



# User Manual ver 1.8

June 2021 | RSIS Team

Bureau of Plant and Industry | National Seed Quality Central













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# **I** INTRODUCTION



The Bureau of Plant Industry – National Seed Quality Control Services (BPI-NSQCS) – Databank Web App is based on RSIS framework concept, collaborated with other agencies to build and suit the requirements of respected groups. Group that will contribute to the concept and will help in achieving an institutionalized system for our Farmers, LGUs, Seed Growers and Producers and other Government entities.



Fig I.a System Framework

The Databank Web App has forms and panels in are group based on functions and existing RSIS process.

# A. Purpose and Scope

This document provides relevant information and facilitate the compliance to a standard operation. This will serve as guidelines and procedures on how to use the Databank Web App System. It is focused on different level of users to distribute the knowledge and familiarization across government entities and agencies. It will greatly help in the in the provision of real time, reliable and accurate data / information.



# **B.** Organization

### **B.1** RSIS Funding Agency

The Department of Agriculture (DA) is a government institution established in 1898, which focuses on agricultural development that supports farmers, fishermen, and other rural workers to improve their income and generate work opportunities for them. Among the agricultural development initiatives, rice as the staple food of the Filipino people is considered the most crucial, hence it is the flagship program. The rice program has continually propelled the rice industry. To further propel the rice industry, technological updates with the use of information and communications technology (ICT) are very important in making the rice program and industry accessible and relevant at all times. Realizing this, a project called, "Rice Seed Information System (RSIS)" was approved and funded by Bureau of Agricultural Research (DA-BAR) in June 2019. The RSIS project is a two-year DA-BAR project which to be implemented from July 2019 – to June 2021.

For information and reference, below shows the important details of the funding agency, DA-BAR.

Agency	Description
Email: webteam.da@gmail.com	DA, DA-BAR
Location: Contact Information:	Elliptical Road, Diliman, Quezon City, Philippines (632) 273.2474 to 78 (632) 928.8741 / 928.6602 (632) 928.8743 to 64

Table B.1 Funding Agency



#### **B.2 Point of Contact**

Personnel	Contact Details	Office Location
Support	Email: <u>nsqcsrsis@gmail.com</u> Contact No:	BPI NSQCS
		Region III

Table A.1 Contact

# **B.3 Development Team**



Table A.1 Development Team



### II SYSTEM FUNCTIONS



## A. BEFORE YOU START

## A.1 SYSTEM REQUIREMENTS

#### **Internet Browser**

You could use most of the popular Internet browsers such as Google Chrome, Firefox Mozilla and Microsoft edge. Please make sure your antivirus or firewall doesn't block the website.



Databank Website is accessible to your personal phone and tablet into your respective browsers.

### **Hardware Requirements**

Most of the latest built of pc are capable to handle the system however for the performance wise it is suggested with at least minimum requirement of 4 GB of memory and Intel i3 of processor.

#### **Versions and Releases**

Version	Date Release	Update Description
Version 2.31	March 2021	Ongoing development

Table A.1 Version and Updates



## A.2 Navigation and Familiarization

After you logged in to the Databank Web app, basically the screenshot below is the area where you need to be familiar.

**Dashboard** – the visual and graphical illustration of the Seed Grower's count, Summary of the all Certification application and Accredited Seed Growers in Area.

**Databank Version** – This is where user can monitor the changes, updates and fixes. Each version has corresponding number until it reaches the stable version.

**Profile** – this is basically the Users' Profile.

Navigation Menu – Or Navigation Panel, where the forms and modules are set up.

Address Bar – Where you need to type in the Databank URL <a href="https://www.bpinsqcs.da.gov.ph">https://www.bpinsqcs.da.gov.ph</a>.

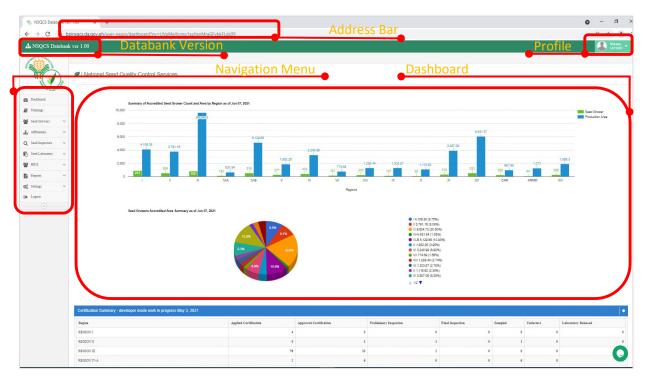


Fig A.2.i Navigation Menu



#### A.3 How to Log In

Go to your Internet browser and type the URL <a href="https://bpinsqcs.da.gov.ph/">https://bpinsqcs.da.gov.ph/</a>. Input your registered Email Address and password.

Email address will be discussed in **User Account** topic.

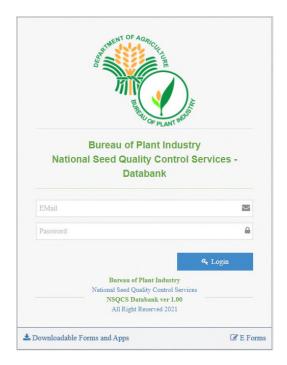


Fig A.2.i Log in screen



Only enrolled and registered users can log in to the system. At some case that the username or email address couldn't logged in, please contact your respective Databank admin for further assistance this could be checked from User Account profile.







# **B. SYSTEM AND FUNCTION ILLUSTRATION**

## **B.1 System Flow**

#### RSIS Data Harmonization to NSCQS Databank Server

Below is the representation of integration between two RSIS system the *Philrice GrowApp* and the BPI-NSQCS Databank.

The programmed data coming from *Philrice GrowApp* are the information required by Seed Inspector/s to validate Seed Certification on **SI Mobile App**.



There is a separate documentation for SI Mobile App follow this link **www.simobileapp.com/download** for your reference.

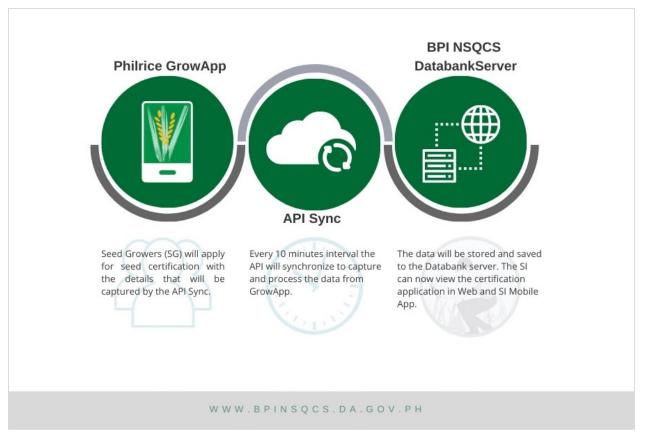


Fig B.1.a Data Harmonization



## **Seed Testing Process Flow**

Seed Testing is a huge part of Databank process. The data and details that will be capture in Result of Analysis will be coming from this module.

The forms and data entry for Seed Testing can be found in *Seed Growers Menu* then *Certification*. There is a separate discussion about Seed Testing on the next page/s (Topic title: Seed Certification Monitoring).



Fig B.1.b Seed Quality Control Scheme



#### **B.2 Databank Key Process**

Below are the key point items that you need to be familiar with. Categories below has data corresponding to each process and correlated with each other. Each process will be discussed in the next topics and how to use it.

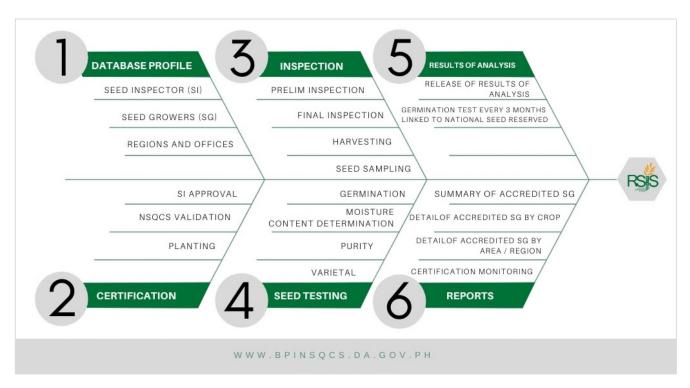


Fig B.2.c Databank Key Process

#### **DATABASE PROFILE**

These must be set up and completed beforehand. It will be visible to other modules and forms if the profiles are available. SI and SG has their own module | menus from the panel. Regions or locations can be found in *Settings Menu* under *System Setup*.



#### **SEED CERTFICATION**

It is a system of seed production geared towards maintaining genetic identity, varietal purity and standards of quality seeds of superior crop varieties.

Before it comes in to seed Certification the Seed grower must be evaluated and accredited first by the BPI as Seed Grower/Producer to become eligible to apply for seed certification. This was the process working at the background and a paperwork/s are circulated before entering to the system. It includes their application for accreditation together with the necessary attachments and requirements to be signed by the authorized signatories.

#### **INSPECTION**

It is the checking of Seed Growers' field by Seed Inspectors to assess off-type plants others varieties need and other crop plants and diseases present in the field.

It includes Preliminary Field Inspection which is conducted 15-25 days after planting and Final Field Inspection which is conducted when the crop is fully headed. Only seed production area that has been applied for certification and validated by the *Deputized* Seed Inspectors is eligible for field inspection. After field inspection, geo tagging of seed form takes place. The Prelim and Final Field Inspection are both available and can be used either in Web or Mobile App.

#### **SEED TESTING**

It is the first seed quality control scheme developed to determine the planting value of seeds. This is the process when seed samples are submitted and revised in the laboratory to test the different quality attributes.

#### **RESULT OF ANALYSIS**

The Result of Laboratory Analysis indicates seed testing results of the different seed quality attributes such as physical purity, varietal purity, germination percentage and moisture content, as well as the recommendation of BPI-NSQCS on the seed lots represented by the sample



### III. OPERATING INSTRUCTION



#### A. SETTINGS MENU

#### A.1 User Accounts

Navigate from side menu **Settings** drop down then select **User Accounts**. All accounts can be listed from the window

#### **User Account List**

Q

Note: User accounts that has been listed and added to the system are the only names that are authorized to log in. The username convention will be discussed on the section below.

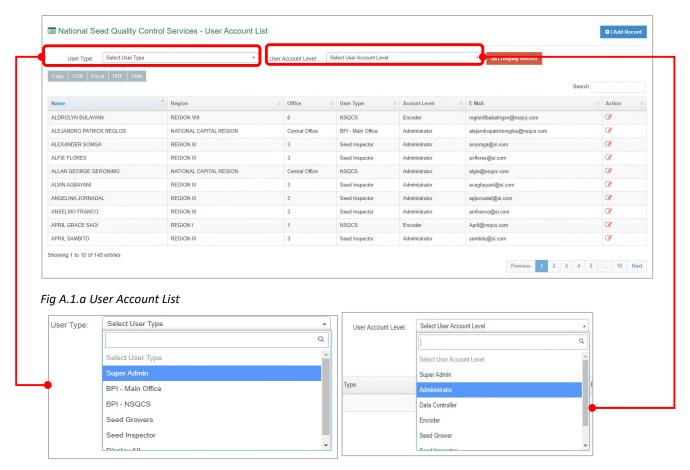


Fig A.1.b User Type

Fig A.1.c User Account Level

Lists can be filtered according to User type and User Account Level. These are the system default data (predefined).





