/s	• Agriculturist II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
	1.2. Records officer submits request letter		5 minute/s	• Agriculturist II; Baguio

	to Center Chief for approval then forwards to technical staff			National Crop Research Development and Production Support Center (BNCRDPSC)
	1.3. Technical staff receives letter and assists client/provide technical assistance		20 minute/s	• Agriculturists II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
2. Client signs Requisition and Issue Slip (RIS form) **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office	2.1. Technical staff prepares Requisition and Issue Slip (RIS form)	None	5 minute/s	• Agriculturist II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
	2.2. Technical staff submits Requisition and Issue Slip (RIS form) to Head of Office		2 minute/s	• Center Chief; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)

3. Client receives Biological Control Agents (BCA) **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office	3.1. Technical staff releases Biological Control Agents (BCA)	None	3 minute/s	• Agriculturists II; Baguio National Crop Research, Development and Production Support Center
	3.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturists II; Baguio National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 39 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Distribution of Seed and Plant Material (BPI-BAGUIO)

Baguio National Crop Research Development and Production Support Center (BNCRDPSC) distributes National Seed Industry Council (NSIC) approved seeds and plant materials and provisions for the establishment of a foundation scion grove.

Office or Division:	Baguio National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter (1) Original Copy	Applicant / Client
2. Order Slip (1) Original Copy	Operating Unit - Bureau of Plant Industry - Baguio National Crop Research Development and Production Support Center (BPI-BNCRDPSC)
3. Request Issue Slip (1) Original Copy	Operating Unit - Bureau of Plant Industry - Baguio National Crop Research Development and Production Support Center (BPI-BNCRDPSC)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client inquires from guard on duty **Location:** Baguio National Crop Research Development and Production Support	1.1. Guard refers a client to a Records officer	None	3 minute/s	• Agriculturists II; Baguio National Crop Research Development and

Center (BNCRDPSC) Building - Entrance Gate - Guard Desk/House				Production Support Center (BNCRDPSC)
	1.2. Records officer submits request letter to Center Chief for approval then forwards to technical staff		5 minute/s	• Agriculturists II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
	1.3. Technical staff receives letter and assists client		10 minute/s	• Agriculturists II, Administrative Assistant I, ; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
2. Client places order **Location:** Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office	2. Preparation of Order Slip	None	2 minute/s	• Agriculturists II; Baguio National Crop Research Development and Production Support Center (BNCRDPSC)
3. Client pays to collecting officer **Location:**	3.1. Collecting Officer issues receipt	None	3 minute/s	• Laboratory Assistant II; Baguio National

Baguio National Crop Research Development and Production Support Center (BNCRDPSC) Building - Records Office				Crop Research Development and Production Support Center (BNCRDPSC)
	3.2. Technical staff releases seed/plant material		10 minute/s	• Agriculturists II, Administrative Assistant I; Baguio National Crop Research, Development and Production Support Center
	3.3. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturists II, Administrative Assistant I; Baguio National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 34 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Davao National Crop Research, Development and Production Support Center

External Services

1. Conduct of Training (BPI-DAVAO)

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

Office or Division:	Davao National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All (Organizations, Businesses, Offices)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter or Request or E-mail address to the Center Chief (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit/ E-mail Request Letter for training **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive or acknowledge the request letter	None	3 minute/s	• Administrative Staff; Davao National Crop Research, Development and Production Support Center
	1.2. Record and forward requests to the Office of the Center Chief for approval		3 minute/s	• Administrative Staff; Davao National Crop Research, Development and Production Support Center

	1.3. Evaluate and approve the request and endorse to a Technical staff		20 minute/s	• Agricultural Center Chief IV; Davao National Crop Research, Development and Production Support Center
	1.4. Contact the client to discuss the training schedule and module		15 minute/s	• Administrative Staff, Production Staff; Davao National Crop Research, Development and Production Support Center
2. Attend training **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Conduct training	None	4 hour/s	• Technical Staff; Davao National Crop Research, Development and Production Support Center
	2.2. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Administrative Staff, Production Staff; Davao National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 4 hour/s, 42 minute/s		

Total Processing Fee:	Total Standard Fee: None

2. Plant Identification and Certification (BPI-DAVAO)

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

Office or Division:	Davao National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter addressed to the Davao Center Chief indicating the purpose of identification & certification (1) Original Copy	Applicant / Client
Remarks: *(FOR STUDENTS - ON SCHOOL'S LETTERHEAD, SIGNED BY THE STUDENT AND ADVISER)*	
2. Actual Plant/Specimen (1) Original Copy	Applicant / Client
Remarks: *(parts of the plant specimen or whole plant specimen)*	
3. Duly filled-up Plant Certification Form (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a Letter of request **Location:**	1. Evaluate the letter of request	None	10 minute/s	• Agriculturist I, Agriculturist II; Davao

Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor				National Crop Research, Development and Production Support Center
2. Verification of sample **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Verify the Specimen and discuss protocols and requirements for plant identification	None	1 hour/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center
	2.2. Approve or disapprove plant identification		1 hour/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center
3. Submit the completed Application Form **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	3. Check the completeness of the data provided	None	5 minute/s	• Agriculturist I, Agriculturist II ; Davao National Crop Research, Development and Production Support Center

4. Submit live specimen to be identified/verified **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	4. Evaluate, identify, and verify the specimen	None	2 working day/s	• Agriculturist I, Agriculturist II ; Davao National Crop Research, Development and Production Support Center
5. Receive Plant Identification Certificate **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	5.1. Print plant identification certificate	None	5 minute/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center
	5.2. Sign certificate		15 minute/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center
	5.3. Release of Certificate		15 minute/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center

	5.4. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturist I, Agriculturist II; Davao National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 51 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of Technical Assistance (BPI-DAVAO)

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

Office or Division:	Davao National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter of request or fill- up a log book and describe the technical assistance needed (for walk-ins) **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	5 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao National Crop Research, Development and Production Support Center
	1.2. Forward the request to the Center Chief for approval.		5 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao National Crop

				Research, Development and Production Support Center
	1.3. Endorse request to the concerned staff		5 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao National Crop Research, Development and Production Support Center
2. Follow-up request to concerned staff and discuss the nature of the request **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Assess and discuss the request with the requesting party	None	30 minute/s	• Technical Staff; Davao National Crop Research, Development and Production Support Center
	2.2. If the request is technical assistance, set or affirm the schedule (for a farm visit, conduct lecture or techno demo) if needed		30 minute/s	• Technical Staff; Davao National Crop Research, Development and Production Support Center
3. Receive requested assistance and fill up the requisition issue slip (RIS) **Location:** Davao National Crop Research	3.1. Conduct farm visits/techno-demo or lecture	None	30 minute/s	• Technical Staff; Davao National Crop Research, Development and Production

Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor **Notes/Instruction:** 30 Minutes (Walk-In) To 2 Days (Field Visit)				Support Center
	3.2. For the farm visit, share with the concerned the observations and recommendations, particularly on the farm or orchard		30 minute/s	• Technical Staff; Davao National Crop Research, Development and Production Support Center
	3.3. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Technical Staff; Davao National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 2 hour/s, 16 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-DAVAO)

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.

Office or Division:	Davao National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request (For Group) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter of request or walk in the Center to request. **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	10 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao National Crop Research, Development and Production Support Center
	1.2. Forward the request to the Center Chief for approval. (letter)		10 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao

				National Crop Research, Development and Production Support Center
	1.3. Endorse to Production Section (walk-in)		10 minute/s	• Agricultural Center Chief IV, Administrative Staff; Davao National Crop Research, Development and Production Support Center
	1.4. Evaluate and approve the request		3 minute/s	• Production In-Charge; Davao National Crop Research, Development and Production Support Center
	1.5. Check the availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.		20 minute/s	• Agriculturist II; Davao National Crop Research, Development and Production Support Center
2. Receive requested input and fill up the requisition issue slip (RIS) **Location:**	2.1. Release the requested seeds/ planting materials or farm inputs	None	10 minute/s	• Production Staff; Davao National Crop Research, Development and

Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor				Production Support Center
	2.2. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Production Staff; Davao National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 4 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Plant Pest and Disease Diagnosis (BPI-DAVAO)

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.

Office or Division:	Davao National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter addressed to the Davao Center Chief indicating the purpose of identification & certification (1) Original Copy	Applicant / Client
Remarks: *(FOR STUDENTS - ON SCHOOL'S LETTERHEAD, SIGNED BY THE STUDENT AND ADVISER)*	
2. Freshly collected specimens (1) Original Copy	Applicant / Client
Remarks: *(Diseased plant samples, Insect pest samples with complete body parts)*	
3. Duly filled-up Plant Pest and Disease Diagnosis Form (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a Letter of request **Location:**	1. Evaluate the letter of request	None	30 minute/s	• Agriculturist II ; Davao National Crop

Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor				Research, Development and Production Support Center
2. Verification of sample **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Interview the client and assign the reference number of the sample	None	15 minute/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center
	2.2. Examine/Inspect samples		15 minute/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center
	2.3. Conduct microscopic examination		30 minute/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center
	2.4. Identify causal organism/pest specimen submitted		1 hour/s, 30 minute/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center

	2.5. Provide management recommendations		15 minute/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center
	2.6. For specimens that need further culturing or rearing: • isolate, incubate, purify, and identify causal organisms for diseased samples • study biology of insect samples for proper identification		6 working day/s	• Agriculturist II ; Davao National Crop Research, Development and Production Support Center
3. Receive Plant Pest and Disease Diagnosis **Location:** Davao National Crop Research Development and Production Support Center (BPI-DNCRDPSC) Building - Receiving Area - 1st Floor	3.1. Print plant pest and disease diagnosis certificate	None	5 minute/s	• Agriculturist II; Davao National Crop Research, Development and Production Support Center
	3.2. Sign certificate		5 minute/s	• Research Coordinator; Davao National Crop Research, Development and Production Support Center
	3.3. Release of Certificate		5 minute/s	• Agriculturist II; Davao National Crop Research, Development and Production

				Support Center
	3.4. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Agriculturist II; Davao National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s, 31 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Guimaras National Crop Research, Development and Production Support Center

External Services

1. Conduct of Training (BPI-Guimaras)

BPI National Crop Research Development & Production Support Centers in Guimaras (BPI-GNCRDPC) give training to interested stakeholders.

Office or Division:	Guimaras National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter or Request or E-mail address to the Officer in Charge (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit/ E-mail Request Letter for training **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive or acknowledge the request letter	None	3 minute/s	• Officer-In-Charge (OIC), Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.2. Record and forward request to the Office of the Officer in Charge for approval		3 minute/s	• Officer-In-Charge (OIC), Agriculturist II; Guimaras National

				Crop Research, Development and Production Support Center
	1.3. Evaluate and approve the request and endorse to a Technical staff		20 minute/s	• Officer-In-Charge (OIC); Guimaras National Crop Research, Development and Production Support Center
	1.4. Contact the client to discuss the training schedule and module		15 minute/s	• Officer-In-Charge (OIC), Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
2. Attend training **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Conduct training	None	4 hour/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production

				Support Center
	2.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 4 hour/s, 42 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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

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

Office or Division:	Guimaras National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request (For Group) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of request or walk-in the Center to request. **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	10 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.2. Forward the request to Officer in		10 minute/s	• Officer-In-Charge (OIC),

	Charge for approval. (letter)			Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.3. Endorse to Production Section (walk-in)		10 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.4. Evaluate and approve the request		3 minute/s	• Officer-In-Charge (OIC); Guimaras National Crop Research, Development and Production Support Center
	1.5. Check the availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.		20 minute/s	• Senior Agriculturist, Engineer II; Guimaras National Crop Research,

				Development and Production Support Center
2. Receive the requested input and fill out the requisition issue slip (RIS). **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Release the requested seeds/ planting materials or farm inputs.	None	10 minute/s	• Senior Agriculturist, Engineer II; Guimaras National Crop Research, Development and Production Support Center
	2.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Senior Agriculturist, Engineer II; Guimaras National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 4 minute/s		
Total Processing Fee:		Total Standard Fee: None		

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.

Office or Division:	Guimaras National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter of request or fill- up a log book and describe the technical assistance needed (for walk-ins) **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	5 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.2. Forward request to Officer in Charge for approval		5 minute/s	• Officer-In-Charge (OIC), Senior

				Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	1.3. Endorse request to concerned staff		5 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
2. Follow-up request to concerned staff and discuss the nature of request **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Assess and discuss the request with the requesting party	None	30 minute/s	• Officer-In-Charge (OIC); Guimaras National Crop Research, Development and Production Support Center
	2.2. If the request is technical assistance, set or affirm schedule (for farm visits, conduct lecture or techno demo) if needed		30 minute/s	• Officer-In-Charge (OIC); Guimaras National Crop Research, Development and

				Production Support Center
3. Receive requested assistance and fill up the requisition issue slip (RIS) **Location:** Guimaras National Crop Research Development and Production Support Center (BPI-GNCRDPSC) Building - Receiving Area - 1st Floor **Notes/Instruction:** 30 Minutes (Walk-In) To 2 Days (Field Visit)	3.1. Conduct farm visits/techno-demo or lecture	None	30 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
	3.2. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Officer-In-Charge (OIC), Senior Agriculturist, Agriculturist II; Guimaras National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 46 minute/s		
Total Processing Fee:		Total Standard Fee: None		

La Granja National Crop Research, Development and Production Support Center

External Services

1. Conduct of Training (BPI-LA GRANJA)

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

Office or Division:	La Granja National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All (Organizations, Business, Offices)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter or Request or E-mail addressed to the Center Chief (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit/ E-mail Letter Request for training **Location:** La Granja National Crop Research, Development & Production Support Center through E-mail	1.1. Receive or acknowledge request letter	None	5 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research Development and Production Support Center (BPI-LGNCRDPSC)
	1.2. Record and forward request to the Office of the Center Chief for approval		5 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja

				National Crop Research Development and Production Support Center (BPI-LGNCRDPSC)
	1.3. Evaluate and approve the request and endorse to a Technical staff		20 minute/s	• Officer-In-Charge (OIC), Technical Staff; La Granja National Crop Research Development and Production Support Center (BPI-LGNCRDPSC)
	1.4. Contact the client to discuss training schedule and module		15 minute/s	• Technical Staff; La Granja National Crop Research, Development and Production Support Center
	1.5. Issue and collect Client Satisfaction Measurement Form (Optional)		1 minute/s	• Technical Staff; La Granja National Crop Research, Development and Production Support Center

Total Processing Time:	Working Days: 46 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Plant Identification and Certification (BPI-La Granja)

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

Office or Division:	La Granja National Crop Research, Development and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter addressed to the Center Chief indicating the purpose of identification & certification (1) Original Copy	Applicant / Client
Remarks: *(For students– letter should be signed by the student and adviser)*	
2. Actual Plant/Specimen (1) Original Copy	Applicant / Client
Remarks: *(complete parts of plant as possible)*	
3. Printed photo of plant (1) Original Copy	Applicant / Client
4. Copy of research proposal/investigatory project (1) Original Copy	Applicant / Client
Remarks: *(for students)*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Submit Letter of request, copy of research proposal, and photo of plant **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive or acknowledge the request letter	None	5 minute/s	• Chief, Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.2. Record and forward request to the Office of the Center Chief for approval		5 minute/s	• Chief, Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.3. Evaluate and approve the request and endorse to a Technical staff		20 minute/s	• Chief, Officer-In-Charge (OIC), Technical Staff; La Granja National Crop Research, Development and Production Support Center
2. Submit live specimen **Location:** La Granja National Crop Research, Development and Production Support	2. Evaluate, identify, and verify the specimen	None	30 minute/s	• Chief, Officer-In-Charge (OIC), Secretary, Technical Staff; La Granja

Center (LGNCRDPSC) Building - Receiving Area - 1st Floor				National Crop Research, Development and Production Support Center
3. Receive Plant Identification Certificate **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	3.1. Print plant identification certificate	None	15 minute/s	• Chief, Officer-In-Charge (OIC), Secretary, Technical Staff; La Granja National Crop Research, Development and Production Support Center
	3.2. Sign certificate		15 minute/s	• Chief, Officer-In-Charge (OIC), Secretary, Technical Staff; La Granja National Crop Research, Development and Production Support Center
	3.3. Release of Certificate		15 minute/s	• Chief, Officer-In-Charge (OIC), Secretary, Technical Staff; La Granja National Crop Research,

				Development and Production Support Center
	3.4. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Officer-In-Charge (OIC), Secretary, Technical Staff ; La Granja National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 46 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of Technical Assistance (BPI-LA GRANJA)

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.

