

Department of Agriculture
BUREAU OF PLANT INDUSTRY
Quality Management System
Manual

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	Bureau of Plant Industry Quality Management System FOREWORD	Doc Ref No.:	BPI-QMS-DMT-QM1
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The Bureau of Plant Industry (BPI) is one of the agencies under the Department of Agriculture committed to serve its stakeholders through ensuring availability of high-quality seeds and planting materials, generating innovative farming technologies, managing pests and diseases, preventing the introduction and spread of quarantine pests, and ensuring food safety. These mandates are covered by legislations such as Republic Acts, Executive Orders, and Letter of Instructions. Further, the Bureau is always aware of the dynamics of its local and international environment and craft plans and programs to proactively respond to new opportunities and challenges.

Conscious of the call of President Rodrigo R. Duterte for transparency and good governance, the BPI partnered with the Development Academy of the Philippines (DAP) to develop its management system that is certifiable to ISO 9001: 2015 Quality Management System. This is one of the many efforts we are taking to improve our service to our stakeholders and lead the Philippine Plant industry to sustainable improvement.

As the Director of the Bureau of Plant Industry, the undersigned seek the utmost cooperation of all employees to comply with these quality management systems. We envision this as our humble contribution to the rich history of the Bureau and hope that this will be our blueprint that we will leave to the generation of BPI employees who will come after us.

God bless us all.


GEORGE Y. CULASTE, PhD
 Director

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The revised Quality Management System (QMS) Manual was prepared by the BPI QMS Team and led by the QMS Leader.

This Manual will be used by the BPI as it continues to comply with the requirements of ISO 9001:2015.

This Manual aims to:

1. Document the quality management system of the BPI;
2. Communicate throughout the organization and its stakeholders BPI's policies and total commitment to quality;
3. Provide a guide for the BPI Management, Internal Audit Team and Bureau personnel, in general;.
4. Assure stakeholders and partners of the Bureau's commitment and capability to respond to their needs and standards;
5. Ensures BPI's adherence to the highest form of transparency and good governance.


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BPI QMS Team

Reviewed by:


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 Assistant Director/ Assistant QMS Leader

Approved by:


GEORGE Y. CULASTE, PhD
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The implementation of the contents of this Quality Management System Manual shall be authorized and approved by the Director of the Bureau, effective on the date specified in the Manual.

Updating of the Quality Management System Manual shall be the responsibility of the Assistant Director, who is designated as the Assistant ISO Quality Management System Leader.

Their specimen signatures appear below.

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BPI QMS Team


Reviewed by:



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Approved by:



GEORGE Y. CULASTE, PhD

BPI Director/ QMS Leader

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7	Soft Copy	Chief, Crop Research and Production Support Division
8	Soft Copy	Chief, Agricultural Engineering Division
9	Soft Copy	Chief, National Seed Quality Control Services Division
10	Soft Copy	Chief, Plant Product Safety Services Division
11	Soft Copy	Executive Assistant-Designate, National Seed Industry Council-Plant Variety Protection Office
12	Soft Copy	Head, Biotechnology Office
13	Soft Copy	Chief, Los Baños National Crop Research, Development, and Production Support Center
14	Soft Copy	Chief, Baguio National Crop Research, Development, and Production Support Center
15	Soft Copy	Chief, Personnel Section
16	Soft Copy	Chief, Budget Section
17	Soft Copy	Chief, Accounting Section
18	Soft Copy	Chief, Cashier Section
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20	Soft Copy	Chief, Property and Supply Section
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24	Soft Copy	Chief, Records Section

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The coding system being followed for this manual is alphanumeric system:

- AAA- Acronym of the organization
- QMS – QMS-related documents
- BBBBBBBBBB – Division/Operating Unit/Team/Office
- CCx- Type of Document and Document Number


e.g.
BPI-QMS-DMT-QM1

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This **Bureau of Plant Industry (BPI) Quality Management System (QMS) Manual** defines and clarifies policies, systems, and procedures adopted to implement and continually improve the QMS of the BPI.

This QMS Manual, together with associated documents mentioned hereto, aims to:


- Describe the basic elements of the QMS of BPI and serve as reference in its implementation and continual improvement;
- Inform the internal and external stakeholders and enable them to observe and implement the QMS that is being maintained at the BPI;
- Serve as reference and guide for newly-hired personnel in order for them to be familiar and appreciate the BPI QMS;
- Involve its entire human resources in the implementation of QMS and good governance; and
- Continually improve BPI's QMS through an effective feedback system from its internal and external environment and quality audit.

BPI shall review its quality policies and objectives at least once a year to keep them attuned with the present and future requirements of the stakeholders. A monitoring and evaluation system of its QMS shall be institutionalized to ensure that BPI's quality policy is upheld, maintained, implemented, and improved if needed.


This Manual is intended to be used by the six (6) Technical Divisions based in Manila, two (2) National Crop Research Development and Production Support Centers, (Los Baños Laguna and Baguio City) and the Administrative and Support Offices of the Bureau of Plant Industry

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A. History

The Bureau of Plant Industry (BPI) was created from the Bureau of Agriculture on January 1, 1930, by virtue of Republic Act No. 3639 of the Philippine Legislature. The said Act defines the powers and functions of BPI taking over the task on plant research and crop production.

Upon the promulgation of Republic Act No. 4007 known as the “Reorganization Law of 1932”, BPI was re-organized to consist of the following divisions: Administrative, Plant Investigation, Agricultural Extension, Plant Sanitation, and Plant Propagation.

General Memorandum Order No. 186, issued by the Secretary of Agriculture and Commerce merged the Home Economics Division of the Bureau of Science and the Agricultural Chemistry Section of BPI to form the plant utilization division on August 1, 1936.

Reorganization Plan No. 30-A, as implemented by Executive Order No. 216 created the Research Division and renamed the Plant Pest and Disease Control Division to Pest and Disease Control Division on January 6, 1957. The Production Division was also created to handle the planning and programming of seed production and propagation, along with the Laboratory Services Division which is responsible for providing common laboratory services and undertaking research on the utilization of plant products.

A new division, Crop Development Services was later renamed as Field Trial Services by virtue of Presidential Decree No. 1050 dated January 1, 1977.

The Pesticide Analytical Laboratory was created as one of the sections under the Crop Protection Division through a Special Order from the Office of the Minister of Agriculture in 1978.

Executive Order No. 116, signed by then President Corazon C. Aquino in 1986 placed BPI under the Production Group and made BPI as one of the Staff Bureaus from its former function as a Line Bureau. The BPI shall be responsible for the production planning of improved planting materials; protection of agricultural crops from pests and diseases; development and improvement of farm equipment and other related structures to the plant industry; preparation of a program for the selection, production, and certification of improved planting materials, as well as guidelines for its implementation; recommendation

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of plant quarantine policies; and prescription of rules and regulations for the prevention, control, and eradication of pests, diseases, and injuries to plants and plant products. For its own sector, BPI shall be responsible for the recommendation of plans, programs, policies, rules, and regulations to the Minister of Agriculture and provide technical assistance in its implementation.

The National Seed Industry Council was created with BPI Director as the Executive Director through Republic Act No. 7038, also known as the Seed Industry Development Act of 1992. The Council Secretariat was likewise established to provide administrative and other support services to the Council, which is placed under the supervision of the Executive Director. Further, the Seed Quality Control Section under the Crop Production Division was constituted as the National Seed Quality Control Services (NSQCS). The NSQCS shall have control and supervision over existing field inspection and control services and seed testing laboratories established throughout the country.

Executive Order No. 366 of 2013, otherwise known as “Reorganization Plan of the Government Sector” created two divisions namely: Crop Research and Production Support Division (CRPSD) and Plant Product Safety Services Division (PPSSD). The CRPSD is mandated to develop crop farming technologies which aims to increase farmer’s productivity, conserve and utilize plant genetic resources, and ensure availability of quality seeds and plant materials. It merged the former Crop Research and Crop Production Support Division. On the other hand, PPSSD is created to ensure plant product safety for fresh and minimally processed agricultural produce through formulation of food safety protocols and monitor for compliance with food safety schemes as supported by its laboratory activities.

Upon signing of RA 11203 or “An Act Liberalizing the Importation, Exportation and Trading of Rice, lifting for the Purpose the Quantitative Import Restriction on Rice, and for Other Purposes”, the food safety functions of the National Food Authority (NFA) was transferred to BPI on March 2019.

B. Mandates

- Ensure availability of high quality seeds and planting materials (EO 366 “Rationalization Plan”, EO 116 “Renaming The Ministry Of Agriculture And Food As Ministry Of Agriculture, Reorganizing Its Units, Integrating All Offices And Agencies

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Whose Functions Relate To Agriculture And Fishery Into The Ministry And For Other Purposes”; and RA 7308 “Seed Industry Development Act of 1992”);

- Research and Development/Technology generation (EO 366 “Rationalization Plan” and EO 116 “Renaming The Ministry Of Agriculture And Food As Ministry Of Agriculture, Reorganizing Its Units, Integrating All Offices And Agencies Whose Functions Relate To Agriculture And Fishery Into The Ministry And For Other Purposes”);
- Management of crop pest and diseases (EO 366 “Rationalization Plan” and EO 116 “Renaming The Ministry Of Agriculture And Food As Ministry Of Agriculture, Reorganizing Its Units, Integrating All Offices And Agencies Whose Functions Relate To Agriculture And Fishery Into The Ministry And For Other Purposes”);
- Sustainable conservation and utilization of plant genetic resources for food and agriculture (RA 7308 “Seed Industry Development Act of 1992”);
- Plant quarantine (PD 1433 “Plant Quarantine Decree of 1978”, EO 366 “Rationalization Plan”, and EO 116 “Renaming The Ministry Of Agriculture And Food As Ministry Of Agriculture, Reorganizing Its Units, Integrating All Offices And Agencies Whose Functions Relate To Agriculture And Fishery Into The Ministry And For Other Purposes”);
- Seeds and plant materials certification (RA 7308 “Seed Industry Development Act of 1992”, EO 366 “Rationalization Plan”, and EO 116 “Renaming The Ministry Of Agriculture And Food As Ministry Of Agriculture, Reorganizing Its Units, Integrating All Offices And Agencies Whose Functions Relate To Agriculture And Fishery Into The Ministry And For Other Purposes”);
- Plant variety registration and protection (RA 7308 “Seed Industry Development Act of 1992”, An Act to Promote and Develop the Seed Industry in the Philippines and Create A National Seed Industry Council and For Other Purposes and RA 9168 “Philippine Plant Variety Protection Act of 2002”, An Act to Provide Protection To New Plant Varieties, Establishing National Plant Variety Protection Board And For Other Purposes”);

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- Food safety (LOI 986 , EO 366 “Rationalization Plan”, RA 10611 “Food Safety Act of 2013”, and RA 11203 Liberalizing the Importation, and Trading of Rice, Lifting for the Purpose the Quantitative Import Restriction on Rice and Other Purposes);
- Biotechnology (Joint Department Circular No. 1, s. 2016 “Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology”)

C. Vision

The BPI is a world- class, resilient and collaborative public sector organization continuously innovating to lead the development of the Philippine plant industry by 2030.

D. Mission

“We collaborate with the plant industry stakeholders to ensure the availability of high quality seeds and advanced farming technologies, maintain the safety and integrity of plant food and support the export industry through proactive biosecurity.”

E. Core Values (SPICE IT)

- Service – orientation: BPI is proactive who values its clients.
- Professionalism: BPI is competent abiding by the government’s Code of Ethics. BPI is fair and just in the delivery of its services to its clients and personnel.
- Integrity: BPI is transparent, honest, and accountable for its action.
- Commitment: BPI works with passion and commitment.
- Excellence: BPI produces the best results.
- Innovation: BPI finds new solutions.
- Teamwork: BPI exercises partnership and camaraderie.

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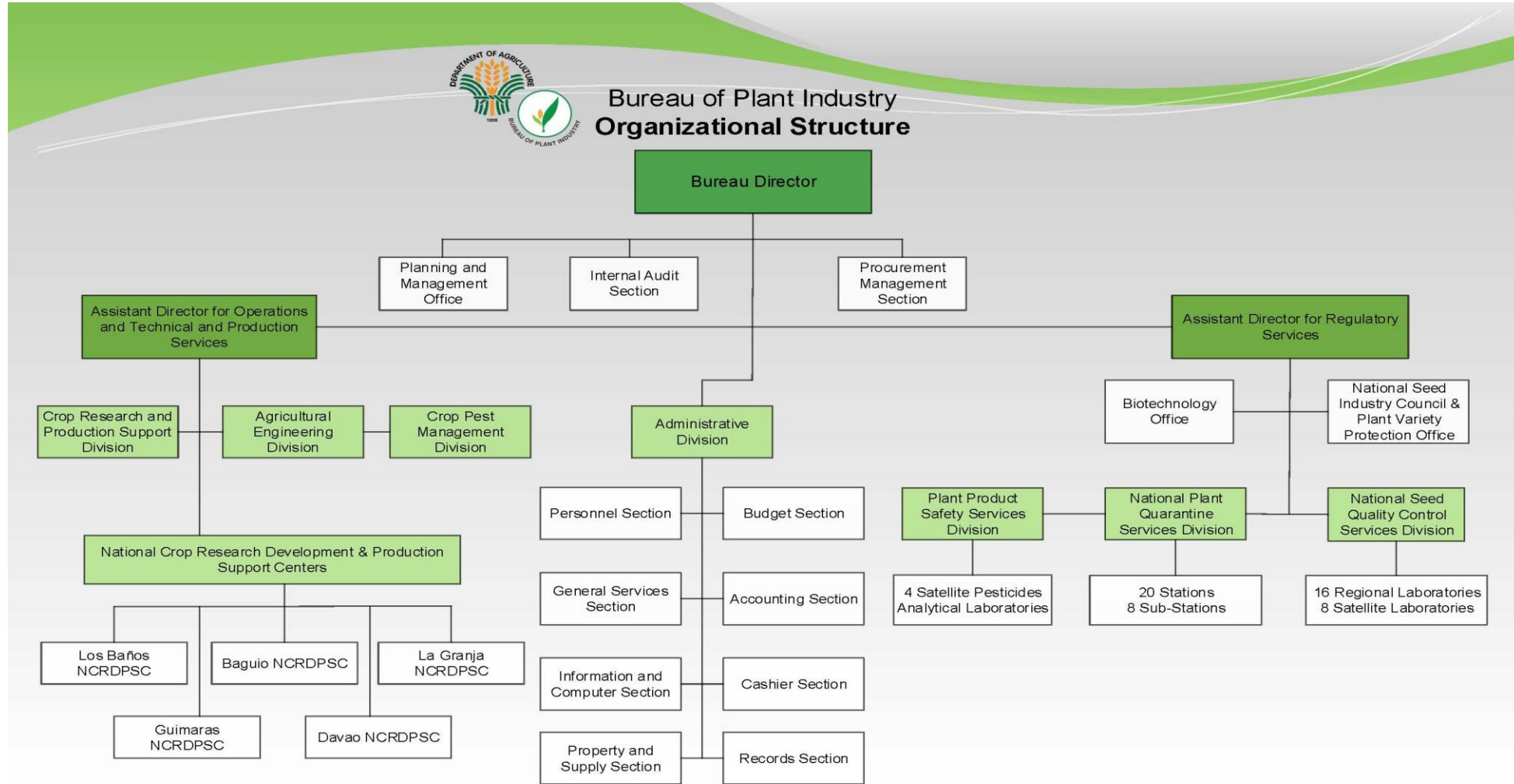

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Bureau of Plant Industry
Quality Management System
ORGANIZATIONAL STRUCTURE

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A. Organization Structure



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B. Functional Descriptions

I. Office of the Director

- Functions:
 1. Leads and supervises the overall operations of the Bureau;
 2. Sets directions, targets, operational policies and causes the effective and efficient execution of the same;
 3. Acts on administrative, financial and technical concerns that require the approval of the head of agency;
 4. Recommends policies and procedures, rules and regulations to the Department of Agriculture;
 5. Issues orders concerning the transfer, assignment, designation, or appointment of personnel of the Bureau;
 6. Establishes internal and external linkages or environment affecting the Bureau; and
 7. Performs other tasks assigned by the Department of Agriculture Secretary.

b. Office of the Assistant Director for Operations and Technical and Production Services

- Functions:
 1. Supervises the formulation of policies, provide strategic direction and oversee the planning of programs, projects and activities on research and development, crop pest management, crop production support and agricultural engineering research and services in support to BPI's mandate;
 2. Supervises the implementation of programs, projects and activities on research and development, crop pest management, crop production support and agricultural engineering research and services in support to BPI's mandate, including national and special projects and ensure that targets are met within the prescribed period; and
 3. Performs other tasks as directed by the Secretary.

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c. Office of the Assistant Director for Regulatory Services

- Functions:

1. Supervises the formulation and implementation of policies, provide strategic direction, and oversee the planning of programs, projects and activities of the regulatory services of the Bureau such as plant product safety, seed quality control, plant quarantine, seed variety registration, plant variety protection and biosafety;
2. Leads and supervises over the following BPI divisions and units
 - a. National Plant Quarantine Services Division (NPQSD)
 - b. Plant Product Safety Services Division (PPSSD)
 - c. National Seed Quality Control Services (NSQCS)
 - d. National Seed Industry Council (NSIC)
 - e. Plant Variety Protection Office (PVPO)
 - f. Biotechnology Office (Biotech); and
3. Performs the functions, duties and responsibilities inherent to the designation and such others as directed by the BPI Director and the DA Secretary.

d. Biotechnology Office

- Functions:

1. Supervise activities relevant to the implementation of the DOST-DA-DENR-DOH-DILG JDC No.1, Series of 2016;
2. Facilitate the processing of genetically-modified (GM) crop applications and issuance of Biosafety Permit for field trial, commercial propagation, and direct use for food and feed or for processing;
3. Coordinate with other relevant government agencies in the conduct of safety assessment for GM crop application;
4. Ensure compliance of the permit holder to biosafety conditions through monitoring of activities relevant to the application; and
5. Resolve issues pertaining to biotechnology matters within the purview of the Bureau

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e. National Seed Industry Council - Plant Variety Protection Office (NSIC-PVPO)

- Vision: NSIC-PVP is a well-organized and efficient registration and protection services geared towards the development of the Philippine seed industry.
- Mission: We promote and implement policies on crop variety registration and protection to support the acceleration and development of the seed industry.
- NSIC Function:
 1. The Council shall have a Secretariat which shall furnish the necessary administration, secretarial, and other support services to the Council. The Council replaced the Philippine Seed Board (the body then known to be responsible for the approval and registration of crop varieties).
- PVPO Functions:
 1. Receive and conduct examination of applications for plant variety protection;
 2. Receive petitions for compulsory license for transmittal to the Board; and
 3. Maintain a systematic record of all Certificates of Plant Variety Protection, a database of existing plant varieties collected from both local and foreign sources, and samples of the propagating materials of the protected variety.

f. Planning and Management Office (PMO)

- Functions:
 1. Lead in the preparation of Annual Work and Financial Plan (WFP) in accordance with approved policies;
 2. Assist in preparing, reviewing, and consolidating of plans and budget in coordination with different operating units;
 3. Conduct technical budget reviews and evaluation per operating units vis-à-vis set targets;

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4. Evaluate programs, projects, and activities proposed and implemented by different divisions and centers of the Bureau as to its technical and economic feasibility and recommend measures to correct weaknesses and deficiencies;
5. Consolidate the accomplishment reports of different operating units on a monthly, quarterly, and annual basis;
6. Conduct periodic studies to evaluate the impact and benefits of specific programs;
7. Initiate and/or develop, in consultation with different operating units, programs and projects for endorsement to the Department of Agriculture (DA) and other funding agencies; and
8. Identify and prioritize programs and projects to be undertaken in accordance with the mandates, objectives, and thrust of the Bureau.

g. Internal Audit Unit (IAU)

- Functions:

1. Provide support to operations towards managing and processing of documents such as Purchase Request (PR), Travel Orders (TO), Vouchers and Inspection Acceptance Report (IAR);
2. Inspect delivered items (supplies and equipment) to ensure completeness of the items delivered and compliance of the items' specifications requested by the end-user.

h. Procurement Management Section

- Functions:

1. Act as the main support unit of the BAC;
2. Provide administrative support to the BAC and the TWG, if necessary;
3. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
4. Attend BAC meetings as Secretary;

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5. Prepare Minutes of the BAC meetings;
6. Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;
7. Assist in managing the procurement process;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
9. Be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information;
10. Prepare the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in Section 7 of the IRR-A;
11. Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
12. Act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
13. Assist the BAC in preparing drafts of BAC resolutions and recommendation of award of contracts for approval of the HoPE;
14. Create, maintain and update the registry of suppliers, contractors, and consultants;
15. Recommend the creation of a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts to assist in the procurement process;
16. Administer the PhilGEPS, as the counterpart of the service provider
17. Transact with the PhilGEPS and PS-DBM on behalf of the Procuring Entity.

II. Research and Development and Production Support

a. Agricultural Engineering Division (AED)

- Vision: Agricultural Engineering Division is a leading research facility on plant industry's mechanization and protective structure

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- Mission: Develop appropriate mechanization technologies and provide modernized infrastructure designs for the plant industry
- Functions:
 1. Conduct agricultural engineering related research and development for the plant industry;
 2. Determine the mechanization and infrastructure needs of the Bureau with timeline and funding appropriation;
 3. Develop plans for mechanization and infrastructure projects for BPI research centers such as greenhouses adaptive to climate change, packing houses, cold and ambient storage-houses, seed processing plants, offices, and other laboratories; and
 4. Ensure soundness of the designs and construction of both equipment and infrastructures, seeing to it that they met the requirements of the centers/offices

b. Crop Pest Management Division (CPMD)

- Vision: Strengthen crop pest management services in the country by employing pest management strategies that are effective, safe, and environment-friendly to increase farm productivity, food sufficiency and security
- Mission: We manage the spread of crop pests in the country by ensuring the availability of effective biological control agents, functional surveillance and early-warning system, and regular plant health status updates.
- Functions:
 1. **Plant Pest Surveillance, Monitoring and Forecasting.** It focuses on the collection and recording of data on pest presence or absence by survey, monitoring, or other procedures. Second activity is monitoring of plant pests which deals with the verification of phytosanitary situations and monitoring of plant pests deals with characteristics of a pest populations.