# **User Type**

User Type Name	Description	
BPI - Main Office	Office Group of users that are assigned in BPI Manila	
BPI – NSQCS	Group of users that are assigned in BPI Central Office, Regional, and Satellite Laboratories.	
Seed Growers	Short name called SG	
Seed Inspectors	Short name called SI	

Table A.1.a User type description

#### **User Account Level**

User Account Level	Description and Function
Super Admin	"Permit to All"
Data Controller	Can validate, edit and update records but limited access with other forms.
Encoder	Can add records but restricted to update and delete.
Seed Grower	Can access the Seed Grower form only.
Seed Inspector	Can access SI Form and Mobile.

Table A.1.b User account level

#### How to Search User

On the upper right-hand side of the User list window, please type it in the user account name that you wish to find and the list will go through to it if the account exists in the system.

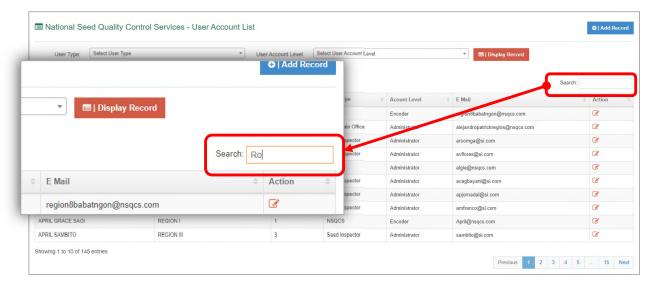


Fig A.1.d Search users





### How to Add | Create new User

Please click the **Add Record** button and another pop-up window will appear for data entry of the user information.

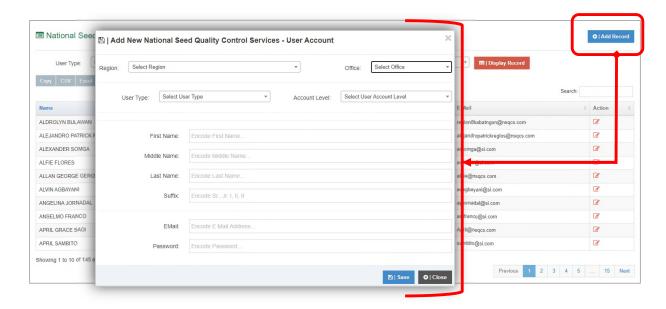


Fig A.1.e Adding accounts window

Offices list are pre populated but can be managed and you can add if needed on System Setup

**Menu**. You can navigate it through **Settings** > **System setup** and then **Office**. **Office** will be discussed on another topic page.

**Regions** are predefined from the system by default, these are the different areas covered by the system.

**Email** – will be the official username when you log in to the system.

All fields are mandatory except the Suffix.



Note: User type – "Seed Growers (SG) and Seed Inspectors (SI)" at any case that you will add SG or a SI user accounts, please make sure that they are already added in the Database profile. SG has different database profile and can be found in Seed Growers Menu > and then Database. SI is under Seed Inspector Menu > then Database. This will be discussed on another topic page.





# How to Edit | Update User

Find the user account that you'd like to edit / update the records and click action button on the same row. Another pop-up window will be showing up on your screen.

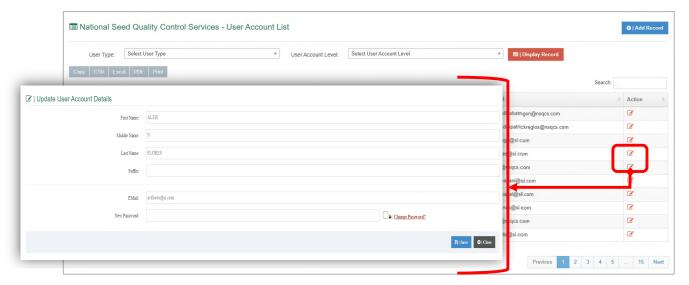


Fig A.1.f Edit accounts

You can change the user's password from edit mode screen and hit save button once you're done.



## A.2 System Set up

#### A.2.a Offices

Offices are tagged in Regions which was initially set up as per system requirements.

Fields likes office names, codes, and regions will be used on forms and reporting. Please make sure that details are correct and accurate.

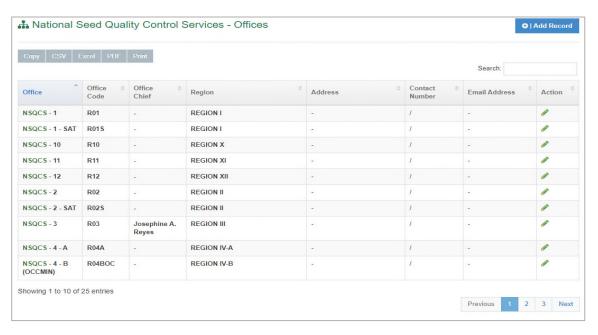


Fig A.2.a Offices



### A.2.a.i Adding | Creating New Offices

To create new office, click the Add record button and fill out the necessary field on forms.

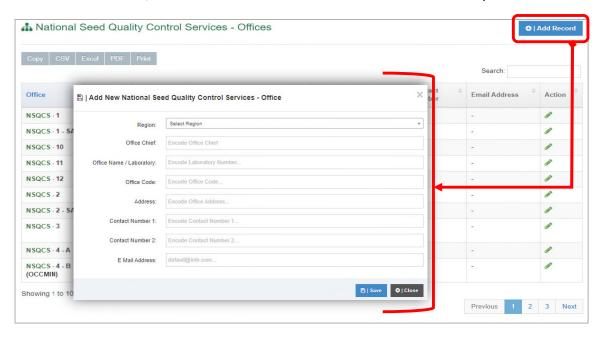


Fig A.2.a.i Adding | Creating new Offices

### A.2.a.ii Editing | Updating Offices

To edit click the pencil icon and a pop-up window will appear. Update the necessary fields and hit Save button when you're done.

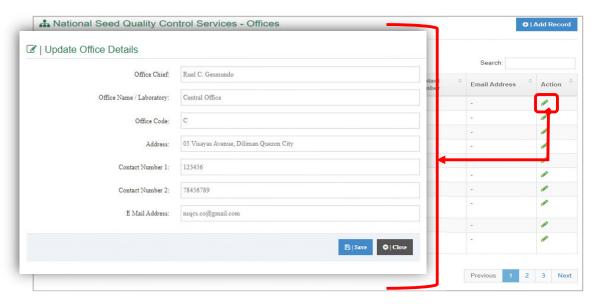


Fig A.2.a.i Adding | Creating new Offices





#### A.2.c Seed Class

By default, the different seed classes are already included in the system.

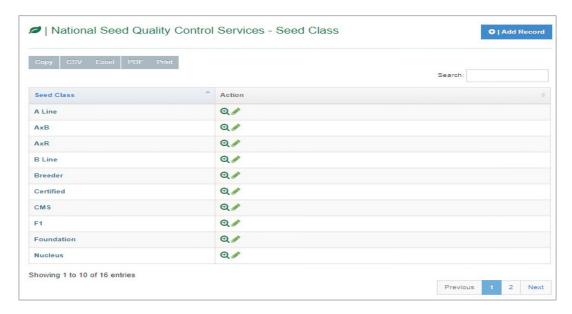


Fig A.2.c Seed Class

# A.2.c.i Adding | Creating Seed Class

To create new Seed Class click the Add record button ad hit Save button when you're done.

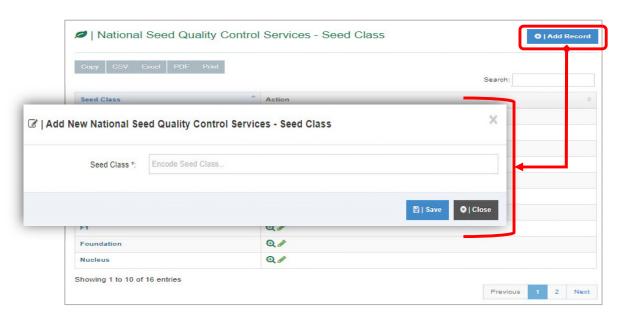


Fig A.2.c.i Adding | Creating Seed Class





## A.2.d Crops

All crops are eligible for seed certification are already included in the system.



Fig A.2.d Crop List

# A.2.d.i Adding | Creating new Crops

To add new *Crops* click the Add Record button and hit the *Save* button when you're done.

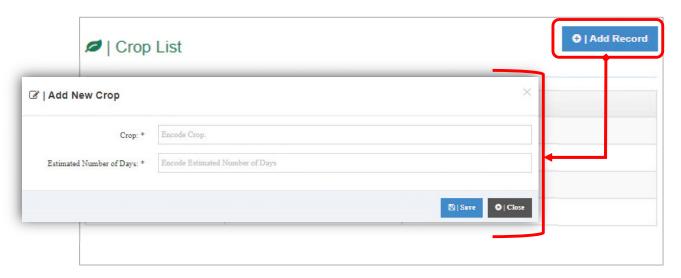


Fig A.2.d Adding / Creating New Crops





# **B. SEED INSPECTORS** MENU

### **B.1 Seed Inspectors Database**

The profile of the deputized and designated Seed Inspectors of BPI-NSQCS are reflected in this form/database. This includes their personal information and area of assignment.

The enrolled Seed Inspector accounts to the system are the only authorized users that could log in and use the SI Mobile App. If you have any questions regarding SI Mobile App please refer on the other manual.

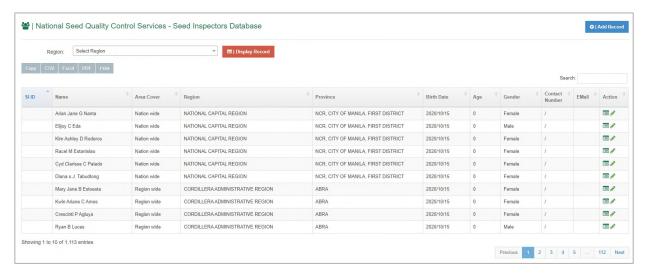
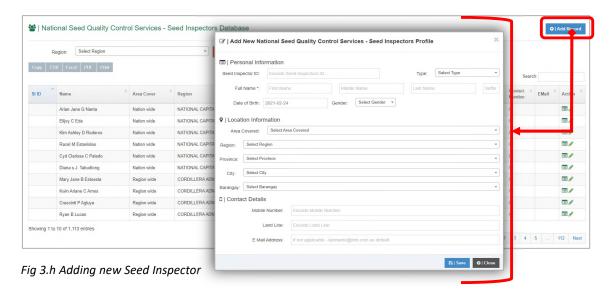


Fig 3.g Seed Inspector Database List



### **Adding | Creating new Seed Inspector**

On the upper right-hand side, click the **Add Record** button to create new SI record. Please fill out the important information for your SI, hit Save button when you're done.



#### Assigning Seed Grower (SG) to Seed Inspector (SI)

To assign Seed Growers (SG) to Seed Inspector (SI), find the SI name and click the left icon from the *Action* column. Select the Seed Grower/s (SG) from the list on the pop-up screen. You can select multiple SGs by ticking the boxes. If there's no available SG from the list, it means that there are no SG's enrolled from that region. Don't forget to hit the **Save** button once you're done.