Office or Division:	La Granja National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter of request or fill- up a log book and describe technical assistance needed (for walk-ins) **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	5 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.2. Forward the request to the Center Chief for approval.		5 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research,

				Development and Production Support Center
	1.3. Endorse request to concerned staff		5 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
2. Follow-up request to concerned staff and discuss the nature of the request. **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Assess and discuss the request with the requesting party.	None	30 minute/s	• Officer-In-Charge (OIC), Technical Staff; La Granja National Crop Research, Development and Production Support Center
	2.2. If the request is technical assistance, set or affirm the schedule (for a farm visit, conduct a lecture or techno demo) if needed.		30 minute/s	• Officer-In-Charge (OIC), Technical Staff; La Granja National Crop Research, Development and Production Support Center
3. Receive requested assistance **Location:**	3.1. Conduct farm visits/techno-demo or lecture	None	30 minute/s	• Technical Staff; La Granja National Crop

La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor **Notes/Instruction:** 30 Minutes (Walk-In) To 2 Days (Field Visit)				Research, Development and Production Support Center
	3.2. For farm visits, share with the client the observations and recommendations, particularly on farm or orchard		30 minute/s	• Technical Staff; La Granja National Crop Research, Development and Production Support Center
	3.3. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Technical Staff; La Granja National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 2 hour/s, 16 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group) (BPI-LA GRANJA)

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 groups.

Office or Division:	La Granja National Crop Research, Development and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request (For Group) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter of request or walk in the Center to request. **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	10 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.2. Forward request to Center Chief for approval		10 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop

				Research, Development and Production Support Center
	1.3. Evaluate and approve the request		10 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.4. Endorse to Production Section		10 minute/s	• Officer-In-Charge (OIC), Secretary; La Granja National Crop Research, Development and Production Support Center
	1.5. Check availability of seeds/planting materials/farm input. If not available, inform the requesting party when it will be available.		20 minute/s	• Production Coordinator, In-Charge Plant Nursery; La Granja National Crop Research, Development and Production Support Center

2. Receive requested input and fill up Requisition Issue Slip (RIS). **Location:** La Granja National Crop Research, Development and Production Support Center (LGNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Release the requested seeds/ planting materials/farm inputs.	None	10 minute/s	• Production Coordinator, In-Charge Plant Nursery, Production Section Staff; La Granja National Crop Research, Development and Production Support Center
	2.2. Issue and Collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Production Coordinator, In-Charge Plant Nursery, Production Section Staff; La Granja National Crop Research, Development and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Los Baños National Crop Research, Development, and Production Support Center

External Services

1. Conduct of Training (BPI-LBNCRDPSC)

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

Office or Division:	Los Baños National Crop Research, Development, and Production Support Center
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter or Request or E-mail address to the Center Chief (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit/E-mail Request Letter for training **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive or acknowledge the request letter	None	3 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center
	1.2. Record and forward requests to the Office of the Center Chief for approval		3 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production

				Support Center
	1.3. Evaluate and approve the request and endorse to a Technical staff		20 minute/s	• Officer-In-Charge (OIC); Los Baños National Crop Research, Development, and Production Support Center
	1.4. Contact the client to discuss the training schedule and module		15 minute/s	• Engineer I, Training Coordinator; Los Baños National Crop Research, Development, and Production Support Center
2. Attend training **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Conduct training	None	4 hour/s	• Engineer I, Training Coordinator, Technical Staff; Los Baños National Crop Research, Development, and Production Support Center
	2.2. Issue and collect Customer Satisfaction Measurement (CSM) Form, Training and Resource Person Evaluation Forms (Optional)		1 minute/s	• Engineer I, Training Coordinator, Technical Staff; Los Baños National Crop Research, Developme

				nt, and Production Support Center
Total Processing Time:	Working Days: 4 hour/s, 42 minute/s			
Total Processing Fee:	Total Standard Fee: None			

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

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

Office or Division:	Los Baños National Crop Research, Development, and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (For Group) (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit letter of request or walk-in to request. **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	10 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center
	1.2. Forward the request to the Center Chief for approval. (letter)		10 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production

				Support Center
	1.3. Endorse to Production Section (walk-in)		10 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center
	1.4. Evaluate and approve the request		10 minute/s	• Center Chief, Officer-In-Charge (OIC) ; Los Baños National Crop Research, Development, and Production Support Center
	1.5. Check the availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.		20 minute/s	• Production Section Head, Production Staff ; Los Baños National Crop Research, Development, and Production Support Center
2. Receive requested input and fillup requisition issue slip (RIS). **Location:** Los Baños National Crop Research, Development, and	2.1. Release the requested seeds/ planting materials or farm inputs.	None	10 minute/s	• Production Section Head, Production staff ; Los Baños National Crop Research, Developme

Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor				nt, and Production Support Center
	2.2. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Production Section Head, Production staff ; Los Baños National Crop Research, Developme nt, and Production Support Center
Total Processing Time:		Working Days: 1 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of Technical Assistance (BPI-LBNCRDPSC)

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

Office or Division:	Los Baños National Crop Research, Development, and Production Support Center
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of Request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter of request or fill- up a log book and describe the technical assistance needed (for walk-ins) **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor	1.1. Receive request	None	5 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center
	1.2. Forward the request to the Center Chief for approval.		5 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center

	1.3. Endorse request to the concerned staff.		5 minute/s	• Research Assistant; Los Baños National Crop Research, Development, and Production Support Center
2. Follow-up request to concerned staff and discuss the nature of the request. **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC) Building - Receiving Area - 1st Floor	2.1. Assess and discuss the request with the requesting party	None	30 minute/s	• Production Section Head, Technical Staff ; Los Baños National Crop Research, Development, and Production Support Center
	2.2. If the request is technical assistance, set or affirm schedule (for farm visits, conduct lectures or techno demo) if needed		30 minute/s	• Production Section Head, Technical Staff ; Los Baños National Crop Research, Development, and Production Support Center
3. Receive requested assistance and fill up requisition issue slip (RIS). **Location:** Los Baños National Crop Research, Development, and Production Support Center (BPI-LBNCRDPSC)	3.1. Conduct farm visits/techno-demo or lecture	None	30 minute/s	• Technical Staff; Los Baños National Crop Research, Development, and Production Support Center

Building - Receiving Area - 1st Floor **Notes/Instruction:** 30 Minutes (Walk-In) To 2 Days (Field Visit)	3.2. For farm visits, share with the concerned the observations and recommendations, particularly on the farm or orchard.		30 minute/s	• Technical Staff; Los Baños National Crop Research, Development, and Production Support Center
	3.3. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Technical Staff; Los Baños National Crop Research, Development, and Production Support Center
Total Processing Time:		Working Days: 2 hour/s, 16 minute/s		
Total Processing Fee:		Total Standard Fee: None		

National Plant Quarantine Services Division - Import Section

External Services

1. Issuance of License to Operate as Importer

The National Plant Quarantine Services Division of the Bureau of Plant Industry issues License to Operate as Importer to entities intending to import plants, planting materials and plant products for commercial purposes.

Office or Division:	National Plant Quarantine Services Division - Import Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Business entities such as Single Proprietors, Corporations, Partnerships, Cooperatives, Joint Ventures, Associations, and Government agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Notarized Application Form for Registration with 2x2 ID Picture of Owner (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
2. Importer Registration with the Bureau of Customs (1) Electronic Copy	Bureau of Customs - Intelligence Group
3. Broker Registration with the Bureau of Customs (1) Photo Copy	Bureau of Customs - Intelligence Group
4. Special Power of Attorney with 2x2 ID picture (1) Original Copy	Applicant / Client
Remarks: *2 pcs 2 x 2 ID picture of the Individuals listed in the document, maximum of three (3) representatives*	
5. Annual Income Tax Return with Audited Financial Statement (1) Certified True Copy	Bureau of Internal Revenue - Revenue District Office
6. Proof of Business Establishment in the Locality *Any of the following:*	
6.A. Mayor's Permit (1) Certified True Copy	Local Government Unit - Business Permits and Licensing Department

Remarks: *whichever is applicable in the locality where the business operates*	
---- OR ----	
6.B. Business Permit (1) Certified True Copy	Local Government Unit - Business Permits and Licensing Department
Remarks: *whichever is applicable in the locality where the business operates*	
For Situational Requirement	
A. For Corporation	
A.1. Registration with the Security and Exchange Commission (1) Certified True Copy	Security and Exchange Commission - Company Registration and Monitoring Department
A.2. Articles of Incorporation (1) Certified True Copy	Security and Exchange Commission - Company Registration and Monitoring Department
A.3. Certificate of Good Standing (1) Certified True Copy	Security and Exchange Commission - Company Registration and Monitoring Department
B. For Cooperatives	
B.1. Registration with Cooperative Development Authority (1) Certified True Copy	Cooperative Development Authority - Registration Division
C. For Single Proprietorship	
C.1. Registration with the Department of Trade and Industry (1) Certified True Copy	Department of Trade and Industry - Negosyo Centers
D. For PEZA Special Economic Zones	
D.1. Registration with the Philippine Economic Zone Authority (1) Certified True Copy	Philippine Economic Zone Authority - Enterprise Regulations Department
E. For Plant Food Importers	
E.1. Internal Control System and Food Safety Plan (1) Original Copy	Applicant / Client

E.2. Certificate of Attendance of Food Business Operator Representative (1) Certified True Copy	Bureau of Plant Industry - Plant Product Safety Services Division
E.3. License to Operate as Dry Warehouse or Cold Storage Facility (1) Photo Copy	Bureau of Plant Industry - Plant Product Safety Services Division
Remarks: *Dry warehouse for dry plant food commodities and cold storage facilities for fresh plant food commodities*	
E.4. Proof that Company has Designated Food Safety Compliance Officer (1) Certified True Copy	Applicant / Client
Remarks: *Any proof that the person is a designated Food Safety Compliance Officer (FSCO) of the company, or training certificate, as appropriate*	
F. For Applicants Leasing Warehouse	
F.1. Contract of Lease with the Lessor (1) Certified True Copy	Applicant / Client
F.2. Physical Sketch and Global Positioning System (GPS) of Exact Location of Warehouse (1) Original Copy	Applicant / Client
Remarks: *Applicant may use Google maps*	
F.3. 5R Pictures of the warehouse (1) Original Copy	Applicant / Client
Remarks: *The pictures should show a dated newspaper*	
G. For Applicants Owning Warehouse	
G.1. Proof of Ownership of Land (1) Photo Copy	Land Registration Authority - Registry of Deeds
Remarks: *May be OCT (Original Certificate of Title) or TCT (Transfer Certificate of Title)*	
G.2. Physical Sketch and Global Positioning System (GPS) of Exact Location of Warehouse	Applicant / Client

(1) Original Copy	
Remarks: *Applicant may use Google maps*	
G.3. 5R Pictures of the warehouse (1) Original Copy	Applicant / Client
Remarks: *The pictures should show a dated newspaper*	
H. For coconut pplants, products and by-products including palm oil and germinated oil palm seed	
H.1. Registration with the Philippine Coconut Authority (1) Certified True Copy	Philippine Coconut Authority - Regional Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Form and documentary requirements **Location:** Right window, 1st Flr. NPQSD Building **Notes/Instruction:** The application form should only be signed by either the Owner or the President of the entity. No application will be accepted unless complete.	1. Evaluate application form and other documents. If incomplete, the applicant will be advised to complete their deficiencies and the application will not be accepted.	None	1 hour/s	• Agricultural Technologist; Import Section • Senior Agriculturist; Import Section
2. Receive Order Payment **Location:** Right Window, 1st Flr., NPQSD Building **Notes/Instruction:**	2. Issue order of payment	None	10 minute/s	• Agricultural Technician II; National Plant Quarantine Services Division • Senior Agriculturis

Only applicants with complete documentary requirements will be issued order of payment				t; National Plant Quarantine Services Division
3. Payment of Application Fee **Location:** Right Window, 1st Flr. NPQSD Building	3. Receive payment of application fee and issue receipt	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	10 minute/s	• Agricultural Technician II; National Plant Quarantine Services Division • Senior Agriculturist; National Plant Quarantine Services Division
4. Attend Scheduled Orientation **Location:** Through Google Meets Online Meeting Platform, link will be emailed by pqsbpi.regisaccre@gmail.com	4. Discuss Guidelines on Importation (rules and regulations related to importation, registration process, allowable commodities to be imported, SPSIC application, grounds for suspension, revocation and blacklisting of importers, and other related topics)	None	3 working day/s, 1 hour/s	• Agricultural Technologist; Import Section • Senior Agriculturist; Import Section
5. Participate in the Scheduled Inspection **Location:** Indicated office address and warehouse/cold storage facility address of the applicant	5.1. Inspection, verification and validation of the office and warehouse facility of the applicant. The inspectors will check these facilities for compliance with NPQSD requirements	None	5 working day/s, 3 hour/s	• Agricultural Technologist; National Plant Quarantine Services Division • Senior Agriculturist; National Plant Quarantine Services Division • Agricultural Technician

					II; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist ; NPQSD-NCR Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD-NCR Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD-NCR Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD-NCR Stations • Senior Agriculturist; NPQSD Regional Stations • Agricultural Technician I; NPQSD-NCR Stations

				• Agricultural Technician I; NPQSD Regional Stations
	5.2. Preparation of Inspection Report and License to Operate		1 working day/s	• Agricultural Technologist; National Plant Quarantine Services Division • Senior Agriculturist; National Plant Quarantine Services Division • Agricultural Technician I; NPQSD-NCR Stations • Agricultural Technician I; NPQSD Regional Stations • Agricultural Technician II; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD-

				NCR Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD-NCR Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD-NCR Stations • Senior Agriculturist; NPQSD Regional Stations
	5.3. Evaluation of Inspection Report and Endorsement of License to Operate to the BPI Director		30 minute/s	• Chief; National Plant Quarantine Services Division • Supervising Agriculturist; NPQSD Regional Stations
	5.4. Approve License to Operate as Importer		5 minute/s	• Director; Bureau of Plant Industry Central Office
6. Receive Order of Payment **Location:** Right Window, 1st Flr., NPQSD Building	6. Issue order of payment to the applicant for the payment of regulatory fees	None	10 minute/s	• Agricultural Technician II; National Plant Quarantine Services Division

				• Senior Agriculturist; National Plant Quarantine Services Division
7. Payment of Regulatory Fee **Location:** Right Window, 1st Flr. NPQSD Building	7. Receive payment of regulatory fee	**Possible Fees** Breakdown: Regulatory Fee for New Applicants: PHP 4000 Regulatory Fee for Renewal Applicants: PHP 1500	10 minute/s	• Agricultural Technician II; National Plant Quarantine Services Division • Senior Agriculturist; National Plant Quarantine Services Division
8. Receive License to Operate as Importer **Location:** Right Window, 1st Flr. NPQSD Building **Notes/Instruction:** Applicant has to submit their proof of orientation	8.1. Release the License to the importer	None	10 minute/s	• Agricultural Technologist; Import Section • Senior Agriculturist; Import Section
	8.2. Issue and Collect Costumer Satisfaction Measurement Form (Optional)		5 minute/s	• Agricultural Technologist; Import Section • Senior Agriculturist; Import Section
Total Processing Time:		Working Days: 9 working day/s, 6 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		

Possible Fees

- **Regulatory Fee for New Applicants** : 4000
- **Regulatory Fee for Renewal Applicants** : 1500

2. Issuance of Sanitary and Phytosanitary Import Clearances

The National Plant Quarantine Services Division issues the Sanitary and Phytosanitary Import Clearance as a requirement to entities intending to import plants, planting materials and plant products for commercial purposes. This document indicates the pre-entry and post-entry shipment requirements to ensure that the imported commodity does not introduce quarantine pests and diseases into the country.

