

Applicant's
Name:
Address:
Email:
Contact number:

LETTER OF INTENT

Date: _____

GEORGE Y. CULASTE, Ph. D.
Director
Bureau of Plant Industry
San Andres St., Malate, Manila

Dear **Director Culaste:**

I would like to signify my intention to apply my nursery, _____ (name of nursery) _____ situated at _____ (complete address of nursery) _____ for accreditation of the Bureau of Plant Industry. Rest assured that all the criteria and requirements stipulated in D.C. No. 1 series of 2020 will be complied and will abide the accreditation guidelines when granted.

I would like to be accredited for the production of the following crops:

1. Cacao
2. Sample

Thank you and hoping for your favorable action.

Sincerely yours,

Owner/Operator



National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

**APPLICATION FOR ACCREDITATION OF PLANT NURSERY
(GOVERNMENT INSTITUTIONS)**

New

Renewal

Date of Application: _____

Crop/s Applied (Varieties): _____

Name of Applicant: _____

Address / Region: _____

Contact No./E-mail Address: _____

Name of Nursery: _____

Date Established: _____

Site of Nursery: _____

Area of Nursery (sq.m.): _____

Status of Land Ownership: Owned Leased

I hereby certify that I will abide and follow the guidelines/instructions of the Bureau of Plant Industry for proper nursery management.

Name and Signature of Applicant

APPROVED/DISAPPROVED:

Chief, NSQCS Region/Satellite _____

Date: _____

Note: The three copies of the filled-out application form will go to the following:

1. NSQCS Central Office
2. Originating NSQCS Regional/Satellite Office
3. Regional Field Office, DA



National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

**APPLICATION FOR ACCREDITATION OF PLANT NURSERY
(PRIVATE - NATURAL PERSONS)**

New

Renewal

Date of Application: _____

Crop/s Applied (Varieties): _____

Name of Applicant: _____

Address / Region: _____

Contact No./E-mail Address: _____

Name of Nursery: _____

Date Established: _____

Site of Nursery: _____

Area of Nursery (sq.m.): _____

Status of Land Ownership: Owned Leased

I hereby certify that I will abide and follow the guidelines/instructions of the Bureau of Plant Industry for proper nursery management.

Name and Signature of Applicant

APPROVED/DISAPPROVED:

Chief, NSQCS Region/Satellite _____

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BPI-NSQCS-PNA-Form 1c
Revised June 2020

PNA Control No.: _____



National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

**APPLICATION FOR ACCREDITATION OF PLANT NURSERY
(PRIVATE - JURIDICAL PERSONS)**

New

Renewal

Date of Application: _____

Crop/s Applied (Varieties): _____

Name of Applicant: _____

Address / Region: _____

Contact No./E-mail Address: _____

Name of Nursery: _____

Date Established: _____

Site of Nursery: _____

Area of Nursery (sq.m.): _____

Status of Land Ownership: Owned Leased

I hereby certify that I will abide and follow the guidelines/instructions of the Bureau of Plant Industry for proper nursery management.

Name and Signature of Applicant

APPROVED/DISAPPROVED:

Chief, NSQCS Region/Satellite _____

Date: _____

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National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

PLANT NURSERY ACCREDITATION
DOCUMENT EVALUATION REPORT
NEW APPLICATION

Name of Nursery : _____
Owner/Operator : _____
Location of Nursery : _____
Date of Evaluation : _____

I. Private Nurseries		
✓	DOCUMENTARY REQUIREMENT	REMARKS
	1. Letter of Intent	
	2. Duly accomplished application form	
	3. Mayor's Permit (Current Year)	
	4. Bureau of Internal Revenue (BIR) registration	
	5. For partnership, corporation, cooperative, or association Duly notarized authorization of the applicant	
	6. Any of the following (whichever is applicable) A. For sole proprietorship and partnership Department of Trade and Industry (DTI) Registration Certificate	
	B. For cooperative Cooperative Development Authority (CDA) Registration Certificate	
	C. For association Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration	
	D. For partnership and corporation Securities and Exchange Commission (SEC) Certificate of Registration	
	7. Certificate of training on nursery establishment and operation including plant material certification (issued within two (2) years prior to application a. At least one (1) person for Sole proprietorship/Partnership b. At least two (2) persons for Cooperative/ Association/ Corporation	
	8. Location map, lay-out plan and photos of the nursery	
	9. Copy of the official receipt of payment for application of accreditation of nursery in the non-refundable amount of Php 1,000.00	
II. Government Nurseries		
✓	DOCUMENTARY REQUIREMENT	REMARKS
	1. Letter of Intent	
	2. Duly accomplished application form	
	3. Authorization of the applicant duly signed by the designated authority of the agency	

	4. Certificate of training on nursery establishment and operation including plant material certification (At least two (2) persons, issued within two (2) years prior to application)	
	5. Location map, lay-out plant, and photos of the nursery	
	6. Copy of the official receipt of payment for application of accreditation of nursery in the non-refundable amount of Php 1,000.00 (Except for DA-attached agencies, DA-RFOs and its Centers/ Stations)	

Evaluated by:

Position: _____

NSQCS Regional/Satellite: _____

Date: _____

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National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

PLANT NURSERY ACCREDITATION

**DOCUMENT EVALUATION REPORT
RENEWAL APPLICATION**

Name of Nursery : _____
 Owner/Operator : _____
 Location of Nursery : _____
 Nursery Number : _____
 Date of Evaluation : _____

