

## 11. Plant Identification and Certification

The Crop Research and Production Support Division of the Bureau of Plant Industry (BPI) issues certificate on the identification, authentication and verification for food agricultural crop only from different client and stakeholder.

<b>Office:</b>	Crop Research and Production Support Division – Crop Improvement and Plant Genetic Resources and Management Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter addressed to the BPI Director indicating the purpose of identification & certification (Original + 1 copy) (FOR STUDENTS - IN SCHOOL'S LETTERHEAD, SIGNED BY THE STUDENT AND ADVISER)			Client	
2. Printed photo of plant/specimen in a coupon bond (2 COPIES)			Client	
3. Actual Plant/Specimen (complete parts of plant as possible)			Client	
4. Duly filled-up Application form (ORIGINAL)			CRPSD Staff/ Client	
			CRPSD	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of request	1.1 Evaluate letter of request	None	30 Minutes	CRPSD-Staff
2. Verification of sample	2.2 Verify the Specimen and discuss protocols, requirement on plant identification	None	1 Hour	CRPSD-CIPGR
	2.2 Approve or disapprove plant identification			
3. Payment for Identification	3.1 Issue Order of Payment	None	15 Minutes	CRPSD Collecting Officer
	3.2 Issue Official Receipt upon receipt of payment	Php 100	15 Minutes	Cashier

4. Submit completed Application Form	4.1 Check the completeness of data provided	None	15 Minutes	CRPSD-CIPGR
5. Submit live specimen to be identified/verified	5.1 Evaluate, identify and verify the specimen	None	3 Days	CRPSD-CIPGR
6. Receive Plant Identification Certificate	6.1 Print plant identification certificate	None	15Minutes	CRPSD-CIPGR
	6.2 Sign certificate	None	15 Minutes	Division Chief and Section Chief
	6.3 Release of Certificate	None	15 Minutes	CRPSD-Staff
7. Fill-up Clientele Feedback form	7.1 Issue and collect Client Feedback Form	None	5 Minutes	CRPSD-CIPGR
	<b>TOTAL</b>		<b>3 Days &amp; 6.5 Hours</b>	