Office or Division:	National Plant Quarantine Services Division - Import Section
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Business entities such as Single Proprietors, Corporations, Partnerships, Cooperative, Joint Ventures, Associations and Government agencies
Operating Hours:	24/7

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. License to Operate as Importer (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
2. Proforma Invoice (1) Electronic Copy	Applicant / Client
Remarks: *Client will secure this invoice from his supplier from the country of origin*	
For Situational Requirement	
A. For Import Clearance Applications for Orchids, Ornamental Plants and all plants/planting materials under Convention on International Trade in Endangered Species	
A.1. Convention on International Trade in Endangered Species (CITES) Import Permit (1) Electronic Copy	Department of Environment and Natural Resources - Biodiversity Management Bureau
B. For Import Clearance Applications for Coconut planting materials, products and by-products	
B.1. Registration with the Philippine Coconut Authority (1) Electronic Copy	Philippine Coconut Authority - Regional Offices
C. For Import Clearance Applications for milled rice	

C.1. Certificate of Heavy Metal Analysis and Aflatoxin Analysis (1) Electronic Copy	Applicant / Client
Remarks: *The applicant may secure this from the supplier. The certification must be issued by an ISO 17025 accredited laboratory or a recognized laboratory from the country of origin*	
C.2. Genetically Modified Organism or NON-Genetically Modified Organism Certification (1) Electronic Copy	Applicant / Client
Remarks: *The applicant may secure this from the supplier*	
C.3. Distribution List (1) Electronic Copy	Applicant / Client
Remarks: *This will indicate all the areas with addresses where the applicant intends to distribute their imported milled rice*	
C.4. Certification of Payment (1) Electronic Copy	Applicant / Client
Remarks: *The applicant will secure this from the supplier/seller*	
D. For Import Clearance Applications for Corn and Wheat	
D.1. Affidavit declaring purpose of Importation (1) Electronic Copy	Applicant / Client
Remarks: *The affidavit should clearly indicate if the corn or wheat being imported is for food use or feed use*	
E. For Import Clearance Applications for commodities for research	
E.1. Research Proposal (1) Electronic Copy	Applicant / Client
F. For Import Clearance Applications for plants and planting materials for propagation	
F.1. Location map of the planting site (1) Electronic Copy	Applicant / Client
G. For Import Clearance Applications for sugarcane plants and planting materials	

G.1. Permit to Import (1) Electronic Copy			Sugar Regulatory Administration - Regulatory Division	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Application of List of Importable **Location:** Email BPI Template for List of Importables at helpdesk@intercommerce.com.ph for uploading **Notes/Instruction:** The template may be downloaded from: https://www.intercommerce.com.ph/ICCustoms/download_area.asp	1. Approval or Rejection of List of Importable	None	1 working day/s	• Agricultural Technician II; Import Section • Senior Agriculturist; Import Section • IT Specialist; Intercommerce Network Services
2. Application of Sanitary and Phytosanitary Import Clearance through the DA Trade System Website **Location:** DA Trade System Website: https://www.intercommerce.com.ph/login.asp?home=home	2.1. Review SPS Import Clearance application and input pre- and post- entry shipment conditions	**Standard Fees** Breakdown: Processing Fee: PHP 55 Regulatory Fee: PHP 300 --- Total: PHP 355	1 working day/s	• Agricultural Technician II; National Plant Quarantine Services Division • Agriculturist II; National Plant Quarantine Services Division • Senior Agriculturist; National Plant Quarantine Services Division • IT Specialist;

				Intercommerce Network Services • Senior Agriculturist; NPQSD-NCR Stations
	2.2. Endorse SPS Import Clearance to the BPI Director		1 working day/s	• Chief; National Plant Quarantine Services Division • IT Specialist; Intercommerce Network Services
3. Printing of Sanitary and Phytosanitary Import Clearance from the DA Trade System Website **Location:** DA Trade System Website: https://www.intercommerce.com.ph/login.asp?home=home	3.1. Approve SPS Import Clearance application	None	1 working day/s	• Director; Bureau of Plant Industry Central Office • IT Specialist; Intercommerce Network Services
	3.2. Issue and Collect Customer Satisfaction Measurement Form (Optional)		15 minute/s	• Agricultural Technologist; Import Section
Total Processing Time:		Working Days: 4 working day/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 355		

National Plant Quarantine Services Division- Export Section

External Services

1. 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 as farm source of fresh fruits and vegetables intended for export.

Office or Division:	National Plant Quarantine Services Division- Export Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
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 (1) Original Copy	Applicant / Client
2. Copy of any government issued identification card (1) Photo Copy	Applicant / Client
3. Barangay Clearance (1) Photo Copy	Barangay Hall - Barangay Office
4. Community Tax Certificate (1) Photo Copy	City or Municipal Hall - Office of the Municipal Treasurer
5. Information on the following: Total Production area (ha): _____ Estimated volume of production Location Sketch Map of farm (1) Original Copy	Applicant / Client
6. Quality Standards Accreditation/s eg. PhilGAP, GlobalGAP (if any) (1) Photo Copy	Applicant / Client
7. Certificate of Attendance of Owners, Facility Manager or Quality Assurance Personnel in trainings on Good Agricultural Practices (1) Photo Copy	Department of Agriculture, Local Government Unit - Regional Field Office

Remarks:

Secure this requirement wherever it applies to your area.

8. Certificate of Completion (Orientation of Applicant) (1) Photo Copy	Bureau of Plant Industry - National Plant Quarantine Services Division , PQS Regional Offices
9. BPI-PQS Inspection Report (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division, PQS Regional Offices
For Situational Requirement	
A. Proof of Ownership of Land	
A.1. Proof of Ownership or Valid claim of possession or any agreement which allows the applicant to use the property *Any of the following:*	
A.1.A. Certificate of Title/Transfer Certificate of Title. (Cancelled Title will not be accepted) (1) Photo Copy	Land Registration Authority - Register of Deeds of the Province/City (where the lot is situated)
---- OR ----	
A.1.B. Deed of Absolute Sale (1) Photo Copy	Land Registration Authority - Registry of Deeds where the property is located

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Notarized Application Form (BPI "Q" Form No. 10c) together with validation form (BPI "Q" Form No. 10g) and other required documents to the nearest Plant Quarantine Station office, business is located **Location:** Groundfloor, Export Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office or through our	1. Review and evaluate the application form and the completeness of the documentary requirements. If the requirements are incomplete it will be returned to the client and will not be accepted for processing.	None	1 hour/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Supervising Agriculturist; NPQSD Regional Stations

website at https://npqsd.bpi-npqsd.com.ph/export/				• Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Export Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
2. Interview and Orientation of Farmer/Owner **Location:** Ground Floor, Export Section Room, NPQSD Building or nearest Plant Quarantine Service office	2. Discussion of the rules and regulations governing export as stipulated in Presidential Decree No. 1433 (PD 1433), also known as the "Plant Quarantine Law of 1978," along with the specific export protocol	None	2 hour/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturis

				t; Export Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; Export Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations

3. Participate in the scheduled inspection **Location:** Declared farm address of the applicant/farmer	3.1. Inspection, verification and validation of the office provided by the applicant in compliance with the National Plant Quarantine Services Division requirement.	None	1 working day/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Export Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Export Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD

				Regional Stations
	3.2. Prepare Inspection Report		1 working day/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; Export Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician

				II; Export Section • Agricultural Technician II; NPQSD Regional Stations
	3.3. Deliberate Inspection Report and other documentary requirements		1 hour/s	• Supervising Agriculturist; Export Section • Senior Agriculturist; • Agriculturist II; Export Section • Agriculturist I; Export Section • Agricultural Technologist; Export Section • Agricultural Technician II; Export Section
	3.4. Complete documents and Inspection report will be sent to the central office.		3 working day/s	• Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD

				Regional Stations • Agricultural Technician II; NPQSD Regional Stations
	3.5. Evaluate and endorse application to the Chief, NPQSD		2 working day/s	• Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; NPQSD Regional Stations
	3.6. Prepare Certificate of Registration for farms and growers with Corresponding unique code		30 minute/s	• Supervising Agriculturist; Export Section • Senior Agriculturist; Export Section • Agriculturist II; Export Section • Agriculturist I; Export Section

				• Agricultural Technologist; Export Section • Agricultural Technician II ; Export Section
	3.7. Recommendation and Countersign the Certificate of Registration for farms and growers		30 minute/s	• Chief Agriculturist; National Plant Quarantine Services Division
	3.8. Approve Certificate of Registration for farms and growers		30 minute/s	• Director; Bureau of Plant Industry Central Office
4. Receive Certificate of Registration **Location:** Export Section Room, Groundfloor, National Plant Quarantine Services Division Building, NPQSD Regional Office	4.1. Release the Certificate of Registration for Farms and Growers	None	5 minute/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Export Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export

				Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; Export Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	4.2. Issue and Collect Costumer Satisfaction Measurement (optional)		3 minute/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Export Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II;

				NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; Export Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
Total Processing Time:		Working Days: 7 working day/s, 5 hour/s, 38 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. 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 for the Packing Facility of fresh fruits and vegetables intended for export.

Office or Division:	National Plant Quarantine Services Division- Export Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Food Business Operators/entities such as Single Proprietors, Corporations, Partnerships, Cooperatives, Joint Ventures, Associations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
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 (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
2. Proof of Establishment in the Locality *Any of the following:*	
2.A. Current Mayor's Permit (1) Photo Copy	Local Government Unit - Business Permits and Licensing Department
Remarks: *Whichever is applicable*	
---- OR ----	
2.B. Business Permit (1) Photo Copy	Local Government Unit - Business Permits and Licensing Department
3. Current Sanitary Permit (1) Photo Copy	Local Government Unit - City or Municipal Health and Sanitation Department
4. Internal Control System (ICS) and Food Safety Plan (1) Original Copy	Applicant / Client

5. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP) (1) Photo Copy	Department of Agriculture, Local Government Unit - Regional Field Office
6. Lay-out, pictures and location of the facility (1) Original Copy	Applicant / Client
7. Packing Facility Process (1) Original Copy	Applicant / Client
8. List of Technical and Non-technical personnel, and quality assurance personnel with corresponding qualifications (1) Original Copy	Applicant / Client
9. Certificate of Registration (COR) of farm source (1) Photo Copy	Applicant / Client
10. List of Licensed Exporters and Licensed Distributor (1) Original Copy	Applicant / Client
11. Designated FSCO/FSCOs (1) Original Copy	Applicant / Client
Remarks: *Any Proof that the person is designated Food Safety Compliant Officer of the Company, or training certificate as approriate.*	
12. Certificate of Completion (Orientation of Applicant) (1) Photo Copy	Bureau of Plant Industry - National Plant Quarantine Services Division , PQS Regional Offices
13. BPI-PQS Inspection Report (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division, PQS Regional Offices
For Situational Requirement	
A. For Corporation	
A.1. Registration with the Security and Exchange Commission (1) Certified True Copy	Security and Exchange Commission - Company Registration and Monitoring Department
B. For Cooperatives	
B.1. Registration with the Cooperative Development Authority (1) Certified True Copy	Cooperative Development Authority - Registration Division
C. For Single Proprietorship	

C.1. Registration with the Department of Trade and Industry (1) Certified True Copy			Department of Trade and Industry - Negosyo Centers	
D. For Philippine Economic Zone Authority				
D.1. Registration with the Philippine Economic Zone Authority (1) Certified True Copy			Philippine Economic Zone Authority - Enterprise Regulations Department	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Notarized Application Form (BPI "Q" Form No. 10d) together with validation form (BPI "Q" Form No. 10e) and other required documents to the nearest Plant Quarantine Station office, business is located **Location:** Groundfloor, Export Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	1. Review and evaluate the application form and the completeness of the documentary requirements. If the requirements are incomplete it will be returned to the client and will not be accepted for processing.	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 hour/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician

				II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
2. Interview and Orientation of Packing Facility Owner/ Company's representative **Location:** Ground Floor, Export Section Room, NPQSD Building or nearest Plant Quarantine Service office	2. Discussion of the rules and regulations governing export as stipulated in Presidential Decree No. 1433 (PD 1433), also known as the "Plant Quarantine Law of 1978," along with the specific export protocol	None	2 hour/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician

				II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
3. Participate in the scheduled inspection **Location:** Packing facility address of the company declared by the applicant	3.1. Inspection, verification and validation of the office provided by the applicant in compliance with the National Plant Quarantine Services Division requirement.	None	1 working day/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section

				• Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	3.2. Prepare Inspection Report		1 working day/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Export Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Export Section

				• Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
		3.3. Evaluation and endorsement of Plant Product Safety Services Division to National Plant Quarantine Services Division	5 working day/s	• Supervising Agriculturist; Plant Products Safety Services Division • Senior Agriculturist; Plant Products Safety Services Division • Agriculturist II; Plant Products Safety Services Division • Agriculturist I; Plant Products Safety Services Division
		3.4. Prepare License to Operate -Packing Facility with corresponding unique code	30 minute/s	• Supervising Agriculturist ; National Plant Quarantine Services Division-Export Section • Senior Agriculturist ; National Plant Quarantine

				Services Division- Export Section • Agriculturist II; National Plant Quarantine Services Division- Export Section • Agriculturist I; National Plant Quarantine Services Division- Export Section • Agricultural Technologist; National Plant Quarantine Services Division- Export Section • Agricultural Technician II; National Plant Quarantine Services Division- Export Section
	3.5. Recommendation and Countersign the License to Operate as Exporter		30 minute/s	• Chief Agriculturist; National Plant Quarantine Services Division
	3.6. Approve License to Operate- Packing Facility		30 minute/s	• Director; Bureau of Plant Industry Central Office

4. Receive Order of Payment **Location:** Export Section Room, Groundfloor, National Plant Quarantine Services Division Building or nearest Plant Quarantine Station Offices	4. Issue order of payment to the applicant for the payment of regulatory fees	None	3 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Agricultural Technician II; National Plant Quarantine Services Division
5. Payment of Regulatory Fees **Location:** Export Section, Ground Floor, NPQSD Building	5. 5.1 Receive payment of regulatory fee	**Possible Fees** Breakdown: Regulatory fee for New Applicants: PHP 1500 Regulatory fee for Renewal Applicants: PHP 1500 For additional packing facility: PHP 200	2 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Agricultural technician II; National Plant Quarantine Services Division
6. Receive License to Operate **Location:** Export Section, Ground Floor, NPQSD Building or nearest Plant Quarantine Station Office **Notes/Instruction:** The License to Operate - Packing Facility will be released at the Plant Quarantine Station where the applicant applied, and the applicant must	6.1. Release the License to the packing facility owner	None	5 minute/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations

provide a copy of the Official Receipt.				• Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	6.2. Issue and Collect Costumer Satisfaction Measurement (optional)		1 minute/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export

				Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
Total Processing Time:	Working Days: 7 working day/s, 4 hour/s, 41 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 1000 See other fees below			

Possible Fees

- **Regulatory fee for New Applicants** : 1500
- **Regulatory fee for Renewal Applicants** : 1500
- **For additional packing facility** : 200

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 to entities intending to export fresh fruits and vegetables for commercial purposes.