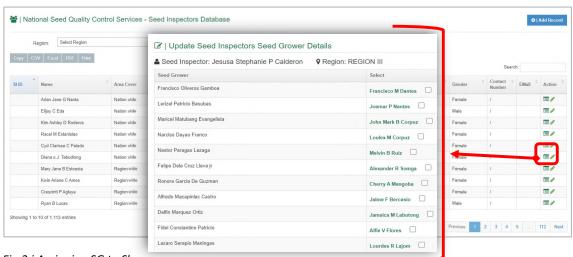


Fig 3.i Assigning SG to SI





# **Updating | Editing Seed Inspector Profile**

Locate the pencil icon from the *Action* column and press it. The SI details screen will pop up and select the fields that you'd like to update / edit.

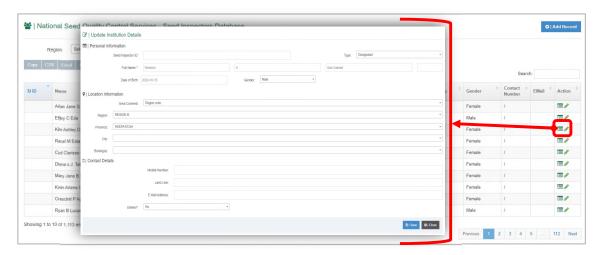


Fig 3.j Editing SI Profile



### C. SEED GROWERS Menu

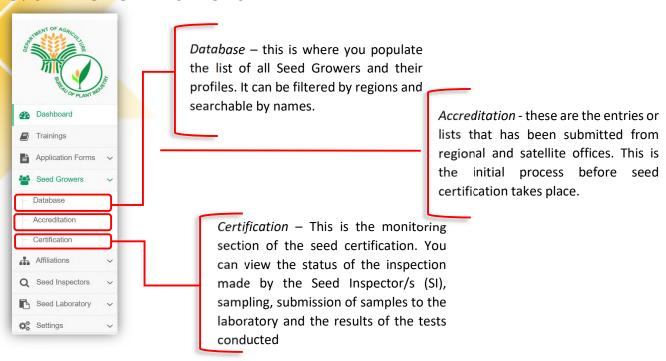


Fig 3.k Seed Growers Dropdown Menu

#### **C.1 Seed Growers Database**

The profile of accredited Seed Growers are reflected in this form. This includes their personal information such as birthdate and home address.

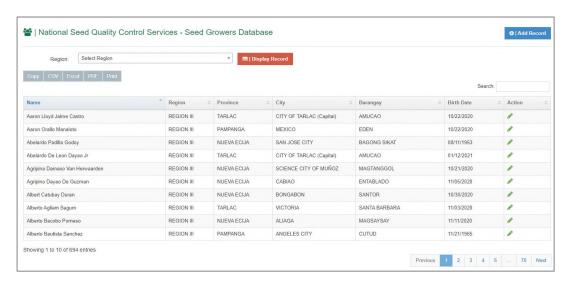


Fig 3.1 Seed Growers Database List





### **Adding | Creating new Seed Grower**

On the upper right-hand side, please click the **Add Record** button to create new SG record. Please fill out the important information for your SG, hit the Save button once you're done.

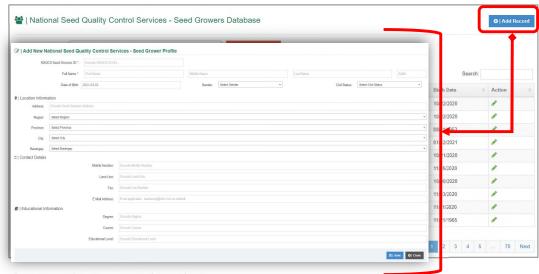


Fig 3.m Seed Growers Database List

### **Updating | Editing Seed Grower Profile**

Locate the pencil icon from the *Action* column and press it. The SG details screen will pop up and select the fields you wish to update / edit.

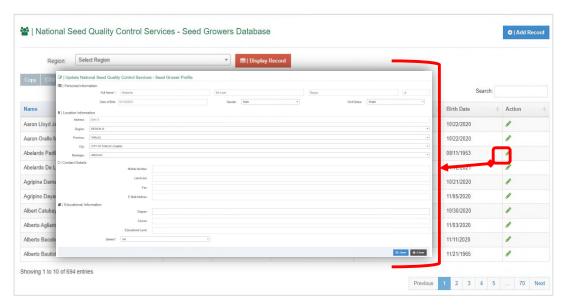


Fig 3.n Editing SG Profile



If you want to tag Seed Inspector (SI) to your Seed Grower (SG), please navigate it to **Seed Inspector** *Menu* go to *SI Profile Database*. Look for the SI from the list and edit it and find the SG and tag it to the SI.





#### **C.2** Accreditation

## **Accreditation List**

Seed Growers (SG) are required to be accredited before they can apply for seed certification. This form shows the profile of the accredited seed growers together with their accreditation numbers, accredited area and status of their accreditation.

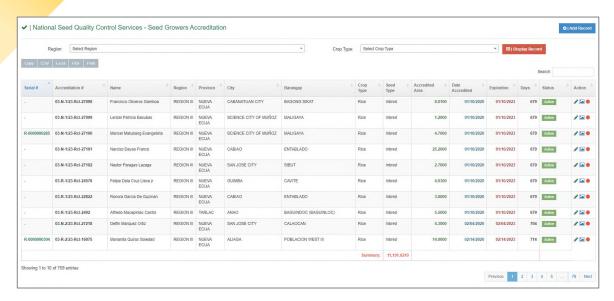


Fig 3.o Accreditation List

#### **Adding | Creating new Accreditation**

On the upper right-hand side, please click the **Add Record** button to create new **Accreditation**. Fill out the necessary information then hit Save button when you're done.

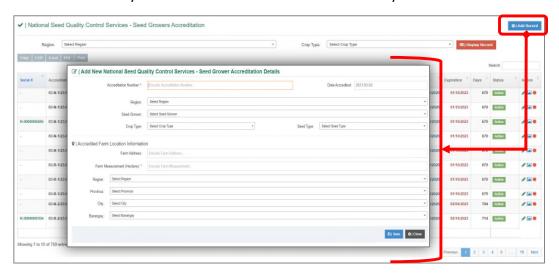


Fig 3.p Creating new Accreditation







**Serial Number is** a system auto generated.

#### **Accreditation Status**

Active - if the certification of accreditation will expire more than 90 days...

Expiring Soon – if the certificate of accreditation will expire in less than 90 days.

**Expired** – If the certificate of accreditation already passed its expiration date.

# **Editing | Updating | Deleting Accreditation**

From the Action column find the pencil icon, press it to edit the details.

To delete records, from the Update mode window look for the Delete option at the bottom and hit Save button when you're done.

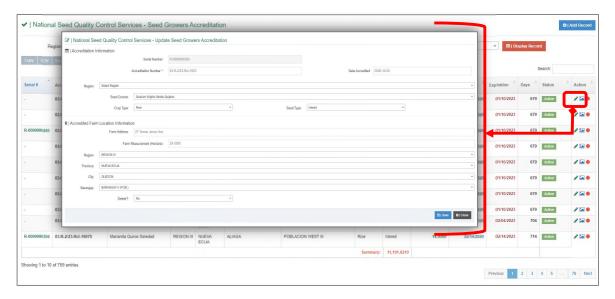


Fig 3.q Accreditation List



# **Viewing and Printing of Certificate of Accreditation**

After the application for accreditation has been approved by the BPI Director, a certificate of Accreditation will then be issued.

From the Action column click the red circle button (red icon) to view the certificate. On the upper right hand of the certificate window there's a feature to export it to PDF and to Print it to get a copy.

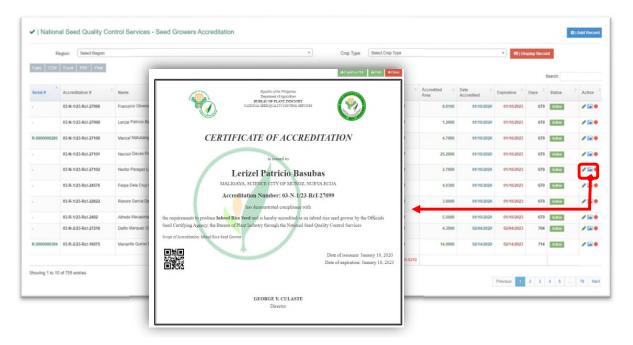


Fig 3.r Certificate of Accreditation



#### **C.3 Seed Certification**

The data that has been applied by the Seed Growers (SG) from *Grow App* will be processed and synchronized to the system. It will be listed in the Certification monitoring. This form shows the list of Seed Growers that applied for certification. The status of activities from field inspection up to the issuance/release of result of analysis were also reflected in this form.

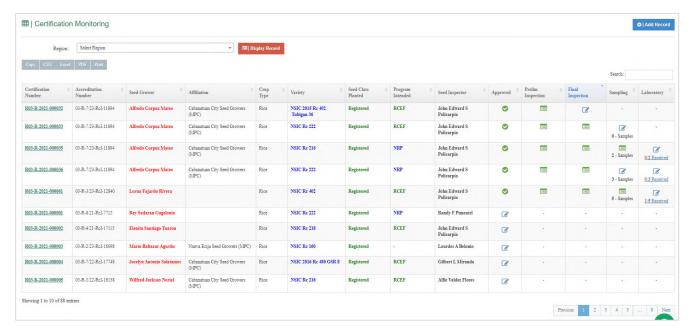


Fig 3.s Certification



# **Manual Entry of Seed Certification Data**

For special case that the Certification data are not coming from Philrice please use the option to add it manually.

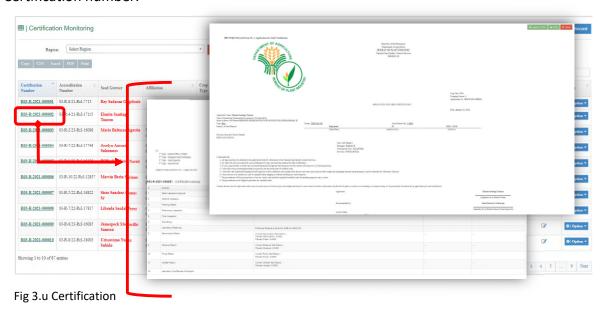
On the upper right-hand side click the Add Record button. When you're done filling out the information needed hit the Save button.



Fig 3.t Manual Entry Certification

# **Viewing | Printing of Application for Seed Certification**

To view the application for certification and that status of certification activities, click the Certification number.





## **Seed Certification Forms and Reports**

In Action column you can open up the forms when you click the icons.

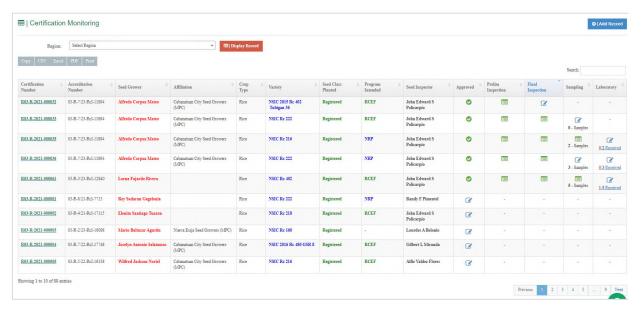


Fig 3.v Forms and Reports icons

When the application for Seed Certification has been approved it will then be inspected, sampling will take place. Seed samples will be submitted to the laboratory for seed testing. After all the tests have been completed. You can now view the Result of Laboratory Analysis (RLA) in the Action Column. Click option, then click the Result of Analysis. You can print the report by clicking the print icon at the upper right side of the form.