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The last activity is Plant Pest Forecasting. It analyzes the perception of danger based on observed biotic and abiotic factors that would directly affect crop quality and quantity of production. The prediction is based on actual pest populations that can or cannot cause economic damage. Systematic data sets for forecasting pest populations over a long period of time are prerequisites for eventual efficient and effective plant pest management.

2. **Plant Pest Diagnostics.** This mandate provides plant health analysis and identification of any of the vertebrate and invertebrate pests such as weeds, insects, bacteria, fungi, nematodes, phytoplasma, and viruses directly involved in the occurrence of any plant abnormalities.
3. **Plant Pest Management.** It provides control-based strategy that focuses on the prevention of pests or their damage through a combination of techniques such as biological control, chemical control, habitat manipulation, modification of cultural practices, and use of resistant varieties.
4. **Biological Control Agents Mass Production.** This requires mass rearing of pure and virulent biological control agents (BCA) to control pests. It includes the use of beneficial insects, fungi, bacteria, nematodes, and other living organisms to control specific pests of plants.
5. **Competency Training and Extension on Crop Pest Management.** It involves the learning of personnel on the basic foundation and principles of the different management and control strategies against pests and diseases.
6. **Biosecurity and Quarantine Measures.** This mandate involves in preventing the introduction and/or spread of any sources of inoculum of any of the pathogenic diseases or destructive insects, to minimize the risk of transmission and epidemics. It employs quarantine measures which separate and restrict the movement of plants infested/infected with crop pests.

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7. **Applied and Adaptive Crop Pest Management Research.** This aims in solving practical pest management problems, which includes efficacy trials under laboratory and field conditions, and simple methods in plant pest diagnostics. Results thus derived have specific commercial objectives in the forms of products, procedures or services that are made readily available to the farmers for utilization.

8. **Public Advocacy on Crop Pest Management.** It covers a wide range of activities on pests affecting local or national policy or legislation on crop pest management. Advocacy includes pest management activities, community education, capacity building, relationship building, forming crop pest management networks, and leadership development.

c. **Crop Research and Production Support Division (CRPSD)**

- **Vision:** A responsive division committed to address plant industry needs and increase farm productivity.
- **Mission:** We develop crop farming technologies and ensure production of quality seeds and planting materials.
- **Functions:**
 1. Provide holistic approach and effectively integrate the crop research-related and crop production support to BPI;
 2. Develop, implement, and monitor the research and development (R&D) program of BPI on crop improvement, plant genetic resources, and culture and management;
 3. Produce and distribute superior quality seeds and planting materials; and
 4. Empower stakeholders on crop farming productivity

d. **Baguio National Crop Research, Development, and Production Support Center (BNCRDPSC)**

- **Vision:** A recognized and leading research, development and production center of semi-temperate vegetable seeds and fruit crops.

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- **Mission:** Generate crop farming technologies and produce quality seeds of semi-temperate vegetable and fruit crops to ensure sustainable food production
- **Functions:**
 1. Generation of technologies and development programs that respond to the needs of clientele;
 2. Production and distribution of NSIC approved seeds and planting materials and development and expansion of integrated pest management program and provision for the establishment of foundation scion grove;
 3. Capacitate stakeholders through conduct of various training activities on Center's developed technologies; and
 4. Establish and maintain technology-demonstration farms for matured technologies and as a show window in the capacitation of stakeholders.

e. Los Baños National Crop Research, Development, and Production Support Center (LBNCRDPSC)

- **Vision:** A recognized and leading Research, Development and Production Support Center for lowland vegetables
- **Mission:** Generate crop farming technologies and produce quality seeds of lowland vegetables to ensure sustainable production
- **Functions:**
 1. Conduct research and development activities aligned with varietal improvement, crop management, and sustainable conservation and utilization of plant genetic resources particularly on lowland vegetables and legumes;
 2. Produce and distribute seeds and planting materials (conventional and organic seeds) of lowland vegetables, legumes and other high value crops;
 3. Capacitate stakeholders through conduct of capacity building activities on Center's developed technology; and

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4. Establish and maintain technology-demonstration farms for matured technologies

III. Regulatory

a. National Plant Quarantine Services Division (NPQSD)

- Vision: A professional and highly-recognized regulatory service on plant quarantine ensuring efficient border control and safe agricultural trade
- Mission: Protect the Philippine agriculture from introduction, establishment, and spread of pests and diseases and facilitate safe trade of plants, planting materials, and plant products
- Functions:
 1. Licensing of importers and exporters;
 2. Registration/licensing of packing facilities, farms, treatment providers, and growers;
 3. Issuance of sanitary-phytosanitary (SPS) import clearance, phytosanitary clearance, and clearance for domestic transport;
 4. Conduct border control and inspection;
 5. Maintenance of pest-free declared areas;
 6. Market access and trade facilitation through SPS compliance; and,
 7. Conduct pest-risk analysis.

b. National Seed Quality Control Services Division (NSQCS)

- Vision: NSQCS is a responsive, committed and internationally – compliant seed certification and testing service office.
- Mission: We develop and efficiently implement plans and programs on seed certification and testing services to ensure quality seeds of agricultural crops.
- Functions:
 1. Formulates, recommends and implements plans and programs on seed quality assurance and seed quality control services and activities on seed

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testing, plant/seed materials certification, and other quality control schemes to be developed;

2. Conduct seed samplings and analysis, and issue the corresponding reports of analyses of samples drawn from locally produced and imported seed lots within the purview of the Seed Act;
3. Monitor seed quality control programs nationwide;
4. Maintain and operate National Seed Quality Control Services through seed testing and seed and plant material certification throughout the country; and
5. Accredite seed growers.

c. Plant Product Safety Services Division (PPSSD)

- **Vision:** PPSSD is an internationally recognized regulatory office in providing competent, efficient and quality services responsive to the needs of plant food stakeholders.
- **Mission:** We ensure safe plant food from primary production to post-harvest stages of the food supply chain through effective food control systems and laboratory services.
- **Functions:** The Plant Product Safety Services Division ensures plant product safety of fresh and minimally processed plant foods consistent with the Republic Act No. 10611 or the Food Safety Act of 2013 and its Implementing Rules and Regulations. It is tasked to implement the following:
 1. Strengthen the implementation of food control system on plant foods;
 2. Intensify the monitoring system of contaminants and pesticide residue to assure the supply of safe food for the consumers;
 3. Provide analytical services for microbiological, physico-chemical, pesticide formulation and pesticide residue analyses; and
 4. Coordinate with other local and international authorities on activities relevant to the functions of the Division.

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IV. Administrative

a. Accounting Section

- Functions:

1. Processing of claims of Internal and External Creditors
2. Recording of financial transactions in the book of accounts
3. Prepares quarterly, semi-annual and annual financial reports for different financial statement users
4. Analyze and Interpret financial reports and performance
5. Coordinate with different government agencies and other financial institutions relating to financial matter.
6. Provides assistance to employees and external creditors or Perform other functions as may deem necessary.

b. Budget Section

- Functions:

1. Develop and implement fund management system;
2. Ensure the timely submission of the monthly obligation report and the quarterly financial accountability report;
3. Formulate annual budget proposal; and
4. Formulate and manage the Bureau's financial plan and program.

c. Cashier Section

- Functions:

1. Issuance of checks/List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) to stakeholders;

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2. Prepare Report of Checks Issued and Cancelled / Report of Collection and Deposit to be submitted to accounting section;
3. Issuance of Official Receipts (OR) to all stakeholders requiring it;
4. Prepare remittance and certifications for Philippine Health Insurance Co (PHIC), Home Development Mutual Fund (HDMF). and
5. Prepare liquidation report on all expenses incurred and paid out of cash advances

d. General Services Section (GSS)

- Functions:

1. Maintain motor pool vehicle, equipment, and building facilities;
2. Manage BPI guesthouse and operations;
3. Prepare and issue Trip Ticket and provide service vehicle to cater the personnel of the Bureau; and
4. Supervise and evaluate of Janitorial and Security Services' routine practices including the sanitation of the workplace and facilities and the safety and security concerns of the entire Bureau

e. Information and Computer Section

- Functions:

1. Document the Agency's programs and activities and prepare write-ups for the information of the stakeholders;
2. Assist in packaging of the information and developed researches and crop farming technologies and disseminate the same to educate stakeholders through the use of communication media and ICT;
3. Ensure availability of developed technologies and other agricultural information in the Bureau's library;

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4. Upload information, enhance contents, and update the Bureau's website and social media accounts to make information more accessible to the public;
5. Assist in the orchestration or development, deployment and management of developed systems or applications to support BPI processes; and
6. Provide overall orchestration and guidelines in the design, acquisition, and maintenance of ICT equipment

f. Personnel Section

- Functions:

1. Formulate Human Resource Management policies;
2. Implement human resource development programs and personnel services; and
3. Assists the needs and concerns of the employees of the Bureau of Plant Industry relating to compensations and benefits, grievance machinery, health and wellness, and employee discipline.

g. Property and Supply Section

- Functions:

1. Prepares the Purchase Order (PO);
2. Acceptance of the deliveries of good by the suppliers;
3. Distribution of supplies/equipment to the end-users;
4. Conduct the physical inventory of properties and equipment of the bureau;
5. Conduct the disposal of unserviceable properties and equipment of the bureau; and
6. Distribution of accountable forms and other government forms of the bureau such as Phytosanitary Certificate, Official Receipts, and Import Clearance.


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h. Records Section

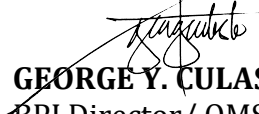
- Functions:
 1. Manage and maintain the BPI records and filing system; and
 2. Produce records when requested and keep them per set standards; and
 3. Save records necessary for continuous operation and dispose those that are no longer needed

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A. Scope and Exclusions

The BPI QMS covers the areas of crop research and production, pest management, plant food safety, seed quality assurance, plant quarantine, and agricultural engineering services. The scope covers the management, operations, and support processes of the Bureau of Plant Industry as indicated in the BPI Process Map.

The operation of three National Crop Research Development and Production Support Centers (NCRDPSCs) located in La Granja, Guimaras, and Davao are not part of this process.

All ISO 9001:2015 processes are applicable in the BPI's QMS.

B. Process Map

The BPI business process map is divided into four groups of processes, namely:

- Management Processes – activities needed for oversight and governance as well as serve as a decision point for any directives and policies to be issued by the management of BPI, affecting both the internal and external interested parties.
- Operations Processes – plans, programs, and activities committed by the Bureau based on its mandates. Key indicators are identified to measure the success of the process/programs and its impact to the stakeholders.
- Support Processes – activities needed to perform the assigned processes. It ensures that resources are managed efficiently and effectively resulting to good performance of the Bureau.
- Outsourced Processes – goods and services which are essential for the operation of the Office that are procured from third party providers. It is covered by purchase request and passed the requirements of RA 9184 known as “Government Procurement Reform Act”.

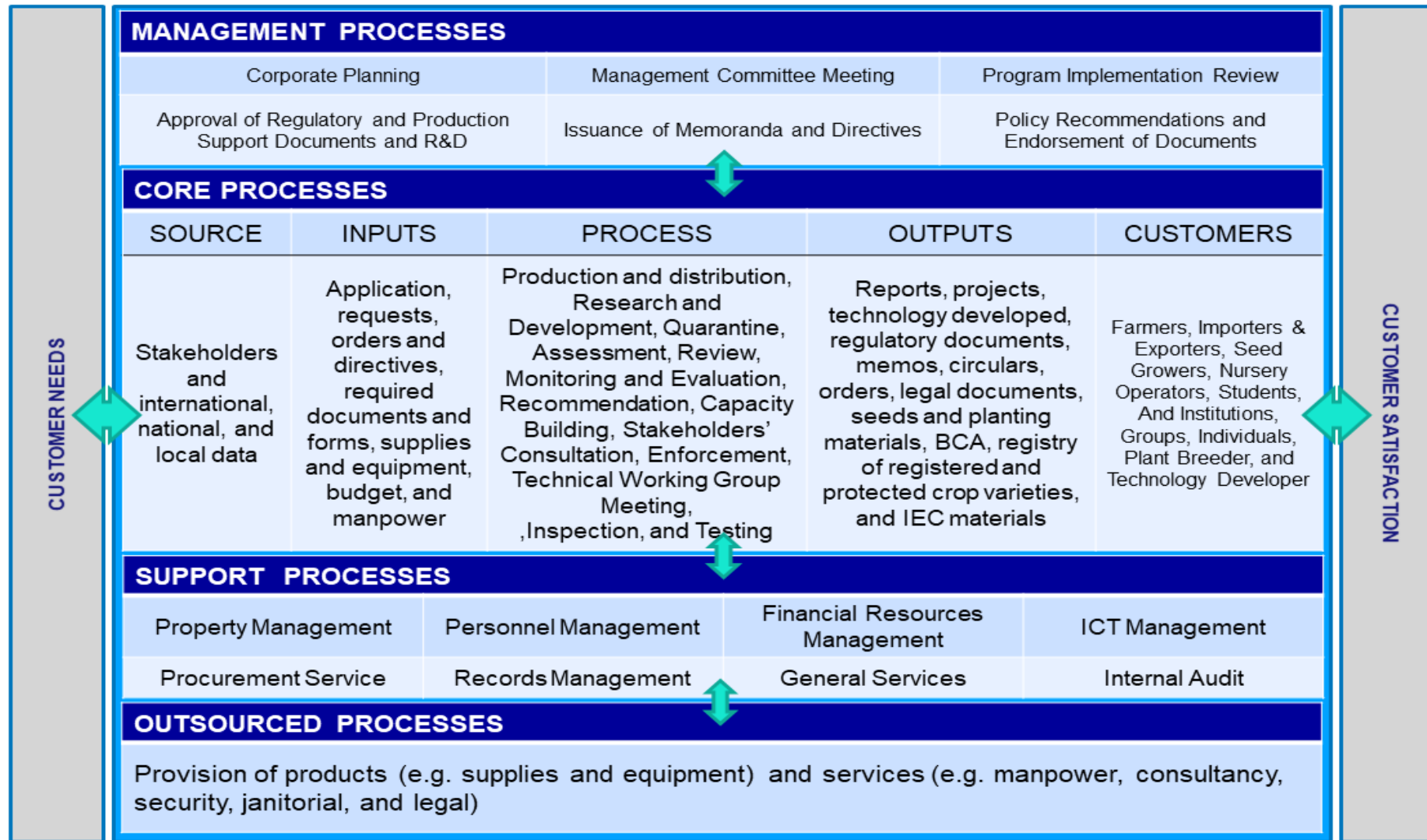
Conceptually, these four (4) groups of processes are working together to transform the clients’ requirements into client satisfaction.

The external stakeholders such as farmers, seed growers, exporters, importers, service providers, and government institutions play an important role in the Bureau's QMS. Stakeholder’s consultations are conducted to identify their needs and expectations which serve as one of the guides in program planning.



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The Management maintains the Quality Policy, which ensures the satisfaction of BPI's stakeholders. This is communicated and discussed to all Operating Units (OUs) of the Bureau to ensure that it is understood and applied at all levels of the organization. Likewise, it is displayed in conspicuous areas of the Bureau where it can be read by stakeholders. Comprehension of the Quality Policy is verified through, but not limited to, Internal Quality Audits, Management Reviews, and staff meetings.

The Management is responsible for ensuring that the quality policy is appropriate to its mandate and provides a framework for establishing and reviewing quality objectives and goals. This is reviewed at least every semester to ensure continuing suitability to its mandate and thrusts, including the requirements and needs of its stakeholders.


BPI QMS Quality Policy

The Bureau of Plant Industry (BPI), mandated to serve and support the Philippine plant industry sector, commits to:


- Value and satisfy the needs of our stakeholders in the areas of research and development, production support, and regulatory services;
- Adhere to applicable regulations set by the government and international bodies;
- Ensure quality services through institutional development; and
- Improve continually our Quality Management System (QMS).

Prepared by:
BPI QMS Team

Reviewed by:


JONAR I. YAGO, PhD
 Assistant Director/ Assistant QMS Leader

Approved by:


GEORGE Y. CULASTE, PhD
 BPI Director/ QMS Leader

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Management Processes

A. Management Committee (ManCom) Meeting

ManCom is chaired by the Director of the Bureau of Plant Industry with the Assistant Directors as Vice-chairs. It is composed of all Division and Center Chiefs, NSIC-PVPO Secretariat Head, and Biotechnology Head, Primary Unit Heads the Administrative Office, BAC Chairman and its Head Secretariat, and BPI Employees' Association's President.

It is scheduled every quarter to discuss BPI's concerns and issues. Through the ManCom, the Director is updated on the status of the overall performance of each Operating Unit and gives instructions and directions accordingly.

Minutes of the previous meeting are prepared by the Planning and Management Office (PMO) and are distributed to the ManCom members a week after the meeting.

B. Program Implementation Review (PIR)

PIR is the quarterly assessment of accomplishment of all Operating Units vis-à-vis the approved work program. Programs and activities funded by BPI's Core Fund, Banner Programs, Fund 156 (Plant Quarantine), Special Account in General Fund (SAGF), and other external sources are reviewed by the Management Committee Members. Catch-up plans for delayed accomplishment of targets are expected to be submitted by the OUs to PMO.

C. Corporate Planning Workshop

The Corporate Planning Workshop is conducted towards the beginning of the last quarter, spearheaded by the PMO, Budget Section, and Accounting Section. This starts the cycle of program and budget preparation for the Bureau of Plant Industry for the following year. Medium Term Development Plan, Secretary's Ten Point Agenda, Six Year Strategic Plan of BPI as well as program performance for the last three years are considered in setting program targets. This is participated by the Center and Division Chiefs, selected senior staff, designated Planning and Budget Staff and Focal Persons of SAGF and Banner Programs such as Rice, Corn, High Value Crops, Organic, and Halal. The output of this activity are proposed physical and financial plans.

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D. Approval and Issuances of Memoranda/ Directives, Policy Recommendations and Endorsement of Documents

Only the Director of the Bureau of Plant Industry can issue memoranda and directives that are policy in nature and affect the operation of the bureau. Examples of these are Sanitary and Phytosanitary Import Clearance, Phytosanitary Clearance, Certificate of Accreditation of Seed Growers and Treatment providers, and Certificate of Variety Registration and Protection, Phil-GAP Certificate, Biosafety permit, guidelines pertaining to production support and research and development, among others.


In the event that the Director is on official travel or away from the Bureau, the assigned Officer-in-charge can sign or initial for the Director, as supported by an issued memorandum pertaining to the succession plan.

Prepared by:
BPI QMS Team

Reviewed by:


JONAR I. YAGO, PhD
 Assistant Director/ Assistant QMS Leader

Approved by:


GEORGE Y. CULASTE, PhD
 BPI Director/ QMS Leader

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AGRICULTURAL ENGINEERING DIVISION (AED)

The Agricultural Engineering Division is one of the divisions of the Bureau of Plant Industry mandated to address the need to improve farming operations to optimize the use of farm resources—land, labor, and capital. Since 1932, BPI has operated by applying engineering concepts in crop production and advocated farm mechanization aimed at expanding production areas. Today, the division is continuously applying engineering principles to conduct research and development for the development of the plant industry and agricultural production.

Agricultural production involves various activities/operations that necessitate the effective application of labor, power, and materials in the farm from land preparation to post-production, farmers use technology. Appropriate technology gives the farmers the best chance of gaining more by increased production, reduced losses, or reduced cost of labor, among others. These principles guide the Agricultural Engineering Division in the implementation of its key programs, projects, and other activities.

Aside from performing the mandate, the division also plays an important role in all the infrastructure projects of the Bureau from the preparation of plans and ensuring the completion designs meet the standards required by law. Further, the division ensures that the payments that are being collected for the construction are as per declared accomplishment.

BIOTECHNOLOGY OFFICE

The BPI Biotech office is tasked to supervise activities relevant to the implementation of the DOST-DA-DENR-DOH-DILG JDC No.1, Series of 2016 and to resolve issues pertaining to biotechnology matters that are within the purview of BPI.

The Bureau is mandated by the DOST-DA-DENR-DOH-DILG Joint Department Circular No.1, series of 2016 entitled “Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology” to act as the lead agency in facilitating the processing of the genetically-modified (GM) crop applications for field trial, commercial propagation and

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direct use. The BPI Biotechnology Office was created to serve as the main entry point of all GM applications in the Philippines and to provide support to the activities that will ensure the smooth implementation of the said Circular. This includes coordination with other relevant agencies and outside experts who are involved in the safety assessment of GM crops to animal and human health, and the biodiversity, preparation of summarized technical risk assessment reports, and facilitating the issuance of biosafety permit for approval of the BPI Director.

The Biotechnology Office is also tasked to conduct regular monitoring of field trials of GM crops in order to check whether the conditions stipulated in the Biosafety Permit issued by the BPI Director are all complied with by the permit holder. In addition to this, the Biotechnology Office is mandated to conduct compliance monitoring of permit holder's implementation of the Insect Resistance Management (IRM) strategy as well as monitoring of the possible evolution of weeds developing resistance to glyphosate and shifting in the weed population.

CROP PEST MANAGEMENT DIVISION (CPMD)

The Crop Pest Management Division (CPMD) has the responsibility to implement BPI's mandate on the management of pests. The division is composed of three (3) different sections namely: Pest Forecasting Section, Biological Control and Integrated Pest Management (IPM) Section, and Plant Health and Pest Status Section. CPMD has eight (8) important functions such as: 1) plant pest surveillance, monitoring and forecasting; 2) plant pest diagnostics; 3) plant pest management; 4) biological control agents mass production; 5) competency training and extension on crop pest management; 6) biosecurity and quarantine measures; 7) applied and adaptive crop pest management research; and 8) public advocacy on crop pest management.

Plant Pest Surveillance, Monitoring and Forecasting has three (3) major activities: 1) collection and recording of data on pest presence or absence by survey, 2) monitoring of plant pest which deals with the verification of phytosanitary situations and characteristics of a pest populations and 3) Plant Pest Forecasting which analyzes the perception of danger based on observed biotic and abiotic factors that would directly affect crop quality and quantity of production.

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Plant Pest Diagnostics provides plant health analysis and identification of any of the vertebrate and invertebrate pests directly involved in the occurrence of any plant abnormalities.

The **Plant Pest Management** provides control-based strategy that focuses on the prevention of pests or their damage through a combination of techniques such as biological control, chemical control, habitat manipulation, modification of cultural practices, and use of resistant varieties.

The **Biological Control Agents Mass Production (BCAs)** to control pests is also a vital function of the division. It includes the use of beneficial insects, fungi, bacteria, nematodes, and other living organisms to control specific pests of plants.

