

17. Application for Registration of Farmer/Grower

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Certificate of Registration of Farmer or grower.

Office:	National Plant Quarantine Services Division – Export Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Notarized Application Form (<i>Original copy</i>) 2. Information on their production area, i.e. Proof of Ownership, Valid Claim of Possession or Any Agreement Which Allows The Applicant To Use the Property, Location Plan, Land Area of Production Site, Estimated Volume of Production. (<i>Original Copy</i>) 3. Certificate of Attendance of Owner, Farm Manager or Quality Assurance in a Training of Good Agricultural Practices(GAP) (<i>CTC, 1 copy</i>) 4. Inspection Report (<i>Original copy</i>) 			Applicant	
			PQS Inspector	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located]	1.1 Evaluate application and other documents	None	2 Hours	Applicant / regional LRSC Secretariat
2. Interview/Orientation of Farmer	2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	NPQSD Central Office - Licensing and Registration Unit / Regional LRSC

3. Actual Evaluation	3.1 Inspect farm	None	2 Day	PQ Officer/ Inspector
	3.2 Prepare Inspection Report	None	1 Day	PQ Officer
	3.3 Deliberate Inspection Report and other documentary requirements	None	2 Days	Regional LRSC
	3.4 Evaluate and endorse application to the Chief	None	2 Day	NPQSD Central Office- Licensing and Registration Unit
	3.5 Prepare Certificate of Registration with corresponding Farmer/Grower's code	None	2 Hours	NPQSD Central Office- Licensing and Registration
	3.6 Evaluate Report and Countersign Certificate of Registration	None	30 Minutes	Chief, NPQSD
	3.7 Approve or disapprove Certificate of Registration	None	30 Minutes	BPI Director
4. Receive Certificate of Registration	4.1 Release Certificate of Registration	None	10 Minutes	PQ Officer
5. Fill up Customer Satisfaction Form (CSF)	5.1 Provide and collect CSF	None	3 Minutes	NPQSD Staff
	TOTAL	None	6 Days, 7 Hours, 13 Minutes	