# **Seed Testing Form**

- 1. Request form for Seed Testing.
- 2. Folded Sheet for Seed Certification and Seed Testing.

Comment by KDP – "There's an updated version of the forms used by Central Office, but it is not yet cascaded to the regional labs"

		lic of the Philippines	
		tment of Agriculture OF PLANT INDUSTRY	
N	ATIONAL SEED QUAL	ITY CONTROL SERIVICES DIVISION Central Office	
Request No.		Central Office	
INFORMATION	On	op & Variety: Rice & NSIC Rc 218 -	
TO BE PROVIDED BY THE APPLICANT	Ge	neration, etc.	
BY THE APPLICANT		urce/Origin of Planting terial:	
	Lo		
	No We	ight of Seed	
	lot	of bags, cans, etc.	
	Ha	rvestDate:	
		nd of Container	
	Re	marks:	
		te of Application: January 12, 2021 bmitted	
	by		
Analysis Requested	Test Procedure	Method to be Used	Cost of Analysis/Sample
NAME & SIGNATURE OF APPLICANTII SEND REPORT TO:	Sa Na Ad	mpled by: me of Company /President/General Mana fress:	Date Sampled:
	Sa Na Ad Co	me of Company /President/General Mana tress: mpany Contact Number:	
	Sa Na Ad Co Pu	me of Company /President/General Mana dress:	
SEND REPORT TO:	Sa Na Ad Co Pu	me of Company /President/General Mana fress: impany Contact Number: rpose: ner Remarks:	
SEND REPORT TO:	Sa Na Ad Co Pu	me of Company /President/General Mana dress: mpany Contact Number: rpose: er Remarks:	iger:
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# **Sheet for Seed Certifications and Seed Testing**

	Sampled at: Sampled by: Submitted by:		
Test Number	Date Received	Date Completed	Report Certificate
ST			
Purpose of Testing			
Test Required			
Sender/Applicant Address			
Species at stated by the sender variety			
Date Harvested			
Variety Category Generation and Source Planting Material			
FIR No.			
Origin			
Lot	Kind of seal	Weight Kg	No. of bags and kind of container
Sample	No. of sampling record Date sampled	Weight(g)	Container
Remarks			
Request for tags and seals:			

Fig 3.x Seed Testing Form 1





# **Seed Testing Sheet**

Seed Testing Form No. 2 Result of Laboratory Analysis for Seed Testing of Vegetable and Other Crop Seeds



#### Republic of the Philippines Department of Agriculture

# **BUREAU OF PLANT INDUSTRY** NATIONAL SEED QUALITY CONTROL SERVICES



BPI Compound, Visayas Ave., Diliman, Quezon City

Telefax No.: 920-0968 924-3264 Tel No.: 376-1004 e-mail: nsqcs\_co@yahoo.com

March 4, 2021

#### Allied Botanical Corp.

c/o Mimi Co

No. 15, 21st Ave. Tagumpay Cubao, Quezon City

	Hereunder is the result of seed testing of	seed sample sampled by	at	
on	and submitted to the National Seed Quality	Control Services, Central Office by	on	for your
information				

AB. CROP**	VARIETY**	NO.	DATE HARVESTED		QUANTITY			RMINATION
				CONTAINER	WEIGHT/ CONTAINER	TOTAL WEIGHT	%	DATE
-	-				CONTAINER	WEIGHT		

Remarks:

Very Truly yours,

RUEL C. GESMUNDO

Chief, NSQCS

Fig 3.y Seed Testing Sheet





# **Result of Laboratory Analysis**

	4			Republic of the Department of			
	R		E	BUREAU OF PLA	_		
			NAT	IONAL SEED QU	ALITY C	ONTROL	
		PLIOP		SERVIC	ES		
				Region	X		
	ound, Visayas	Ave.,					Tel No.: 376-1004
Oliman, Q	uezon City						nail: nsqcs_co@yahoo.con
Crop:						Date Received:	
aborator	y No	Lot No	ss Planted:			Date Sampled:	
	Seed Growe		ss Flanceu.			Field Inspecton Report No.:	
						No. of Bags:	
Seed Insp	pector:					Weight/bag:	
				RESULT OF A	NALYSI	S	
						_	
PURITY						OTHER VARIETIES	
	lyzed:					Medium Intermediate - 3 grains	
		Seeds (%)					
Ot	ther Crop Se					WEED SEEDS:	
	ler(%):						
						OTHER CROP SEEDS:	
0.	ines intere.					OTHER CROP SEEDS.	
DETERM	INATION OF	OTHER VAR	ETIES:				
Date Ana	lyzed:		IETIES:				
Date Ana			IETIES:			CHARACTER OF INERT MATT	TER:
Date Ana	lyzed:		IETIES:	=		CHARACTER OF INERT MATT	ER:
Date Ana	lyzed:		IETIES:			CHARACTER OF INERT MATE	TER:
Date Ana Grains pe	lyzed: er 500 g (No.	):	IETIES:			CHARACTER OF INERT MATT	TER:
Date Ana Grains pe	lyzed:	):	IETIES:	=		CHARACTER OF INERT MATE	TER:
Date Ana Grains pe	lyzed: er 500 g (No.	):	IETIES:	=			TER:
Oate Ana Grains pe	lyzed:er 500 g (No.	EST:		=		MOISTURE TEST:	
Date Ana Grains pe	lyzed: er 500 g (No.	EST:	Abnormal	Hard/Fresh	Dead		MC (%)
Oate Ana Grains pe	lyzed:er 500 g (No.	Normal Seedling	Abnormal Seedling	Ungerminated	Seeds	MOISTURE TEST: Date Tested	
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Oate Ana Grains pe	lyzed: er 500 g (No.	Normal Seedling	Abnormal Seedling	Ungerminated	Seeds	MOISTURE TEST: Date Tested	MC (%)
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GERMII Test: 1st: 2nd:	lyzed: er 500 g (No.	Normal Seedling	Abnormal Seedling	Ungerminated	Seeds	MOISTURE TEST: Date Tested	MC (%)
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Fig 3.z Results of Laboratory Analysis





# **Application For Seed Certification Form**

#### BPI-NSQCS Revised Form No. 1. Application for Seed Certification



Republic of the Philippines Department of Agriculture

#### BUREAU OF PLANT INDUSTRY

National Seed Quality Control Services REGION III

> Crop Year: 2021 Cropping Season: 1 Application No.: R03-R-2021-000001

APPLICATION FOR SEED CERTIFICATION

Date: January 12, 2021

Applicant's Name: Elenita Santiago Tuazon

Name of Institution/Organization/Cooperative (If Applicable):

Home Address: #23 Purok 3REGION III REGION III NUEVA ECIJA TALAVERA BAKAL II

Crop: Rice Variety: NSIC Re 218

Area Planted (ha): 2.2000

Identity of Seed Planted: Registered SI RSO - 22310 (Seed Class) (Seed Lot No.) (Lab No.)

Previous Crop and Variety Planted: FIELD LOCATIONS:

> Sitio: #23 Purok 3 Barangay: BAKAL II Municipality/City: TALAVERA Province: NUEVA ECIJA

#### I undestand that:

- 1. All tags used must be attached to the application form for submission to the National Seed Quality Co
- 2. My field will not be accepted for seed certification if it does not meet the standard for field certification
- 3. It is my responsibility to notify the concerned Deputized/Designated Seed Inspector for the conduct of field inspections.
- 4.1 will follow the recommended potharvest practices for the production of certified seeds.
- 5. I will allow the Deputized/Designated Seed Inspector to draw sufficient seed samples from the dry an prescribed weight and packaging material representing my seed lot intended for Laboratory Analysis.
- 6. I must not move or transfer my seed lot sampled before tagging or without notifying my Seed Inspec
- 7. The government will be given priority to buy my seeds as the need for registered/certified seeds for p
- 8. The government is not obliged to purchase my certified seeds.

I hereby declare that the information above are true and correct to the best of my knowledge and belief. In c above information are found to be false or untrue or misleading or misrepresenting will be grounds for the

application for seed certification. Applicant's Elenita Santiago Tuazon (Signature Over Printed Name) (Signature Over Printed Name of Seed Inspector) Action Taken: Approved O Disapproved Remarks: Remarks HRIS NSOCS Data HERE Chief, NSOCS

1st Copy - Central Office, NSQCS 2<sup>nd</sup> Copy - Regional Seed Coordinator 3rd Copy - Seed Inspector 4th Copy - Seed Grower

NSQCS-CO Revised Form No. 1 - dated 3/8/2019

#### R03-R-2021-000001 - Certification Activity - Seed Inspection Certification Approval

Approval Status: Select Approval Status Schedule Inspection Date: )21-03-04

#	Activity	Action	Last Update By	Last Update Date
1	Seed Inspectors Approval	-		
2	NSQCS Validation	Pending For Validation		
3	Planting Details	Date Sown: 2020-12-20 Date Planted: 2021-01-09 Eco System: -		
4	Preliminary Inspection			
5	Final Inspection			
3	Harvesting			
7	Laboratory Receiving	0 Sample Receive at Quantity: 0.00 at 0.0000 KG		

#	Activity	Action	By Last Update	Last Update Date
8	Germination Result	Current Germination Test Status: - Percent Germination: 0.0000 Percent Fresh: 0.0000	-	-
9	Moisture Result	Current Moisture Test Status: - Percent Moisture: 0.0000	-	-
10	Purity Result	Current Purity Test Status: - Percent Purity: 0.0000	-	-
11	Varietal Result	Current Varietal Test Status: - Percent Varietal: 0.0000	-	-
12	Laboratory Out/Results of Analysis			





# **C.3.b** Results of Analysis Flow

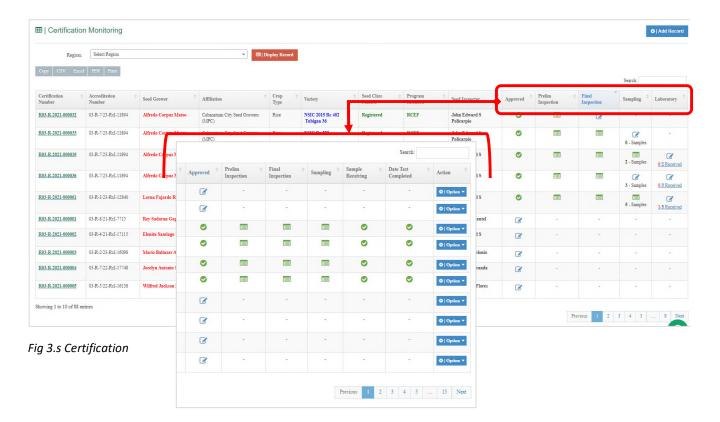
## **C.3 Certifications Monitoring Columns**

Q

Columns are sortable and can be arrange according to their statuses. The status has three major (3) indicative representation.

- (1) Pending, open for data entry, or that will require an approval.
- (2) Approved or Completed.
- (3) = The certification record has available report/s that is viewable and printable.

Columns that have no icon or empty, showed that the required action haven't go through yet and still waiting for an approval or processing.