I. Private Nurseries		
✓	DOCUMENTARY REQUIREMENT	REMARKS
	1. Letter of Intent	
	2. Duly accomplished application form	
	3. Mayor's Permit (Current Year)	
	4. Duly notarized authorization of the applicant	
	5. Certificate of training on nursery establishment and operation including plant material certification (issued within two (2) years prior to application* a. One (1) person for Sole proprietorship/Partnership b. All persons doing propagation work for Cooperative/Association/Corporation *Must be submitted only if there is a change in management	
	6. Location map, lay-out plan and photos of the nursery	
	7. Copy of the official receipt of payment for application of accreditation of nursery in the non-refundable amount of Php 1,000.00 (Except for DA-attached agencies, DA-RFOs and its Centers/ Stations)	
II. Government Nurseries		
✓	DOCUMENTARY REQUIREMENT	REMARKS
	1. Letter of Intent	
	2. Duly accomplished application form	
	3. Authorization of the applicant duly signed by the designated authority of the agency	
	4. Certificate of training on nursery establishment and operation including plant material certification (At least two (2) persons, issued within two (2) years prior to application *Must be submitted only if there is a change in management	
	5. Location map, lay-out plan and photos of the nursery	
	6. Copy of the official receipt of payment for application of accreditation of nursery in the non-refundable amount of Php 1,000.00 (Except for DA-attached agencies, DA-RFOs and its Centers/ Stations)	

Evaluated by:

 Position: _____
 NSQCS Regional/Satellite: _____
 Date: _____

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National Seed Quality Control Services
Bureau of Plant Industry
Visayas Avenue, Diliman, Quezon City

PLANT NURSERY ACCREDITATION

PRELIMINARY EVALUATION REPORT

Name of Nursery : _____
 Owner/Operator : _____
 Location of Nursery : _____
 Date of Evaluation : _____

✓	NURSERY REQUIREMENTS	REMARKS
	1. Nursery shall be established and in operation at least one (1) year prior to application.	
	2. For sole proprietorships and partnerships: a. At least 1,000 seedlings (per crop) ready for planting b. Area of at least 500 square meters within a single site	
	3. For corporation, association, cooperatives: a. At least 5,000 seedling (per crop) ready for planting b. Area of at least 1,000 square meters within a single site	
	4. For government nurseries: a. At least 1,000 seedling (per crop) ready for planting b. Area of at least 500 square meters within a single site	
	5. Manual of operations on the crop species being applied for	
	6. The nursery must have the following facilities:	
	a. Access to water source	
	b. Potting area and propagation area	
	c. Seedbed/germinating facility	
	d. Permanent storage facility	
	e. Propagating equipment and other tools	
	f. Composting facility	
	g. Waste disposal facility	
	h. Comfort room	
	i. Rest area/Receiving area	

✓	MOTHER TREE REQUIREMENTS	REMARKS
	7. Label on each mother tree of NSIC-approved variety on the crop being applied for	
	8. For sole proprietorships, partnerships, and government institution: - At least 5 mother trees of the crop being applied for	
	9. For corporation, association, cooperatives: - At least 20 mother trees of the crop being applied for	

	10. For new applicants, the initial mother trees of the NSIC-registered variety/ies of the crop being applied for must be certified.	
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Remarks and Recommendation:

Prepared by:

 Plant Nursery Evaluator
 Office: _____
 Date: _____

Noted:

 Supervisor/Head of Agency
 Office: _____
 Date: _____

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PLANT NURSERY ACCREDITATION

FINAL NURSERY EVALUATION REPORT

Name of Nursery : _____
Owner/Operator : _____
Location of Nursery : _____
Date of Evaluation : _____

A. Observations:

1. The Nursery Operator:

- a) The applicant is the **owner/operator** of the nursery inspected.
- b) The operator is operating the nursery for _____ years.
- c) The applicant has met all the requirements for accreditation.

2. The Nursery

- a) During the evaluation, there are **(quantity of mother trees) existing/certified** mother trees and **(quantity) (crop)** seedlings available for planting.
- b) The area of the nursery is _____ hectares.
- c) Planting materials are properly maintained and of good quality.
- d) A manual of operations for the **(crop species being applied)** is presented.
- e) The nursery is equipped with the following facilities:
 - ✓ Access to water source
 - ✓ Potting area and propagation area
 - ✓ Seedbed/germinating facility
 - ✓ Permanent storage facilities
 - ✓ Propagating equipment and other tools
 - ✓ Composting facility
 - ✓ Waste disposal facility
 - ✓ Comfort room
 - ✓ Rest Area/Receiving Area
- f) Photos of the existing nursery were submitted for documentation.

3. Parent Tree Source/Scion Grove

The operator has established scion grove/seed/budwood garden planted with **(Number of hills of NSIC Registered variety of the crops applied, date acquired and the accredited source of the crop.)**

Lay-out Plan and photos of the scion grove/seed/budwood garden were submitted for reference.

B. Recommendations

After evaluation of the documents submitted and inspection/evaluation of the nursery, *(Name of the Operator and its Nursery)* has complied with all the requirements for accreditation.

Therefore, *(Name of the Operator and its Nursery)* is being recommended for the issuance of certificate of accreditation for *(Name of the crops applied and the variety/strain)* only.

Prepared by:

Section Chief, Plant Material Certification

Date: _____

Recommending Approval:

Chief, NSQCS

Date: _____

Approved/Disapproved:

Director, BPI

Date: _____