Office or Division:	National Plant Quarantine Services Division- Export Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Food Business Operators/entities such as Single Proprietors, Corporations, Partnerships, Cooperatives, Joint Ventures, Associations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 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 (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
Remarks: *The application may be secured at the nearest Plant Quarantine Station or through our website at https://npqsd.bpi-npqsd.com.ph/export/*	
2. Proof of Business Establishment in the Locality *Any of the following:*	
2.A. Current Mayor's Permit (1) Photo Copy	Local Government Unit - Business Permits and Licensing Department
---- OR ----	
2.B. Business Permit (1) Photo Copy	Local Government Unit - Business Permits and Licensing Department
3. Current Sanitary Permit (1) Photo Copy	Local Government Unit - City or Municipal Health and Sanitation Department
4. List of Director and Officers for corporate	Applicant / Client

(1) Original Copy	
5. List of Quality Assurance Personnel with corresponding qualifications (1) Original Copy	Applicant / Client
6. List of Registered Farmers/Growers, Production Site, Location Maps, Area Coverage (1) Original Copy	Applicant / Client
7. Internal Control System (ICS) and Food Safety Plan (1) Original Copy	Applicant / Client
8. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP) (1) Photo Copy	Department of Agriculture, Local Government Unit - Regional Field Office
Remarks: *Secure this requirement wherever it applies to your area.*	
9. Proof that Company has Designated Food Safety Compliant Officer (1) Photo Copy	Applicant / Client
Remarks: *Any proof that the person is a designated Food Safety Compliant Officer of the company , or training certificate as appropriate.*	
10. List of Licensed Packing Facility (1) Original Copy	Applicant / Client
11. BPI-PQS Inspection Report (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division , PQS Regional Offices
12. Brand name/s (optional) (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For Corporation	
A.1. Registration with the Security and Exchange Commission (SEC) (1) Photo Copy	Security and Exchange Commission - Company Registration and Monitoring Department
B. For Coopeartives	
B.1. Registration with Cooperative Development Authority (CDA)	Cooperative Development Authority - Registration

(1) Photo Copy	Division
C. For Single Proprietorship	
C.1. Department of Trade and Industry (DTI) Registration (1) Photo Copy	Department of Trade and Industry - Negosyo Centers
D. For PEZA Special Economic Zones	
D.1. Registration with Philippine Economic Zone Authority (PEZA) (1) Photo Copy	Philippine Economic Zone Authority - Enterprise Regulations Department
E. For Applicants Owning Farm	
E.1. Proof of Ownership of Land *Any of the following:*	
E.1.A. Original Certificate of Title/Transfer Certificate of Title. (Cancelled Title will not be accepted) (1) Photo Copy	Land Registration Authority - Register of Deeds of the Province/City (where the lot is situated)
---- OR ----	
E.1.B. Deed of Absolute Sale (1) Photo Copy	Land Registration Authority - Registry of Deeds where the property is located
F. For Applicants Leasing Farm	
F.1. Any of the following: *Any of the following:*	
F.1.A. Valid Contract of Lease with the Lessor (1) Photo Copy	Applicant / Client
---- OR ----	
F.1.B. Notarized Supply Contract (1) Photo Copy	Applicant / Client
G. For Applicants Owning Packing Facilities	
G.1. Certificate of Title/Transfer Certificate of Title. (Cancelled Title will not be accepted). (1) Photo Copy	Land Registration Authority - Registry of Deeds (RD)
H. For Applicants Leasing Packing Facilities	
H.1. Valid Contract of Lease (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit Notarized Application Form (BPI "Q" Form No. 10a) together with validation form (BPI "Q" Form No. 10b other required documents to the nearest Plant Quarantine Station office, business is located **Location:** Groundfloor, Export Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office **Notes/Instruction:** *The application form should only be signed by either the Owner or the President of the entity. No application will be accepted unless complete.*	1. Review and evaluate the application form and the completeness of the documentary requirements. If the requirements are incomplete it will be returned to the client and will not be accepted for processing.	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 hour/s	• Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations
2. Interview and Orientation of	2. Discussion of the rules and regulations	None	2 hour/s	• Supervising

Exporter/ Company's representative **Location:** Ground Floor, Export Section Room, NPQSD Building or nearest Plant Quarantine Service office	governing export as stipulated in Presidential Decree No. 1433 (PD 1433), also known as the "Plant Quarantine Law of 1978," along with the specific export protocol			Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations
3. Participate in the scheduled inspection **Location:** Office address of the company declared by the applicant	3.1. Inspection, verification and validation of the office provided by the applicant in compliance with the National Plant Quarantine Services Division requirement.	None	1 working day/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD

					Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Supervising Agriculturist ; Plant Products Safety Services Division • Supervising Agriculturist ; PPSSD Satellite Offices • Senior Agriculturist ; Plant Products Safety Services Division • Senior Agriculturist ; PPSSD

					Satellite Offices • Agriculturist II; Plant Products Safety Services Division • Agriculturist II; PPSSD Satellite Offices • Agriculturist I; Plant Products Safety Services Division • Agriculturist I; PPSSD Satellite Offices
		3.2. Prepare Inspection Report		1 working day/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Supervising Agriculturist ; Plant Products Safety Services Division • Supervising Agriculturist ; PPSSD Satellite Offices • Senior Agriculturist ; Export Section • Senior Agriculturis

					t ; NPQSD Regional Stations • Senior Agriculturist ; Plant Products Safety Services Division • Senior Agriculturist ; PPSSD Satellite Offices • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist II; Plant Products Safety Services Division • Agriculturist II; PPSSD Satellite Offices • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agriculturist I; Plant Products Safety Services Division • Agriculturist I; PPSSD Satellite Offices • Agricultural Technologi

				st; Export Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	3.3. Evaluation and endorsement of Plant Product Safety Services Division to National Plant Quarantine Services Division		5 working day/s	• Supervising Agriculturist ; Plant Products Safety Services Division • Senior Agriculturist ; Plant Products Safety Services Division • Agriculturist II; Plant Products Safety Services Division • Agriculturist I; Plant Products Safety Services Division
	3.4. Prepare License to Operate as Exporter with		30 minute/s	• Supervising Agriculturis

	Corresponding unique code			t ; Export Section • Senior Agriculturist ; Export Section • Agriculturist II; Export Section • Agriculturist I; Export Section • Agricultural Technologist ; Export Section • Agricultural Technician II; Export Section
	3.5. Recommendation and Countersign the License to Operate as Exporter		30 minute/s	• Chief Agriculturist; National Plant Quarantine Services Division
	3.6. Approve License to Operate as Exporter		30 minute/s	• Director; Bureau of Plant Industry Central Office
4. Receive Order of Payment **Location:** Export Section Room, Groundfloor, National Plant Quarantine Services Division Building	4. Issue order of payment to the applicant for the payment of regulatory fees	None	3 minute/s	• Agricultural Technician II; National Plant Quarantine Services Division • Senior Agriculturist ; National Plant Quarantine Services Division
5. Payment of Regulatory Fee **Location:**	5. Receive payment of regulatory fee	**Possible Fees** Breakdown: Regulatory	2 minute/s	• Senior Agriculturist ; National Plant

Export Section Room, Groundfloor, National Plant Quarantine Services Division Building		fee for New Applicants: PHP 4000 Regulatory fee for Renewal Applicants: PHP 1500		Quarantine Services Division • Agricultural technician II; National Plant Quarantine Services Division
6. Receive License to Operate **Location:** Export Section Room, Groundfloor, National Plant Quarantine Services Division Building **Notes/Instruction:** Upon the release of the License to Operate as Exporter, the applicant shall provide a copy of Official Receipt.	6.1. Release the License to the exporter	None	5 minute/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician

				II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	6.2. Issue and Collect Costumer Satisfaction Measurement (optional)		1 minute/s	• Supervising Agriculturist ; Export Section • Supervising Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD

				Regional Stations • Agricultural Technician I; NPQSD Regional Stations
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s, 41 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Possible Fees • **Regulatory fee for New Applicants** : 4000 • **Regulatory fee for Renewal Applicants** : 1500				

National Plant Quarantine Services Division - Export Section

External Services

1. Issuance of License to Operate as Quarantine Treatment Provider

The National Plant Quarantine Services Division issues License to Operate as Quarantine Treatment Providers to entities providing quarantine treatment to plants and plant products.

Office or Division:	National Plant Quarantine Services Division - Export Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Business entities like single proprietors, cooperations, cooperatives, joint ventures, partnerships, offering services classified as quarantine treatment (i.e. fumigation, heat treatment and Vapor heat treatment).
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Notarized Application Form for License to Operate as Quarantine Treatment Provider (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
2. Current Mayor's Permit (1) Photo Copy	Local Government Unit - Business Permits and Licensing Department
3. Two (2) 2x2 ID picture of the owner and Representative/s (1) Original Copy	Applicant / Client
4. Company profile (1) Original Copy	Applicant / Client
5. Tax Identification Number (TIN) of the company (1) Photo Copy	Bureau of Internal Revenue - Revenue District Office
6. List of Operators (including their Qualifications, Training and Certificates) (1) Original Copy	Applicant / Client
7. Lay-out/pictures/description of the Treatment Facility (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For corporation	
A.1. Registration with Security and Exchange Commission (1) Photo Copy	Security and Exchange Commission - Company Registration and Monitoring Department

B. For single proprietorship	
B.1. Registration with the Department of Trade and Industry (1) Photo Copy	Department of Trade and Industry - Negosyo Centers
C. For Applicants for Quarantine Treatment Provider for Fumigation	
C.1. License with the Fertilizer and Pesticide Authority (1) Photo Copy	Fertilizer and Pesticide Authority - Planning, Management and Information Division
C.2. List of Equipment (1) Original Copy	Applicant / Client
Remarks: *Including List of Equipment Running Test*	
C.3. List and Qualification of AFAS accredited fumigator (if applicable) (1) Original Copy	Applicant / Client
Remarks: *Also include other fumigation personnel*	
D. For Applicants of Quarantine Treatment Provider for Heat Treatment	
D.1. Conduct of Chamber Test (Sample: N/A N/A)	Applicant / Client
Remarks: *Also include in the submission the result of the Chamber Test*	
D.2. List of Equipment (1) Original Copy	Applicant / Client
E. For Applicants of Quarantine Treatment Provider for Vapor Heat Treatment	
E.1. Conduct of Sensor Test (Sample: N/A N/A)	Applicant / Client
Remarks: *Include result of the sensor test in the submission*	
E.2. Conduct of Running Test (Sample: N/A N/A)	Applicant / Client
Remarks:	

Include result of the running test in the submission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Notarized Application Form (BPI "Q" Form No. 10f) together with validation form (BPI "Q" Form No. 10h) and other required documents to the nearest Plant Quarantine Station office, business is located **Location:** Ground Floor , Export Section room , NPQSD Building , Nearest Plant Quarantine Station office or through our website at https://npqsd.bpi-npqsd.com.ph/export/	1. Evaluate application form and other required documents	**Standard Fees** Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 hour/s	• Agriculturist II; Export Section • Supervising Agriculturist; Export Section • Supervising Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD-NCR Stations • Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; NPQSD-NCR Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD Regional Stations • Agriculturist II; NPQSD-

					NCR Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agriculturist I; NPQSD-NCR Stations • Agricultural Technologist ; Export Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technologist ; NPQSD-NCR Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician II; NPQSD-NCR Stations • Agricultural Technician I; NPQSD Regional Stations • Agricultural Technician I; NPQSD-

				NCR Stations
2. Participate in the site/facility/office visit **Location:** Site, facility and office indicated by the applicant in their application	2. Discuss protocols, rules and regulations governing export and other export protocols	None	2 hour/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations
3. Treatment Demonstration **Location:**	3.1. Conduct of Inspection of facility and physical	None	2 working day/s	• Agricultural Technician

Site/facility indicated by the applicant in their application	inventory of equipment			II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations
	3.2. Actual Testing of equipment and evaluation of		2 working day/s	• Agricultural Technician

	competency of personnel in conducting treatment			II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations

	3.3. Prepare Inspection/ Evaluation Report		1 working day/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations

	3.4. Evaluate and Endorse application to the Chief		30 minute/s	• Supervising Agriculturist; Export Section • Chief Agriculturist; National Plant Quarantine Services Division
	3.5. Prepare the License to Operate as Quarantine treatment Provider with corresponding code		30 minute/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section
	3.6. Countersign the License to Operate as Quarantine Treatment Provider		30 minute/s	• Chief Agriculturist; National Plant Quarantine Services Division
	3.7. Approval of the License to Operate as Quarantine Treatment Provider		30 minute/s	• Director; Bureau of Plant Industry Central Office
4. Receive Order of Payment **Location:** Export Section Room, 1st Flr. NPQSD Building or the nearest Plant Quarantine Station	4. Issue Order of Payment	None	3 minute/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturis

where the applicant applied				t; Export Section • Supervising Agriculturist; Export Section • Agricultural Technologist; NPQSD-NCR Stations • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations
5. Payment of License Fee **Location:** Export Section Room, 1st Flr. NPQSD Building, near Plant Quarantine Office	5. Receive Payment of License Fee	**Possible Fees** Breakdown: For new Regulatory Fee: PHP 1500 For Renewal Regulatory	2 minute/s	• Senior Agriculturist; National Plant Quarantine Services Division • Agricultural Technologist; National

		Fee: PHP 1500		Plant Quarantine Services Division • Agricultural Technician II ; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist; NPQSD Regional Stations • Supervising Agriculturist; NPQSD Regional Stations
6. Receive License to Operate **Location:** Export Section Room, 1st Flr. NPQSD Building or the nearest Plant Quarantine Station where they applied	6.1. Release License to Operate as Quarantine Treatment Provider	None	5 minute/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturist; Export Section • Supervising Agriculturist; Export Section

				• Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologist; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist ; NPQSD Regional Stations • Supervising Agriculturist ; NPQSD Regional Stations
	6.2. Issue and Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Agricultural Technician II; Export Section • Agriculturist II; Export Section • Senior Agriculturist ; Export Section • Supervising Agriculturist; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technologi

				st; NPQSD Regional Stations • Agriculturist I; NPQSD Regional Stations • Agriculturist II; NPQSD Regional Stations • Senior Agriculturist ; NPQSD Regional Stations • Supervising Agriculturist ; NPQSD Regional Stations
Total Processing Time:		Working Days: 5 working day/s, 5 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000 See other fees below		
Possible Fees • **For new Regulatory Fee** : 1500 • **For Renewal Regulatory Fee** : 1500				

2. Issuance of Phytosanitary Certificate

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Phytosanitary Certificate for the export of plants, planting materials and plant products.