Approval Column – if you see the pencil icon it means that the Certification has not been approved otherwise a check icon (approved) will be displayed. As previously discussed, approval of Seed Certification can be done in Webapp and another option is at SI Mobile App. You could select and press pencil icon and the below window will be popping up on your screen. Select the appropriate status from the dropdown (Approve or Reject) and hit save button when you're done. Please use the remarks field for you own reference.





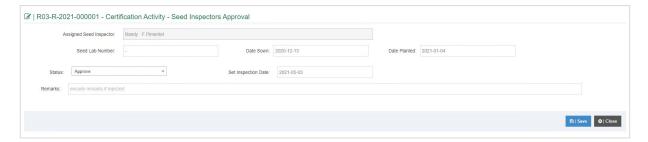


Fig 3 SI Approval window

Prelim Inspection Column – Same step with SI Approval, Prelim Inspection can be done in Web App or at SI App. The status icon will be changed after certain actions has been made, the pencil icon gives you privilege to update/approve the record as shown on screenshot below.



Fig 4 Preliminary Inspection

The report icon is an indication that the Prelim inspection has been initialized and ready for Final Inspection. You can view the report by select the report icon and press it to proceed as shown on the screenshot below.

If there's no icon showing up in Prelim inspection column it means that there the Seed Certification is still pending or waiting for SI Approval.



# **Prelim Inspection Report**

#### BPI-NSQCS Revised Form No. 2. Preliminary Field Inspection Report



Republic of the Philippines Department of Agriculture BUREAU OF PLANT INDUSTRY National Seed Quality Control Services
REGION III

Preliminary Field Inspection Report

Date Inspected: 2021-02-08
Name of Seed Grower: Wilfred Jackson Noriel
Home Address: Km 139 Daang Masharlika BALOC SANTO DOMINGO NUEVA ECIJA REGION III
Location of Farm: Km 139 Daang Masharlika BALOC SANTO DOMINGO NUEVA ECIJA REGION III
Crop: Rice
Variety: NSIC 2016 Re 489 GSR 8
Date Sown/Planted: 2020-12-22
Date Transplanted: 2021-01-10
Seed Class Planted: \*Registered
\*for Parentals include the seed class, e.g. A(Breeder) x R(Foundation)

Condition of the Seed Fields: TLLERING STAGE

Remarks and Recommendations:

ALFIE FLORES

(Signature Over Printed Name of Seed

Wilfred Jackson Noriel

(Signature Over Printed Name of Seed Grower)

Cc: 1st Copy - Central Office, NSQCS 2nd Copy - Regional Seed Coordinator 3rd Copy - Seed Inspector 4th Copy - Seed Grower

BPI-NSQCS Revised Form No. 2. - Dated 3/8/2019







Final Inspections Column – To finalize the Seed Certification requests you need to fill out the details as shown in the screenshot below. You need to select and press the pencil icon to proceed. The Final Inspection is available as well on SI Mobile app. Please complete the necessary fields and information and hit the *Save* button when you are done.

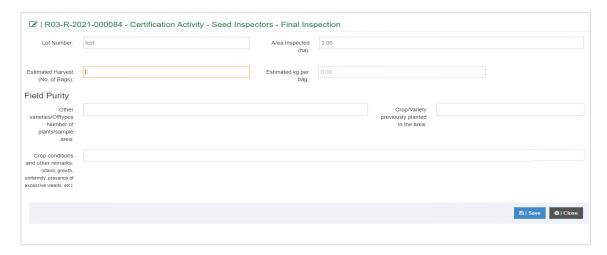


Fig 4 Final Inspection

The report / details are available in printable format. After the Final inspection, the icon will change into report icon Select and press the icon to display the report below.

# **Final Inspection Report**







Sampling Column – or a process called Seed Sampling, these are the collection of seeds that will brought to respective laboratories. The information and details have a significant impact on result of analysis reporting.

Seed Sampling is also available on SI Mobile App and it was designed to be more efficient as part of the Seed Inspector's task to take the seed sample in minimum span of time or number of (14) days before the harvest's day comes.

To input the data, you have to select and press the pencil icon | \( \section \).



# **Seed Sampling – Using Web App**

Please fill out the fields and hit Save button when you're done.



The Sample Collection status dropdown (Incomplete or Completed) must be observed. The SI Seed sample form could receive.

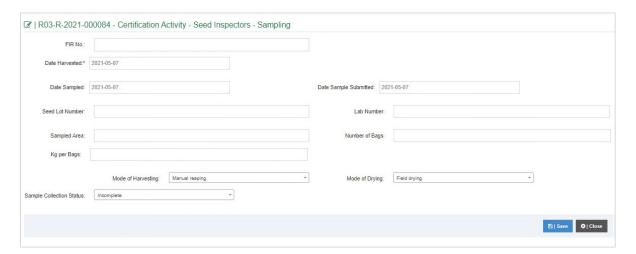
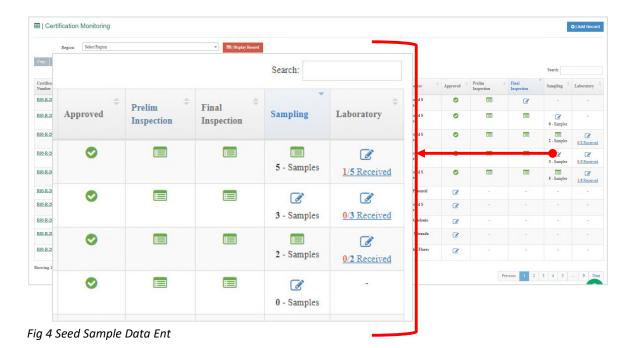


Fig 4 Seed Sample Data Ent



#### **Seed Sampling Progress**

You would notice the Sampling Column have numbers of samples in the column status.



This icon showed that it has five (5) sets of Seed Samples of the total of number bags to the Lot Area and each has been collected and acknowledged. When you press the icon, the below screenshot will be displayed. It will show the status the of bag/s that was released and received.

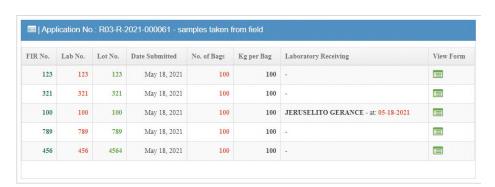


Fig 4 Seed Sample Data Ent

This 3. Samples icon showed that it has three (3) Seed sample already and expecting to receive the remaining bags of the total lot area.





# **Seed Sampling – Modes of Drying**

Modes of Drying	Description
Field Drying	Seed Growers leave their harvested rice in the field for extended time because they are either waiting for the thresher or because they want to pre-dry the paddy.
Shade Drying	was carried out under natural air flow and surrounding's temperature (mean temperature = 25 °C) for 36 h.
Solar Drying	Direct solar drying. Open-air solar drying uses solar radiation to heat directly the material.
Shallow-bed batch dryer	Shallow bed batch type dryer wherein a fixed volume of grain is held stationary in a horizontal grain holding bin
Deep-bed batch dryer	The heterogeneous drying of grain in deep layer (more than 20 cm deep). • The rate of moisture removal is maximum for the bottom layer and and decreased exponentially for subsequent layer. Dry air becomes cooler and moister as it moves up in the grain bed.
Continuous Flow, Non-mixing Dryer	Dryer in which the material being dried moves through the drying chamber in a substantially continuous stream and is discharged without being recirculated
Continuous Flow, Mixing Dryer	Continuous flow dryer wherein the drying bin is similar to columnar drying bin except that it includes louvers causing mixing to occur as the grain flows through the system

Fig 4 Seed Sample Data Ent



# **Seed Sampling Report**

Once Seed sample has been submitted and information already in the Databank, reports is available and viewable. Select and press the report icon to open the below report.



Fig 1 Seed Sampling Report



Sample Receiving Column – The process that Seed samples were received and been handed over to respective laboratories for further testing. To enter the information, select and press the pencil icon to display the entry form.

# **Seed Sample Receiving Data Entry**

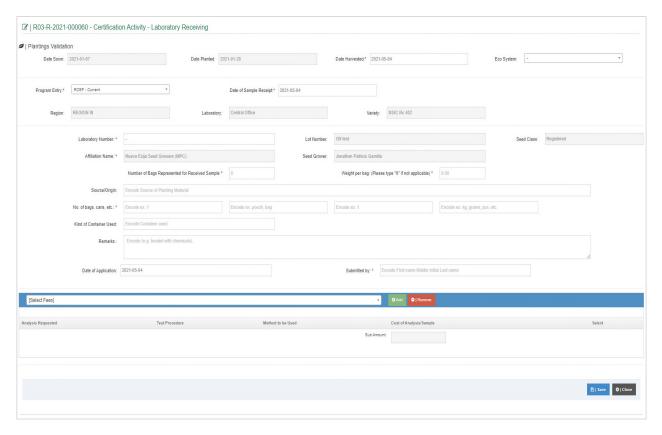


Fig 4 Sample Laboratory Receiving

- OF A STATE OF A STAT

Laboratory Column - the Laboratory status column is the seed sampling that have been received from Seed Inspectors (SI) and handed over to the laboratories. The Laboratory Tech will acknowledge and evaluate the tests.

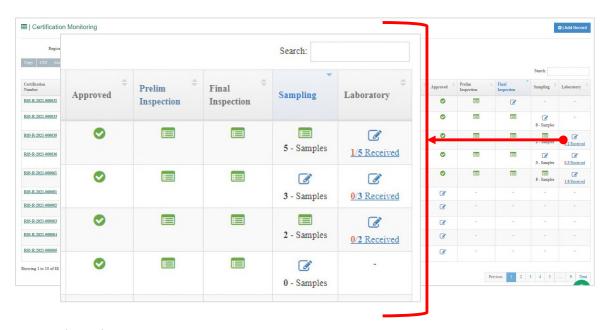


Fig 4 Seed Sample Data Ent

This icon provides an options to view the progress receiving the Seed sampling and the data entry of the Seed testing requested.

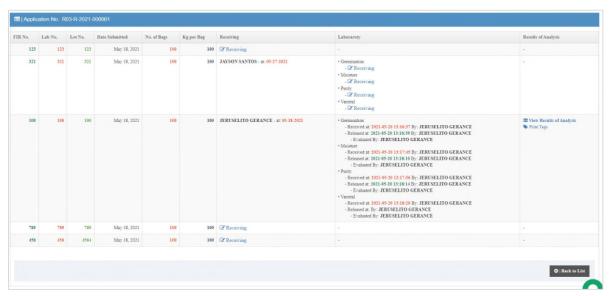


Fig 4 Seed Sample Data Ent



The laboratory tech is required to enter the requested tests and the evaluation. There is a link to receive as shown on the screenshot, these are the four (4) laboratory tests; Germination, Moisture, Purity and Varietal.

After receiving, there is a new link that will show up



The laboratory tech has to choose the type of tests based on the Field Inspection Report (FIR).



Fig 4 Seed Sample Data Ent

#### **Receiving Window**

Below is the receiving window for particular laboratory test, after you received hit Save button when you are done.



Fig 4 Sample Laboratory Receiving

#### **Releasing Window**

The below window is the acknowledgement of the particular laboratory tests, whenever you are ready to release it hit Save button when you're done.