The **Competency Training and Extension on Crop Pest Management** which involves the learning of personnel on the basic foundation and principles of the different management and control strategies against pests and diseases.

Biosecurity and Quarantine Measures prevents the introduction and/or spread of any sources of inoculum of any of the pathogenic diseases or destructive insects and employs quarantine measures which separate and restrict the movement of plants infested/infected with crop pests.

Applied and Adaptive Crop Pest Management Research function aims in solving practical pest management problems, which includes efficacy trials under laboratory and field conditions, and simple methods in plant pest diagnostics. Thus, the results are made readily available to the farmers for utilization.

Public Advocacy on Crop Pest Management that includes pest management activities, community education, capacity building, relationship building, forming crop pest management networks, and leadership development. Towards this end, the functions and services vital to successful crop pest management shall be clearly and properly established and interlinked with all DA related agencies and activities.

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CROP RESEARCH AND PRODUCTION SUPPORT DIVISION (CRPSD)

Crop Research and Production Support Division (CRPSD) is mandated to generate crop production technologies accessible to farmers, assure farmers the continuous and stable supply of quality seeds and plant materials of improved crop varieties and cultivars and provide assistance to farmers on recommended crop production technologies. The division performs several functions such as providing holistic approach and effectively integrating the crop research-related and crop production support to the Bureau; developing, implementing, and monitoring the research and development (R&D) program of the Bureau on culture management and plant genetic resources; producing and distributing superior quality seeds and planting materials; and empowering stakeholders on crop farming productivity.

There are three sections under the CRPSD namely, Crop Improvement and Plant Genetic Resources Section (CIPGRS), Crop Culture and Management Section (CCMS), and Crop Production Support Section (CPSS). These sections perform interrelated functions.

Crop Improvement and Plant Genetic Resources Section

The CIPGRS plans, orchestrates, facilitates, and monitors the R&D programs and activities of the Bureau concerning crop improvement, conservation of biodiversity and promotion of sustainable utilization of Philippines Plant Genetic Resources (PGR). It is also responsible for the establishment and strengthening of linkages with other R&D institutions and provides technical advisory services to the Research Centers of the Bureau and other stakeholders on crop improvement and PGR management. It also conceptualizes and conducts research on crop improvement and plant genetic resources.

Crop Culture and Management Section

CCMS plans, orchestrates, facilitates, and monitors the R&D programs and activities of the Bureau concerning crop culture and management (Improved Crop Culture). This section is concerned with the development of tissue culture protocol for mass propagation and virus elimination. Like CIPGRS, it also establishes and strengthens linkages with other

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R&D institutions. Additionally, it provides technical advisory services to the Research Centers of the Bureau and other stakeholders on crop culture and management.

Crop Production Support Section

CPSS plans, orchestrates, and facilitates the production and distribution of high-quality seeds and planting materials of NSIC-registered crop cultivars and other high-yielding varieties. It is also tasked to monitor the seed and plant material distribution performance of the BPI. It also implements the special programs and projects of DA such as Urban Agriculture Program and Gulayan sa Paaralan.

In addition, there are Banner Programs under CRPSD such as rice and corn, high-value crops, organic agriculture, and Halal Food Industry Development. The Rice and Corn Program, a National Banner Program of the DA, plays a vital role in achieving food security, competitiveness, and a sustainable seed industry where farmers benefit from decent and increasing standards of living. It also ensures the availability of high-quality seeds to be distributed at any given time especially during calamities and unanticipated events affecting rice and corn seed production. Production support, education and training extension services as well as research and development were orchestrated and conducted to guarantee the effective implementation of the activities of the program. CRPSD also implements and orchestrates activities under the High-Value Crops and Development Program (HVCDP). The main objective of the program is to ensure the availability of quality seeds and planting materials through different activities and programs, such as Gulayan sa Paaralan and the Urban Agriculture Program. In addition, CRPSD assists in the development and promotion of organic seed production technologies under the Organic Agriculture Program in the Philippines through Republic Act 11511, also known as the “Amended Act of Organic Agriculture Act of 2010.” The BPI through the CRPSD, in coordination with other agencies under DA, assists also on the promotion, such as information awareness campaign, of the Halal Food Industry Development Program (HFIDP) through Republic Act 10817 or the “Philippine Halal Export Development and Promotion Act of 2016.”

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NATIONAL PLANT QUARANTINE SERVICES DIVISION (NPQSD)

National Plant Quarantine Services Division (NPQSD) was created by virtue of Executive Order 366 Series of 2013. The Bureau, being a member of the International Plant Protection Convention and other organizations, serves as the National Plant Protection Organization. Presidential Decree No. 1433, known as the “Plant Quarantine Decree of 1978”, strengthened the adequate updated laws, regulations, resources, and facilities to monitor and control movement of plant pests and diseases. Since then, it aimed to protect Philippine Agriculture by preventing the introduction of new pests and its further spread, complying with phytosanitary standards and facilitating safe trade. The NPQSD has thirteen regional offices nationwide and the central office has been divided into four sections/functions: Import Section, export section, domestic quarantine and administrative section.

Import Section

The Import Section of the NPQSD-Central Office has four primary functions: importer licensing, sanitary and phytosanitary import clearance, pest risk analysis, and multilateral and bilateral negotiations.

All applications for importers licensing must and can only go through the NPQSD-Central Office. The process of licensing begins upon submission of requirements from the applicant. Once the submitted documents are accepted and evaluated, the Central Office coordinates with the applicant for their respective schedule of inspection. A Plant Quarantine Inspector is then assigned and deployed to conduct an onsite inspection of the declared facilities (e.g. offices, warehouses, cold storage facilities).

The applicant must then attend an orientation facilitated by the NPQSD Central Office, which covers the following topics: plant quarantine laws; existing orders, rules, processes and regulations on importation; allowable plants, plant products and planting materials for importation. Upon completion of the orientation activity, the application will then be forwarded to the incumbent director of BPI for final approval. Once signed, the applicant or his/her authorized representative may claim their License to Operate at the NPQSD Central Office. This certificate will be valid for THREE (3) YEARS upon the date of issuance. An audit

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of registered importers will be conducted at least once throughout the duration of their certification.

Once registered under the NPQSD, an importer may then apply online for and be issued a Sanitary and Phytosanitary Import Clearance (SPS-IC) through the DA trade system. Each application is reviewed by the Central Office prior to endorsement by the NPQSD Chief for the approval of the BPI Director.

The Import Section also performs the pest risk analysis (PRA), wherein imported plants, plant products and planting materials are analyzed using pest categorization, risk assessment, and risk management. This process is conducted to prevent the event of pest outbreaks within the Philippines. This involves the review of existing PRAs for existing information, such as high pest detection, updated policies and regulations, as well as new pest information on the country of import. This process enables the NPQSD to stay informed on current import conditions, establish and/or update its pest database, communicate with stakeholders and trading partners identified by the PRA, and conduct site visits at the exporting country to determine appropriate risk management measures for implementation prior to export of commodity.

Upon the completion of risk analysis and management, the Import Section will facilitate a consultation with import stakeholders to draft a multilateral and/or bilateral agreement(s) to develop new or improve existing import and export program protocols based on the recommendations from the PRA results. This process includes: preparing information, and compiling a dossier to support market access proposals; reviewing and responding to risk analyses results by importing countries; and participating in actual negotiations with other countries.

Export Section

The Export Section of the NPQSD Central Office primarily handles two responsibilities: first, the registration of exporters, as well as export-related growers and farms; and second, the accreditation of packing facilities and treatment providers, such as fumigators, heat treatment and other quarantine treatments.

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Under the export section are activities on Sanitary and Phytosanitary (SPS) Concerns on Export which involves Notification of Non-compliance (Issuance of notifications of non-compliance; conduct of investigation for Philippine exports with notification of Non-compliance.

Also a part of export section is the review of International Standards on Phytosanitary Measures (ISPMs) and other regional standards; review of Export Phytosanitary Requirements; Market Access involves profiling of Commodity (preparation of commodity profile dossiers for commodities for export and Review of Specific Commodity Understanding/ Memorandum of Agreement/ Work plan with export trading partners. Inspection visits by trading partners

For Export Issuances: E-Phyto Implementation and Manual Phytosanitary Certificate Issuance involves E-phyto development and implementation (as per memorandum Order No. 64 Series of 2018); Issuance of Manual Phytosanitary Certificates (conducts commodity inspection, treatment and preparation of PCs). It is also involved in the special export program for Mango, Okra and Papaya. Special programs involve Operation schedule for mango, okra and papaya inspection and certification, review of export protocols with partner countries and of trainings/ seminars in the implementation of export protocol

Export section also involves International Arrangements on Biosecurity (International Standard on Phytosanitary Measures No. 15 (ISPM 15)). Australian Fumigation Accreditation Scheme (AFAS), International Cargo Biosecurity Arrangement (ICBBA) and Quarantine Regulators Meeting (QRM).

Domestic Quarantine

Domestic Quarantine activities involve Domestic Policy Review, Operation and Coordination where NPQSD Central Office coordinates with the Crop Pest Management Division with regards to surveillance of important pests of high value crops and joins in the operation of emergency measures and confirms the eradication for any further decisions to be taken for certain pest outbreak. It also covers review of the existing administrative orders for domestic movement of plants, plant products, planting material and other materials for any update on the scope of infestation on a certain area.

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Domestic Clearance Issuances involve preparation of clearance for domestic transport and movement of plants, plant products and planting material brought under regulation in order to prevent the introduction or further spread of a pest and commodity inspection of the plant, plant products and planting materials to ensure that the commodities are pest-free.

NATIONAL SEED INDUSTRY COUNCIL – PLANT VARIETY PROTECTION OFFICE (NSIC-PVPO)

National Seed Industry Council (NSIC)

The National Seed Industry Council replaced the Philippine Seed Board by virtue of Republic Act 7308 otherwise known as "The Seed Industry Development Act of 1992" to oversee the functions of crop varietal registration. RA 7308 created a Council Secretariat who shall furnish the necessary administrative, secretarial, and other support services to the Council.

The variety registration process shall pass through three (3) levels of evaluation: (1) Evaluation of the Crop Entry Performance Test (CEPT) results by the concerned Technical Working Group (TWG); (2) Technical Secretariat (TechSec) further evaluation and verification of CEPT results; and (3) final deliberation and approval of the Council and enlistment in the NSIC Registry. Members of the TWG and Technical Secretariat are drawn from concerned government and non-government institutions engaged in plant breeding activities. Meanwhile, the Council membership is constituted in accordance with the provisions set by RA 7308.

Plant Variety Protection Office (PVPO)

The Plant Variety Protection (PVP) scheme started as soon as the Philippines enacted into law its plant breeder's rights through Republic Act 9168 otherwise known as the "Plant Variety Protection Act of 2002". The PVP Act aims to protect and secure the exclusive rights of breeders with respect to their new plant variety.

The creation of the Plant Variety Protection Office (PVPO) was based on RA 9168 Implementing Rules and Regulations. RA 9168 IRR, Chapter V, Article 14 states that there shall be established a Plant Variety Protection Office under the Department of Agriculture, which shall be headed by the Registrar. Article 15 of the IRR further elaborates that the PVP

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Office shall receive and conduct examination of applications for plant variety protection; receive petitions for compulsory license for transmittal to the Board; and maintain a systematic record of all Certificates of Plant Variety Protection, a database of existing plant varieties collected from both local and foreign sources, and samples of the propagating materials of the protected variety.

The PVP Office’s core function is to receive and conduct examination of applications for plant variety protection which includes the following process: conduct and examination of Distinctness, Uniformity and Stability (DUS) Test; analysis of the DUS data; and assist the PVP Board in the review and evaluation of applications, policies, and test guidelines.

Further, Section 4 of RA 9168 stipulates that the Certificate of Plant Variety Protection shall be granted for varieties that are: (1) New; (2) Distinct; (3) Uniform; and (4) Stable. A variety shall be considered “*New*” if the propagating or harvested material of the variety has not been sold, offered for sale or otherwise disposed of to others, by or with the consent of the breeder, for purposes of exploitation of the variety: (a) In the Philippines for more than one (1) year before the date of filing of an application for Plant Variety Protection; or (b) In other countries or territories in which the application has been filed, for more than four (4) years or, in the case of vines or trees, more than six (6) years before the date of filing of an application for Plant variety Protection. On the other hand, a variety shall be deemed “*Distinct*” if it is clearly distinguishable from any commonly known variety and “*Uniform*” if subject to the variation that may be expected from the particular features of its propagation, it is sufficient uniform in its relevant characteristics. Lastly, the variety shall be deemed “*stable*” if its relevant characteristics remain unchanged after repeated propagation or, in the case of a particular cycle of propagation, at the end of each such cycle.

Moreover, Section 76 of the PVP Act states that NSIC, created under RA 7308, shall perform the functions of the Plant Variety Protection Board until the latter has been fully organized, but not later than three (3) years from the effectivity of the Act RA 9168 Section 76 further states that, within the same period, the Director of the Bureau of Plant Industry (BPI) shall be the Acting Registrar and the Assistant Director of the same Bureau shall act as Associate Registrar. However, as agreed during the previous PVP Board meetings, the Bureau shall continue to function as such, after the transitory period. It is further agreed from the Board meetings that the Council Secretariat shall also act as the PVP Secretariat.

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NATIONAL SEED QUALITY CONTROL SERVICES (NSQCS)

National Seed Quality Control Services (NSQCS) as mandated by Republic Act 7308 otherwise known as the “Seed Industry Development Act of 1992”, supports the major thrusts of DA and BPI through the provision of quality assurance and control services for seed and planting material production, processing, storage, and distribution and seed training in seed quality control towards sustainable agriculture and environment protection.

The NSQCS implements quality control procedures in certification both for seed stock production of government and private institutions including private seed growers and producers. NSQCS has one (1) central, sixteen (16) regional and eight (8) satellite seed testing laboratories that are strategically located nationwide. NSQCS performs major activities such as seed certification, seed testing and plant material certification.

1. Seed Certification

Seed certification is a system of seed production geared towards maintaining genetic identity, varietal purity, and standards of quality seeds of superior crop varieties. This activity requires accreditation of seed growers through the issuance of certificate of accreditation duly signed by the BPI Director.

2. Seed Testing

Seed Testing is the first seed quality control scheme developed to avoid hazards in crop production due to planting of inferior seeds. This is achieved through evaluation of the planting value of seed by determining the various quality attributes such as moisture content determination, physical purity test, germination test, varietal purity test, and seed health test. Procedures for seed testing are in accordance with the rules and regulations of the International Seed Testing Association (ISTA) or what is sanctioned by the National Seed Industry Council (NSIC). NSQCS obtained ISO/IEC 17025:2005 accreditation on February 19, 2019 from Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB). After the second surveillance visit on December 1-2, 2021, continued accreditation was granted to the NSQCS laboratory in compliant to ISO/IEC 17025:2017 on January 27, 2022.

3. Plant Material Certification

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Plant Material Certification aims to maintain and make available high quality planting materials of superior crop varieties of known genetic identity and varietal purity including reasonable standards of quality considered for crops propagated and distributed. This activity includes accreditation of plant nursery operator through the issuance of certificate of accreditation duly signed by the BPI Director. Another activity of plant material certification section is to accredit tissue culture facility. It aims to recognize laboratories that comply with the minimum requirements for a tissue culture laboratory that produce quality planting material.

PLANT PRODUCT SAFETY SERVICES DIVISION (PPSSD)

Republic Act No. 10611 also known as the “Food Safety Act of 2013” mandated the Bureau as a Food Safety Regulatory Agency (FSRA) under DA. The Plant Product Safety Services Division (PPSSD) undertakes responsibilities relevant to food safety of fresh and minimally processed plant foods from primary production to post-harvest stages of the food supply chain.

It consists of three (3) sections namely, Accreditation and Inspection Section (AIS), Contaminants Laboratory Section (CLS), Pesticide Analytical Laboratory Section (PALS). It also has four (4) Satellite Pesticide Analytical Laboratories (SPALs) in Baguio, Cebu, Cagayan de Oro, and Davao.

Accreditation and Inspection Section

AIS is composed of Food Safety Unit, Risk Analysis Unit and GAP Unit. The Food Safety Unit inspects, registers, and issues endorsement prior to licensing of packing houses and establishments for compliance to food safety standards and regulations involved in the distribution of fresh and minimally processed fruits and vegetables. It also inspects packinghouses of fresh agricultural produce intended for export and domestic markets for compliance to food safety standards and regulations.

Risk Analysis Unit conducts food safety risk analysis of imported plant food for market access. It also conducts food safety risk assessment of plants and plant products derived from modern biotechnology.

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The GAP Unit, on the other hand, implements Philippine Good Agricultural Practices (PhilGAP) Program and acts as the Secretariat for the PhilGAP certification. It assigns inspectors to perform farm inspection and generates reports to be reviewed and approved by the PhilGAP certification committee. Qualified farmers are then awarded with the PhilGAP certificate.

Contaminants Laboratory Section

CLS is composed of Microbiological Contaminants Unit (MCU) and Chemical Contaminants Unit (CCU). MCU monitors and provides analytical services for microbiological contaminants in fresh and minimally processed plant food while CCU monitors chemical contaminants and provides analytical services for fresh and minimally processed agricultural produce.

Pesticide Analytical Laboratory Section

PALS is composed of Pesticide Residue Unit (PRU) and Formulation Analysis Unit (FAU), both are ISO/IEC 17025:2017 certified. The section monitors pesticide residue level in locally produced and imported agricultural commodities and provides analytical services for pesticide residues and formulation to various stakeholders. PALS covers Regions III, IV-A, IV-B, V, and National Capital Region (NCR).

Satellite Pesticide Analytical Laboratories

SPALs monitor pesticide residue levels and provide pesticide residue analytical services in their respective regions. SPAL-Baguio covers Regions I, II, and Cordillera Autonomous Region (CAR). SPAL-Cebu covers Regions VI, VII, and VIII. SPAL-Cagayan de Oro covers Regions IX, X, and XIII. SPAL-Davao covers Regions XI, XII, and Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).

PPSSD conducts official accreditation of private and public plant food testing laboratories compliant to ISO 17025:2017.

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NATIONAL CROP RESEARCH, DEVELOPMENT, AND PRODUCTION SUPPORT CENTERS (BAGUIO AND LOS BAÑOS)

Baguio and Los Baños National Crop Research, Development, and Production Support Centers (NCRDPSC) are mandated to generate crop farming technologies and produce quality planting materials to ensure sustainable food production. It envisions to be recognized as the leading research, development, and production support centers for semi-temperate vegetables (Baguio) and lowland vegetables (Los Baños). They actively conduct research and development activities on plant genetic resources, varietal development, culture and management, crop protection, seed production (conventional and organic), biotechnology and agricultural engineering interventions for modernized crop production. They promote the use of NSIC-approved varieties for commercial production and continuously develop and disseminate crop farming technologies to farmers and various stakeholders throughout the country.

Baguio and Los Baños Centers cater to the needs of stakeholders through production and distribution of conventional and certified organic vegetable and legume seeds, culinary and medicinal herbs and spices, and seedlings of sexually and asexually propagated fruit trees and plantation crops. They also support the National Programs in attaining food security and sustainability through provision of high-quality seeds, planting materials, and other inputs especially in times of calamities and unforeseen events affecting vegetable production. They disseminate developed technologies through technical assistance, technology demonstrations, participatory seed production and field trials, trainings, exhibits, farmers' fora and field days, and Information, Education and Communication (IEC) materials' distribution.

Moreover, Baguio NCRDPSC produces and distributes biological control agents like *Trichoderma* spp. and *Diadegma semiclausum* and conducts disease indexing for potato, banana, garlic and citrus. On the other hand, Los Baños NCRDPSC uses conventional breeding techniques to continuously develop new varieties of lowland vegetables, legumes and other high value crops.

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A. CENTRAL OFFICE

1. Accounting Section

The Accounting Section is responsible for the processing, controlling, recording and management of financial transactions incurred to support the day-to-day operation of the Bureau. It ensures that all financial transactions are in accordance with the policies and guidelines set forth by different governing body such as but not limited to Bureau of Internal revenue, Commission on Audit, Department of Budget and Management, Bureau of Treasury, Department of Finance, Civil Service Commission, and other relevant accounting policies, e.g. Philippine Public Sector Accounting Standards and Government Accounting Manual. Its functions include processing of claims of internal and external creditors, recording the financial transactions in the book of accounts, preparation of the financial reports for different financial statement users, analysis and interpretation of financial reports and performance, coordination with government agencies and financial institutions relating to financial matters, and provides assistance to employees and external creditor.

2. Budget Section

The main function of Budget section includes (a) preparation of budget proposal of the bureau, (b) review and sign of budget proposal for submission to the Department of Agriculture and Department of Budget Management, (c) ensure the timely submission of the monthly obligation report and the quarterly financial accountability report needed by concerned agencies such as Department of Agriculture-Office of the Secretary, Commission on Audit, and Department of Budget and Management, and (d) allocation of fund sources (101 - General Appropriations Act, 156 - Plant Quarantine Fund, SEED FUND and trust funds) for Purchase Requests, Purchase Orders, and vouchers.

3. Cashier Section

The Cashier Section supports in the achievement of financial services to the management and other operating units in form of payment for various expenses of all customers and stakeholders, and processes that may involve payment, check preparation, and disbursement.

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The Cashier Section is specifically responsible for the issuance of all checks and Official Receipts, Advice of Checks Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable–Advice to Debit Account (LDDAP-ADA) through Department of Budget and Management’s National Cash Allocation (NCA), and Debit Memo (DM) for Regular Revolving Fund to be submitted daily to Landbank of the Philippines and Development Bank of the Philippines. In addition, submission of remittance and safekeeping of monthly contributions for Philippine Health Insurance Corp. (PHIC), and Home Development Mutual Fund (HDMF) were also maintained.

The Cashier Section also ensures that all payments made are documented and reported to the Accounting Section, pursuant to regulatory guidelines of oversight agencies such as Commission on Audit (COA).

4. General Services Section (GSS)

The General Services Section plays a vital role in the day-to-day support to the operations of BPI. It manages the motor pool through the preparation and issuance of trip tickets, consolidation of fuel and lubricants consumptions, vehicles’ maintenance, Land Transportation Office (LTO) registration, Government Service Insurance System (GSIS) insurance, and dispatch of service vehicles for BPI Personnel. It ensures that all building facilities of BPI Divisions are in good condition by providing repair and maintenance services. It maintains the cleanliness and safety inside the BPI by supervising the performance of outsourced janitorial and security services.