Office or Division:	National Plant Quarantine Services Division - Export Section
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly Accomplished Application Form (BPI Q Form No. 10) (1) Original Copy	Applicant / Client
Remarks: *The application may be secured at the nearest Plant Quarantine Station or through our website at https://npqsd.bpi-npqsd.com.ph/export/*	
2. Other documents/clearances from other agencies *Any of the following:*	
2.A. Convention on International Trade in Endangered Species (CITES) Export Permit or Non- CITES Export Permit for Orchids, Ornamental Plants and all plants/planting materials under (1) Photo Copy	Department of Environment and Natural Resources - Biodiversity Management Bureau Central Office/ DENR Regional Offices General Remarks
Remarks: *For CITES Permit- issued by the DENR-BMB Central Office located at Ninoy Aquino Parks and Wildlife Center,* *1100 Diliman Quezon City.* *For Non-CITES Permit - issued by Regional stations*	
---- OR ----	
2.B. Export Commodity Clearance for coconut plants, planting materials and other Palm Oil Products and By-Products (1) Original Copy	Philippine Coconut Authority - Regional Offices

---- OR ----	
2.C. Export Clearance for sugarcane plants, planting materials and new varieties (1) Photo Copy	Sugar Regulatory Administration - Sugar Transaction Division
---- OR ----	
2.D. Export Commodity Clearance for aquatic plants (1) Photo Copy	Bureau of Fisheries and Aquatic Resources - BFAR Fisheries Inspection and Quarantine Unit
---- OR ----	
2.E. Export Commodity Clearance for tobacco products (1) Photo Copy	National Tobacco Authority - Regulation Department
---- OR ----	
2.F. Coffee Export Clearance for Coffee beans (form of green beans and roasted beans) (1) Photo Copy	Department of Trade and Industry - Regional/Provincial Offices
---- OR ----	
2.G. Export Permit for Raw Fiber (abaca, buntal, coir, cotton, kapok, raffia, salago, piña, sisal/maguey, musa, etc.) (1) Photo Copy	Philippine Fiber Industry Development Authority - Regulatory Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Application form for Inspection and Phytosanitary Certification **Location:** NPQSD Building, Ground Floor, Export Section Room, or NPQSD Regional Stations	1.1. Reviews and evaluates applications	None	5 minute/s	• Senior Agriculturist ; Export Section • Senior Agriculturist ; NPQSD Regional Stations • Senior Agriculturist ; NPQSD-NCR Stations • Agriculturist II; Export Section • Agriculturist II; NPQSD

					Regional Stations • Agriculturist II; NPQSD-NCR Stations • Agriculturist I; Export Section • Agriculturist I; NPQSD Regional Stations • Agriculturist I; NPQSD-NCR Stations • Agricultural Technologist ; Export Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technologist ; NPQSD-NCR Stations • Agricultural Technician II; Export Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician II; NPQSD-NCR Stations • Agricultural Technician I; NPQSD

				Regional Stations • Agricultural Technician I; NPQSD-NCR Stations
	1.2. Inform the applicant of the evaluation result.		2 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations

				• Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
2.For Commodity Inspection				
***For Commodity requires treatment** 2.A.Provide actual commodity for treatment **Location:** NPQSD Building, Ground Floor, Export Section Room, or NPQSD Regional Stations	2.A. Supervise the treatment process	**Possible Fees** Breakdown: Transportation Fee: PHP 100 Meal: PHP 75 Overtime Pay per hour: PHP 50	10 working day/s, 1 hour/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations

				• Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations • Treatment Provider; BPI-Licensed Quarantine Treatment Providers
***For Commodity requires laboratory analysis** 2.B.Client to provide commodity sample for laboratory analysis **Location:** NPQSD Central Laboratory or NPQSD Regional Laboratories **Notes/Instruction:** Duration of analysis may vary depending	2.B. Perform required laboratory analysis for the specific commodity	None	22 working day/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine

on the pest that has to be identified				Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; National Plant Quarantine Services Division • Agricultural Technician I; NPQSD Regional Stations

***For If commodity does not require laboratory analysis and/or treatment** 2.C.Submit commodity for inspection **Location:** NPQSD Building, Groundfloor Export Section Room or NPQSD Regional Stations	2.C. Receive and conduct inspection of the commodity (duration may vary depending on the quantity to be exported)	None	2 hour/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division

				• Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
3. Provide result of the treatment or laboratory analysis **Location:** NPQSD Building, Ground Floor, Export Section Room or NPQSD Regional Stations	3.1. Receive result of the treatment or laboratory analysis	None	2 minute/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologi

				st; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	3.2. Printing of Phytosanitary Certificate		2 minute/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD

					Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; National Plant Quarantine Services Division • Agricultural Technician I; NPQSD Regional Stations
		3.3. Signing of Phytosanitary Certificate		2 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division • Supervising Agriculturist; NPQSD Regional Stations

				• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations
4. Receive Order of Payment **Location:** NPQSD Building, Ground Floor, Export Section Room, or NPQSD Regional Stations	4. Issue Order of Payment	None	2 minute/s	• Senior Agriculturist; National Plant Quarantine Services Division • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine

				Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
5. Payment of Regulatory Fee **Location:** NPQSD Building, Ground Floor, Export Section Room, or NPQSD Regional Stations	5. Receive Payment of Regulatory Fee	**Formula Fees** Breakdown: Plant Quarantine Regulatory Fees for Floriculture and Allied IndustriesPlant Quarantine Regulatory Fees for Plants and Plant Products not covered by	3 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine

		Section 2 of DA AC 08, series 2016 for inspection and issuance of Phytosanitary Certificate (PC)		Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; National Plant Quarantine Services Division • Agricultural Technician I; NPQSD Regional Stations

				• Agricultural Center Chief I; NPQSD Regional Stations • Laboratory Aide I; NPQSD Regional Stations
6. Receive Phytosanitary Certificate **Location:** NPQSD Building, Ground Floor, Export Section Room, or NPQSD Regional Stations	6.1. Release Phytosanitary Certificate	None	3 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division

				• Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	6.2. Provide and collect Customer Satisfaction Measurement (Optional)		1 minute/s	• Senior Agriculturist ; National Plant Quarantine Services Division • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division

				• Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations

Total Processing Time:	
***For Commodity requires treatment**	Working Days: 10 working day/s, 1 hour/s, 22 minute/s
***For Commodity requires laboratory analysis**	Working Days: 22 working day/s, 22 minute/s
***For If commodity does not require laboratory analysis and/or treatment**	Working Days: 2 hour/s, 22 minute/s
Total Processing Fee:	
***For Commodity requires treatment**	Total Standard Fee: None See other fees below
***For Commodity requires laboratory analysis**	Total Standard Fee: None

	See other fees below
***For If commodity does not require laboratory analysis and/or treatment**	Total Standard Fee: None See other fees below

Possible Fees

- **Transportation Fee** : 100
- **Meal** : 75
- **Overtime Pay per hour** : 50

Formula / Schedule of Fees

- **Plant Quarantine Regulatory Fees for Floriculture and Allied Industries**

  Export- Inspection and Issuance of Phytosanitary Certificate (PC)

Item	Rate (P)	Minimum per Phytosanitary Certificate	Maximum per P Phytosanitary Certificate
1. Planting/ Propagation Materials			
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
2. Cutflowers and foliage	10.00 / MT	250.00	2,000

3. Full grown plants	5.00 / pc	125.00	1,000

- **Plant Quarantine Regulatory Fees for Plants and Plant Products not covered by Section 2 of DA AC 08, series 2016 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	
1. Small Animals	10.00/ head
2. Small Insect and others	100.00 / Phytosanitary Certificate
6. Cultures of fungi, bacteria and other *in-vitro* materials for scientific purposes	100.00/ Phytosanitary Certificate

Human Resources Section (HRS)

External Services

1. Recruitment and Selection of Contract of Service

The Bureau of Plant Industry facilitates the transparent and merit-based recruitment and selection of Contract of Service personnel to support its programs and operations. The process ensures equal opportunity, fairness, and adherence to existing government policies and guidelines.

Office or Division:	Human Resources Section (HRS)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	ALL Interested Applicants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. For Renewal of Contract of Service (1) Original Copy	Human Resources Section (HRS) - Bureau of Plant Industry
Remarks: *1. Justification* *2. Purchase Request (PR)* *3. IPCR target and accomplishment* *4. Letter Intent* *5. Drug test* *6. Credentials* *7. Personal Data Sheet (PDS)*	
2. For New Contract of Service (1) Original Copy	Human Resources Section (HRS) - Bureau of Plant Industry

Remarks:

1. Justification

2. Purchase Request (PR)
3. Letter Intent
4. IPCR Target
5. Personal Data Sheet (PDS)
6. Exam and Interview Result
7. NBI, Cedula, Police Clearance, Barangay Clearance
8. Medical Exam result10. 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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Justification and PR for the hiring of Contract Of Service (COS) personnel and request approval from the management **Location:** Administrative Division Building - 2nd Floor - Personnel Section	1.1. Check if the Contract Of Service (COS) personnel in the Justification is in the Matrix of Renewal and New Contract Of Service (COS)	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS)
	1.2. Countersigned by the Highest Human Resource Management Officer		5 minute/s	• Administrative Officer; Human Resources Section (HRS)
	1.3. Records and forwards Internal Audit Unit for processing the Purchase Request (PR)		2 minute/s	• Administrative Officer; Human Resources Section (HRS)
2. Checks the required documents and the contract **Location:** Administrative Division Building - 2nd Floor - Personnel Section	2.1. The Personnel will receive the documents from the budget section and doc track the documents	None	2 minute/s	• Administrative Officer; Human Resources Section (HRS)
	2.2. Checks the contract and the completeness of the required documents		5 minute/s	• Administrative Officer; Human Resources

				Section (HRS)
	2.3. Encodes the details of the Contract Of Service (COS) to the database		5 minute/s	• Administrative Officer; Human Resources Section (HRS)
	2.4. Countersigns the contract by the Human Resource (HR)		5 minute/s	• Administrative Officer; Human Resources Section (HRS)
	2.5. Records and forwards the contracts and other documents to the Assistant Director for Countersign; have the signature of the Director		15 minute/s	• Administrative Officer; Human Resources Section (HRS)
	2.6. Assistant Director for countersigns the contracts; Director signs the contracts		5 minute/s	• Office of the Assistant Director's, Director's Staff; Any of requesting office / division
3. Have the signed contract notarized **Location:** Administrative Division Building - 2nd Floor - Personnel Section	3. Logs and returns the signed contract to the concerned Division/Operating Units (OUs) for notarization	None	5 minute/s	• Administrative Officer; Human Resources Section (HRS)
4. Returns the notarized contract and other attached documents **Location:** Administrative Division Building -	4. The returned documents will be recorded and filed once it is notarized	None	5 minute/s	• Administrative Officer ; Human Resources Section (HRS)

2nd Floor - Personnel Section				
5. Submits a Notarized Contract with Transmittal to Commission on Audit (COA) **Location:** Administrative Officer, Human Resources Section (HRS) Administrative Division Building - 2nd Floor - Personnel Section	5. Record the copy of transmittal documents submitted to Commission on Audit (COA)	None	3 minute/s	• Administrative Officer; Human Resources Section (HRS)
6. Hired Contract Of Service (COS) reports to the office for orientation of duties **Location:** Administrative Division Building - 2nd Floor - Personnel Section	6.1. The Contract Of Service (COS) personnel will report to their assigned Division chief/ Supervisor/ Chiefs	None	1 minute/s	• Administrative Officer; Human Resources Section (HRS)
	6.2. Issue and collect Customer Satisfaction Measurement (CSM) Form (Optional)		1 minute/s	• Administrative Officer; Human Resources Section (HRS)
Total Processing Time:		Working Days: 1 hour/s, 4 minute/s		
Total Processing Fee:		Total Standard Fee: None		

National Plant Quarantine Services Division - Domestic Section

External Services

1. Issuance of Clearance for Domestic Transport

To prevent further spread of injurious plant pests already existing in the country, domestic movement of plants, planting materials, plant products and other articles capable of harboring plant pests via seaport, airport, and by land (if necessary) are regulated in accordance with existing domestic plant quarantine laws, rules, and regulations.

National Plant Quarantine Services Division (NPQSD) shall issue a Clearance for Domestic Transport (CDT) of plants/planting materials/plant products within the country to ensure that injurious plant pests, primarily the regulated non-quarantine pests will not be introduced to other provinces and regions of the country. PQO and PQI shall stringently inspect the commodity/consignment and apply appropriate phytosanitary measures, if necessary, before allowing transport to another region or province.