Fig 4 Sample Laboratory Receiving





#### **Completing Laboratory Tests**

After releasing it will provide a status who evaluated and the timestamp when it was done. If all the tests already been released, there is an acknowledgement link to complete all the test. Please see the below screenshot. The



Fig 4 Seed Sample Data Ent

#### **Result of Analysis**

After releasing and completing all the tests the Result of Analysis will be available.

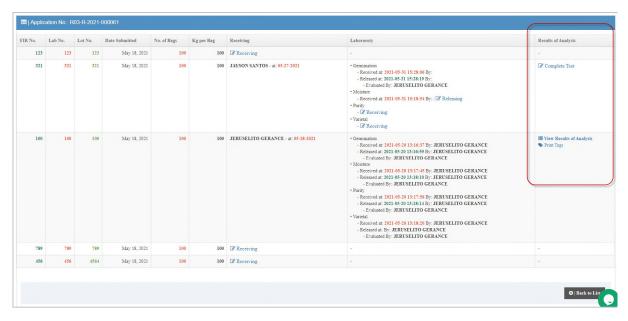


Fig 4 Seed Sample Data Ent



Date Test Completed Column - To input the results of the laboratory, select and press the pencil icon



The Laboratory results form will be displayed on your screen. The fields and information have vital effect on the results of analysis report.

# **Laboratory Test Completed Form**

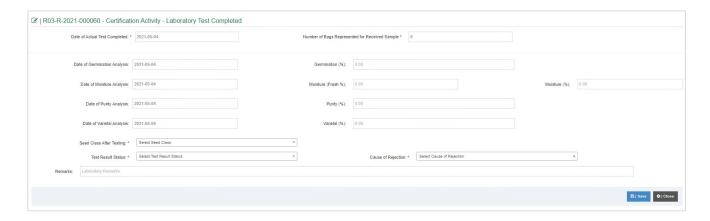


Fig 4 Sample Laboratory Receiving



# D. APPLICATION FORM Menu

# **D.1 Certification via Grow App**

Data coming from Grow App will be synchronized and uploaded to the Databank. These records can be validated on this form.



Databank app captured the data from Grow App every ten (10) minutes interval. The synchronization time may vary during the course of the implementation.

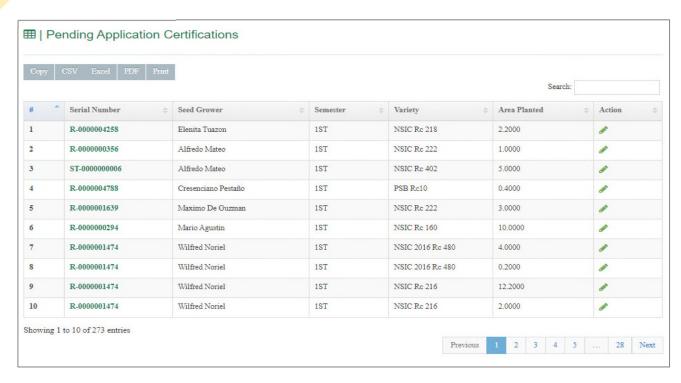


Fig X.d Certification via GrowApp



# **Updating Certification**

To update and validate the data from GrowApp, from the *Action* column click the pencil icon to open the application for Seed Certification form.

You can validate fields of variety, seed lot numbers, seed lab numbers, previous crop and variety planted then hit save button when you're done.

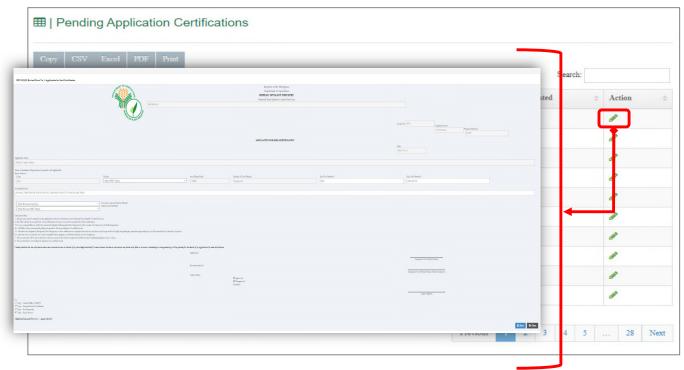


Fig X.d Edit | Update Certifications

This form includes the different information regarding the Seed Growers application for seed certification such as crop and variety planted, as well as the number of hectares planted and etc. It also includes the terms and conditions that should be agreed upon by the Seed Growers.



# E. SEED LABORATORY MENU

#### E.1 SEED TESTING

# **Adding | Creating New Seed Testing**

To create new Seed Testing records, please click the upper right button "Add Seed Test" to open up data entry form.

Please fill out all the required fields in the Form and hit save button when you're done.

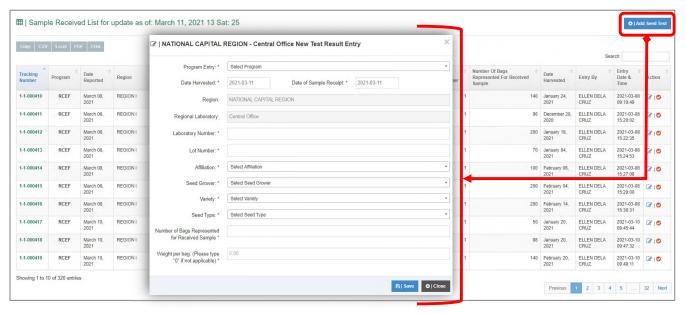


Fig X.d Seed Testing List

This shows the required/necessary fields to be filled out when adding a new data entry. It includes the program, date harvested, date sample receipt, region, regional laboratory, laboratory number, lot number name of SG and his affiliation, variety, seed type, not of bags requested for received sample are weight per bag.



# **Editing | Updating Laboratory Result Details**

To edit the Laboratory results, click the pencil icon from the *Action* column to show the edit mode form. Please hit the *Save* button when you're done.

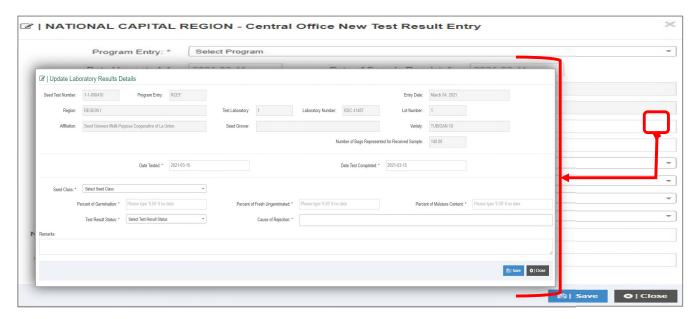


Fig X.d Updating Laboratory Result Details

If you wish to edit/update seed testing result details. After clicking the pencil icon a new a dialog box will appear. You can input the results of test conducted to the seed sample submitted including the results of germination test, moisture content determination physical purity test, varietal purity test, causes of rejection, test result status and remarks.



# **Editing | Updating | Deleting Temporary Seed Lab Entry**

To edit the temporary seed lab entry click the red check icon to open up the edit mode form and hit save button when you're done. Please observe some required fields and update it accordingly.

To delete the temporary seed lab entry, at the bottom of the form select "Yes" and hit save button when you're done.

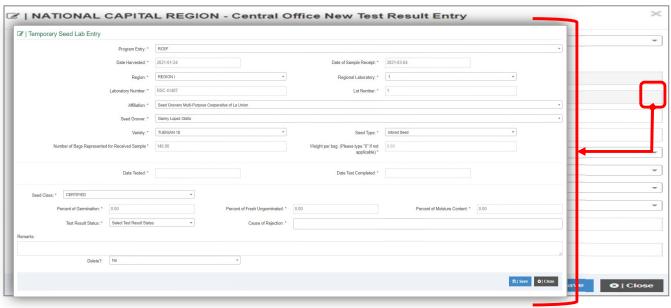


Fig X.d Updating Seed Lab Entry



# **SEED LABORATORY** MENU

# **E.2 TESTING REPORT**

Below is a dynamic and enhanced system of reporting. It can be filtered by date, regions, program entry and testing laboratory.

The Template type has four (4) categories; *Master file, Number of Sample Received for Seed Certification, Passed,* and *Summary by Region*. The output of each type will be discussed in the next topic.



Fig X.d Testing report



#### **TESTING REPORT - Master File**

These are the collection records which you could see all the information in details.

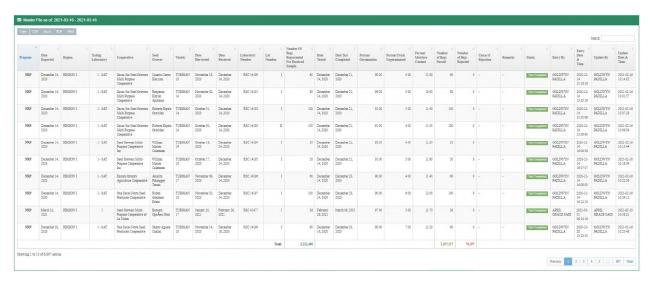


Fig E.2.d Testing report – Master File

The Form shows the collection of data and records of samples that undergone seed testing. The results of all the tests conducted are also reflected / seen in this form.



# **TESTING REPORT - Number of Sample Received for Seed Certification**

You can also access and filter the data / report based on the number of samples received for Seed Certification by region.

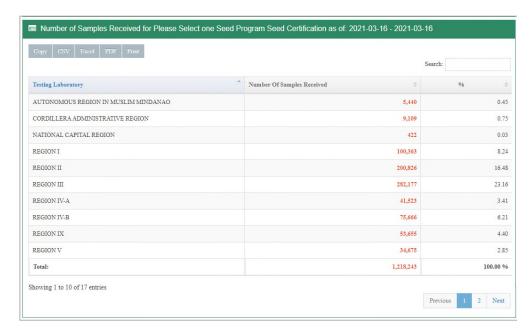


Fig E.2.e Testing report – Number of Sample Received for Seed Certifications



#### **TESTING REPORT – PASSED**

You can also access and view data / records based on the number of bags that passed in Seed Certification by region. This includes other details such as the program name of Seed Grower, Cooperative where he/she belongs, variety certified, laboratory number, lot number, and date test completed.

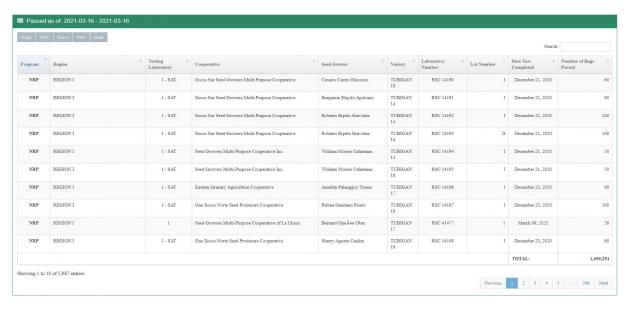


Fig E.d.f Testing report – Number of Sample Received for Seed Certifications



#### **TESTING REPORT – SUMMARY BY REGION**

Another option is to summarize all the data/records by region, wherein you can view/access the number of samples received for seed certification, member of bags that passed seed certification, number of bags that have been rejected and number of bags that are still under test/ under analysis in the laboratory.



Fig E.d.g Testing report – Summary by Region



## **E.3 ENTRY TEMP**

For adding new entry, click the Seed Laboratory Menu and choose entry temp and a new set of information that needs to be filled out will appear. Make sure to input all the necessary information, hit save button when you're done.