5. Internal Audit Unit (IAU)

The Internal Audit Unit (IAU), under the Office of the Director, provides the day-to-day support to the operation of the Bureau by managing and implementing the processes which encompasses the check and control of documents such as Purchase Requests (PRs), Travel Orders (TOs), Vouchers, and Inspection Acceptance Report (IAR). These documents are verified and approved by the IAU head and forwarded to the concerned operating units. The IAU also conducts inspection of the delivered supplies and equipment to ensure the completeness and compliance with the specifications as stipulated in the document.

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6. Information and Computer Section (ICS)

The Information and Computer Section (ICS) is tasked to document the Agency's programs and activities and disseminate information for stakeholders. One of its roles is to assist in the packaging and disseminating information including developed researches and crop farming technologies to educate stakeholders through the use of communication media and ICT. ICS also ensures the availability of developed technologies and other agricultural information in the Bureau's library. Furthermore, they are tasked to upload information, enhance contents, and update the Bureau's website and social media accounts to make information more accessible to the public. It also assists in the development, deployment, and management of systems or applications to support BPI processes. Additionally, it provides overall orchestration and guidelines in the design, acquisition, and maintenance of ICT equipment.

7. Personnel Section

The Personnel Section ensures the provision of good quality services, proper policies and regulations, and assists the needs and concerns of the employees of the Bureau of Plant Industry. The Personnel Section is responsible for:

1. Recruitment, Selection and Placement (RSP)

The Personnel Section adheres to the existing policies that initiate all actions for vacant positions of the BPI. It also sets the approach to the Recruitment, Selection and Placement of personnel, and the fulfillment of the BPI's commitment to equality, diversity, fairness, and transparency. The aim is to have the right person in the right job at the right time, which is essential to the Agency's performance.

2. Learning and Development (LD)

BPI commits to ensure that its clients are served by a skilled, well-trained, professional workforce. It fosters the value of a strong leadership anchored on progressive management practices and continuous improvements on the performance of our manpower. The Personnel Section ensures that all employees

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have equitable access to learning and development opportunities for their development.

3. Performance Management (PM)

The Personnel Section, as part of the Performance Management Team (PMT) of BPI, is making sure of the interaction where the Top Management communicates the BPI's strategic mission and vision to every manager, supervisor and rank, and file personnel who then develops individual goals designed to achieve the BPI's strategic objectives.

4. Rewards and Recognition (RR)

The Personnel section encourages the recognition of excellent performance and achievements of its employees in assisting the BPI in pursuing its strategic goals and objectives through the use of creative, flexible and meaningful rewards which support other Personnel Section's responsibilities.

The Personnel Section is also concerned with matters relating to compensations and benefits of the employees from their appointment to retirement. It also facilitates programs and activities on employee relations including grievance machinery, health and wellness, and employee discipline.

8. Planning and Management Office (PMO)

The Planning and Management Office (PMO) is under the Office of the Director. PMO provides services to the management and its operating units in formulating responsive and comprehensive development plans, programs, projects, and activities. It also assists the management in the decision making through complete staff work and effective feedback mechanism.

The functions of PMO are (a) lead in the preparation of Annual Work and Financial Plan (WFP) in accordance with approved policies; (b) assist in preparing, reviewing, and consolidating of plans and budget in coordination with different operating units; (c) conduct technical budget reviews and evaluation per operating units vis-à-vis set targets; (d) evaluate programs, projects, and activities proposed and implemented by different divisions and centers of the Bureau as to its technical and economic feasibility and recommend

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measures to correct weaknesses and deficiencies; (e) consolidate the accomplishment reports of different operating units on a monthly, quarterly, and annual basis; (f) conduct periodic studies to evaluate the impact and benefits of specific programs; (g) initiate and/or develop, in consultation with different operating units, programs and projects for endorsement to the Department of Agriculture (DA) and other funding agencies; and (h) identify and prioritize programs and projects to be undertaken in accordance with the mandates, objectives, and thrust of the Bureau.

9. Procurement Management Section

The Procurement Management Section (PMS) is responsible for ensuring that the Procuring Entity and the procurement process abides by the standards set forth by the Republic Act 9184 and its Implementing Rules and Regulation (IRR). The PMS also has the following functions: **(a)** act as the main support unit of the BAC; **(b)** provide administrative support to the BAC and the TWG, if necessary; **(c)** organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary; **(d)** attend BAC meetings as Secretary; **(e)** prepare Minutes of the BAC meetings; **(f)** take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers; **(g)** assist in managing the procurement process; **(h)** monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required; **(i)** be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information; **(j)** prepare the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in Section 7 of the IRR-A; **(k)** make arrangements for the pre-procurement and pre-bid conferences and bid openings; **(l)** act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public; **(m)** assist the BAC in preparing drafts of BAC resolutions; **(n)** create, maintain and update the registry of suppliers, contractors, and consultants; **(o)** recommend the creation of a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts to assist in the

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procurement process; **(p)** administer the PhilGEPS, as the counterpart of the service provider **(q)** transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity.

10. Property and Supply Section

The Property and Supply Section is responsible for efficient delivery of goods and services from suppliers/dealers. The section ensures proper store-keeping of supplies, physical inventory of properties and equipment, distribution of the acquired goods and services, and disposal of unserviceable and condemned equipment. It also prepares Purchase Order (PO) based from the approved bidding documents submitted by the Bids and Award Committee (BAC) and Disbursement Voucher (DV) and supporting documents to facilitate the payment to suppliers/dealers. Moreover, the Section distributes the Accountable Forms such as Official Receipts (OR), Phytosanitary Certificates, and Import Permits to all concerned BPI offices upon request.

11. Records Section

Records Section ensures the efficient records management system of the Bureau of Plant Industry by implementing the following: (a) Maintaining efficient procedure for control, identification, filing, access and retrieval, storage, and proper disposition of all records per set standards; (b) Designating a storage area for office records; and (c) having a disposal system based on current National Archives of the Philippine's systems and procedures.

B. NATIONAL CROP RESEARCH DEVELOPMENT AND PRODUCTION SUPPORT CENTERS (BAGUIO AND LOS BAÑOS)

1. Accounting, Budget, and Cashier Unit

The Accounting processes the vouchers of all the purchases and transactions of the Centers. This also includes preparation of financial status reports and audited financial reports.

The Budget allocates and controls the budget of all the regular-funded and special-funded projects of the Centers. It is also responsible on the recording and tracking of disbursements of various funds in the control books.

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The Cashier prepares payment for all the purchases and transactions of the Centers and issues cheques. It prepares and submits liquidation reports of issued cheques and collection reports. It also issues official receipts to various creditors and posts in the cash books the daily collection and balances.

2. General Support Services (GSS) Unit

The GSS Unit is responsible for the over-all cleanliness, maintenance, orderliness and proper operations of Center's premises, landscapes and structures. It is in-charge in the minor repair and maintenance of all official vehicles, machineries and facilities of the Centers, facilitates the registration of official vehicles, prepares trip tickets, dispatches official vehicles, and keeps record of fuel consumption. It supervises security guards employed and contracted by the Bureau.

Moreover, Los Baños NCRDPSC-GSS Unit performs field operations and provides assistance in the transportation and hauling of supplies in support to the research and production activities.

3. Internal Audit Unit (IAU)

The IAU conducts periodic management audit of activities and its units and determines the degree of compliance with BPI-ISO 9001:2015 Quality Management System (QMS). Reviews, submits recommendations, and monitors necessary actions for the improvement of the system based on an agreed timeline. IAU also checks and verifies the completeness of Purchase Requests (PRs) and Purchase Orders (PO) of the Center.

4. Personnel Unit

The Personnel Unit ensures that all communications downloaded and directives from the BPI personnel section are efficiently disseminated and complied. It is responsible for the recruitment, selection and placement of contractual personnel, and facilitates the pre-screening of permanent positions below Salary Grade (SG) 18. It consolidates and maintains record of personnel's 201 file, competency and capacity building of staff, Statement of Assets and Liabilities Net worth (SALN), and Individual Performance Commitment Review (IPCR). It also prepares and records attendance, leaves and absences, and computes accumulated leaves earned by the Center's staff for submission to the Central Office. The unit also assists

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the Center's Committee on the Preparation of Magna Carta (BPI-LB CPMC) on the preparation of requirements for application, renewal and processing of Magna Carta benefits.

5. Planning Unit

The Planning Unit facilitates the planning activities of the Center and the preparation and consolidation of Work and Financial Plan (WFP) for regular and banner programs. It submits periodical accomplishment reports and Program Monitoring and Evaluation System (PMES) of the Center to the planning and management office of BPI Central Office. It also reviews and submits Office and Section's Performance and Commitment Review (OPCR and SPCR) for Center's performance assessment. The unit also conducts field monitoring and evaluation of projects' activities and accomplishments and periodical Program Implementation Review (PIR).

6. Procurement Management Unit (PMU)

The PMU has the following functions: (a) advertise and/or post the invitation to bid; (b) determine the eligibility of prospective bidders; (c) receive bids; (d) conduct the evaluation of bids; (e) undertake post-qualification proceedings; (f) recommend award of contracts to the Head of the Procuring Entity (HoPE); and (g) the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.

The Unit is also responsible for ensuring that the Procuring Entity abides by the standards set forth by the Republic Act 9184 and its Implementing Rules and Regulation (IRR), and it shall prepare a procurement monitoring report that shall be approved and submitted to the HoPE.

7. Property and Supply Unit (PSU)

The PSU is responsible for efficient delivery of goods and services from suppliers/dealers. The unit ensures proper store keeping of supplies, physical inventory of properties and equipment, distribution of acquired goods and equipment, and disposal of unserviceable and condemned equipment. It is also responsible for the filing and issuance of Requisition and Issue Slip (RIS), Inspection and Custodian Slip (ICS), Property

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Acknowledgement Receipt (PAR) and Waste Material Report (WMR) for unserviceable and condemned equipment. It also prepares Purchase Order (PO) based from the approved bidding documents submitted by the Bids and Award Committee (BAC), Inspection and Acceptance Report (IAR) upon delivery of goods and services, and prepares Pre and Post-Evaluation Report for the repairs and maintenance of official vehicles, infrastructures, equipment and machineries of the Center

In addition, Los Baños NCRDPSC-PSU prepares Disbursement Voucher (DV) and supporting documents to facilitate the payment to suppliers/dealers and monitors gate pass of equipment and machineries that will be used outside the Center's premises. It also monitors proper use and store keeping of equipment and machineries in Center's vicinity through borrower's request form and user's logbook.

8. Records Unit

The Records Unit ensures an efficient records management system of the Center by implementing the following: (a) maintaining a good quality procedure for control, identification, filing, access and retrieval, storage, and proper disposition of all records per set standards; (b) designating storage areas and filing cabinets; and (c) having disposal system based on current National Archives of the Philippine's systems and procedures shall be implemented. Furthermore, it receives communication documents from the Central Office and various stakeholders and disseminates it to concerned Sections and Units. It also manages outgoing documents of the Centers and keeps a copy of each received and sent document.

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The Bureau of Plant Industry (BPI) commits to value and satisfy the needs of its interested parties namely customers, stakeholders, oversight agencies, agencies providing statutory benefits to employees, other technical personnel devolved to other government agencies, product and service providers, consultants, and resource persons and BPI staff/personnel.

The following is a brief and general description of each of these interested parties:

- a. **Customers** are the recipients of the Bureau's products and services. They are farmers, students, importers, exporters, passengers carrying plant products and plant materials, treatment providers, private companies, nursery operators, tissue culture laboratories, plant breeders, seed growers, seed producers, other private individuals, government institutions and non-government organizations.
- b. **Stakeholders** are persons and organizations that can affect, be affected by or be impacted by the products, policies and services offered by the Bureau. This is composed of private institutions, farmer groups or cooperatives, Philippine port and airport authorities, International Organizations, other government institutions, academe and non-government organizations.
- c. **Oversight Agencies** include the Department of Agriculture (DA) to which the BPI is attached, the Department of Budget and Management (DBM), the Commission on Audit (COA), Bureau of Internal Revenue (BIR), the Government Procurement Policy Board (GPPB), the Civil Service Commission (CSC), other oversight agencies.
- d. **Agencies Providing Benefits to Employees** include the Government Service Insurance System (GSIS), the Home Development Mutual Fund/Pag-IBIG Fund (HDMF), and the Philippine Health Insurance Corporation (PhilHealth).
- e. **Other technical personnel devolved to other government agencies** consist of Agricultural Technician, Agricultural Extension Workers, and other employees. They collaborate with BPI and act as frontliners in the provision of service to our customers.
- f. **Product and service providers** include suppliers of goods and services needed for the operations of the Bureau.
- g. **Consultants and Resource Persons** include individuals outsourced by the Bureau to provide the most comprehensive legal and technical expertise.
- h. **BPI staff/personnel** refers to all the individuals employed by the Bureau, whether as permanent or non-permanent personnel.

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BPI is responsive to the needs of its interested parties through continuous monitoring of their perceptions of the quality of product and services the agency provides most especially through the Customer Satisfaction Form (CSF).

A. BUREAU OF PLANT INDUSTRY - CENTRAL OFFICE

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS			
INTERNAL			
Interested Parties	Requirements	Details of Compliance/ Conformity	Responsible Operating Unit
All Interested Parties	Directive from overhead agencies	Provision of gender-sensitive facilities and conduct of activities related to gender and development, health, and wellness	Gender and Development Focal Point System (GAD-FPS)
All Operating Units	Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS), Disbursement Voucher (DV), Approved Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and Request Letter for Funds	Timely release and effective use of funds	Accounting and Budget Sections
All Operating Units	Liquidation Reports of Fund Transfer or Cash Advance	Utilization of funds	Accounting Section
All Operating Units	Request letter	Design plans of machineries and infrastructures (new, repair or improvement)	Agricultural Engineering Division
All Operating Units	Technical specifications of machineries and infrastructures (new, repair or improvement)	Timely release	Agricultural Engineering Division
All Operating Units	Scope of work of machineries and infrastructures (new, repair or improvement)	Regular communication	Agricultural Engineering Division

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All Operating Units	Quantity and budget estimates of machineries and infrastructures (new, repair or improvement)	Accomplished bill of quantities and budget estimates	Agricultural Engineering Division
All Operating Units	Verified PR	Approved PPMP	Bids and Awards Committee
All Operating Units	Procurement of requested items	Approved PR	Bids and Awards Committee
All Operating Units	Reimbursement of travel expenses and per diem	Timely processing of TEV	Budget, Accounting, and Cashier Sections
All Operating Units	Request of Driver assistance and Travel Orders	Approved Travel Orders for Drivers/ BPI Employees, and Accomplished Trip Tickets	General Services Section
All Operating Units	Event documentation	Videos, pictures, and write-up	Information and Computer Section
All Operating Units (except BPI Centers)	ICT Management, networking, cabling, and repair	Maintained and repaired ICT equipment	Information and Computer Section
All Operating Units	Accomplished Purchase Request (PR) and Travel Order (TO) from respective units	Signed Purchase Request with attached supporting documents needed; and Travel Order with attached supporting documents needed (if applicable).	Internal Audit Unit
All Operating Units	S/D/OPCR (Semi-Annual)	Record Keeping of all assessed/evaluated S/D/OPCR	Planning and Management Office
All Operating Units (except Administrative Sections)	Final Review of Annual WFP	Signed WFP by the Planning and Management Office Chief	Planning and Management Office
All Operating Units (except Administrative Sections)	General Appropriations Act (GAA) Quarterly Accomplishment Report (for PIR)	Reviewed GAA Quarterly Physical Accomplishment Reports	Planning and Management Office
All Operating Units	Property Acknowledgement Receipt (PAR) and Specification of Equipment	Submission of Approved PAR	Property and Supply Section
All Operating Units	Copies of directives, memoranda, circulars, and other relevant documents for dissemination	Issuance and dissemination of documents	Records Section

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Accounting Section	Annual submission of Income Tax Return (ITR)	Timely processing and submission of ITR	All Operating Units
Accounting Section	Audited Financial Report	Timely submission of financial reports	All Operating Units
Accounting Section	Liquidation report, Request for Fund Transfer, Collection Report	Timely utilization and liquidation of funds	All Operating Units
Budget Section	Budget Section funded and verified (BURS/ ORS) and signed vouchers	Verified/ Checked and signed ORS/ BURS by the Budget Chief	Internal Audit Unit
Accounting, Budget, and Cashier Sections	Travel Expense Voucher (TEV) Claims required attachments	Timely submission of required documents to claim TEV	All Operating Units
Bids and Awards Committee	Purchase Request (PR) with complete specification	On-time preparation and submission of WFP; Submission of Purchase Request based on procurement plan; Procurement Law	All Operating Units
Bids and Awards Committee	PR for public bidding	Timely submission of PRs for approval	BPI Centers
Biotech Technical Advisory Group	Risk Assessment Report of DOST-DA-DENR-DOH-DILG Joint Department Circular (JDC) 1, s. 2016 Applications for Direct Use and Propagation	On-time submission of Risk Assessment Report (RAR) to BioTAG w/in 30 working days upon receipt	Plant Product Safety Services Division
Budget Section	WFP (Financial Targets)	Submission of WFP for the Fiscal Year in compliance to the declared/identified deadline	All Operating Units
Budget Section	Magna Carta Requirements approved by Department of Science and Technology (DOST)	Timely submission of Certificate of Eligibility from the DA Office of the Secretary	Los Baños National Crop Research, Development, and Production Support Center and Plant Product Safety Services Division
Chair of Biotech Core Team (BCT)	Updates on Biotechnology matters	Thorough deliberations to aid in decision making	Biotechnology Office

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Contract of Service/Job Orders	ORS/BURS, DV, Approved Contract of Service, Daily Time Record (DTR), and timely release of salaries	On time processing of salaries every 15th and 30th of the month	Accounting and Budget Sections
Contract of Service/Job Orders	Processing of authority for renewal of Contract of Service (COS) Personnel	Consolidating and Checking of COS matrix every semester	Personnel Section
Contract of Service/Job Orders	Timely release of salaries	On the 15th and 30th day of the month	Personnel Section
Crop Research and Production Support Division	Research Proposals [based on Research and Development, and Extension Agenda and Programs (RDEAP)] and Outputs	Timely submission, RDEAP, Requisitioning Issue Slip (RIS), and Client Satisfaction Feedback (CSF)	BPI Centers
Crop Research and Production Support Division	Planting Materials and Information, education, and communication (IEC) Materials	Communication letter, RIS, CSF	BPI Centers
Crop Research and Production Support Division and BPI Centers	Result of Laboratory Analysis for Seed Testing	Issuance of Result of Laboratory analysis once the seed samples were tested/analyzed based on the test requested	National Seed Quality Control Services Division
Crop Research and Production Support Division and BPI Centers	Plant Material Certificates and Certification Tags	Issuance of Plant Material Certificate and tags once the Trees or planting materials have passed the Certification	National Seed Quality Control Services Division
Director's Office	Draft biosafety permit with briefer for approval of genetically modified (GM) crop applications	Accurate information reflected on documents for approval	Biotechnology Office

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Director's Office	Endorsement of Exporters for Food Safety Compliance	On-time submission of endorsement letter as a public document	National Plant Quarantine Services Division
Head of Procuring Entity	Procurement Monitoring Report (Public Bidding, Small Value & Shopping)	Consolidate monitoring reports	Bids and Awards Committee
Information and Computer Section	Information, education, and communication (IEC) materials	Submission of inputs for online publication in the BPI website	All Operating Units
National Plant Quarantine Services Division (NPQSD)	Review of SPSIC for GM commodities	Timely review of SPSIC for GM commodities	Biotechnology Office
National Plant Quarantine Services Division (NPQSD)	Approved license to Operate (LTO) for Importers (Proprietors, Corporations, and Hobbyists)	LTO (in accordance to DA DC 4 series of 2016 and DA DC no. 6 Series of 2020)	Director's Office
National Plant Quarantine Services Division (NPQSD)	Sanitary and Phytosanitary Import Clearance (SPSIC), Plant Quarantine Clearance (PQC) and/or PQSC	SPSIC, PQC and/or PQSC (in accordance to DA DC no. 4 series of 2016)	Director's Office
National Plant Quarantine Services Division (NPQSD)	Import Conditions from BPI	Updating of Import Condition through PRA and Market Access (in accordance to WTO)	Director's Office
National Plant Quarantine Services Division (NPQSD)	Memoranda on Movement of Plants, Plant Products, and Planting Materials	Advisories and Updated Memoranda	Director's Office
National Plant Quarantine Services Division (NPQSD)	License to Export Certificate	License to Export Certificate (in accordance to Memorandum 40, series of 2012, DA-DC No. 05 series of 2019, Memorandum Circular No. 01, Series of 2005, Memorandum Order No. 179 Series of 2007, Memorandum order No. 103)	Director's Office

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National Plant Quarantine Services Division (NPQSD)	License to Operate (LTO) for Fumigators/Treatment Providers	Issuance of LTO (in accordance to BPI AO no. 1 series of 2008)	Director's Office
National Plant Quarantine Services Division	Endorsement of Exporters for Food Safety Compliance	On-time submission of endorsement letter to NPQSD	Plant Product Safety Services Division
PhilGAP Unit	Pesticide Residue Analysis, and Microbiological and Chemical Contaminants Analyses	On-time issuance of certificate	Plant Product Safety Services Division
National Seed Industry Council (NSIC)	Information on GM events with biosafety permit for commercial propagation	Timely provision of accurate information on approved GM events for commercial propagation	Biotechnology Office
National Seed Quality Control Services Division, CRPSD, and BPI Centers	List of registered varieties, passport data, guidelines, and policies	Updating of the database upon approval of new registration applications and policies/ guidelines	NSIC
Permanent Employees	ORS/BURS, DV, Approved Contract of Service, Daily Time Record (DTR), and timely release of salaries	On time processing of salaries every 15th and 30th of the month	Accounting and Budget Sections
Permanent Employees	Timely release of Salaries and Benefits	On the 15th and 30th day of the month	Personnel Section
Permanent Employees	Performance Based Bonus and awards	Checking of IPCR and validating of the required documents for the awards	Personnel Section

