

### 3. Application for Plant Nursery Accreditation

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

<b>Office:</b>	National Seed Quality Control Services	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Duly accomplished application form (BPI-NSQCS-PNA Form 1) (3 copies, original)</li> <li>3. Current Mayor's Permit (1 copy, photocopy) *</li> <li>4. Bureau of Internal Revenue (BIR) Registration Certificate (1 copy, photocopy) *</li> <li>5. Duly notarized authorization of the applicant (For partnership, corporation, cooperative, association, or government) (1 copy, original)</li> <li>6. Department of Trade and Industry (DTI) Registration Certificate (1 copy, photocopy; For sole proprietorship and partnership) *</li> <li>7. Cooperative Development Authority (CDA) Registration Certificate (1 copy, photocopy; for private cooperative) *</li> <li>8. Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration (1 copy, photocopy; For private associations) *</li> <li>9. Securities and Exchange Commission (SEC) Certificate of Registration (1 copy, photocopy; for partnership and private corporations) *</li> <li>10. Certificate of training on nursery establishment and operation including plant material certification issued within two (2) years prior to application – One (1)</li> </ol>	<p>NSQCS Central Office or Regional/Satellite NSQCS Office</p> <p>Applicant</p>

<p>certificate for Sole proprietorship or partnership; at least Two (2) certificate for private groups (1 copy, photocopy); at least 2 for government institution</p> <p>11. Location map, lay-out plan and photos of the nursery (1 copy, photocopy)</p> <p>12. Copy of the official receipt of payment for application (except for DA-attached agencies, DA-RFOs and its Centers/ Station)</p> <p>Note : *These documents are not needed for government nurseries</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application form and submit other documentary requirements	1.1 Receive Application Form and other documentary requirements	Php 1,000.00	5 Minutes	Technical/Non-technical staff of NSQCS
	1.2 Review Accurateness and Completeness of the documents	None	2 Working Days	Technical staff of NSQCS
	1.3 Prepare Document Evaluation Report	None	30 Minutes	Technical staff of NSQCS
2. Coordinate and cooperate with the Plant Nursery Evaluator during the conduct of inspection	2.1 Endorses the application to DA-Regulatory for assigning of PNE.	None	2 Day	PNE
	2.2 Conduct Inspection and evaluation of the Plant Nursery applied for accreditation	None	5 Day	PNE
	2.3 Deliberate result of inspection and prepare Initial Evaluation Report indicate discrepancies, if any	None	1 Day	PNE or Chief, Regional/Satellite NSQCS
	2.4 Prepare endorsement of the documents with the recommendation report of	None	2 hours	PNE or Chief, Regional/Satellite NSQCS

	PNE to the concern DA-Regulatory Office			
	2.5 DA-RFO Director endorses document to the BPI Director cc NSQCS Chief.	None	1 Day	PNE or Chief, Regional/Satellite NSQCS
	2.6 Review reports and submitted documents	None	30 Minutes	Technical staff of NSQCS Central Office
	2.7 Prepare final recommendation for BPI Director and issuance of notification letter to the applicant	None	20 Minutes	Technical staff of NSQCS Central Office and Section Chief of Plant Material Certification
	2.7 Prepare Certificate with QR Code	None	10 Minutes	Technical/Non-technical staff of NSQCS
3. Receive Certificate of Accreditation	3.1 Issue Certificate of Accreditation	None	5 Minutes	Technical/Non-technical staff of NSQCS
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Technical/Non-technical staff of NSQCS
	<b>TOTAL</b>	<b>Php 1,000.00</b>	<b>11 Days, 3 Hours, 45 Minutes</b>	
<p>Note: Duration of accreditation is highly dependent on the compliance of the applicant with the requirements especially in cases that there are discrepancies regarding his/her application.</p>				