Office or Division:	National Plant Quarantine Services Division - Domestic Section
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
Statute:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Application Form (1) Original Copy	Bureau of Plant Industry - National Plant Quarantine Services Division
For Situational Requirement	
A. For coconut (planting materials, products and by-products)	
A.1. PCA Certificate (1) Original Copy	Philippine Coconut Authority - Regional Offices
B. For sugarcane (plants, planting material)	
B.1. Permit to Transport (1) Original Copy	Sugar Regulatory Administration - Regulatory Department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Fill-out Application form together with other required documents. **Location:** Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	1. Provide technical assistance to the client	None	3 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division-Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division-Domestic Section

				• Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division-Domestic Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
2. Submit Application Form **Location:** Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	2. Check the application and the attached required documents (if any) and verify for sufficiency and substance.	None	5 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD

					Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division-Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division-Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division-Domestic Section

				• Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
3. Submit the commodities for visual inspection **Location:** Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	3.1. Conducts inspection to ensure compliance with the domestic quarantine regulations. Supervise cleaning and appropriate phytosanitary measures, if necessary.	None	15 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section • Senior Agriculturist; NPQSD

					Regional Stations • Agriculturist II; National Plant Quarantine Services Division-Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division-Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division-Domestic Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section

				• Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	3.2. Printing of CDT		2 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division - Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; National Plant Quarantine Services Division - Domestic Section • Senior Agriculturist ; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division - Domestic Section • Agriculturist II; NPQSD

				Regional Stations • Agriculturist I; National Plant Quarantine Services Division - Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division - Domestic Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division - Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
	3.3. Signing of CDT		2 minute/s	• Supervising Agriculturist; National Plant Quarantine

				Services Division - Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division - Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division - Domestic Section • Agriculturist II; NPQSD Regional Stations
4.Laboratory Analysis or Treatment if Required				
***For Laboratory Analysis or Treatment if Required** 4.A.Nematode Testing - Fill-out the request form and submit to the laboratory personnel. **Location:** Bureau of Plant Industry - National	4.A. Receive the request form and sample/s for laboratory analysis.	None	3 working day/s	• Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Central Laboratory • Senior Agriculturist; NPQSD

Plant Quarantine Services Division, Central Laboratory Building or Nearest Plant Quarantine Office. **Notes/Instruction:** *Nematode Analysis requires 2–3 days to obtain results for a maximum of 50 samples.*				Regional Stations • Agriculturist II; Central Laboratory • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Central Laboratory • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Central Laboratory • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Central Laboratory • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
***For Laboratory Analysis or Treatment if Required** 4.B.Citrus Testing for Huanglongbing disease (HLB) or other insect borne and bud transmissible diseases - Fill-out request form and	4.B. Receive the request form and sample/s for laboratory analysis.	None	3 hour/s	• Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Central Laboratory • Senior Agriculturis

submit to the laboratory personnel. **Location:** Bureau of Plant Industry - National Plant Quarantine Services Division, Central Laboratory Building or Nearest Plant Quarantine Office. **Notes/Instruction:** *A maximum of 20 samples for Huanglongbing (HLB) disease analysis requires 3 hrs. to obtain results.*				t ; NPQSD Regional Stations • Agriculturist II; Central Laboratory • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Central Laboratory • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Central Laboratory • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Central Laboratory • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
***For Laboratory Analysis or Treatment if Required** 4.C.Chemical Treatment - Endorse Commodities for Chemical Treatment **Location:**	4.C. Supervise the conduct of chemical treatment to ensure compliance with quarantine regulations.	None	30 minute/s	• Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine

Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office **Notes/Instruction:** *The chemical treatment is intended for commodities that require such treatment before a Clearance for Domestic Transport (CDT) can be issued.*					Services Division - Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division - Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division - Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division - Domestic Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant

				Quarantine Services Division - Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
5. Receive Clearance for Domestic Transport (CDT) **Location:** Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	5.1. Release of CDT with dry seal	None	2 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division- Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division- Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division-

					Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division-Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division-Domestic Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD

				Regional Stations
	5.2. Provide and collect Customer Satisfaction Measurement (optional)		1 minute/s	• Supervising Agriculturist; National Plant Quarantine Services Division - Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division - Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division - Domestic Section • Agriculturist II; NPQSD Regional Stations • Agriculturist I; National Plant Quarantine Services Division -

				Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division - Domestic Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division - Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; National Plant Quarantine Services Division - Domestic Section

Total Processing Time:	
***For Laboratory Analysis or Treatment if Required**	Working Days: 3 working day/s, 30 minute/s
***For Laboratory Analysis or Treatment if Required**	Working Days: 3 hour/s, 30 minute/s
***For Laboratory Analysis or Treatment if Required**	Working Days: 1 hour/s

Total Processing Fee:	
***For Laboratory Analysis or Treatment if Required**	Total Standard Fee: None
***For Laboratory Analysis or Treatment if Required**	Total Standard Fee: None
***For Laboratory Analysis or Treatment if Required**	Total Standard Fee: None

Plant Product Safety Services Division - Food Safety Operations Unit

External Services

1. Application for License to Operate of Cold Storage Warehouses (CSWs)

The issuance of licenses to cold storage warehouses engaged in the storage of agricultural products that require temperature-controlled facilities, such as chillers and cold rooms. This ensures that facilities/warehouses comply with the prescribed food safety standards and regulatory requirements, and maintain the quality and safety of agricultural commodities.

Office or Division:	Plant Product Safety Services Division - Food Safety Operations Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All food business operators (FBOs) engaging in storing agricultural and food products in temperature-controlled facilities such as chillers and cold rooms.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application Form for Cold Storage Warehouses (BPI-QMS-PPSSD-F25) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Food Safety Operations Unit
Remarks: *The application form must be duly accomplished, notarized, and signed by the applicant (Owner/President/CEO/Designated FSCO) with attached 2x2 colored picture in white background.*	
2. Internal Control System (ICS) and Food Safety Plan (1) Original Copy	Applicant / Client
Remarks: *The ICS and Food Safety Plan must clearly state the traceability and recall procedure. The document must be signed by the designated FSCO and the manager/president/CEO/owner.*	
3. Certificate of Attendance of FBO representative and designated Food Safety Compliance Officer on Applicable Training/Seminar (1) Photo Copy	Applicant / Client

Remarks: *The applicant/FBO must submit a photocopy of a certificate from any applicable training or seminar on quality standards, codes of practice, or other food safety-related topics, conducted by BPI, ATI, or any BPI-accredited training service provider.*	
4. Designated FSCO/s (1) Original Copy	Applicant / Client
Remarks: *The FBO must designate a BPI-registered Food Safety Compliance Officer (FSCO).*	
5. Business Permit (1) Photo Copy	Local Government Unit - City or Municipal Government
Remarks: *The applicant must submit a valid and updated business permit for the current calendar year upon submission of the application.*	
6. Sanitary Permit (1) Photo Copy	Local Government Unit - City or Municipal Government
Remarks: *The applicant must submit a valid and updated sanitary permit for the current calendar year upon submission of the application.*	
7. Certificate of Water Potability (1) Photo Copy	Local Government Unit - Health Office
Remarks: *The applicant must submit an updated certificate of water potability for the current calendar year upon submission of the application.*	
8. Applicable Business Structure (Sole Proprietorship, Partnership, Corporation, Cooperative, Economic Zone) *Any of the following:*	
8.A. Business Registraion for Sole Proprietorship (1) Photo Copy	Department of Trade and Industry - Negosyo Center/Business Registration Department
Remarks: *Original copy must be presented for verification upon submission.*	
---- OR ----	

8.B. Business Registration for Corporation/Partnership including One Person Corporation (1) Photo Copy	Securities and Exchange Commission - Corporate and Partnership Registration
Remarks: *The articles of incorporation indicating the storage of agricultural products must be presented with the SEC registration.*	
---- OR ----	
8.C. Business Registration for Cooperatives (1) Photo Copy	Cooperative Development Authority - Registration Division
---- OR ----	
8.D. Business Registration for Company's inside Economic Zone (1) Photo Copy	Philippine Economic Zone Authority - Enterprise Registration Division
9. Business operations with Generator Set and Refrigeration *Any of the following:*	
9.A. Permit to Operate for Air Pollution/Control Installation (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
Remarks: *The permit to operate must be updated to the current calendar year upon submission of application.*	
---- OR ----	
9.B. Exemption Certificate (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
10. Storage Capacity (Total) (1) Original Copy	Applicant / Client
Remarks: *The rated capacity must be indicated per cold or chiller rooms, with the total storage capacity.*	
11. List of Clienteles indicating specific products stored (1) Original Copy	Applicant / Client
Remarks: *The applicant must submit a list of clients for the last two years, whichever is applicable.*	

12. License to Operate Issued by Other Regulatory Agencies (1) Photo Copy	Applicant / Client
Remarks: *The applicant must present their previous LTOs issued by DA-Food Safety Regulatory Agencies (BFAR, NMIS, BAI, BPI).*	
For Situational Requirement	
A. For New Applicantions	
A.1. Floor Plan/Lay-out showing all storage rooms and other facilities (1) Photo Copy	Applicant / Client
A.2. Recent Photographs of the inner and outer portion of the facility (1) Photo Copy	Applicant / Client
B. For Renewal of Application	
B.1. Photograph of additional facilities/improvements, if any (1) Photo Copy	Applicant / Client
B.2. Issued Licensed to Operate of the BPI and other DA-FSRAs (1) Photo Copy	Applicant / Client
B.3. Company Tax Identification Number (1) Photo Copy	Bureau of Internal Revenue - Large Taxpayers Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application for License to Operate of Cold Storage Warehouse (CSW) **Location:** Food Safety Operations Unit, Plant Product Safety Services Division, Bureau of Plant Industry **Notes/Instruction:**	1.1. Receive the application and evaluate/verify documents ssubmitted	None	1 hour/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
	1.2. Issuance of Charge Slip for Order		15 minute/s	• Food Safety Operations

The application form, along with all required documents, must be duly accomplished, complete, and notarized before submission. All application documents must be filed in a folder with proper tags/labels for easy reference.	of Payment and Fees to be paid			Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
2. Receive the Charge Slip for Issuance of Order of Payment and Payment of Fees **Location:** Food Safety Operations Unit, Accounting Office, Bureau of Plant Industry	2.1. Issuance of Order of Payment for fees to be paid	**Standard Fees** Breakdown: Application for License to Operate of Cold Storage Warehouse: PHP 4000 Total: PHP 4000	20 minute/s	• Accounting Office staff; Bureau of Plant Industry Central Office > Office of the Director > Administrative Division > Accounting Section
	2.2. Issuance of Official Receipt		15 minute/s	• Special Collecting and Disbursing Officer; Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > National Plant Quarantine Services Division
3. Receive the Official Receipt	3.1. Photocopy of the issued Official	None	10 minute/s	• Food Safety

Location: National Plant Quarantine Services Division, Bureau of Plant Industry	Receipt (OR)			Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
	3.2. Scheduling and Preparation for Conduct of On-site Inspection		1 working day/s	• Senior Agriculturist, Supervising Agriculturist, Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
4. Participation and Coordination of the Inspection for Issuance of License to Operate of Cold Storage Warehouse **Location:** Area of the warehouse **Notes/Instruction:** The designated FSCO or company authorized representative must be present and cooperate with the inspector during the site visit and present	4.1. Conduct of Inspection at the Site (Physical or Remote)	None	1 working day/s	• Food Safety Officer/Inspector; Plant Product Safety Services Division - Food Safety Operations Unit
	4.2. Preparation of Inspection Report and Endorsement to Technical Working Group (TWG)		1 hour/s	• Food Safety Officer/Inspector; Plant Product Safety Services Division - Food

necessary documents as necessary.				Safety Operations Unit
	4.3. Evaluation of the endorsed Application and Inspection Report		1 working day/s	• Senior Agriculturist, Supervising Agriculturist, Division Chief; Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > Plant Products Safety Services Division
	4.4. Endorsement for Approval of the License to Operate of Cold Storage Warehouse		1 working day/s	• Division Chief, Assistant Director for Regulatory Services; Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > National Plant Quarantine

				Services Division
	4.5. Issuance of License to Operate and Approval		1 working day/s	• Director; Bureau of Plant Industry Central Office > Office of the Director
	4.6. Encoding of the Approved License to Operate in the registry and Preparation for release of document		1 working day/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
5. Receive the Approved License to Operate for Cold Storage Warehouse **Location:** Food Safety Operations Unit, Plant Product Safety Services Division, Bureau of Plant Industry **Notes/Instruction:** The designated FSCO or the company's authorized representative must personally appear and claim their LTO.	5.1. Release/Issuance of Approved License to Operate for Cold Storage Warehouse	None	1 hour/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
	5.2. Collection of Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s, 1 minute/s
Total Processing Fee:	Total Standard Fee: PHP 4000

2. Application for PhilGAP Certification

PhilGAP certification applies to farm practitioners of good agricultural practice and production areas who want to certify that their farm produce follows the principles of GAP four (4) modules, namely: Food Safety, Produce Quality, Environmental Management, and Workers Health Safety and Welfare.

Office or Division:	Plant Product Safety Services Division - Food Safety Operations Unit
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Farmers and/or primary food producers who want to have their production area certified for Good Agricultural Practices (GAP) must comply with the four modules of GAP: Food Safety, Produce Quality, Environmental Management, and Workers' Health, Safety, and Welfare.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form for PhilGAP Certification (BPI-QMS-PPSSD-F1) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Food Safety Operations Unit
Remarks: *The application form must be duly completed, signed and filed in a folder with tags/labels.*	
2. Applicable Farm Structure (Individual, Partnership, Corporation, Cooperative) *Any of the following:*	
2.A. Farm Profile (For Individual or Partnership) (1) Original Copy	Applicant / Client
---- OR ----	
2.B. Organizational Profile (1) Original Copy	Applicant / Client
Remarks: *For corporations or cooperative*	
3. Farm Map (1) Original Copy	Applicant / Client
Remarks:	

Indication of GPS coordinates for proper location of the farm.	
4. Farm Layout (1) Original Copy	Applicant / Client
Remarks: *This document should show the overview or guide map of the farm.*	
5. Field Operation Procedures (1) Original Copy	Applicant / Client
Remarks: *No format specified. The document must clearly present the operational procedures conducted at the farm site.*	
6. Records of Production and Harvest (Annex A) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Food Safety Operations Unit
7. List of Farm Inputs (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Food Safety Operations Unit
8. Certificate of Nutrient Soil Analysis (1) Photo Copy	Bureau of Soils and Water Management or Department of Agriculture - Regional Field Offices - Laboratory Services Division or Regional Soils Laboratories
Remarks: *The results of analysis must be updated at the time of application.*	
9. Certificate of Attendance to Trainings/Seminars on GAP (1) Photo Copy	Applicant / Client
Remarks: *The certificate must be issued by ATI, BPI, LGUs, DA RFOs, SUCs or any ATI accredited service providers.*	
10. Certificate of Registration and other related permits (1) Photo Copy	Applicant / Client

Remarks: *The applicant must submit a certificate of registration of the farm, whichever is applicable, e.g., RSBSA, SEC, DTI, CDA.*	
For Situational Requirement	
A. For Group Application	
A.1. Internal Control System (ICS) or Quality Management System (1) Original Copy	Applicant / Client
Remarks: *The Internal Control System or Quality Management System manual must be signed by the designated Food Safety Compliance Officer and/or the owner/president/manager/authorized representative.*	
A.2. Procedure for Accreditation of Farmers/Growers (1) Original Copy	Applicant / Client
Remarks: *A process flow with description on the procedure of accreditation for farmers/growers members.*	
A.3. Manual of Procedure for Outgrowership scheme (1) Original Copy	Applicant / Client
Remarks: *The outgrowership scheme should present that the group applicant have the 100% control of all the registered or accredited farmers/growers, e.g., internal policies on accreditation of farmer/grower, sanctions, etc.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application to the Department of Agriculture - Regional Field Offices **Location:** Regional Field Offices - Department of Agriculture	1.1. Receive and evaluate the application evaluate the	None	2 working day/s	• Regional Field Office Staff - Regulatory Office/Division; Department of Agriculture - Regional Field

Notes/Instruction: The applicant should apply at the DA RFO in their area of coverage.				Offices (RFOs)
	1.2. Interview of the Applicant and Preparation of the Farm Pre-Assessment		1 working day/s	• Regional Field Office Staff - Regulatory Office/Division; Department of Agriculture - Regional Field Offices (RFOs)
	1.3. Conduct of Farm Initial Assessment		4 working day/s	• Regional Field Office Staff - Regulatory Office/Division; Department of Agriculture - Regional Field Offices (RFOs)
2. Endorsement of the Application for PhilGAP Certification **Location:** Food Safety Operations Unit, Plant Product Safety Services Division, Bureau of Plant Industry. **Notes/Instruction:** The Regional Field Office (RFO) where the application was submitted is responsible for the endorsement and pre-evaluation of the farm applicant.	2.1. Receive the endorsed applications and verify the documents submitted by the applicant.	None	5 working day/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
	2.2. Preparation and Scheduling of On-Site Inspection		2 working day/s	• Food Safety Operations Unit Staff, Senior Agriculturist, Supervising Agriculturis

				t; Plant Product Safety Services Division - Food Safety Operations Unit
	2.3. Conduct of On-site Inspection		4 working day/s	• PhilGAP Inspectors; Plant Product Safety Services Division - Food Safety Operations Unit
	2.4. Preparation of Inspection Report		1 working day/s	• PhilGAP Inspectors; Plant Product Safety Services Division - Food Safety Operations Unit
	2.5. Endorsement of Inspection Report to PhilGAP Certification Committee for Issuance of Certificate		3 working day/s	• PhilGAP Secretariat, Senior Agriculturist, Supervising Agriculturist; Plant Product Safety Services Division - Food Safety Operations Unit
	2.6. Endorsement of the PhilGAP		2 working day/s	• Division Chief; Plant