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Permanent Employees	Copy of signed accomplished SALN	Facilitate approval of SALN	Personnel Section
Permanent Employees	Updated personal information in the GSIS system; Approval of GSIS loan request; Updated information for issuance of Service Record	Provision upon request	Personnel Section
Permanent Employees	Updated leave credits	Monthly checking and monitoring of Leave credits	Personnel Section
Permanent Employees	Training opportunity	Checklist of training attended	Personnel Section
Personnel Section	Individual Performance Commitment and Review (IPCR)	Submission of IPCR twice a year in compliance to identified deadline	All Operating Units
Permanent Employees	Updated information for issuance of Certificate of Employment (COE)	Timely release of COE upon request	Personnel Section
Personnel Section	Duly accomplished DTR and Travel orders	Signed DTR with approved travel orders	All Operating Units
Personnel Section	Annual submission of Statement of Assets, Liabilities and Net worth (SALN) and Personal Data Sheet (PDS)	On-time submission of DTR, leave form, TA requirements, IPCR, SALN, and PDS	All Operating Units
Personnel Section	Curriculum Vitae (CV)/PDS/credentials of Center's staff/recommendations for promotion and qualified applicants for vacant regular position	Properly filled up PDS and signed by the "Person Administering Oath" before the deadline	All Operating Units
Personnel Section	Application letters/CV/PDS/Credentials of Center's applicants, Contracts of service	Complete documents submitted before deadline	All Operating Units

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Personnel Section	Travel Orders (TO) and Travel Authority (TA) Requirements	Complete documents submitted before deadline	All Operating Units
Personnel Section	Clearances (retirements, travel, trainings, scholarships)	Duly signed upon submission of applications	All Operating Units
Personnel Section	Leave Credits and Applications	Filled-up/signed application	All Operating Units
Personnel Section	Monthly Training and Scholarship Report	Timely submission of accomplishment reports	All Operating Units
Planning and Management Office	Section Performance Commitment Review (SPCR), Division Performance Commitment Review (DPCR), and Office Performance Commitment Review (OPCR)	Submission of S/D/OPCR twice a year in compliance to identified deadline	All Operating Units
Planning and Management Office	Monthly Physical Accomplishment Report	Submission of monthly report every 25th of the month; On-time submission	All Operating Units (except Administrative Sections)
Planning and Management Office	Narrative Physical Accomplishment Report	Submission of semestral and annual narrative accomplishment reports	All Operating Units (except Administrative Sections)
Planning and Management Office, Budget Section, Assistant Director's Office, and Director's Office	Work and financial plan	Approved National Expenditure Program (NEP) and Budget Execution Documents (BEDs); Submission of WFP for the Fiscal Year in compliance to the declared/identified deadline	All Operating Units (except Administrative Sections)
Planning and Management Office, Budget Section, Assistant Director's Office, and	Approved Research Proposal	Timely submission (e.g. Budget Execution Document)	All Operating Units

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Director's Office			
Plant Product Safety Services Division	Endorsed GM crop application for review of Plant Product Safety Services Division-Food Safety Risk Assessment Team (FSRAT)	Timely endorsement of application and other relevant documents in relation to biosafety permit application for use in risk assessment	Biotechnology Office
Property and Supply Section	Inventory of Property and Equipment	Timely submission of Report on the Physical Count of Property, Plant & Equipment	All Operating Units
Property and Supply Section	Waste Material Report	Timely submission of Waste Material Report	All Operating Units
Property and Supply Section	Resolutions, Contracts, and Notice of Award/Notice to Proceed	Processed and evaluated approved PRs and Abstract of Quotations	Bids and Awards Committee
Property and Supply Section	Delivery of Items (Supplies and Equipment) and Accomplished Inspection Acceptance Report (IAR)	Completeness and Compliance of Delivered Items (Supplies and Equipment) per approved P.R. (Purchase Request) and P.O. (Purchase Order), Approved/ Signed and Timely release of Inspection Acceptance Report (IAR)	Internal Audit Unit
ADO-OTPS	Good quality proposals	Submission of Approved research proposal	All operating units (except administrative section)
All employees	Ensure all equipment (e.g. vehicles, telephone lines, etc) are functioning well.	In-house monitoring and maintenance of equipment	ADO-OTPS

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Newly hired personnel	Institutional knowledge	Facilitate skill transfer from immediate supervisor to concerned personnel	ADO-OTPS
All Operating Units	Efficient document tracking system	Use of logbook and DocTrack	ADO-OTPS

AGRICULTURAL ENGINEERING DIVISION (AED)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Farmers	Technologies developed	Results of the completed research study (design and data)
Investors	Commercialization of technologies developed	Product and service ready for commercialization
Funding agency	Approved research proposal	Prescribed format of proposals to be submitted from the funding agencies
Contractor	Design, bill-of-quantities and scope of works	Approved design plans with necessary attachments

BIOTECHNOLOGY OFFICE

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Technology Developers (Private Sector and Public Research Institutions) (client)	Issuance of Biosafety permit for Direct use, Field Trial and Commercial Propagation	Issuance of biosafety permits
Funding Agency (oversight agencies)	Project Proposal and its attachments	Submission of project proposals and reports
DA-Biotechnology Program Office and DA	Accomplishment reports	Submission of Accomplishment report

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Bureau of Agricultural Research (oversight agencies)		
DENR Biosafety Committee (other agencies providing technical expertise)	Endorsed GM application for review of agency	Endorsement of ERA form, PDR form and other relevant documents in relation to biosafety permit application for use in risk assessment
DOH Biosafety Committee (other agencies providing technical expertise)	Endorsed GM application for review of agency	Endorsement of EHIA form and other relevant documents in relation to biosafety permit application for use in risk assessment
DOST Biosafety Committee (other agencies providing technical expertise)	Representation of DA-BPI in the composition of the DOST-BC	Representatives from the group can act on matters relating to biosafety and quarantine of plant and plant products in the Philippines
DA- Bureau of Animal Industry (BAI) Biotech Team (other agencies providing technical expertise)	Endorsed GM application for review of agency	Endorsement of application and other relevant documents in relation to biosafety permit application for use in risk assessment
DA- Fertilizer and Pesticide Authority (other agencies providing technical expertise)	Endorsed GM application for review of agency	Endorsement of application and other relevant documents in relation to biosafety permit application for use in risk assessment (for GM crops with PIP)
International Organizations, Government and Non-government organizations, local government units and other stakeholders (stakeholder)	Provide requested data on GM crop adoption and other relevant information for public disclosure	Provision of accurate information
	Provide briefing and lectures on GM Regulations in the Philippines	Conduct of knowledge sharing activities
	Partnerships in conducting knowledge-sharing activities	
DA Regional Offices - Regulatory Division (formerly RCPC) (other agencies providing technical expertise)	Provide IRM updates and information on IRM monitoring	Communication in matters relating to monitoring of Insect Resistance Management on GM Corn Organize Annual IRM Conference as a form of capacity building and updating

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Scientific and Technical Review Panel (STRP)	Endorsement of GM application for review of assessor	Endorsement of Risk Assessment Report form and other relevant documents in relation to biosafety permit application for use in risk assessment
Consultant	Scientific and technical issues and concerns on Biotechnology-related matters	Technical knowledge and expertise on biotechnology-related matters in relation to biosafety permit applications

CROP PEST MANAGEMENT DIVISION (CPMD)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS			
EXTERNAL			
Core Operations	Interested Parties	Requirements	Details of Compliance/Conformity
Plant Pest Surveillance, Monitoring and Forecasting	Regional Field Offices (RFOs) - Regulatory, ILD, RCPC	<ul style="list-style-type: none"> • Pest advisories • Pest awareness materials (brochures, posters, leaflets) • Surveillance protocol • PRIME collect • PRIME web • Rapid crop health assessment • Prime-stat • E-learning • BPI collect 	<ul style="list-style-type: none"> • Standardized protocol for pest assessment related to Plant Pest Surveillance, Monitoring and Forecasting; • Monthly issuance of pest advisories and pest bulletins • Compliance to the new normal through delivery of training, workshops and other related activities.
Plant Pest Diagnostics	RFOs (ILD, RCPC)	<ul style="list-style-type: none"> • Accurate pest identification • Specific pest management recommendation 	<ul style="list-style-type: none"> • Immediate control strategies

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	Researchers, scientists, policy makers	<ul style="list-style-type: none"> • Basic information regarding the pests • For regulatory policy formulation 	<ul style="list-style-type: none"> • Generation of new knowledge related to the pests • Forwarding of the information for the use of crop insurance and disaster risk reduction • Drafting regulatory policy related to pest
	Farmers, LGUs, technicians, NGOs, private partners and stakeholders	<ul style="list-style-type: none"> • Pest management recommendation 	<ul style="list-style-type: none"> • Reduction of pests • Yield loss reduction
Plant Pest Management	RFO-RCPCs	<ul style="list-style-type: none"> • Recommended pest management technology 	<ul style="list-style-type: none"> • Provisions of technical and material assistance
	LGUs, NGOs, farmers and other stakeholders	<ul style="list-style-type: none"> • Actual application of the recommended technologies 	<ul style="list-style-type: none"> • On time application of pest management to avoid high yield loss
Biological Control Agents Mass Production	RFO-RCPCs	<ul style="list-style-type: none"> • Effective BCA for specific crops • Standard protocol • Proper maintenance of genetic purity 	<ul style="list-style-type: none"> • Distribution of different BCAs, such as: <i>Metarhizium, Trichoderma, Beauveria, Isaria, NPV, Trichogramma, Green lacewing, Earwig, Coccinellid Beetles, Eocanthecona</i> • Targeted volume of production
	LGUs, NGOs, farmers and other stakeholders	<ul style="list-style-type: none"> • Sufficient distribution • Viroilent biological control agents 	<ul style="list-style-type: none"> • Biological control distribution to the targeted beneficiaries • Reduction of chemical pesticide use • Reduction of yield loss

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Competency Training and Extension on Crop Pest Management	BPI technical staff	<ul style="list-style-type: none"> • Retooling related to Crop Pest Management • Specialized training for BPI staff • Development of training modules • Advance studies 	<ul style="list-style-type: none"> • Attendance to training, workshops, and other related activities • Application of knowledge gain • Compliance in the conduct of training • Competitive technical staff
	RFO-RCPCs, ATI	<ul style="list-style-type: none"> • Retooling related to Crop Pest Management • Specialized training for RFO staff • Training modules and kits 	<ul style="list-style-type: none"> • Updated to crop pest management • Serves as reference material • Provision of training modules and kits
Biosecurity and Quarantine Measures	National Plant Quarantine Services Division and Satellite Plant Quarantine Services	<ul style="list-style-type: none"> • Pest Records • Diagnostics • Regulatory policy 	<ul style="list-style-type: none"> • Pest risk analysis • Implementation of regulatory policy
	Five BPI Centers	<ul style="list-style-type: none"> • Pest records • Validation of pest records and diagnostics 	<ul style="list-style-type: none"> • Pest risk analysis • Implementation of regulatory policy
	State Colleges and Universities and other research institutes	<ul style="list-style-type: none"> • Pest records 	<ul style="list-style-type: none"> • Complete details of pest records

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Applied and Adaptive Crop Pest Management Research	Funding agencies (DA-BAR, DOST, Enviro, Texicon and other private companies, Banner Programs, FAO)	<ul style="list-style-type: none"> • Capsule proposal • Detailed proposal • Work and Financial Plan • Gender and Development Assessment Plan • Line item budget / summary of budget 	<ul style="list-style-type: none"> • Quality research proposal
	RFO-RCPCs	<ul style="list-style-type: none"> • Approved research proposals 	<ul style="list-style-type: none"> • Implementation of research proposals
	LGUs, Technicians, NGOs, Farmers, Research Cooperators, SUCs, other stakeholders	<ul style="list-style-type: none"> • Research protocols • Cascading of terms and reference • Incentives (Honorarium, Tokens such as agricultural supplies, etc.) • Memorandum of Agreement 	<ul style="list-style-type: none"> • Proper implementation of project
Public Advocacy on Crop Pest Management	RFO-RCPCs	<ul style="list-style-type: none"> • Crop pest management technologies • Resources for public advocacy activity 	<ul style="list-style-type: none"> • Dissemination of crop pest management technologies • Sufficient resources for public advocacy activity
	LGUs, Technicians, NGOs, Farmers, Research Cooperators, SUCs, other stakeholders	<ul style="list-style-type: none"> • Techno-hub center or farmer's information training centers • Harnessing of tri-media modalities 	<ul style="list-style-type: none"> • Adoption and application of crop pest management technologies • Awareness related to presence of pests

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CROP RESEARCH AND PRODUCTION SUPPORT DIVISION (CRPSD)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS				
EXTERNAL				
Core Operations	Interested Parties	Requirements	Details of Compliance/Conformity	
I. Genetic Resources a. Research and Development	5 BPI Centers; NSIC (for Variety Registration); NSQCS; RFOs; LGUs	<ul style="list-style-type: none"> • Accession materials • Performance data (Phenotype & Genotypic Characteristics) 	<ul style="list-style-type: none"> • Ensure availability of Plant Genetic Resources accession • Growth and yield performance • Compliance for varietal registration • True-to-type variety 	
	b. Technology Dissemination/transfer	RFOs - Operations	POT	Adaptable and sustainable technology
	c. Public Advocacy	RFOs-Operations	IEC Materials/modules/video	<ul style="list-style-type: none"> • Increase production • Increase awareness
II. Seed System a. Ensure availability and accessibility of Quality planting materials (QPM)	Government Research Institute; BPI Centers, RFOs	<ul style="list-style-type: none"> • Certified planting materials • Higher class of seeds 	<ul style="list-style-type: none"> • Conservation of QPM • Mass Production of QPM 	
	Farmers	RSBSA Member	Qualified beneficiaries	
b. Seed storage	RFO	Protocol of seed storage	Proper implementation of seed storage	
c. Distribution of QPM	Accredited seed growers; Accredited plant nurseries; Private nursery	Certificate of Accreditation	Compliance to standards	

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	operators; Seed growers		
d. Monitoring and Evaluation	RFOs	<ul style="list-style-type: none"> • List of RSBSA Members • List accredited nurseries 	Proper monitoring and evaluation
III. Crop Culture Management Technology			
a. Seed management	RFO (Operations)	POT on Crop Culture Management	Productive and sustainable crop production
	Members of IP	POT on Crop Culture Management	Productive and sustainable crop production
	Members of Farmers Organization/ cooperative	POT on Crop Culture Management	Productive and sustainable crop production
b. Soil and water management	RFOs	POT on Crop Culture Management	Productive and sustainable crop production
c. Nutrient management	RFOs	POT on Crop Culture Management	Productive and sustainable crop production
d. Pest and disease management	RFOs	POT on Crop Culture Management	Productive and sustainable crop production
e. post-harvest management	RFOs	POT on Crop Culture Management	Productive and sustainable crop production
f. Seed production	RFOs	POT on Crop Culture Management	Productive and sustainable crop production
g. Seed processing	RFOs	POT on Crop Culture Management	Productive and sustainable crop production

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NATIONAL PLANT QUARANTINE SERVICES DIVISION (NPQSD)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Importers (Proprietors, Corporations, and Hobbyists)	Issuance of License to Operate (LTO)	LTO (in accordance to DA DC 4 series of 2016 and DA DC no. 6 Series of 2020)
	Issuance of SPSIC, PQC and/or PQSC	SPSIC, PQC and/or PQSC (in accordance to DA DC no. 4 series of 2016)
National Plant Protection Organization of different Countries	Updated Import Conditions from BPI	Updating of Import Condition through PRA and Market Access (in accordance to WTO)
Exporters (Packing Facilities, Farms, and Exporters)	Issuance of License to Operate (LTO)	LTO (memo no. 40 series of 2012 and DA DC no. 6 Series of 2020)
Exporters (Proprietors, Corporations, and Hobbyists)	Issuance of Phytosanitary Certificate (PC)	PC (in accordance to International Standard for Phytosanitary Measures)
Passengers (Seaport, Airport) carrying plants, plant products, and planting materials	Issuance of Clearance for Domestic Transport	Issuance of Clearance for Domestic Transport (and supporting Memoranda for specific commodities)
Airlines, Philippine Ports Authority, and Airport Authorities	Updated memoranda on movement of Plants, Plant Products, and Planting Materials	Advisories and Updated Memoranda
Fumigators/Treatment Providers	Issuance of License to Operate (LTO)	Issuance of LTO (in accordance with BPI AO no. 1 series of 2008)
Department of Agriculture, Other Agencies, LGUs, Universities, Researchers, and Students	Official reliable data	Accurate data based on the Issuances

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**NATIONAL SEED INDUSTRY COUNCIL-PLANT VARIETY PROTECTION OFFICE
(NSIC-PVPO)**

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS			
EXTERNAL			
Core Operation	Interested Parties	Requirements	Details of Compliance/Conformity
Crop Variety Registration	Council and Technical Secretariat (TechSec)	Crop Entry Recommendation Forms	Preparation of Crop Entry Recommendation Forms based from the Crop Entry Performance Test Results from the different Technical Working Groups (TWGs) for TechSec deliberation and eventually for Council approval
		Technical and Admin Support	Consolidation and dissemination of meeting documents one week before the meeting schedule. Coordination of evaluation / deliberation meetings
	TWGs	Crop Variety Registration (CVR) application documents	Assessment of CVR application documents for completeness and endorsement to the concerned TWG
		Technical and Admin Support	Preparation and dissemination of meeting documents one week before the meeting schedule; Issuance of Special Order constituting the members of the various Technical Working Groups after the approval of the DA Secretary; Coordination of evaluation meetings
	Individual Breeder and Breeding Institutions	Certificate of Variety Registration	Preparation and issuance of Certificate of Variety Registration

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	(CVR applicants)	Guidelines/Policies	Issuance of guidelines/policies after NSIC approval
		Database of NSIC Registered Varieties	Maintenance of NSIC database of registered varieties; Provide passport data
		Seed Catalogs and other publications	printed copies of seed catalogs; electronic copies downloadable in the NSIC website
Plant Variety Protection	Plant Variety Protection (PVP) Board	Report of Distinctness, Uniformity and Stability (DUS) Test and other available documents	Consolidation of the two-season DUS Test result
		Request for Cancellation of PVP Certificate	A notarized request for the cancellation of PVP certificate provided by the applicant shall be presented to the Board
		Petition for compulsory licensing	A written petition for compulsory licensing shall be filed with the PVP Office to be presented to the Board for appropriate decision
		Database of Protected Varieties	Database of existing plant varieties and maintenance of systematic record of all PVP Certificates
		Technical and Admin Support	Preparation and dissemination of meeting documents one week before the meeting schedule; Coordination of deliberation meeting

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	PVP Examiners	Results of Distinctness, Uniformity and Stability (DUS) Test and other available documents	Consolidation of the two-season DUS Test results based from the generated data sheets
		Crop-Specific DUS Test Guidelines	Test guidelines for the conduct of DUS test
		Technical and Admin Support	Preparation and dissemination of meeting documents one week before the meeting schedule Issuance of Special Order for the appointment of Plant Variety Examiners after the DA Secretary's approval; Coordination of field evaluation and meetings.
	Individual Breeder and Breeding Institutions (PVP applicants)	Crop-Specific DUS Test Guidelines	The PVP office shall provide the necessary test guidelines for the conduct of DUS test
		Certificate of Plant Variety Protection	Preparation and issuance of certificates upon the approval of the Board
		Database of Protected Varieties	Database of existing plant varieties with results of DUS test
		PVP Gazettes and other publications	printed copies of PVP gazettes; electronic copies downloadable in the PVP website

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Crop Variety Registration and Plant Variety Protection	SUCs, government agencies and other concerned entities	Seed Catalogs, PVP Gazettes, passport data and other publications	Updating of the database upon approval of new registration/protection applications and policies/guidelines
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NATIONAL SEED QUALITY CONTROL SERVICES DIVISION (NSQCS)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Seed Growers/Producers	Certificate of Accreditation	Issuance of Certificate once the documentary and technical competencies requirements were met (Requirements stated under DC. No. 9 S. 2018)
	Result of Laboratory Analysis for Seed Certification	Issuance of Result of Laboratory analysis once the seed samples were tested/analyzed
	Certification Tags	Issuance of Certification Tags once the seeds have passed the seed and field standards
Private Seed Company/ Private individual	Result of Laboratory Analysis for Seed Testing	Issuance of Result of Laboratory analysis once the seed samples were tested/analyzed based on the test requested
Nursery Operators	Certificate of Accreditation	Issuance of Certificate once the documentary and technical competencies requirements were met
	Certification Tags for Trees and Seedlings	Issuance of Certification Tags once the trees and planting materials have passed the certification process
	Plant Material Certificate	Issuance of Certificate once the trees and planting materials have passed the certification process
Tissue Culture Facility	Certificate of Accreditation	Issuance of Certificate once the documentary and technical competencies requirements were met
Individual, Government and Non-Government Agencies	Certification and other relevant data	Issuance of requested data

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Other technical personnel devolved under other government agencies	Certificate of Completion for the training attended	Issuance of Certificate once the personnel has attended the whole duration of the training
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PRODUCT SAFETY SERVICES DIVISION (PPSSD)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Exporters	Inspection for Food Safety compliance	Issuance of Inspection Summary of Findings Report
	Laboratory Analyses (Pesticide Residue/ Microbiological Analysis/ Biotoxins/ Heavy Metal Analysis)	Issuance of Certificate of Analysis
Importers	Licensing of Cold Storage Warehouse (CSW)	Issuance of License to Operate
Farmers	PhilGAP Certification	Issuance of certificate
Government Agencies, Private Companies and individuals	Laboratory Analyses (Pesticide Residue / Microbiological Analysis / Biotoxins / Heavy Metal Analysis /Pesticide Formulation Analysis)	Issuance of certificate
Food Testing Laboratories	Laboratory Accreditation	Issuance of certificate of accreditation
Other technical personnel involved in government	Certificate of Completion (Training)	Issuance of certificate upon completion

ACCOUNTING SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Department of Agriculture	Financial Accountability Reports, Financial Statements	Within the set deadline (monthly/quarterly)

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Commission on Audit	Financial Accountability Reports, Financial Statements, Reports on Salaries and Allowances, Collection Reports, Liquidation Reports, Reports of Checks Issued, and Inventory Reports	Monthly submission
Claimants:		
Meralco	ORS/BURS, DV, Billing Statements	Monthly/after Delivery of goods or Services
Maynilad	ORS/BURS, DV, Billing Statements	
PLDT	ORS/BURS, DV, Billing Statements	
Philhealth	ORS/BURS, DV, Contributions	
Pag-IBIG	ORS/BURS, DV, Contributions	
GSIS	ORS/BURS, DV, Contributions/Deductions	
Suppliers	ORS/BURS, DV, Billing Statements, Company Profile, Approved Purchase Request, and Purchase Order	

OFFICE OF THE ASSISTANT DIRECTOR FOR OPERATIONS AND TECHNICAL AND PRODUCTION SERVICES

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Oversight Agency (Department of Agriculture)	Proposal for new plantilla positions	Submission of additional plantilla positions proposal using a prescribed template from the oversight agency
Internet Service Provider	Contract, Purchase Request	Contract signed by both parties and approved purchase request

PROCUREMENT MANAGEMENT SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Suppliers/Bidders	Canvass Form/Request for Quotation, Bidding documents	Viewing PhilGEPS postings or Request for a copy in BAC Office

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Commission on Audit	Complete bidding documents, and Procurement Monitoring Report	On-time submission of bidding documents and Procurement Monitoring Report
Government Procurement Policy Board	Annual Procurement Plan	Consolidated PPMP of different Divisions
Department of Agriculture		

BUDGET SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Department of Agriculture	Timely submission of Monthly and Quarterly Financial Reports	Every 10th day of the succeeding month/quarter
	Timely submission of Budget Proposals	Every 1st Quarter of the following year
Department of Budget and Management	Timely submission of Budget Proposals	Every 1st Quarter of the following year
Claimants *Fixed Expenses (Utility Bills, Insurance and Contributions)	Payments of various utility bills, insurance and contributions	Monthly payments

CASHIER SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
National Government Servicing Banks (DBP and LBP)	List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), Debit Memo (DM), Check Advices, Check Deposits, Cash Deposits, List of Collection Deposits	Daily submission

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Pag – Ibig Fund (Home Development Mutual Fund)	Monthly report of remittances and loans	Timely submission of monthly remittances.
Philippine Health Insurance Corporation	Monthly report of remittances	Timely submission of monthly remittances.
Suppliers	Complete payment details	Timely disbursement and status of payment

GENERAL SERVICE SECTION (GSS)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Pilipinas Shell Petroleum Corp.	Monthly consolidated report of Fuel and Lubricant consumption, Check / LDDAP for Payment, Withholding Tax Certificate.	Payment on or before the end of every month
Government Services Insurance System (GSIS)	Quotation requested by the BPI from GSIS, Registration Application of the vehicle to be insured (including attachments needed), Check for payment.	Payment for the insurance of Vehicle in accordance to its scheduling date as per ending number.
Land Transportation	OR/CR, past billing or receipt issued by LTO, Smoke Testing, Check/ Advice for payment, Voucher, Physical Inspection at LTO of the vehicle to be insured.	Payment for registration of Vehicle as per number coding before the end of its respective month.
Agencies (Security and Janitorial)	Contract, Purchase Request, Accomplishment report, DTR, Check/ LDDAP	Approved Contract and Purchase request, Approved and reviewed accomplishment report every month, Payment of Janitorial and Security Services.