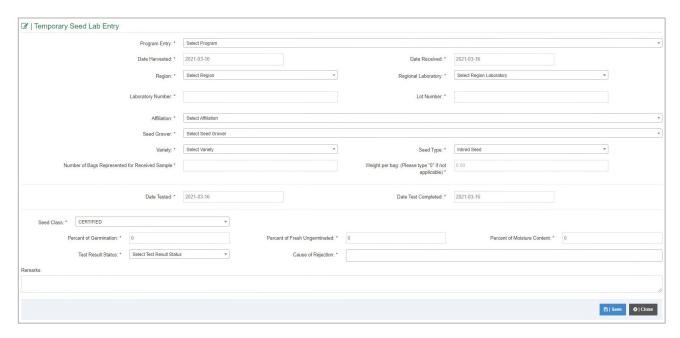


Fig E.d.g Temporary Seed Lab Entry



#### **E.4 ADMIN AUDIT**

To update the details of laboratory test result, click the Seed Laboratory menu and choose Admin Audit.

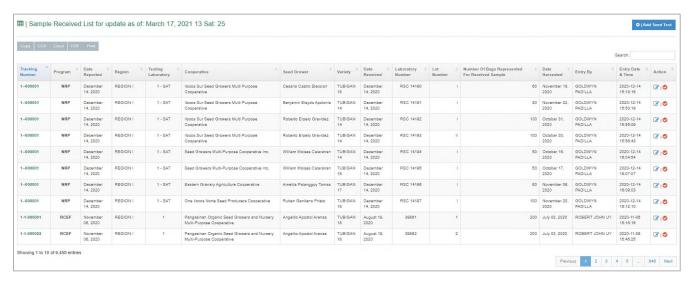


Fig E.d.h Admin Audit



# F. AFFILIATION MENU

## F.1 DATABASE

A database of the profile of cooperatives, associations, seed companies, DA, SMC's, institutions, LGU and seed net is also included in the system. To access it click affiliation menu and choose database.

You can view the name of the group, their type and address.

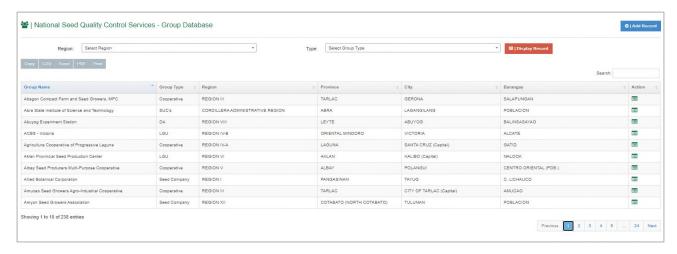


Fig F.1 Admin Audit



# F.1.a Adding | Creating new Affiliated Group

To add/create new affiliated group, click the Add record button on the upper right-hand corner. Fill out the necessary fields such as Group name, group type and contact details and hit save button when you're done.

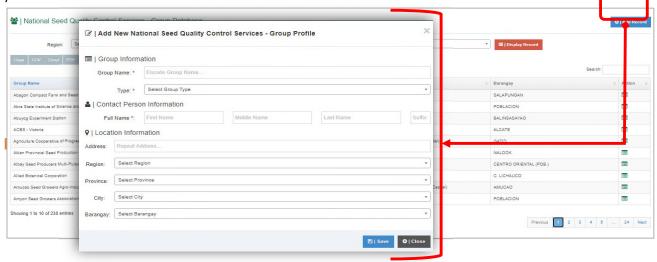


Fig F.1.a Adding | Creating new Affiliated Group

Group Type	Description
Cooperative	A group of seed growers who have agreed to pool their resources and registered at Cooperative Development Authority as Cooperative and accredited by BPI as seed grower/producer
Associations	A group of seed growers who have agreed to pool their resources as Association and accredited by BPI as seed grower/producer
Seed Company	A private company who is registered at Securities and Exchange Commission (SEC) and accredited by BPI as seed producer
DA	A government organization under the umbrella organization of the Department of Agriculture that applied for BPI accreditation as seed producer
SUC's	A government organization who is one of the State University and Colleges accredited by BPI as seed producer
Institutions	A government entity which is not part of DA, LGU and SUCs; private entity and NGOs accredited by BPI as seed producer
LGU	A Local Government Unit accredited by BPI as seed producer
SEED NET	A government or an individual seed grower who are recognized by the DA RFO together with the BPI to produce higher seed class

Table F.1.b Affiliated Group type





#### F.2 ACCREDITATION

A detailed information / database of accredited groups is seen in this form. It contains their accreditation number, name, group type, address, crop type, seed class, accredited area and the status of their accreditations.

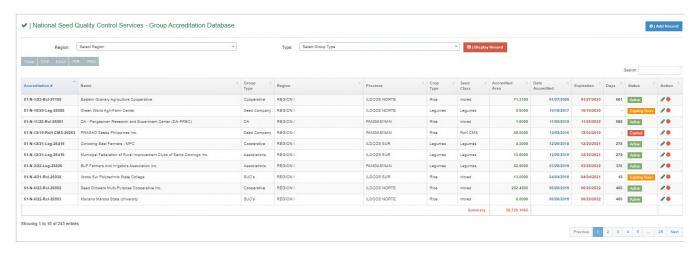


Fig F.1.a Affiliation - Accreditation

# F.2.a Adding | Creating New Accreditation

To add / create new accredited group click add record button at the upper right-hand corner a dialog box will appear. Input all the necessary details such as group, contacts person, and location information. Hit Save button when you're done.

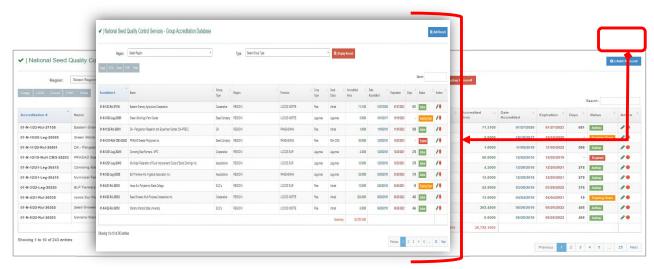


Fig F.1.a Affiliation - Accreditation

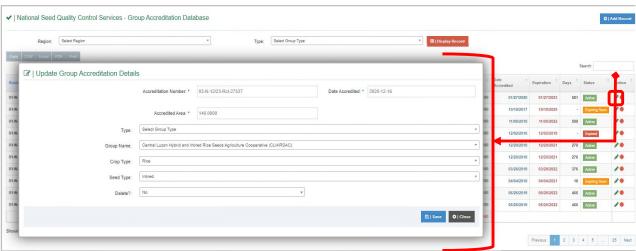




# F.2.b Edit | Updating | Deleting Accreditation

To edit the accreditation details, click the pencil icon from the *Action* column and hit *Save* button when you're done.

To delete the record, at the bottom of the form please select Yes from the dropdown and hit save button when you're done.







#### F.3 MEMBERS

## F.3.a Adding Group Members

To add new members to the group, click the Add record button to proceed on entry form.

Select the Seed Growers (SG) from the dropdown list. If the SG doesn't appear from the list, please go to Seed Growers Menu to add the SG person.

*Group* will be listed from the dropdown when you select the Region first followed by the *Type* dropdown.

When you're done filling up the necessary fields, please click the Add button and hit save when you're done.

You could add multiple SGs into one group, just tick the boxes of the SG to include them to the group.

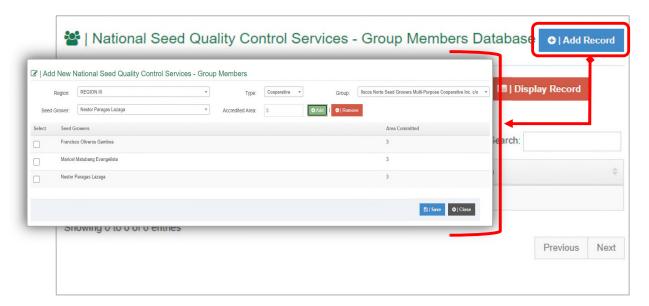


Fig F.3.a Adding Group Members



# G. Databank Reports

# **G.1** Summary of Accredited Seed Growers

# **G.1** a Summary by Crop

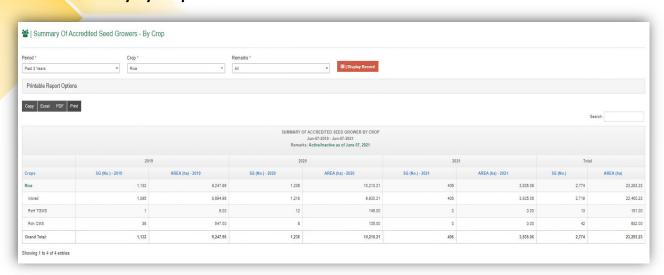


Fig G.1.a Accredited Seed Growers Summary by Crop

# **G.1** b Summary by Region

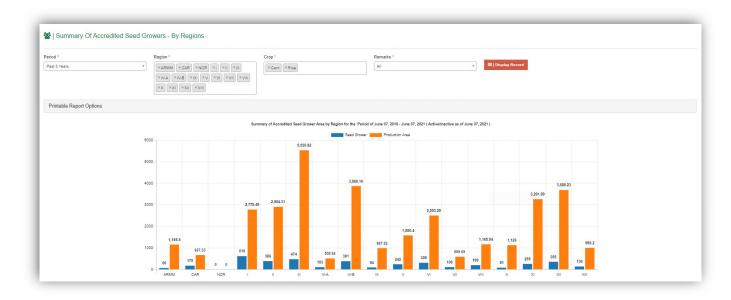


Fig G.1.a Accredited Seed Growers Summary by Regions (Bar Graph)







Fig G.1.a Accredited Seed Growers Summary by Regions (Line and Pie Chart)