	Certificate for Approval			Products Safety Services Division
	2.7. Approval of the PhilGAP Certificate		2 working day/s	• Director; Bureau of Plant Industry Central Office > Office of the Director
	2.8. Encoding of the approved PhilGAP certificate to BPI registry		1 working day/s	• Admin Staff, Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
	2.9. Endorsement of the Approved PhilGAP Certificate to DA-Regional Field Office (RFO)		2 working day/s	• Senior Agriculturist, Supervising Agriculturist; Plant Product Safety Services Division - Food Safety Operations Unit
3. Receive the Approved PhilGAP Certificate **Location:** Department of Agriculture - Regional Field Offices -	3.1. Issuance of the Approved PhilGAP Certificate	None	1 working day/s	• Regulatory Division Staff, Regional Field Office Staff; Department of Agriculture

Regulatory Division/Office				- Regional Field Offices (RFOs)
	3.2. Collection of Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Food Safety Operations Unit Staff; Plant Product Safety Services Division - Food Safety Operations Unit
Total Processing Time:		Working Days: 30 working day/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
Department of Agriculture - Regional Field Offices (RFOs)					
Bureau of Plant Industry Central Office	Office of the Director	Office of the Assistant Director for Research and Development and Production Support Services	Crop Research and Production Support Division	Crop Improvement and Plant Genetics Resources Management Section	Crop Production Support Section
Crop Culture and Management Section	Agricultural Engineering Division	Farm Infrastructure Development Section	Farm Power and Equipment Development	Crop Pest Management Division	Biological Control and Integrated Pest Management Section
Pest Forecasting Section	Plant Health and Pest Status Section	Office of the Assistant Director for Regulatory	Plant Products Safety Services Division	Accreditation and Inspection Section	Pesticide and Analytical Laboratory Section
Contaminants Laboratory Section	National Plant Quarantine Services Division	Administrative Section	Export Section	Domestic Section	Import Section
Central Laboratory	National Seed Quality Control Services Division	Seed Certification Section	Seed Testing Section	Plant Material Certification Section	Administrative Division
General Services Section	Budget Section	Information and Computer Section	Cashier Section	Property and Supply Section	Records Section

Office Groups and Divisions					
Human Resources Section	Accounting Section	Planning Management Office	Internal Audit Unit	Procurement Management Section	Biotechnology Office
National Seed Industry Council and Plant Variety Protection Office	NSQCS Regional/Satellite Offices	NSQCS CAR - Baguio	NSQCS CAR - Tabuk	NSQCS Region I - Pangasinan	NSQCS Region I -Ilocos
NSQCS Region II - Isabela	NSQCS Region II - Cagayan	NSQCS Region III - Nueva Ecija	NSQCS Region IV-A - Los Baños	NSQCS Region IV-B - Oriental Mindoro	NSQCS Region IV-B - Occidental Mindoro
NSQCS Region IV-B - Palawan	NSQCS Region V - Bicol	NSQCS Region VI - Iloilo	NSQCS Region VI - Negros Occidental	NSQCS Region VII - Cebu	NSQCS Region VII - Bohol
NSQCS Region VIII - Leyte	NSQCS Region VIII - Catarman	NSQCS Region IX - Zamboanga	NSQCS Region X - Cagayan De Oro	NSQCS Region XI - Davao	NSQCS Region XII - North Cotabato
NSQCS Region XIII - Butuan	NSQCS BARMM	NPQSD Regional Stations	Region I- PQS La Union	Region II- PQS Cagayan	Region III- PQS Pampanga
PQS Region III- PQS Subic	Region IV A- PQS Batangas	Region IV A- PQS Quezon	Region IV B- PQS Mindoro	Region IV B- PQS Palawan	Region V - PQS Legazpi
Region VI- PQS Iloilo	Region VI- PQS Bacolod	Region VII- PQS Cebu	Region VII- PQS Dumaguete	Region VIII- PQS Tacloban	Region IX- PQS Zamboanga
Region X- PQS Cagayan De Oro	Region X- PQS Iligan	Region X- PQS Ozamiz	Region XI- PQS Davao	Region XI- PQS Mati	Region XII- PQS General Santos
Region XII- PQS Cotabato	Region XIII- PQS CARAGA	NPQSD-NCR Stations	NCR-PQS South Harbor	NCR- PQS North Harbor	NCR- PQS MICP
NCR- PQS OSEDC	NCR- PQS NAIA	CPEQS	PPSSD Satellite Offices	PPSSD SPAL-CDO (Covers Region IX, X, CARAGA)	Pesticide Residue Unit
Food Safety Operations Unit	PPSSD SPAL-Baguio (covers Region I,II, and CAR)	Pesticide Residue Unit	Food Safety Operations Unit	PPSSD Quezon City (covers Region III, IV-A, IV-B, V)	Pesticide Analytical Laboratory Section
Formulation Analytical Unit	Pesticide Residue Unit	Contaminants Laboratory Section	Microbiological Contaminants Unit	Chemical Contaminants Unit	PPSSD SPAL-DAVAO (covers Region XI, XII and BARMM)
Food Safety Operations Unit	Pesticide Residue Unit	PPSSD SPAL-CEBU (covers Region VI, VII and VIII)	Pesticide Residue Unit	Food Safety Operations Unit	Bureau of Plant Industry-Research Development and Production

Office Groups and Divisions					
					Support Centers
Davao National Crop Research, Development and Production Support Center	Los Baños National Crop Research, Development, and Production Support Center	Baguio National Crop Research, Development and Production Support Center	Guimaras National Crop Research, Development and Production Support Center	La Granja National Crop Research, Development and Production Support Center	

3. Licensing and Registration of Food Business Operators (FBOs) Engaged in the Primary Production, Minimal Processing, Storage, Transport and Distribution of Plant Food

All plant food business owners/operators must apply for a License to Operate (LTO) as a Dry Storage Warehouse, Distributor, Transport Facility, and/or Minimal Processing Facility for implementation, monitoring, and compliance with food safety laws and regulations.

Office or Division:	Plant Product Safety Services Division - Food Safety Operations Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Food Business Operators/Owners (FBOs) engaged in the primary production, minimal processing, storage, transport, and distribution of plant food.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application Form for License to Operate (BPI-QMS-PPSSD-F32) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division
Remarks: *The application form must be duly accomplished and notarized, with an attached 2x2 colored picture of the Owner/CEO/President/Authorized Representative and the designated Food Safety Compliance Officer (FSCO)*	
2. Current Mayor's Permit or Business Permit (1) Photo Copy	Local Government Units - City or Municipal
Remarks: *The business permit must be updated to the current calendar year upon submission of the application.*	
3. Current Sanitary Permit (1) Photo Copy	Local Government Unit - City or Municipal
Remarks: *The sanitary permit must be updated to the current calendar upon submission of the application.*	

4. Applicable on the business structure (single, partnership or corporations, cooperative, economic zones) *Any of the following:*	
4.A. Certificate of Registration from Securities and Exchange Commission (SEC) (1) Photo Copy	Securities and Exchange Commission - Corporate and Partnership Registration
Remarks: *For corporations and partnerships*	
---- OR ----	
4.B. Certificate of Registration from Department of Trade and Industry (DTI) (1) Photo Copy	Department of Trade and Industry - Business Registration and Permits
Remarks: *For sole proprietorship*	
---- OR ----	
4.C. Certificate of Registration from Cooperative Development Authority (CDA) (1) Photo Copy	Cooperative Development Authority - Registration Division
Remarks: *For cooperatives*	
---- OR ----	
4.D. Certificate of Registration from Philippine Economic Zone Authority (PEZA) (1) Photo Copy	Philippine Economic Zone Authority - Enterprise Registration Division
Remarks: *For company's/businesses inside the area of economic zones.*	
5. Internal Control System (ICS) and Food Safety Plan including traceability and recall program (1) Original Copy	Applicant / Client
Remarks: *The ICS and Food Safety Plan must have an affixed signature of the designated FSCO and the owner/president/manager of the facility.*	
6. Certificate of Attendance of the FBO representative and the designated Food Safety Compliance Officer (FSCO)	Applicant / Client

(1) Photo Copy	
Remarks: *The certificates must be related to food safety quality standards, codes of practices conducted by the BPI, ATI or any other officially accredited training service provider.*	
7. Deisgnated FSCO/s (1) Original Copy	Applicant / Client
Remarks: *The company must specifically designated personally who shall act as Food Safety Compliance Officer (FSCO).*	
For Situational Requirement	
A. For Distributor	
A.1. Contract of Lease or Proof of Ownership of Processing, Transport, Storage Facilities and/or Warehouse (1) Certified True Copy	Applicant / Client
A.2. Valid supply contracts between distributor and registered farm supplier (1) Photo Copy	Applicant / Client
Remarks: *The contracts must indicate area of coverage (in hectares), volume of production, and period/validity of contract.*	
A.3. Valid supply contracts with Licensed Exporter and/or Importers and/or any applicable clienteles (1) Photo Copy	Applicant / Client
A.4. Notarized certification from the Distributor (for proof of supply) (1) Original Copy	Applicant / Client
Remarks: *The certification must indicate the following:* *a) The plant food for sale is sourced from Licensed Importers with whom it has existing supply contracts;* *b) The plant food for sale is sourced from registered farms with whom it has an existing supply contracts; or* *c) The plant food for sale is not illegally acquired*	
A.5. List of Registered Farms (if applicable)	Applicant / Client

(1) Original Copy	
A.6. List of Distribution Points (1) Original Copy	Applicant / Client
B. For Minimal Processing / Milling Facility	
B.1. Lay-out picture and location of facility (1) Original Copy	Applicant / Client
Remarks: *Indication of GPS coordinates is highly appreciated*	
B.2. List of Technical and Non-Technical Personnel (1) Original Copy	Applicant / Client
B.3. List of Quality Assurance Personnel with corresponding qualifications (1) Original Copy	Applicant / Client
B.4. List of Licensed Distributors (1) Original Copy	Applicant / Client
B.5. Pest Management Program (1) Original Copy	Applicant / Client
B.6. List of Distribution Points (1) Original Copy	Applicant / Client
C. For Storage Facility/Warehouses, Dry and Other Storage Facilities	
C.1. Lay-out pictures and location of facility (1) Original Copy	Applicant / Client
Remarks: *Indication of GPS coordinates is highly appreciated*	
C.2. List of Technical and Non-Technical Personnel (1) Original Copy	Applicant / Client
C.3. Notarized Lease of Contract or Proof or Ownership of Dry Warehouse Facility (1) Photo Copy	Applicant / Client
C.4. Certificate of Registration (COR) of farm source (if applicable) (1) Photo Copy	Applicant / Client
C.5. List of Clients indicating specific products for the last two years or whichever applicable (1) Original Copy	Applicant / Client
C.6. List of Licensed Distributor (1) Original Copy	Applicant / Client

C.7. List of Licensed Minimal Processing Facility (if applicable) (1) Original Copy	Applicant / Client
C.8. Pest Management Program (1) Photo Copy	Applicant / Client
C.9. Storage Capacity for specific products (1) Original Copy	Applicant / Client
D. For Transport Facility	
D.1. List of Vehicles Used as Transport (1) Original Copy	Applicant / Client
D.2. List of Affiliated Distributor, Exporter, Importer, and/or Processor (1) Original Copy	Applicant / Client
D.3. Pictures of front, back, sides, and interior of the vehicle including the plate number (1) Original Copy	Applicant / Client
D.4. Original Receipt or Certificate of Registration per vehicle (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submission of the Application for License to Operate and Requirements **Location:** Food Safety Operations Unit Office, Plant Product Safety Services Division, Bureau of Plant Industry **Notes/Instruction:** The application and requirements must be complete and filed in a folder with tags. Incomplete documents will not be accepted and returned.	1.1. Evaluation of the Application for License to Operate	None	1 hour/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit
	1.2. Issuance of Charge Slip for Order of Payment and Fees to be paid		15 minute/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit
2. Receive the Charge Slip for Issuance of Order of Payment and Payment of Fees **Location:** Food Safety Operations Unit, Accounting Office, Bureau of Plant Industry	2.1. Issuance of Order of Payment for Payment of Fees	**Possible Fees** Breakdown: Application for LTO as Dry Warehouse Facility: PHP 4000 Application for LTO as Other Storage Facility: PHP 4000 Application for LTO as Transport Facility: PHP 2500 Application for LTO as Transport Facility (4-6 wheeled vehicle): PHP 220 Application for LTO as	20 minute/s	• Accounting Office Staff; Bureau of Plant Industry Central Office > Office of the Director > Administrative Division > Accounting Section
	2.2. Issuance of Official Receipt		15 minute/s	• Special Collecting and Disbursing

		Transport Facility (8-wheeled vehicle): PHP 330 Application for LTO as Transport Facility (10 or more wheeled vehicle): PHP 440 Application for LTO as Distributor: PHP 5000 Application for LTO of Minimal Processing Facility: PHP 5000 Renewal of License to Operate of Distributor and Minimal Processing Facility: PHP 2500		Officer (SCDO); Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > Plant Products Safety Services Division
3. Full Cooperation and Participation of the Inspection for Issuance of LTO **Location:** On-site inspection can be physical or remotely conducted corresponding the area of jurisdiction or coverage of the business. **Notes/Instruction:** The designated Food Safety Compliane Officer (FSCO) and/or the authorized representative of the company must be	3.1. Coordination and Scheduling of the Inspection	None	1 working day/s	• Food Safety Officer/Inspector; Food Safety Operations Unit
	3.2. Preparation of Inspection Report and Endorsement for Issuance of LTO		1 hour/s	• Food Safety Officer/Inspector; Food Safety Operations Unit
	3.3. Evaluation of the Inspection Report and the documents corresponding for the issuance of LTO		1 working day/s	• Senior Agriculturist, Supervising Agriculturis

present upon the conduct of inspection.				t; Food Safety Operations Unit
	3.4. Endorsement of the Inspection Report and Issuance of LTO		1 working day/s	• Division Chief; Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > Plant Products Safety Services Division
	3.5. Approval of the License to Operate		1 working day/s	• Director; Bureau of Plant Industry Central Office > Office of the Director
	3.6. Preparation of the release of LTO and encoding to the registry/database		1 working day/s	• Admin Staff, Food Safety Operations Unit Staff; Food Safety Operations Unit
4. Receive the Approved License to Operate **Location:** Food Safety Operations Unit, Plant Product Safety	4.1. Release of the Approved License to Operate	None	1 hour/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit

Services Division, Bureau of Plant Industry **Notes/Instruction:** The designated FSCO or company's authorized representative must claim their approved License to Operate				
	4.2. Collection of Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit
Total Processing Time:		Working Days: 5 working day/s, 3 hour/s, 51 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

- **Application for LTO as Dry Warehouse Facility** : 4000
- **Application for LTO as Other Storage Facility** : 4000
- **Application for LTO as Transport Facility** : 2500
- **Application for LTO as Transport Facility (4-6 wheeled vehicle)** : 220
- **Application for LTO as Transport Facility (8- wheeled vehicle)** : 330
- **Application for LTO as Transport Facility (10 or more wheeled vehicle)** : 440
- **Application for LTO as Distributor** : 5000
- **Application for LTO of Minimal Processing Facility** : 5000
- **Renewal of License to Operate of Distributor and Minimal Processing Facility** : 2500

4. Registration of Food Safety Compliance Officer (FSCO) under plant industry

All food business owners/operators (FBOs) engaged in the plant food sector shall designate and register a Food Safety Compliance Officer (FSCO), who shall oversee the implementation of the food safety programs and activities of the plant food business, including compliance with the food safety requirements and standards.