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INFORMATION AND COMPUTER SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Farmers, students, researchers	IEC materials and production guides	Timely uploading/posting of the materials upon request; Printed copies of IEC materials and Production guides or e-copies/downloadable from BPI website
Importers, Exporters, traders, other government agencies,	Memoranda, announcements on BPI Regulations	Timely uploading/posting of the materials upon request;
Farmers, Importers, Exporters, traders, other government agencies, and Students	Promotion of activities i.e. webinars/seminars and programs of the Bureau	Timely posting/uploading of the notifications or articles of the programs and activities of the Bureau

PERSONNEL SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Department of Agriculture	Timely updating of Monthly Personnel Complement and Plantilla of Personnel	Monitoring every 1st Monday of the month
	Timely submission for request of authority and renewal of COS and consultant	Consolidating of submitted Matrix every six months of the year
	Timely submission of Personal Data Sheet (PDS)	submission of PDS every 2nd quarter of the year
	Monitoring report for scholarship training program and other Learning and Development (L&D) programs	Updating Every Month

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Civil Service Commission	Complete appointment documents	Provide checklist of requirements for strict compliance of applicants
	Timely submission of reports on DIBAR, separation, and Absorption Rate	Updating Every Month
	Timely submission of e-copy Statement of Assets, Liabilities and Net worth (SALN)	Submission of SALN every 2nd quarter of the year
	Timely submission of PDS	submission of PDS every 2nd quarter of the year
Department of Budget and Management	Online updating of the status of Plantilla positions in the bureau	Updating Every Month
Ombudsman	Timely submission of SALN	Submission of SALN every 2nd quarter of the year
Applicants vacant position	Complete required documents for hiring and promotion	Provide a checklist of requirements for strict compliance of applicants

PLANNING AND MANAGEMENT OFFICE (PMO)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
DA-Planning and Programming Division (PPD)	Work Program (Annual)	Approved Work and Financial Plan (WFP)
DA-Investment Programming Division (IPD)	Investment Program Proposal (Semi-Annual)	List of Approved Funded Projects
DA-Monitoring and Evaluation Division	Program Monitoring and Evaluation System (PMES) Report (Monthly)	Reviewed PMES Reports by Division/Center/Program
Department of Budget and Management (DBM)	NEP (Annual)	Approved Proposed NEP
Commission on Audit (COA)	Accomplishment Report (Quarterly and as demand rises)	Reviewed Accomplishment Reports

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PROPERTY AND SUPPLY SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Suppliers	Conformed on the Approved Purchase Order (P.O)	Duly signed by authorized representative and chronological conformed of date on Purchase Order, Sales Invoice, Statement of Account, Notice of Awards, etc.
	Delivery of goods	In good condition and meet the required specifications.
Commission on Audit	Annual Report of Physical Count of Property, Plant and Equipment (RPCPPE); Annual Report of Physical Count of Inventories (RPCI); Disposal Report of Unserviceable Properties, Monthly Report of Supplies and Materials Issued (RSMI)	Duly signed by the Chief of Property and Supply Section and Disposal committee members submitted monthly and annually

RECORDS SECTION

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
EXTERNAL		
Interested Parties	Requirements	Details of Compliance/Conformity
Department of Agriculture and other Government Agency; Private Offices/ Individuals	Receiving/releasing of official document, letters, communication from private offices/ individuals	Liaison Officer delivered/ received official document/ letters, communication from the Department of Agriculture and other Government Agency three times a week
Post Office	Mailing list of documents to be dispatched	Received/ dispatched/ mailed documents

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B. NATIONAL CROP RESEARCH DEVELOPMENT AND PRODUCTION SUPPORT CENTER (BAGUIO AND LOS BAÑOS)

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS		
INTERNAL (CENTER)		
Interested Parties	Requirements	Details of Compliance/Conformity
Office of the Center Chief	Approved WFP, Strategic Performance Management System (SPMS), Center's Research, Development and Extension Agenda	Timely submission of approved documents
Research Section	Research Projects	Approved proposals
	Research Reports/Outputs	Submitted reports
	Experimental Area	Approved Experimental Area Lay-out
	Supplies and Equipment	Approved PR and completed procurement documents; RA 9184 (Government Procurement Reform Act of 2016)
	Fuel	Approved request form
	Manpower	Approved Budgetary Requirement
	Customer Satisfaction Form (CSF) and RIS	Accomplished and analyzed CSF, approved RIS
Production Section	Training and Resource Person Evaluation Form (TEF and RPEF)	Accomplished and analyzed TEF and RPEF
	Production Reports/Outputs	Submitted reports
	Production Area	Approved Production Area Lay-out
	Supplies and Equipment	Approved PR and completed procurement documents, Approved RIS, ICS, and PAR
	Fuel	Approved request form
	Manpower	Approved Budgetary Requirement
	Training and Resource Person Evaluation Form (TEF and RPEF)	Accomplished and analyzed TEF and RPEF

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	CSF and RIS	Accomplished and analyzed CSF, approved RIS
	Production Facility/ies	Approved Manual of Operations
	Laboratory Facilities (Baguio NCRDPSC)	Approved Manual of Operations
Engineering Unit (Los Baños NCRDPSC)	Approved PPMP	Approved PRs
Planning Unit	MAR, WFP, OPCR, SPCR, PMES, PIR Presentations, Narrative Reports, Approved Research Proposals	Timely submission of complete reports
Accounting, Budget and Cashier Unit	Approved WFP (Financial Targets)	Timely utilization and liquidation of funds Approved and complete procurement requirements
	Accomplishment Reports for salaries, wages, and infrastructures	Timely submission of accomplishment reports
	DTRs with attachments	Timely submission of DTRs and attachments
	Complete procurement documents and its attachments for supplies and other services	Timely submission of procurement documents and its attachments; RA 9184 (Government Procurement Reform Act of 2016)
	Approved Research Proposals, Signed Memorandum of Agreement (MOA) and Notice to Proceed (NTP) of Newly Approved Projects (Los Baños NCRDPSC)	Timely submission of approved research proposals, signed MOA and NTP
	Utilities (water, electricity, internet)	Billing Statement
	Unit Evaluation Form (UEF) (Los Baños NCRDPSC)	Accomplished and analyzed UEF
	PPMP	Submitted PPMP
Procurement Management Unit	Complete Mandatory Procurement Requirements/Supporting documents	Approved and completed procurement requirements based on procurement plan; RA 9184 (Government Procurement Reform Act of 2016)
Personnel Unit	Statement of Assets, Liabilities and Net Worth (SALN)	Timely submission of SALN
	Daily Time Records with attachments	Timely submission of DTRs and attachments
	IPCR	Timely submission of IPCR

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	Personal Data Sheet (PDS)/credentials of Center's staff	Timely submission of PDS/credentials of Center's staff
	Training Monitoring Report	Monthly submission of Training Monitoring Report
	Individual Learning and Development Plan (ILDP)	Submitted ILDP
	Application letters/ CV/PDS/Credentials of Center's applicants/Contract of service	Submitted documents
	Application for Leave	Approved Leave forms
	Personnel Locator	Approved locator
	Magna Carta Requirements	Timely submission of Magna Carta Requirements
	Application for Availment of Compensatory Time-off (Los Baños NCRDPSC)	Approved form
	Overtime Request Slip (Los Baños NCRDPSC)	Approved slip
	Hiring Request Form (Los Baños NCRDPSC)	Submitted form
Property and Supply Unit	Property Acknowledgement Receipt (PAR)	Prepared PAR
	Inventory Custodian Slip (ICS)	Prepared ICS
	Requisitioning Issue Slip (RIS)	Approved RIS
	Waste Material Report (WMR)	Approved WMR
	Gate Pass for Equipment or Machineries (Los Baños NCRDPSC)	Approved Gate Pass
	Borrower's Request Form for Equipment or Machineries (Los Baños NCRDPSC),	Approved Borrower's Request Form
	User's Logbook for the use of Equipment and Storage	Filled-out User's Logbook
	Pre and Post Evaluation Report (Los Baños NCRDPSC)	Approved Pre and Post Evaluation Report
CSF (Baguio NCRDPSC)	Accomplished and analyzed CSF	

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General Support Services Unit	Travel Order (within Region) and Trip Ticket	Approved Travel Order and Trip Ticket
	Fuel/Gasoline	Approved Fuel/Gasoline Request Form Consumption report
	Job Order Request Slip	Approved Job Order Request Slip
	Manpower (Los Baños NCRDPSC)	Approved Schedule of labor pool (Calendar of Activities)
	Maintenance plan of Facilities, Service Vehicle, Equipment and Machineries	Approved Maintenance Plan
	CSF for Drivers (Baguio NCRDPSC)	Accomplished and analyzed CSF
Internal Audit Unit	Centers' Procedures Manual; Policies and Memoranda	Audit Results
	PPMP, Procurement Documents	Signed and approved PR and PO

LIST OF RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS

EXTERNAL

Interested Parties	Requirements	Details of Compliance/Conformity
Funding Agencies	Project Proposal	Submitted and approved proposals, MOA (Memorandum of Agreement), NTP (Notice to Proceed)
State Universities and Colleges (SUCs), National, Regional and Local Government Units, Farmers/Students/ and other stakeholders (public and private sector)	Request of data/IEC Materials	Communication letter/submitted data, attendance (visitor's log book), CSF, RIS
	Request of Resource Speakers/Technical Assistance/Exhibits/Developed Technologies	Communication letter, conduct of training, field visits/assessment/monitoring, exhibits, Attendance Sheet/ Walk-in Customer's Log Form/Visitor's Log book), CSF, Certificate or Plaque of Appreciation/Recognition, Training and Resource Person Evaluation Form
	Request for On the Job Training	Communication letter, On-the-Job Training conducted, MOA/MOU (Memorandum of Understanding), Certificate of Completion, Student Evaluation, Training and Resource Speaker Evaluation
	Research and Project Collaboration	Communication letter, approved research/projects, MOA/ MOU


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	Request of Seeds, Seedlings and Other Planting Materials	Request letter, Walk-in Customer's Log Form /Visitor's log book), CSF, RIS, RA 7308 (Seed Industry Development Act of 1992), RA 10068 (Organic Agriculture Act of 2010), Guidelines on the Distribution of Seeds, Seedlings and Other Planting Materials of the Center
	Request Biological Control Agents (Baguio NCRDPSC)	Request letter, Visitor's log book, CSF, RIS,
Contractors (Los Baños NCRDPSC)	Request for inspection	Request letter for payment and inspection, Certificate Completion and Acceptance

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1. Objective

The Bureau of Plant Industry (BPI) needs to identify and manage risks and opportunities, for the continuous improvement of its quality management system (QMS). The Risk and Opportunity Management Plan (ROMP) aims to provide a consistent approach to identify, assess and address risks and opportunities effectively towards increasing the likelihood of achieving the goals and objectives of the BPI, and complying with the International Standards.

2. Definition of terms

<i>Action Plan</i>	-	Plan of activities that will prevent the occurrence of the risk or that will maximize the benefits of the opportunity
<i>Criteria for Action</i>	-	Plan of activities that will prevent the occurrence of the risk or that will maximize the benefits of the opportunity
<i>Consequence Rating</i>	-	Measures of effect of the consequence; Refer to criteria for consequence
<i>Contingency</i>	-	Action plan executed when the identified risk happens. Its purpose is to lessen the damage of the risk when it occurs
<i>Consequence</i>	-	Possible effect to the quality of outputs
<i>Issues</i>	-	A situation that is certain and that could affect the internal and external interested parties of the bureau in a positive or negative manner
<i>Likelihood Rating</i>	-	Measures the probability of occurrence of the consequence
<i>Opportunity</i>	-	Can lead to the adoption of new practices, launching new products, opening new markets, addressing new clients, building partnerships, using new technology and other desirable and viable possibilities to address the needs of the organization or its customers
<i>Risk</i>	-	Effect of uncertainty to our quality objectives
<i>Risk/Opportunity Rating</i>	-	Measures the need for action using the criteria for action matrix
<i>Risk Owner</i>	-	Process owner affected by the risk
<i>Opportunity Owner</i>	-	Process owner benefited by the opportunity
<i>Timeline</i>	-	Period covered that the action plan shall be implemented
<i>Treatment</i>	-	Action plan to address the cause of the identified risk; preventive action

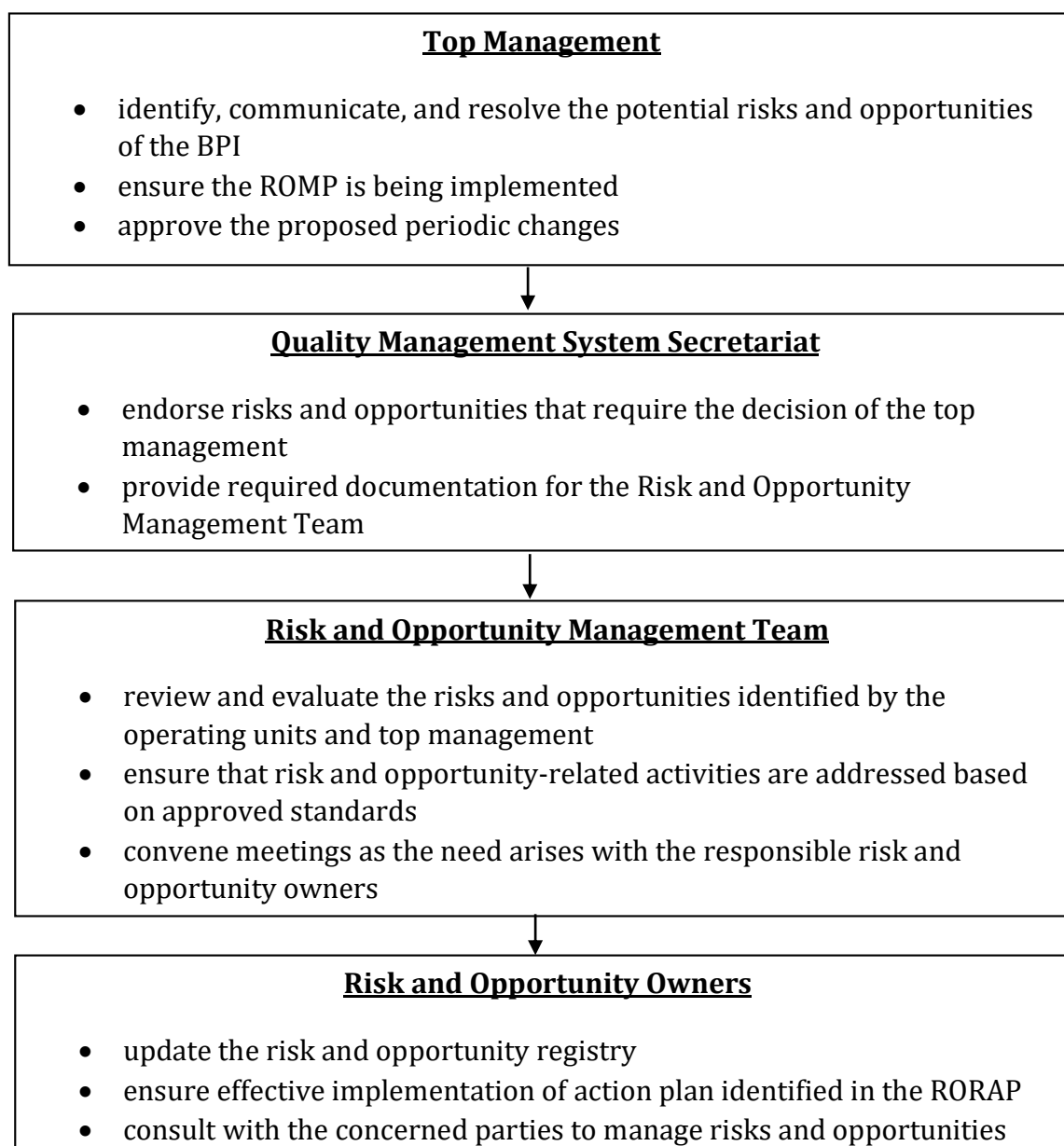
3. Guidelines

The Risk and Opportunity Management Implementation Structure (ROMIS) shall be the BPI's channel for the risk and opportunity management process.

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Table 1. Risk and Opportunity Management Implementation Structure



3.1 Identification of risks and opportunities

3.1.1 All BPI Operating Units (OUs) shall identify and compile list of risks and opportunities. See Risk and Opportunity Registry and Action Plan (RORAP).

3.1.2 Risks and opportunities can be identified using various tools and techniques which include, but not limited to:

3.1.2.1. Performance reviews;

3.1.2.2 Audit reports; and

3.1.2.3 Minutes of meeting

3.1.3 All identified risks and opportunities shall be incorporated and categorized either external or internal in the RORAP.

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3.1.4 The needs and requirements of the internal and external interested parties shall be considered in the identification of risks and opportunities of the bureau.

3.2 Categorization of risk source

3.2.1 External

3.2.1.1 **Macro Environment** refers to the external and uncontrollable factors that affect the operation of the bureau

3.2.1.2 **Reputational Risk** refers to negative publicity that may affect the credibility of the Bureau

3.2.2 Internal

3.2.2.1 **Operational Risk** refers to the factors that would lead to delay or failure of the Bureau to perform its functions

3.2.2.2 **Financial Risk** refers to factors that would affect or influence the financial performance of the Bureau

3.2.2.3 **Organizational Well-Being** refers to the conditions or circumstances affecting the performance of employees' duties and responsibilities, and which may lead to the violation of rules and regulations of the Bureau

3.2.2.4 **Health and Safety** refers to the unforeseen incidents that would compromise the health and safety of the employees, such as exposure to health hazards, possible injuries, and accidents in the workplace

3.3 Assessment of risks and opportunities

The assessment of Risks and Opportunities shall be based on the following criteria, set arbitrarily, but agreed upon by the management and operating units:

Table 2. Criteria for Consequence

Rating	Adjectival	Operational Risk	Financial Risk	Reputational Risk	Organizational Well-Being	Health & Safety
5	Critical	R: Disruption on the delivery of service $\geq 41\%$ of allotted time	R: $\geq 20\%$ of allocated budget underutilized	R: Receipt ≥ 8 formal and valid complaints	R: Violation of CSC rules and regulations subject to dismissal $\geq 26\%$ employee turnover rate	R: Incident leads to fatality
		O: Reduction of $\geq 41\%$ of allotted time on the service delivery	O: $\geq 20\%$ of allocated budget realigned/ requested	O: Receipt of ≥ 8 formal and valid commendations	O: $\geq 26\%$ employee capacitated	O: 81-100% attendance of personnel, excluding non-work-related activities

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Rating	Adjectival	Operational Risk	Financial Risk	Reputational Risk	Organizational Well-Being	Health & Safety
4	Major	R: Disruption on the delivery of service 31-40% of allotted time	R: 16-20% of allocated budget underutilized	R: Receipt of 6-7 formal and valid complaints	R: Violation of CSC rules and regulations subject to suspension 21-25% employee turnover rate	R: Incident requiring hospital treatment and leads to permanent disability
		O: Reduction of 31-40% of allotted time on the service delivery	O: 16-20% of allocated budget realigned/ requested	O: Receipt of 6-7 formal and valid commendations	O: 21-25% employee capacitated	O: 61-80% attendance of personnel, excluding non-work-related activities
3	Significant	R: Disruption on the delivery of service 21-30% of allotted time	R: 11-15% of allocated budget underutilized	R: Receipt of 4-5 formal and valid complaints	R: Violation of rules and regulations, elevated to BPI Grievance Committee 16-20% employee turnover rate	R: Incident requires hospital treatment and leads to temporary disability
		O: Reduction of 21-30% of allotted time on the service delivery	O: 11-15% of allocated budget realigned/ requested	O: Receipt of 4-5 formal and valid commendation	O: 16-20% employee capacitated	O: 41-60% attendance of personnel, excluding non-work-related activities
2	Minor	R: Disruption on the delivery of service 11-20% of allotted time	R: 5-10% of allocated budget underutilized	R: Receipt of 2-3 formal and valid complaints	R: Violation of rules and regulations subject to written reprimand 11-15% employee turnover rate	R: Incident requires first aid treatment and hospital visit
		O: Reduction of 11-20% of allotted time on the service delivery	O: 5-10% of allocated budget realigned/ requested	O: Receipt of 2-3 formal and valid commendations	O: ≤11-15% employee capacitated	O: 21-40% attendance of personnel, excluding non-work-related activities
1	Observation	R: Disruption in the delivery of service 1-10% of allotted time	R: < 5% of allocated budget underutilized	R: Receipt of formal and valid complaint	R: Violation of rules and regulations, subject to verbal warning	R: Incident requiring first aid treatment

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Rating	Adjectival	Operational Risk	Financial Risk	Reputational Risk	Organizational Well-Being	Health & Safety
					≤10% employee turnover rate	
		O: Reduction in the delivery of service 1-10% of allotted time on the service delivery	O: < 5% of allocated budget realigned/ requested	O: Receipt of 1 formal and valid commendation	O: ≤10% employee capacitated	O: 0-20% attendance of personnel, excluding non-work-related activities

Legend: R = Risk; O = Opportunity

Table 3. Criteria for Likelihood (Risk/Opportunity)

Adjectival	Scale	Description	Frequency
Very High	5	Recurring event during the conduct of the process	Likely to happen for four times or more in a year
High	4	Event that may occur frequently during the conduct of the process	Likely to happen twice or thrice a year
Medium	3	Event that may occur during the conduct of the process	Likely to happen once a year
Low	2	Event that is unlikely to occur during the conduct of the process	Likely to happen once every 2 years
Very Low	1	Event that is very unlikely to occur during the conduct of the process	Likely to happen once every 3 or more years

Table 4. Risk and Opportunity Rating Matrix

		Consequence				
Rating		Observation=1	Minor=2	Significant=3	Major=4	Critical=5
Likelihood	Very High=5	5	10	15	20	25
	High=4	4	8	12	16	20
	Medium=3	3	6	9	12	15
	Low=2	2	4	6	8	10
	Very Low=1	1	2	3	4	5

Risk/Opportunity Level	
Adjectival	Color
Extreme	
High	
Medium	
Low	

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3.4 Management of Risks and Opportunities

The treatment to be taken to address risks and opportunities shall include mitigation, avoidance, pursuance of an opportunity arising from a risk, elimination of the risk source, transfer of risk, or retaining risk by informed decision.