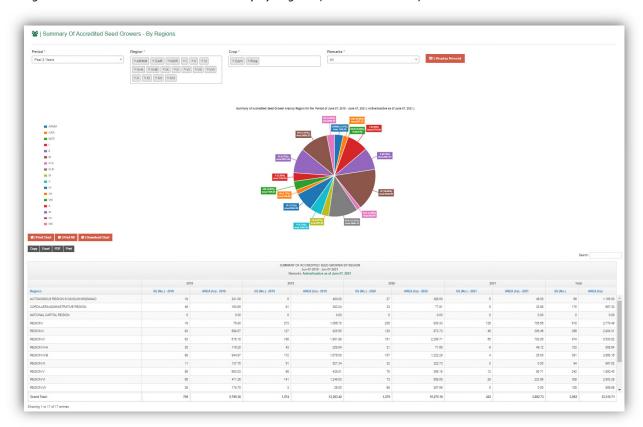


Fig G.1.a Accredited Seed Growers Summary by Regions





## G.1 c Summary by Region and Area by Crop

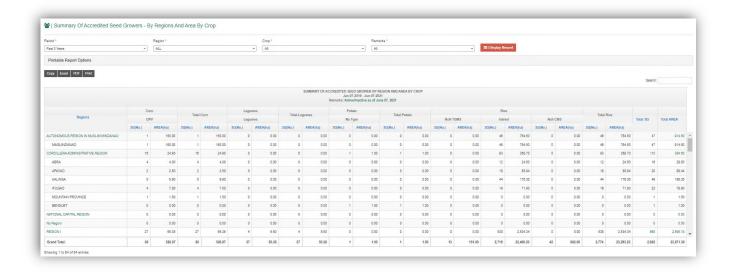


Fig G.1.c Summary by Regions and Area by Crop

# **G.1 d Crops by Year**

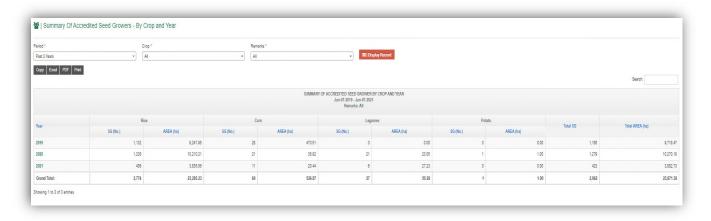


Fig G.1.d Accredited Seed Growers Summary by Crops and Year



## G.1 e Summary of Rice Seed Growers by Region

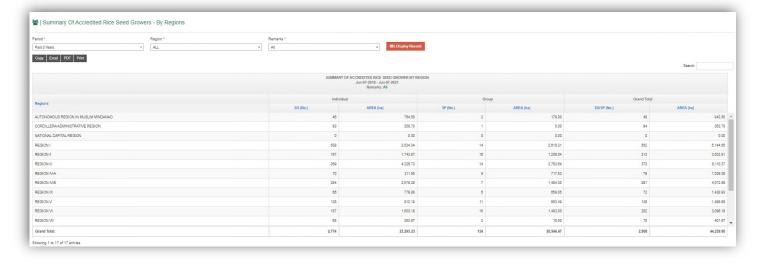


Fig G.1.e Accredited Seed Growers – Summary of Rice Seed Growers by Region

# **G.1** f Summary of Rice Seed Growers by Regions and Province

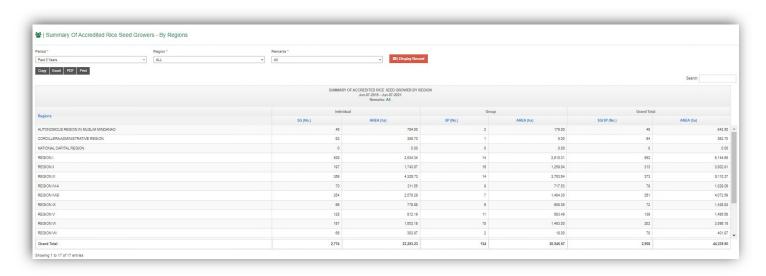


Fig G.1.e Accredited Seed Growers – Summary of Rice Seed Growers by Region



#### G.2 Details of Accredited Seed Growers

## G.2 a Detail by Crop

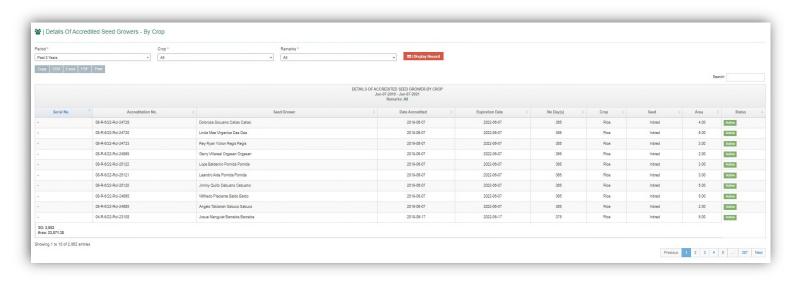


Fig G.2.a Details of Accredited Seed Growers by Crop

# G.2 b Detail by Region

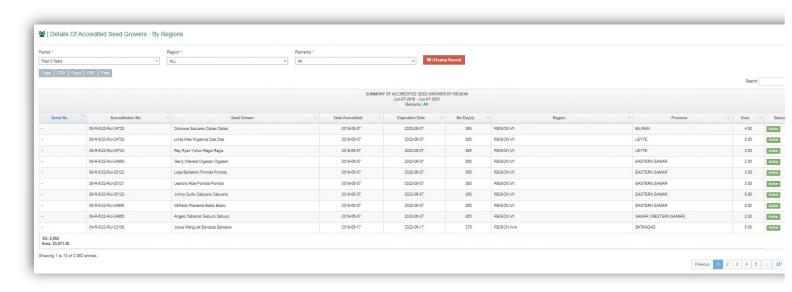


Fig G.2.b Details of Accredited Seed Growers by Region





## G.2.c Detail by Region and Area by Crop

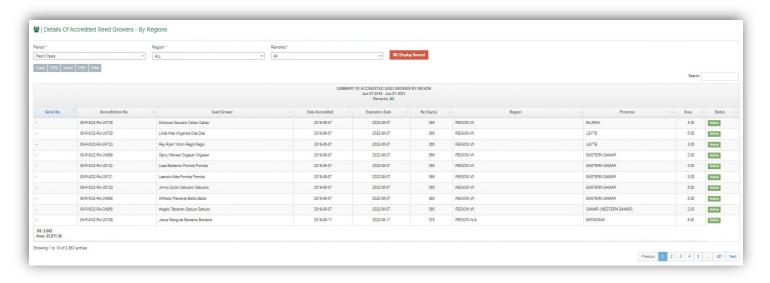


Fig G.2.b Details of Accredited Seed Growers by Crop and Region

#### **G.2.d Detail of Rice Seed Growers**

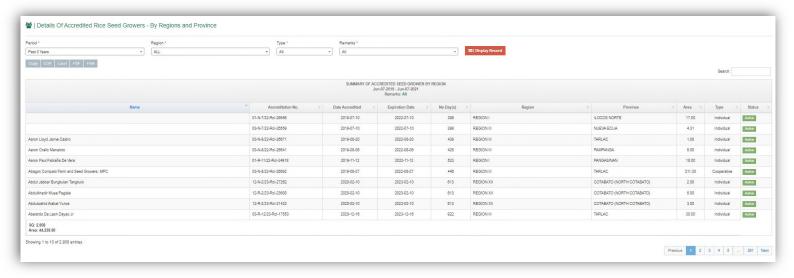


Fig G.2.b Details of Rice Seed Growers



# G.2.e Seed Growers (SG) Profile

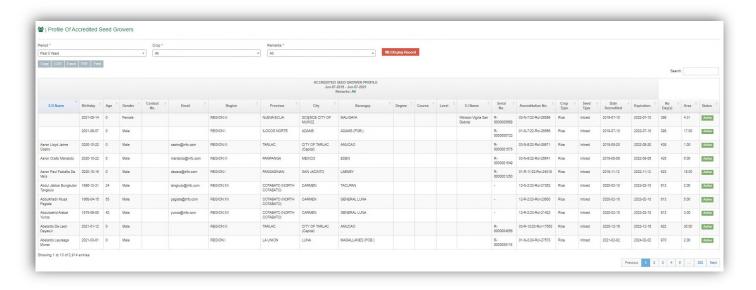


Fig G.2.Seed Growers Profile Report

# G.3 Details Reports of Affiliation

#### G.3.a Affiliation Details

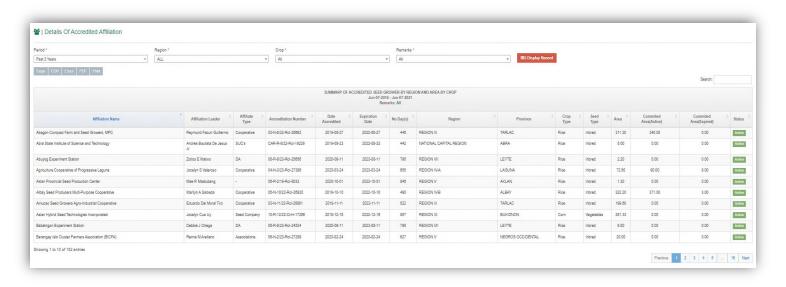


Fig G.2.b Details of Rice Seed Growers





#### **G.3.b Affiliation Member Details**

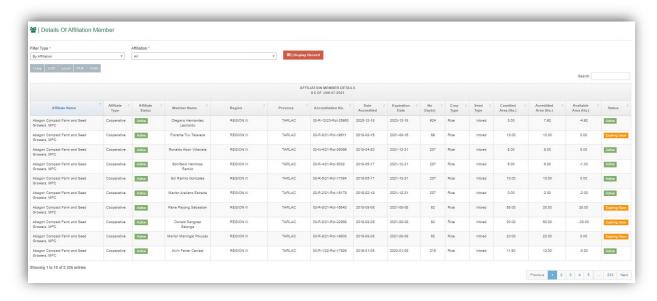


Fig G.2.b Details of Rice Seed Growers

# G.4 Seed Inspectors (SI) Reports

# G.4.a Seed Growers Lists Assigned to Seed Inspector

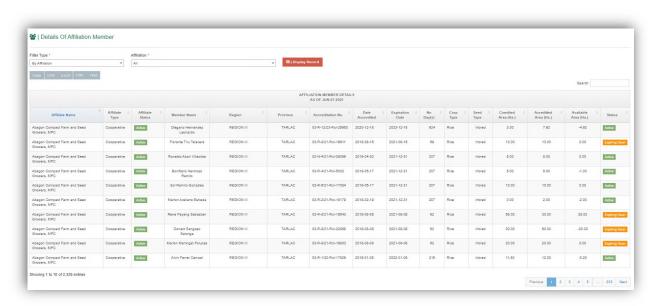


Fig G.2.b Seed Growers Assigned to Seed Inspector





# **G.5 Certification Reports**

## G.5.a Variety by Region

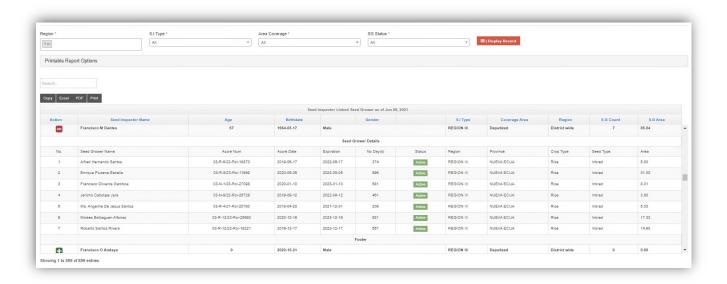


Fig G.2.b Seed Growers Assigned to Seed Inspector

#### **G.5.b Affiliation Member Details**

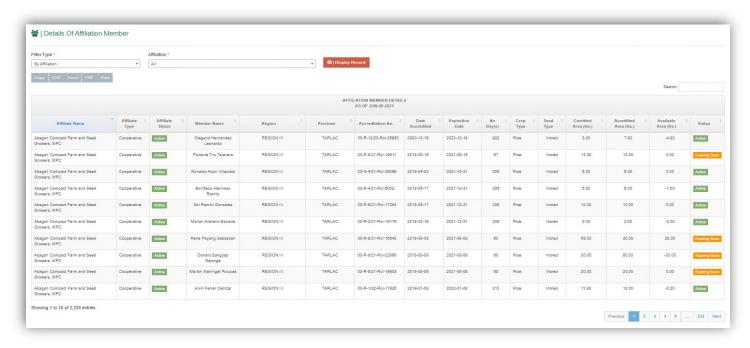


Fig G.5.b Details of Affiliation Member