Office or Division:	Plant Product Safety Services Division - Food Safety Operations Unit
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All plant food business owners/operators shall apply for the registration of their designated *Food Safety Compliance Officer (FSCOs)* who have passed the BPI-prescribed training course conducted by the BPI or its officially-accredited training service provider.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Application Form for Registration as Food Safety Compliance Officer (FSCO) (1) Original Copy	Bureau of Plant Industry - Plant Product Safety Services Division - Food Safety Operations Unit
Remarks: *The form must be filled-out completely and notarized, with attached 2x2 picture of the applicant (in white background).*	
2. Government Issued Identification Card (ID) of the applicant/designated Food Safety Compliance Officer (FSCO) Philippine Passport from Department of Foreign Affairs National ID Driver's License from Land Transportation Office PRC ID from Professional Regulatory Commission OWWA ID Voter's ID from Commission on Election PhilHealth ID Integrated Bar of the Philippines	

TIN ID Postal ID Barangay Certification SSS or GSIS ID	
Remarks: *Provide one (1) photocopy of the ID with signature*	
3. Official Designation from the management of the food business operator incorporating the duties and responsibilities of the company's designated Food Safety Compliance Officer (FSCO) (1) Original Copy	Applicant / Client
Remarks: *The official designation can be formatted as a letter type or a memorandum type of business communication addressing the designated staff, signed by the management or attested by the Human Resource Department.*	
Sub Requirement	
3.A. For business owners applying as FSCO, a letter of intent address to the Director of the Bureau of Plant Industry, shall apply.	
4. Certificate of Employment or Consultancy signed/attested by the Human Resource Office of the food business operator. (1) Original Copy	Applicant / Client
Remarks: *The certificate should state the following:* *1. Educational Qualifications* *2. Current Position of the designated FSCO* *3. Service Record or Years of Stay in the company*	
5. Certificate of Completion from the Training Course for Food Safety Compliance Officer (1) Photo Copy	Applicant / Client
Remarks: *The certificate (original copy) shall be presented during submission for authentication.*	
6. Proof of Educational Attainment (1) Certified True Copy	Applicant / Client

Remarks:

List of Documents

1. Diploma

2. Transcript of Records

3. Other School Credentials

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Requirements and Application Form (BPI-QMS-PPSSD-F37) **Location:** Food Safety Operations Unit, Plant Product Safety Services Division, Bureau of Plant Industry **Notes/Instruction:** The documentary requirements together with the application form should be submitted in a folder with tabs for proper filing and applications with incomplete requirements shall not be accepted and returned to the applicant for compliance.	1.1. Evaluation of the application form and the submitted documentary requirements	None	1 hour/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit
	1.2. Issuance of Charge Slip for Order of Payment and fees to be paid		15 minute/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit
2. Receive the charge slip for issuance of order of payment and fees to be paid **Location:**	2.1. Issuance of Order of Payment	**Standard Fees** Breakdown: Application Fee: PHP 200	30 minute/s	• Accounting Office Staff; Bureau of Plant Industry Central

Food Safety Operations Unit, Plant Product Safety Services Division		Total: PHP 200		Office > Office of the Director > Administrative Division > Accounting Section
	2.2. Issuance of Official Receipt for Application of Registration as Food Safety Compliance Officer (FSCO)		15 minute/s	• Special Collecting and Disbursing Officer (SCDO) ; Food Safety Operations Unit
3. Receive the Approved Certificate of Registration as Food Safety Compliance Officer **Location:** Food Safety Operations Unit, Plant Product Safety Services Division, Bureau of Plant Industry **Notes/Instruction:** The designated Food Safety Compliance Officer (FSCO) or an authorized representative may claim the original copy in the site of application.	3.1. Endorsement of the Application as Food Safety Compliance Officer	None	1 working day/s	• Food Safety Operations Unit Staff, Senior Agriculturist, Supervising Agriculturist, Chief Agriculturist; Bureau of Plant Industry Central Office > Office of the Director > Office of the Assistant Director for Regulatory > Plant Products Safety Services Division
	3.2. Approval of the Certificate of		1 working day/s	• Director; Bureau of

	Registration as Food Safety Compliance Officer			Plant Industry Central Office > Office of the Director
	3.3. Encoding and Filing for Release of the Approved Certificate of Registration as Food Safety Compliance Officer (FSCO)		1 working day/s	• Admin Staff, Food Safety Operations Unit Staff; Food Safety Operations Unit
	3.4. Collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Food Safety Operations Unit Staff; Food Safety Operations Unit

General Remarks

Eligibility for Designation as Food Safety Compliance Officer (FSCO)

1. Preferably, a graduate of food-related courses, including but not limited to agriculture, food technology, chemistry, and chemical/industrial/ sanitary engineering. Other graduates of other courses must have work experience related to plant food safety.

2. For micro and small business enterprises, the owner may serve as the FSCO, or a consultant may be employed for a part-time or full-time basis.

3. For medium and large-scale food businesses engaged in food production in the primary and post-harvest sector of the food supply chain, shall designate a FSCO on a full-time basis.

Total Processing Time:	Working Days: 3 working day/s, 2 hour/s, 1 minute/s
Total Processing Fee:	Total Standard Fee: PHP 200

Crop Research and Production Support Division, Crop Improvement and Plant Genetics Resources Section

External Services

1. Agricultural Plant Verification

The Crop Improvement and Plant Genetic Resources Section (CIPGRS) of the Crop Research and Production Support Division (CRPSD), Bureau of Plant Industry (BPI) provides plant verification services and issues a Certificate resulting from the verification of agricultural crops.

Office or Division:	Crop Research and Production Support Division, Crop Improvement and Plant Genetics Resources Section
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Dully filled-out Application Form (1) Original Copy	Bureau of Plant Industry - Crop Research and Production Support Division
2. Actual Sample or clear photograph of the sample for verification. (1) Original Copy	Applicant / Client
3. Documentation (if available) that can support or aid in the verification process (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Application Form with the actual sample or clear photograph of the sample **Location:** Crop Improvement and Plant Genetic Resources Section (CIPGRS)- Receiving Area	1.1. Receive the Application Form and accompanying requirements	None	2 minute/s	• Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	1.2. Evaluate if the sample is verifiable based on sample		10 minute/s	• Agriculturist II; Crop Improvement and

	quality and available information			Plant Genetics Resources Management Section
	1.3. Release Initial Assessment Report		2 minute/s	• Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	1.4. If verifiable, conduct verification and prepare Plant Verification Certificate		3 working day/s	• Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
2. Receive Plant Verification Certificate **Location:** Crop Improvement and Plant Genetic Resources Section (CIPGRS) Office	2.1. Sign Certificate	None	30 minute/s	• Senior Agriculturist, Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	2.2. Release Certificate		2 minute/s	• Agriculturist II; Crop Improvement and Plant Genetics Resources Management Section
	2.3. Issue and collect Customer Satisfaction Measurement Form (Optional)		1 minute/s	• Agriculturist II; Crop Improvement and Plant Genetics

				Resources Management Section
Total Processing Time:	Working Days: 3 working day/s, 47 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Biotechnology Office

Internal Services

1. OPERATIONALIZATION OF THE DETECTION OF GM EVENTS (APPROVED/UNAPPROVED) IN IMPORTED AGRICULTURAL COMMODITIES USING PROTEIN-BASED AND/OR MOLECULAR-BASED APPROACH

Detection of approved and unapproved genetically modified (GM) events in imported agricultural plants, planting materials, and plant products using protein-based and/or molecular-based approaches conducted by the Biotechnology Office of the Bureau of Plant Industry (BPI).

Office or Division:	Biotechnology Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	1. Plant Quarantine Stations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Duly accomplished Laboratory Analysis Request Form (LARF) (1) Original Copy	Bureau of Plant Industry - Biotechnology Office
2. Sanitary and Phytosanitary Import Clearance (SPSIC) / Plant Quarantine Service Certificate (PQSC) (1) Original Copy	Bureau of Plant Industry - Biotechnology Office
3. GM Declaration (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Coordinate and finalize the imported agricultural plant, planting materials, and plant products for sampling. **Location:** BPI Biotechology Office	1.1. The Biotechnology Office coordinates with Plant Quarantine Stations at major ports of entry for the sampling of imported agricultural consignments with GM counterparts, including those declared as non-GM, those with unapproved GM	None	1 working day/s	• Agricultural Technician II; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office

	events, and randomly selected consignments with approved GM events.			
	1.2. The Biotechnology Office and PQ Officers conduct sampling at the port of entry or importers' warehouse, following ISTA protocols for seeds and grains or convenient sampling when necessary. Primary samples are combined into a 1kg composite sample for laboratory analysis. Relevant import documents (e.g., SPSIC/PQC, GM Declaration/Non-GM Certificate) must be submitted for recordkeeping and database entry.		1 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
2. The composite samples and corresponding documents are endorsed to the BPI - Biotechnology Office. **Location:** BPI Biotechnology Office	2.1. Consignment documents, including the SPSIC and GM Declaration/Non-GM Certificate, are verified and recorded in the GM testing database. For GM-declared consignments, the stated transformation events are cross-checked against the approval registry. An acknowledgment letter is sent to PQS upon receipt of the samples.	None	1 working day/s	• Senior Agriculturist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
	2.2. If a consignment is declared as "GM," the stated transformation events are cross-checked against the approval		16 working day/s	• Senior Agriculturist ; Bureau of Plant Industry Central

	registry. If unlisted, event verification using protein-based and/or molecular-based methods is conducted. If needed, GM screening is performed to detect transgenic elements, followed by event-specific PCR to identify any approved or unapproved events.			Office > Office of the Director > Biotechnology Office
	2.3. The results are endorsed to NPQSD. If no transgenic elements are detected, the Laboratory Analysis Report is forwarded to the PQS Station with no further action. In cases where unapproved events are found, the Biotechnology Office recommends consignment rejection, advises the importer to submit corrective actions, and reports the misdeclared shipment to NPQSD.		1 working day/s	• Senior Agriculturist; Bureau of Plant Industry Central Office > Office of the Director > Biotechnology Office
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	1. For walk-in and on-line clients, fill out Client Satisfaction Measurement (CSM).
How feedback is processed	1. For walk-in and online clients, fill out Client Satisfaction Measurement (CSM).
How to file a complaint	1. File a confidential report and send it to the Director's Office. 2. File an incident report and send it to the Operating Unit Head. 3. You can also comment in Client Satisfaction Measurement (CSM) for walk-in and online clients. 4. Call or text 1-2782 "8888.
How complaints are processed	1. Evaluation of the submitted confidential report by the Top Management Unit. 2. Evaluation of the submitted incident report by the Operating Head Unit. 3. Evaluation of the submitted Client Satisfaction Measurement (CSM) of the clients (walk-in and online). 4. Evaluation of the received 1-2782 "8888.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph, 1-ARTA (2782)

List of Offices

Office
Bureau of Plant Industry Central Office
Office of the Director
Office of the Assistant Director for Research and Development and Production Support Services
Crop Research and Production Support Division
Crop Improvement and Plant Genetics Resources Management Section
Crop Production Support Section
Crop Culture and Management Section
Agricultural Engineering Division
Farm Infrastructure Development Section
Farm Power and Equipment Development
Crop Pest Management Division
Biological Control and Integrated Pest Management Section
Pest Forecasting Section
Plant Health and Pest Status Section
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Contaminants Laboratory Section
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Central Laboratory
National Seed Quality Control Services Division
Seed Certification Section
Seed Testing Section
Plant Material Certification Section

Administrative Division
General Services Section
Budget Section
Information and Computer Section
Cashier Section
Property and Supply Section
Records Section
Human Resources Section
Accounting Section
Planning Management Office
Internal Audit Unit
Procurement Management Section
Biotechnology Office
National Seed Industry Council and Plant Variety Protection Office
National Seed Quality Control Services - Central Laboratory
NSQCS CAR - Baguio
NSQCS CAR
NSQCS Region I - Pangasinan
NSQCS Region I -Ilocos
NSQCS Region II - Isabela
NSQCS Region II - Cagayan
NSQCS Region III - Nueva Ecija
NSQCS Region IV-A - Los Baños
NSQCS Region IV-B - Oriental Mindoro
NSQCS Region IV-B - Occidental Mindoro
NSQCS Region IV-B - Palawan
NSQCS Region V - Bicol
NSQCS Region VI - Iloilo
NSQCS Region VI - Negros Occidental
NSQCS Region VII - Cebu
NSQCS Region VII - Bohol

NSQCS Region VIII - Leyte
NSQCS Region VIII - Catarman
NSQCS Region IX - Zamboanga
NSQCS Region X - Cagayan De Oro
NSQCS Region XI - Davao
NSQCS Region XII - North Cotabato
NSQCS Region XIII - Butuan
NSQCS BARMM
Baguio National Crop Research, Development and Production Support Center
Davao National Crop Research, Development and Production Support Center
Guimaras National Crop Research, Development and Production Support Center
La Granja National Crop Research, Development and Production Support Center
Los Baños National Crop Research, Development, and Production Support Center
National Pesticide Analytical Laboratories
PPSSD SPAL-Baguio (covers Region I,II, and CAR)
PPSSD SPAL-CDO (Covers Region IX, X, CARAGA)
PPSSD SPAL-CEBU (covers Region VI, VII and VIII)
PPSSD SPAL-DAVAO (covers Region XI, XII and BARMM)
National Plant Quarantine Services - Central Office
Region III- PQS Pampanga
Region XII- PQS General Santos
Region IV A- PQS Batangas
Region XI- PQS Mati
Region VII- PQS Cebu
NCR- PQS North Harbor
Region VI- PQS Iloilo
Region V - PQS Legazpi
Region IV A- PQS Quezon
NCR- PQS MICP
Region CAR - PQS Baguio
Region IX- PQS Zamboanga

Region VI- PQS Bacolod
CPEQS
NCR- PQS NAIA
Region I- PQS La Union
NCR- PQS OSEDC
Region XII- PQS Cotabato
Region X- PQS Iligan
Region IV B- PQS Mindoro
Region VII- PQS Dumaguete
NCR-PQS South Harbor
Region X- PQS Ozamiz
Region IV B- PQS Palawan
Region XI- PQS Davao
Region X- PQS Cagayan De Oro
Region III- PQS Subic
Region XIII- PQS CARAGA
Region VIII- PQS Tacloban
Region II- PQS Cagayan