The management of risks and opportunities shall be based on the following criteria:

Table 5. Criteria for Action

Risk/Opportunity Level	Treatment	Escalation and Retention
Extreme	Presentation during the Department of Agriculture (DA) Management Meeting	Escalate the management of risks and/or opportunities to the Secretary of DA, upon the approval of the Director of the BPI
High	Inclusion of the risks in the BPI management review	Escalate the risks and/or opportunities to the Director of BPI
Medium	Supervision of the effective implementation of action plan pertaining to the risk	Escalate the risks and/or opportunities to the Operating Unit Head of BPI
Low	Implementation of the action pertaining to the risk	Monitor and manage the risks and/or opportunities by the respective risk and opportunity owner

3.3.1 The ROMT shall initiate the review of the RORAP at least twice a year, or as the need arises.

3.3.2 The OUs shall implement appropriate action plans based on the approved RORAP. Timelines shall depend on the identified risk/opportunity level in the RORAP, such as 30, 20, 10 and 5 working days at most, for extreme, high, medium and low risk/opportunity levels respectively, upon the approval of the RORAP. However, any deviation in the specified timeline of treatments shall be explained in the “Remarks” column of the RORAP.

3.3.3 The top management shall evaluate and approve the proposed periodic changes in the RORAP.

4. Monitoring and evaluation

4.1 The OU shall accomplish and submit the **RORAP Monitoring and Evaluation Form (MEF)** to the ROMT three (3) working days after the set duration in 3.3.2.

4.2 The ROMT shall monitor and evaluate annually, or as the need arises, the implementation status of the action plans, through the RORAP MEF.

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4.2 The team shall provide general recommendations, which shall be incorporated in the standing agenda of the Management Review.

4.3 Top management shall come up with appropriate actions for the continual improvement of QMS, in relation to the risk and opportunity management.


5. Reference

Philippine National Standard ISO 9001:2015 (ISO published 2015) ICS: 03.120.10
ISO 31000:2018


Prepared by:

RISK AND OPPORTUNITY MANAGEMENT TEAM

Reviewed by:


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The Bureau of Plant Industry (BPI), through its Procurement Service, ensures that the procurement activities are implemented in a timely manner and the determination of eligibility of external providers/suppliers is within the requirements of the Republic Act 9184 known as “Government Procurement Reform Act” and its Implementing Rules and Regulations. Control of external providers of products and services, facilities and equipment and outsourced processes is done through issuance of contracts, Terms of Reference (TORs), purchase orders and other related documents.

A. Purchase of Products and Services

Products and Services	Controls
Labor and materials for the construction of flood control and drainage, water management, buildings and other structures, etc.	Contracts
Catering Services	Purchase Orders
Office Supplies and Equipment	Purchase Orders
Laboratory Supplies, Machineries and Equipment	Purchase Orders
Agricultural Supplies, Machineries and Equipment	Purchase Orders
Appliances, Furniture and Fixtures	Purchase Orders
Vehicle Parts and Accessories	Purchase Orders
Repair and maintenance of buildings, vehicles, appliances, machineries and equipment, etc.	Purchase Orders
Freight and Cargo Forwarding Services	Purchase Orders

B. Rental of Facilities and Equipment

Facilities and Equipment	Controls
Use of Hotel and Lodging, and Meeting facilities from Private Institutions	Purchase Orders
Use of meeting facilities from Government Agencies	MOA or Contract
Vehicle Rentals	Purchase Orders

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C. Outsourced Processes

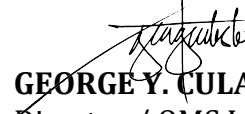
Processes	Controls
Training Services from Private Institutions	Purchase Orders
Training Services from Government Agencies	MOA or Contract
Janitorial Services	Contracts, TORs
Security Services	Contracts, TORs
Consulting Services	Contracts, TORs
Contract of Service Personnel	Contracts, Qualification Standards

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CORE PROCESS

AGRICULTURAL ENGINEERING DIVISION (AED)		
Process	Sub-Process	References
Development of Research and Development Proposal	Library Research	Executive Order 366, Series of 2004, Directing a Strategic Review of the operations and organizations of the executive branch and providing options and incentives for government employees who may be affected by the rationalization of the functions and agencies of the executive branch.
	Preparation of capsule proposal, detailed proposal, logical framework, work-plan schedule and budget summary	Executive Order 116, Series of 1987, Renaming the Ministry of Agriculture and Food as Ministry of Agriculture, Re-organizing its units, integrating all offices and agencies whose functions relate to agriculture and fishery into the ministry and for other purposes
Fabrication and evaluation of agricultural machineries	Library research	Philippine Agricultural Engineering Standards (PAES)
	Site inspection	Project contract
	Canvass of fabrication material	Approved design plans and estimates
	Preparation of design plan and estimates	
Monitoring and inspection of agricultural and other infrastructure projects	Site inspection and evaluation of Statement of Accomplishment (SOA)	Philippine Agricultural Engineering Standards (PAES)
		Project contract
		Approved design plans and estimates

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BIOTECHNOLOGY OFFICE		
Process	Sub-Process	References
Issuance of Biosafety permit for Commercial Propagation	Issuance of biosafety permit for field trial	<p>DOST-DA-DENR-DOH-DILG JDC No. 1 s2016</p> <p>(Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology)</p> <p>DA MC No. 06 s2004 (Risk Assessment of Plants Carrying stacked Genes for release into the environment)</p> <p>DA MC No. 05 s2007 (Guidelines for the Safety Evaluation of Plants derived from Modern Biotechnology Prior to Propagation)</p>
	Issuance of Certificate of Field Trial Completion	
Issuance of Biosafety permit for direct use as food and feed or for processing		<p>DOST-DA-DENR-DOH-DILG JDC No. 1 s2016</p> <p>(Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology.)</p> <p>DA MC No. 08 s2004 (Risk Assessment for Stacked gene products imported for direct use as food and feed or processing)</p>
Issuance of biosafety permit for field trial		<p>DOST-DA-DENR-DOH-DILG JDC No. 1 s2016</p> <p>(Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology)</p> <p>DA MC 2 s2006</p>
	Issuance of certificate of satisfactory completion (from DOST-BC)	

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		(Guidelines on the Conduct of Field Tests of Plants Derived from Modern Biotechnology)
Field Trial Monitoring	Issuance of biosafety permit for field trial	DOST-DA-DENR-DOH-DILG JDC No. 1 s2016 (Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology) DA MC 2 s2006 (Guidelines on the Conduct of Field Tests of Plants Derived from Modern Biotechnology)
Issuance of Certificate of Field Trial Completion		DOST-DA-DENR-DOH-DILG JDC No. 1 s2016
		(Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology)
Post-approval monitoring	Insect resistance and Weed resistance management Monitoring	DA MC 2 s2014 (Enhancing the Insect Resistance Management (IRM) Strategy for Bt Corn Targeting Asian Core Borer (ACB) BPI Memorandum s2019 (Guidelines in the Post-Approval Monitoring of Insect Resistance Management (IRM) for Corn Events Approved for Commercial Propagation)

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CROP PEST MANAGEMENT DIVISION (CPMD)		
Process	Sub-Process	References
Plant Pest Surveillance, Monitoring and Forecasting	<ul style="list-style-type: none"> Standardized protocol for pest assessment related to Plant Pest Surveillance, Monitoring and Forecasting; Monthly issuance of pest advisories and pest bulletins; Compliance to the new normal through delivery of training, workshops and other related activities. 	Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s-2020); Procedures Manual of Pest Monitoring and Validation of Pest Report
Plant Pest Diagnostics	<ul style="list-style-type: none"> Immediate control strategies; Generation of new knowledge related to the pests; Forwarding of information for the use of crop insurance and disaster risk reduction; Drafting of regulatory policy related to pest; Reduction of pests; Yield loss reduction 	Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s-2020); Citizen's charter, Procedures Manual of Pest Diagnosis and Management
Plant Pest Management	<ul style="list-style-type: none"> Provisions of technical and material assistance On-time application of pest management to avoid high yield loss 	Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s-2020); Citizen's charter, Procedures Manual of Pest Diagnosis and Management
Biological Control Agents Mass Production	<ul style="list-style-type: none"> Distribution of different BCAs, such as: <i>Metarhizium, Trichoderma, Beauveria, Isaria, NPV, Trichogramma, Green lacewing, Earwig,</i> 	Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s- 2020);

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	<p><i>Coccinellid Beetles, Eocanthecona</i></p> <ul style="list-style-type: none"> • Targeted volume of production • Biological control distribution to the targeted beneficiaries • Reduction of chemical pesticide use • Reduction of yield loss 	<p>Protocol for Mass Production of <i>Metarhizium anisopliae</i> Flow chart; and Mass Production and Utilization of <i>Metarhizium anisopliae</i> manual; Protocol for Mass Production of <i>Trichoderma harzianum</i> Flow chart; Protocol for Mass Production of Lacewing Flow chart; Protocol for Mass Production of <i>Coccinellid</i> Beetle Flow chart; Protocol for Earwig Production Flow chart; Protocol for Mass Production of <i>Trichogramma</i> and Its Alternate Host Flow chart, Manual</p>
<p>Competency Training and Extension on Crop Pest Management</p>	<ul style="list-style-type: none"> • Attendance to training, workshops, and other related activities • Application of knowledge gain • Compliance in the conduct of training • Competitive technical staff • Updated to crop pest management • Serves as reference material • Provision of training modules and kits 	<p>Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s- 2020)</p>
<p>Biosecurity and Quarantine Measures</p>	<ul style="list-style-type: none"> • Pest Risk Analysis • Implementation of Regulatory Policy • Validate pest records and diagnostics • Complete details of pest records 	<p>Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s- 2020)</p>
<p>Applied and Adaptive Crop Pest Management Research</p>	<ul style="list-style-type: none"> • Quality research proposal • Implementation of research proposals • Proper implementation of project 	<p>Management of crop pest and diseases (EO 366 and EO 116);</p> <p>Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s- 2020)</p>

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Public Advocacy on Crop Pest Management	<ul style="list-style-type: none"> • Dissemination of crop pest management technologies • Sufficient resources for public advocacy activity • Adoption and application of crop pest management technologies • Awareness related to presence of pests 	Management of crop pest and diseases (EO 366 and EO 116); Rationalizing and Strengthening the Crop Pest Management Functions, Services, and Related Tasks of the DA (DO 9 s- 2020)
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CROP RESEARCH AND PRODUCTION SUPPORT DIVISION (CRPSD)		
Process	Sub-Process	References
Maintenance of seed storage and distribution of quality seeds for productivity	Maintenance of seed storage	Procedure manual on “Maintenance of seed storage and distribution of quality seeds for productivity”
Maintenance of seed storage and distribution of quality seeds for productivity	Distribution of quality seeds for productivity	<ul style="list-style-type: none"> - Republic Act 7308 “Seed Industry Development Act of 1992” - Request letter - Requisition and Issue Slip - Memorandum Order No.114 Series of 2020: Amendment to Administrative Order No.7 Series of 1991, “Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Planting Materials” - Memorandum on Rice Varieties for National Seed Production and Distribution - Special Order No.86 Series of 2019 Creation of Project Management Team and Regional Core Group for the Next Generation (NextGen) Rice Varieties and Seeds - Republic Act 7900 (High Value Crop Development Act of 1995) - Republic Act 10068 (Organic Agriculture Act of 2010) Implementing Rules and Regulations

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Maintenance of seed storage and distribution of quality seeds for productivity	Seed Reserve	<ul style="list-style-type: none"> - Department Circular No. 02 Series of 2021 “Implementing Guidelines on Seed Reserve for Rice and Corn - Republic Act 7308 (Seed Industry Development Act of 1992) - Department Circular No.15 Series of 2018, “Amending the Buying and Selling Prices of Inbred Rice Seeds” - General Guidelines on Seed Production of Open-Pollinated Corn Varieties (OPV) - Special Order No. 312 Series 2018 (Designation of DA-RFO Personnel as Regional Seed Coordinators)
Production and distribution of quality planting materials	Production quality planting materials	Flowchart on plant propagation and nursery management
Production and distribution of quality planting materials	Distribution of quality planting materials	<ul style="list-style-type: none"> - Memorandum Order No. 114 Series of 2020: Amendment to Administrative Order No.7 Series of 1991, “Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Tree Planting Materials” - Request letter - Requisition and Issue Slip - Republic Act 7308 “Seed Industry Development Act of 1992” - Administrative Circular No.2 Series of 2018 “Prescribed Buying and Selling Prices of Good and Certified Plant Materials” - Republic Act 7900 (High-Value Crop Development Act of 1995)
Research and Development Technology Transfer	Research and Development	<ul style="list-style-type: none"> - Approved research proposal and work plan - DA-BAR Research & Development, and Extension Agenda and Programs (RDEAP 2016-2022)
Research and Development Technology Transfer	Technology transfer	<ul style="list-style-type: none"> - Flowchart - PowerPoint Presentation - Training manuals on Mushroom Culture and Cultivation Technology, Basic Training on Tissue Culture and Production Technology, Vegetable Production, and Plant Propagation Techniques

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Production of Tissue-cultured Materials	Not Applicable	<ul style="list-style-type: none"> - Process flow of Tissue Cultured Yam, Banana and Lowland Strawberry (Using Maerstem Technique) - In Vitro and In Vivo Production Guides of Tissue Cultured Yam, Banana and Lowland Strawberry (Using Meristem Technique) - Procedure manual - Request letter - Requisition and Issue Slip
Production of different quality mushroom culture and spawn	Not Applicable	<ul style="list-style-type: none"> - Production Guides on different species of mushroom such as Oyster, Shitake, Milky, King Oyster and Straw - Procedure Manual, "Distribution of Different quality mushroom culture and spawn" - Request letter - Requisition and Issue Slip
Germplasm collection and management	Not Applicable	<ul style="list-style-type: none"> - Procedure manual

NATIONAL PLANT QUARANTINE SERVICES DIVISION (NPQSD)		
Process	Sub-Process	References
Plant Quarantine Operations/ Procedures		Presidential Decree No. 1433: "Plant Quarantine Decree of 1978"
		BPI Quarantine Admin. Order No. 01 Series of 1981: "Rules and Regulations to Implement Presidential Decree No. 1433, Entitled "Promulgating the Plant Quarantine Law of 1978, Thereby Revising and Consolidating Existing Plant Quarantine Laws to Further Improve and Strengthen the Plant Quarantine Service of the Bureau of Plant Industry"
Issuance of Clearances and Permit	Sanitary and Phytosanitary	DA DC No.4 Series of 2016: "Guidelines on the Importation of Plants, Planting Materials and Plant Products for Commercial Purposes"

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	Import Clearance (SPSIC)	<p>DA Quarantine AC No. 01 Series of 2014: “Guidelines for Categorization of Commodities of Plant Origin”</p> <p>DA AC No. 09 Series of 2015: “Plant Quarantine Service Regulatory Fees”</p> <p>DA AC No.08 Series of 2016: “Amending Sections 1. 2 and 3 of Department of Agriculture Administrative Circular No. 09, Series of 2015- Plant Quarantine Service Regulatory Fees”</p> <p>Memorandum Order No. 28 Series of 2019: Supplementary Provisions to DA Department Circular No. 4 Series of 2016 entitled “Guidelines on the importation of Plants, Planting Materials and Plant Products for Commercial Purposes”</p>
Phytosanitary Certificate		<p>Presidential Decree No. 1433: “Plant Quarantine Law of 1978”</p> <p>BPI Quarantine Admin. Order No. 01 Series of 1981: “Rules and Regulations to Implement Presidential Decree No. 1433, Entitled "Promulgating the Plant Quarantine Law of 1978, Thereby Revising and Consolidating Existing Plant Quarantine Laws to Further Improve and Strengthen the Plant Quarantine Service of the Bureau of Plant Industry”</p> <p>DA AC No. 09 Series of 2015: “Plant Quarantine Service Regulatory Fees”</p> <p>DA AC No. 08 Series of 2016: “Amending Sections 1. 2 and 3 of Department of Agriculture Administrative Circular No. 09, Series of 2015- Plant Quarantine Service Regulatory Fees”</p> <p>Other specific protocols and Administrative Orders/ Circulars</p>

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Clearance for Domestic Transport		<p>Presidential Decree No. 1433: “Plant Quarantine Law of 1978”</p> <p>BPI Quarantine Administrative Order No.03 series of 2018 “Domestic Manual”</p> <p>Other specific protocols and Administrative Orders/Circulars</p>
Licensing/ Accreditation	Importer	<p>DA DC No.4 Series of 2016 “Guidelines on the Importation of Plants, Planting Materials and Plant Products for commercial purposes</p> <p>DA Quarantine Administrative Circular No.01 Series of 2014 “Guidelines for Categorization of Commodities of Plant Origin”</p> <p>DA DC No. 06 Series of 2020 “Rules and Regulations Governing the Importation and Exportation of Plant Food”</p> <p>DA Administrative Circular No.09 Series of 2015 “Plant Quarantine Service Regulatory Fees”</p> <p>DA Administrative Circular No.08 Series of 2016 “Amending Sections 1.2 and 3 of DA AC No,09 series of 2015 – Plant Quarantine Service Regulatory Fees”</p>
	Exporter, Trader, Packing Facility, Grower/ Farm	<p>Memorandum Order No. 40, Series of 2012: “Guidelines for Accreditation of Exporters, Traders, Growers and Packing facilities for Export of Fruits and Vegetables”</p> <p>DA Department Circular No.05 series of 2019 “Protocol for the Export of Fresh Banana”</p>

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		<p>Memorandum Circular No.01, series of 2013 “Protocol for the Export of Fresh and Frozen Okra to Japan”</p> <p>Memorandum Order No. 117, series of 2019 “Protocol for the Export of Fresh and Frozen Okra to Japan”</p> <p>Memorandum Order No.179, series of 2007 “Protocol for the Export of Fresh Asparagus”</p>
Inspection	Packing Facilities, Warehouses	<p>Presidential Decree No. 1433“Plant Quarantine Law of 1978”, Section 7</p> <p>DA Department Circular No.06, Series of 2020 “Rules and regulations Governing the Importation and Exportation of Plant Food”</p>
Conduct Plant Pest Risk Analysis (PRA)	Plant Pest Risk Analysis	<p>International Standard for Phytosanitary Measures 2: Framework for Pest Risk Analysis</p> <p>International Standard for Phytosanitary Measures 11: Pest Risk Analysis for Quarantine Pests. Including Analysis of Environmental Risks and Living Modified Organism</p> <p>International Standard for Phytosanitary Measures 21: Pest Risks Analysis for regulated non-quarantine pests</p> <p>BPI Quarantine Administrative Order No.01 Series of 2018 “Pest Risk Analysis Manual”</p>
Post-entry quarantine	Post-entry	<p>International Standard for Phytosanitary Measures 34: Design and Operation of post-entry quarantine stations for plants</p>

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		Presidential Decree No. 1433: “Plant Quarantine Law of 1978”, Section 13
Fumigation	Accreditation of QTP Based on Australian Fumigation Accreditation Scheme (AFAS)	BPI Quarantine Administrative Order No. 01, Series of 2008: “Guidelines for the implementation of (AFAS) in the Philippine” ISPM 15 “Regulation of Wood Packaging Material in International Trade”

NATIONAL SEED INDUSTRY COUNCIL- PLANT VARIETY PROTECTION OFFICE (NSIC-PVPO)		
Process	Sub-Process	References
Crop Variety Registration		RA 7308 or the <i>Seed Industry Development Act of 1992</i> and its Implementing Rules and Regulations
		D.C. No. 18 S. 2020 (Guidelines on Crop Variety Registration)
		A.O. No. 09 S. 2014 (Fees and Related Charges of the National Seed Industry Council)
		S.O. No. 1177 S. 2018 (Appointment of Private Sector Representatives as Members of the National Seed Industry Council)
		S.O. No. 827 S. 2021 (Appointment of Members of the National Seed Industry Council Technical Working Groups for CY 2021-2022)

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Plant Variety Protection		RA 9168 or the <i>Philippine Plant Variety Protection Act of 2002</i> and its Implementing Rules and Regulations
		A.O No.12 S. 2005 (Fees and Related Charges of the Plant Variety Protection Office)
		S.O. No. 686 S. 2020 (Examiners of the Plant Variety Protection Office)

NATIONAL SEED QUALITY CONTROL SERVICES DIVISION (NSQCS)		
Process	Sub-Process	References
Seed Certification, Seed Testing, Plant Material Certification		Republic Act 7308 (Seed Industry Development Act of 1992)
Seed Certification, Seed Testing, Plant Material Certification		Seed Catalogue of the defunct Philippine Seed Board (PSB) and National Seed Industry Council (NSIC) from 1993 up to present
Seed Certification		D.C. No. 3 S. 2018 (Guidelines for the Accreditation of Open Pollinated Variety (OPV) of Solanaceous (Eggplant, <i>Solanum melongena</i> L., Tomato, <i>Lycopersicon esculentum</i> Mill., and Pepper (Sweet, Hot and Long), <i>Capsicum</i> sp. L.) Seed Growers/Producers)
Seed Certification		D.C. No. 4 S. 2018 (Guidelines for the Accreditation of Open Pollinated Variety (OPV) of Cucurbits (Ampalaya, <i>Momordica charantia</i> L., Kalabasa, <i>Cucurbita moschata</i> Duchesne, Patola, <i>Luffa acutangula</i> (L.) Roxb./ <i>L. cylindrica</i> (L.) M.Roem. and Upo, <i>Lagenaria siceraria</i> (Molina) Standl.) Seed Growers/Producers)

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		<p>D.C. No. 5 S. 2018 (Guidelines for the Accreditation of Open Pollinated Variety (OPV) of Vegetable Legumes (Pole Sitao, <i>Vigna unguiculata</i> subsp. <i>sesquipedalis</i> (L.) Verdc., Bush Sitao, <i>Vigna unguiculata</i> subsp. <i>sesquipedalis</i> (L.) Verdc., Cowpea, <i>Vigna unguiculata</i> (L.) Walpers, Pigeon Pea, <i>Cajanus cajan</i> (L.) Millsp., Snap beans, <i>Phaseolus vulgaris</i> L., Yam bean, <i>Pachyrhizus erosus</i> (L.) Urb., Winged bean, <i>Psophocarpus tetragonolobus</i> (L.) DC.) Seed Growers/Producers)</p>
Seed Certification		<p>D.C. No. 7 S. 2018 (Guidelines for the Accreditation of Open Pollinated Variety (OPV) of Okra (<i>Abelmoschus esculentus</i> (L.) Moench) Seed Growers/Producers)</p>
		<p>D.C. No. 8 S. 2018 (Guidelines for the Accreditation of Vegetable Seed Growers/Producers)</p>
		<p>D.C. No. 9 S. 2018 (Revised Guidelines for the Accreditation of Inbred Rice Seed Growers/Producers)</p>
Seed Certification		<p>A. O. No. 6 S. 2014 (Revising the Buying and Selling Prices of Inbred Rice Seeds)</p>
		<p>A. O. No. 25 S. 2014 (Revising the Buying and Selling Prices of Public Hybrid Rice Seeds)</p>
		<p>A. O. No. 20 S. 2012 (Prescribing the Buying and Selling Prices of Corn Seeds)</p>
		<p>A. O. No. 2 S. 2010 (Criteria for the Accreditation of OPV Corn Seed Growers Producers)</p>
		<p>A. O. No. 4 S. 2010 (Seed and Field Standards for the Production of Two-line Hybrid (TGMS)</p>

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Seed Certification		A. O. No. 6 S. 2010 (Guidelines on OPV Corn Seed Certification)
		A. O. No. 7 S. 2010 (Guidelines on Seed Certification of Field Legumes, Peanut, Mungbean, Soybean)
		A. O. No. 16 S. 2010 (Revised Guidelines on Inbred Rice Seed Certification)
		A. O. No. 17 S. 2009 (Guidelines on the Accreditation and Reaccreditation of Cassava Seed Producers)
		A. O. No. 21 S. 2007 (Revised Guideline on Rice Seed Certification)
Seed Certification		A. O. No. 12 S. 2006 (Revised Implementing Guidelines on Seed Multiplication, Production and Distribution)
		A. O. No. 17 S. 2005 (Guidelines on Rice Seed Certification)
		A. O. No. 18 S. 2005 (Revised Criteria for Accreditation of Hybrid Rice Seeds Growers Producers)
		A. O. No. 19 S. 2005 (Revised Criteria for the Accreditation of Seed Producers)
		A. O. No. 28 S. 2001 (Criteria for Accreditation of Hybrid Rice Seed Growers)
Seed Certification		A. O. No.7 S.1996 (Revised Criteria for the Accreditation of Seed Producers)
		S. O. No. 221 S. 2016 (Deputation of Personnel as Seed Inspector)

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Seed Testing		D.C. No. 6 S. 2018 (General Guidelines and Requirements for the Accreditation of Private Seed Testing Laboratories)
		A. O. No. 22 S. 2003 (Recommended Germination Standard for Vegetable Crop Seeds)
		A. O. No. 50 S. 2000 (Revising of the Rate of Fees Charges for Laboratory Analysis)
Seed Testing		A. O. No. 4 S. 1970 (Recommended Germination Standards for Vegetable Crop Seeds by the BPI)
		International Seed Testing Association (ISTA) Rules (2020 Version)
		National Seed Industry Council (NSIC) Seed Catalogue (1994 – Present)
Plant Nursery Accreditation		DC No.1 Series of 2020
		Guidelines on Plant Nursery Accreditation for Government and Private Plant Nursery Operators and their Nurseries
		AO. 25 Series of 2013 Amendment to Administrative Order No. 3 Series of 2006, Re: Accreditation and Re- Accreditation of Government (Local Government Units (LGU's) and State Universities and Colleges (SUC's) and Private Plant Nursery Operators and its Nurseries
Plant Material Certification		D.C. No. 2 S. 2018 (Guidelines for the Production/Procurement of Quality Planting Materials of Fruit and Plantation Crops)
		DC No. 2 Series of 2020
		Revised General Guidelines for Certification of Mother Trees and Planting Materials of Fruit and Plantation Crops
		A. O. No. 12 S. 2014 (Rates of Fees Charges for Plant Material Certification)

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Plant Material Certification		AO No. 4 S. 2013 (Minimum Plant Material Certification Guidelines for Sweet Potato)
		A. O. No. 5 S. 2009 (Guidelines for the Establishment of Scion Groves Seed Gardens Budwood Gardens)
		AO No. 16 S. 2009 (General Guidelines on Plant Material Certification Guidelines for Cassava)
		AO No. 18 S. 2009 (Minimum Plant Material Certification Guidelines for Rubber)
Plant Material Certification		AO No. 8 S. 2005 (Minimum Plant Material Certification Guidelines for Mango and Durian)
		A. O. No. 36 S. 2000 (Revise Criteria for Accreditation of Seed Potato Producers)
		A. O. No. 11 S. 2008 (Revised Guidelines on Potato Seed Certification)
		DC No. 3 Series of 2020 Revised General Guidelines for the Accreditation of Plant Tissue Culture Facility (PTCF) for the Production of Quality Planting Materials
Plant Material Certification, Seed Certification		A. O. No. 4 S. 2008 (Amendment of Selling Price of Selected Vegetable Seeds and Plant Material)
		A. O. No. 15 S. 2013 (Prescribing the Selling of Vegetable Seeds and Plant Materials)

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PLANT PRODUCT SAFETY SERVICES DIVISION (PPSSD)		
Process	Sub-Process	References
Application for PhilGAP Certification	PhilGAP Inspection / Inspector's Training / Audit	Administrative Circular 1. Series 2018 – “Rules and Regulations on the Certification of Philippine Good Agricultural Practices (PhilGAP) for Crops, Superseding Administrative Circular No. 10 Series 2013”
Inspection/Audit of Farms and Packing Facilities	Inspector's Training / Internal Control System Audit / Farm and Packing Facility Inspection	Republic Act 10611 – “Food Safety Act of 2013”
		Department Circular No. 05, Series 2019 – Protocol for the Export of Fresh Banana
		Memorandum Order No. 117 Series of 2019 – Protocol for the Export of Fresh and Frozen Okra to Japan
		Department Circular No. 06, Series 2020 – Rules and Regulations Governing the Importation and Exportation of Plant Food
		BPI Administrative Circular No. 1 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS194:2017 General Standard for Contaminants and Toxins in Food and Feed
		BPI Administrative Circular No. 2 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS on Pesticide Residues; Maximum Residue Limits in Asparagus, Okra, Pineapple, Mango, Banana, and Rice
		BPI Administrative Circular No. 3 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS Codes of Good Agricultural Practices (GAP) for Banana Production, Onion Production, Papaya, Fruits and Vegetable Farming, Corn, and Rice

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		<p>BPI Administrative Circular No. 5 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS 233:2018 Codes of Hygienic Practices for Fruits and Vegetables</p> <p>BPI Administrative Circular No. 6 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS Codes of Practices in Cereals and Coffee to Prevent and Reduce Mycotoxin Contamination</p> <p>BPI Administrative Circular No. 7 s. 2020 – Adopting and Translating as BPI Technical Regulations PNS/BAFS 292:2020 Maximum Residue Limits on Selected Imported Crops: Apple, Citrus Fruits, Grapes, Longan, Lychee, Oranges, Pears</p>
Inspection of Cold Storage Warehouses (CSWs)	Inspectors' Training/ CSWs Inspection	<p>Republic Act 10611 – “Food Safety Act of 2013”</p> <p>Department Circular No. 06, Series 2020 – Rules and Regulations Governing the Importation and Exportation of Plant Food</p> <p>Administrative Circular No. 1 s. 2021 - Mandatory Accreditation of Cold Storage Warehouses (CSWs) for Agricultural and Fishery Products</p>
Food Safety Risk Analysis		<p>Republic Act 10611 – “Food Safety Act of 2013”</p> <p>Department Circular No. 06, Series 2020 – Rules and Regulations Governing the Importation and Exportation of Plant Food</p>
Food Safety Risk Assessment of Plant and Plant Products Derived from Modern Biotechnology		<p>Republic Act 10611 – “Food Safety Act of 2013</p> <p>DOST-DA-DENR-DOH-DILG Joint Department Circular No. 1 series of 2016 (Rules and Regulations for the Research and Development, Handling and Use, Transboundary Movement, Release into the Environment, and Management of Genetically-Modified Plant and Plant Products Derived from the Use of Modern Biotechnology)</p>

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Analysis of Pesticide Residue	Method Validation / Instrument Method Development	Republic Act 10611 – “Food Safety Act of 2013”
		Letter of Instruction 986, series of 1980 – “Establishment of Pesticide Analytical Laboratories Under the Bureau of Plant Industry in Major Areas of the Country”.
		E.O. No. 366, series 2004 – Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch.
		Republic Act No. 10657 - "Chemistry Profession Act”
Analysis of Microbial Contaminants	Method Validation / Instrument Method Development	Republic Act 10611 – “Food Safety Act of 2013”
		E.O. No. 366, series 2004 – Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch
Analysis of Chemical Contaminants	Method Validation / Instrument Method Development	Republic Act 10611 – “Food Safety Act of 2013”
		E.O. No. 366, series 2004 – Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch

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		Republic Act No. 10657 - "Chemistry Profession Act" PNS/BAFS 194:2017 - General Standard for Contaminants and Toxins in Food and Feed
Analysis of Pesticide Formulation	Method Validation / Instrument Method Development	Republic Act 10611 – ““Food Safety Act of 2013” Republic Act No. 10657 - "Chemistry Profession Act"
Food Testing Laboratory Accreditation		Republic Act 10611 – ““Food Safety Act of 2013” Department Circular No. 03 series of 2016 – “Guidelines on the Accreditation of Plant Food Testing Laboratories”

BAGUIO NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTER (BNCRDPSC)		
Process	Sub-Process	References
Research and Development	Preparation, and Approval of Project/Study Proposal	Executive Order No. 366, Required format, Research & Development Agenda
	Conduct of Project/Study	Executive Order No. 366, Research Proposal, Research & Development Agenda, Work & Financial Plan
Extension Support Training and Extension Services	On-the-Job Training	Citizen’s charter, Training schedule
	Distribution of Information, Education & Communication materials	

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Production Support		Executive Order No. 366
Production of Seed and Plant Materials	Disease Indexing	Citizens charter; BPI-BNCRDPSC Mandate
Production and distribution of biological control agents		Citizens charter , Protocol in the production of BCA

LOS BAÑOS NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTER (LBNCRDPSC)		
Process	Sub-Process	References
Research and Development (R&D)		Commonwealth Act No. 3910 by the Philippine Legislation;
		Executive Order No. 366;
		Executive Order No. 116
		Republic Act 7308 (Seed Industry Development Act of 1992)
Development of R&D Proposal	Drafting, Submission/ Revision, Approval of Proposal	Required Format and Documents of the Funding Agency, Procedures Manual
Conduct of R&D Projects/Studies	Laboratory Experiments, Field Experiments, Survey and Documentation, Assessment, Participatory Research	Approved Work and Financial Plan, Procedures Manual
Plant Genetic Resources (PGR) & Crop Improvement	Collection, Characterization, Evaluation, Conservation, Regeneration, and Utilization	Food and Agriculture Organization's International Plant Genetic Resources Institute (IPGRI) Standards and Descriptor
		Procedures Manual
Varietal Development	National Cooperative Trial (NCT) / Regional Yield Trial (RYT)	National Seed Industry Council (NSIC) Standards TWG Guidelines
	General Yield Trial (GYT)	National Seed Industry Council (NSIC) Standards TWG Guidelines

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	Preliminary Yield Trial (PYT)	National Seed Industry Council (NSIC) Standards TWG Guidelines
	Introduction, evaluation and selection (IES)	National Seed Industry Council (NSIC) Standards TWG Guidelines
Crop Protection & Culture and Management	Laboratory Bio-assays, Field Experiments, Pest surveillance	Approved Project Proposals and Work Plans
Conduct of Special Projects	Laboratory Experiments, Field Experiments, Survey and Documentation, Assessment, Participatory Research	Approved Project Proposals and Work Plans
Conduct of Trainings	Lectures, Hands-on Demonstrations	Training Designs and Manuals
Demonstration of technologies developed	Establishment and Maintenance of Techno-Demo areas	Based on approved work plan
Technical Assistance/ Consultation	Answer to queries through telecommunication devices and couriers	BPI-LBNCRDPSC Mandate
Distribution of IEC Materials	Preparation and updating of IEC Materials, Dissemination during trainings, info-caravan, lectures, fora and field days	BPI-LBNCRDPSC Mandate, Procedures Manual
Participation to Exhibit	Coordination with organizer, showcasing of products and developed technologies	Letter of Invitation, BPI-LBNCRDPSC Mandate
Production Support Services		Executive Order No. 116 (July 1, 1988); RA No. 7308; Republic Act No. 10068 (Organic Agriculture Act of 2010)

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Distribution of organic seeds	Approval of request, Preparation/ packing of organic lowland vegetables and legumes, Delivery/ pick-up	Republic Act No. 10068 (Organic Agriculture Act of 2010);
		BPI-LBNCRDPSC Mandate, Procedures Manual
Distribution of vermicompost	Approval of request, Preparation/ packing of vermicompost, Delivery/ pick-up	BPI-LBNCRDPSC Mandate, Procedures Manual
Production of Quality Planting Materials	Planting of lowland vegetables, propagation of culinary and medicinal herbs and spices, propagation of fruit tree seedlings, ornamentals, sweet potato cuttings and cassava planting materials	RA No. 7308 (Seed Industry Development Act of 1992); BPI Production Guides;
		BPI-LBNCRDPSC Mandate, Procedures Manual
Production of organic seeds	Planting of organic lowland vegetables and legumes	Republic Act No. 10068 (Organic Agriculture Act of 2010);
		Philippine National Standards for Organic Seed Production
		Procedures Manual
Production of vermicompost	Collection of substrate, anaerobic and aerobic decomposition, harvesting	BPI Production Guide;
		BPI-LBNCRDPSC Mandate;
		Procedures manual
Maintenance of Foundation Scion Grove (FSG) and Seed Gardens/Mother Trees	Weeding, watering, fertilization, pruning, pest management	BPI-LBNCRDPSC Mandate

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SUPPORT PROCESS

ACCOUNTING SECTION		
Process	Sub-Process	References
Financial Report		Government Accounting Manual, COA Circular
Disbursement		Government Accounting Manual, COA Circular

BUDGET SECTION		
Process	Sub-Process	References
Budget Preparation		National Budget Memorandum
Financial Report		National Budget Circular, Memorandum and Special Orders from DA
Budget Execution		National Budget Circular, GAA, SARO, ASA

CASHIER SECTION		
Process	Sub-Process	References
Disbursement, Report of collection and deposits (RCD) , Report of checks issued and cancelled (RCIC)	Preparation of reports, disbursement and collection procedures	Government Accounting Manual

INFORMATION AND COMPUTER SECTION		
Process	Sub-Process	References
Packaging and promotion of developed technologies and services through print or social media releases	Archiving and keeping information for BPI	Internal Memoranda/Request from Operating Units, and Procedure Manual
	Dissemination of IEC materials	

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Photo and Video Documentation	Documentation of Events	Internal Memoranda/Request from Operating Units, and Procedure Manual
	Update and maintain the website	
Maintenance of ICT equipment	Collation of ICT Technical Support Request and Service Report Form	Internal Memorandum for the Schedule of Preventive Maintenance of ICT Equipment; and Memorandum Order No. 41, Series of 2020 or Data Center and ICT Equipment Maintenance Policy and Guidelines

PERSONNEL SECTION		
Process	Sub-Process	References
Training	Updating of Personal Data Sheet (PDS)	Internal Memoranda
	Accomplishment of training contract	CSC Memorandum Circular No. 16, s. 2017 (PDS)
	Submission of training reports	Malacañang Memo Order No. 119, s. 1993 on scholarship and training grants
Hiring	Updating of Personal Data Sheet (PDS)	Republic Act 7041 (Act Requiring Regular Publication of Existing Vacant Positions in the Government)
	Updating of Personal Data Sheet (PDS)	CSC Memorandum Circular No. 16, s. 2017 (PDS)
Renewal of Contracts of Service	Updating of Personal Data Sheet (PDS)	CSC Memorandum Circular No. 16, s. 2017 (PDS)
Request for Travel Authority	Updating of Personal Data Sheet (PDS)	CSC Memorandum Circular No. 16, s. 2017 (PDS)
		Internal Memoranda
Updating of Leave credits	Submission of Daily Time Records	Internal Memoranda
Submission of IPCR	Not applicable	SPMS
		CSC Memorandum Circular No. 6, s. 2012

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		Internal Memoranda
Submission of nominees for awards	Updating of PDS, IPCR and Service Record	CSC MC 1, s. 2001
	Nomination form	Internal Memoranda
Application of On-the-Job Training	Application Form	Internal Memoranda

PROCUREMENT AND MANAGEMENT SECTION		
Process	Sub-Process	References
Procurement of Goods, Infrastructure Projects and Consulting Services	Public Bidding, Direct Contracting, Shopping, & Negotiated Procurement (Small Value, Agency to Agency, & Two Failed Bidding)	Republic Act 9184 and Implementing Rules and Regulations

PROPERTY AND SUPPLY SECTION		
Process	Sub-Process	References
Warehousing	Acceptance and Inspection of delivered goods.	Government Form No. 21 * Inspection and Acceptance Report
	Distribution of goods to the end users	Government Form (GAM) No. 3 *Requisition and Issues Slip
	Maintains records of issued goods.	Government Form (GAM) No. 4 *Inventory Custodian Slip Government Form (GAM) No. 71 *Property Acknowledgement Receipt. Government Form No. 27 *Stock Card
Inventory	Conduct Physical Inventory of Properties and Equipment	Accountable Form (GAM)No. 133
		* Report on the Physical Count of Property

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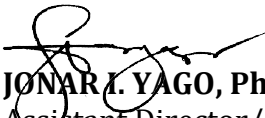
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Disposal	Conduct Physical Inventory of unserviceable properties and equipment	Government Form (GAM) No. 12 *Inventory and Inspection Report of Unserviceable Property
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RECORDS SECTION		
Process	Sub-Process	References
Records Disposition		RA 9470 – “National Archives of the Philippines Act of 2007”

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AGRICULTURAL ENGINEERING DIVISION (AED)

Objective	Key Performance Indicator	Baseline Data (2018)	Target	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Increase external fund resources	Number of R&D proposals funded						
	Number of approved research and development from external interested parties	1	1	Preparation and submission of research proposal based on the target fund sources research priorities	AED	2022	Approved detailed research proposal

BIOTECHNOLOGY OFFICE

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure access of farmers to quality seeds	Number of GM applications approved for commercial propagation	2	4	Efficient processing of the application and timely assessment	BIOTECH	December 2022	Approval Registry of GM crops for commercial propagation

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Ensure compliance to food safety and phytosanitary requirements of agricultural crops	No. of days it took to facilitate approval for permit for direct use after endorsement of DA-BC	7	5	Efficient processing of the application and timely assessment	BIOTECH	December 2022	Approval Registry for GM crops for direct use
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CROP PEST MANAGEMENT DIVISION (CPMD)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Enhance promotion of opportunities in agriculture	Number of technology developed		1	Develop a software in pest monitoring and collection of data for specific crop	Pest Forecasting Section	December 31, 2022	Consultative meetings and workshops
	Number of beneficiaries served						
Strengthen plant regulatory, laboratory and pest management	Number of pest advisories issued	360	360	Distributed in 16 regions quarterly	Pest Forecasting Section	December 31, 2022	Accomplishment report; receiving copy

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				Note: Target setting is proportional to budget allocation			
	Number of BCA produced	23,449	17,650	Biocon produced to be distributed with a satisfactory rating of the beneficiaries	Biocon & IPM Section	December 31, 2022	Accomplishment report; Customer satisfaction form
				Note: Target setting is proportional to budget allocation			
Generate new and relevant agricultural technologies	Number of research						
	On-going		2	To be completed based on the specific target date	Pest Forecasting Section	December 31, 2022	National terminal report
Upgrade infrastructure and support facilities services	Number of pest museum maintained		1	Maintenance of 1 pest museum	Plant Health and Pest Status Section and Pest	December 31, 2022	Accomplishment report

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					Forecasting Section		
	Number of pest clinic maintained		1	Maintenance of 1 pest clinic	Plant Health and Pest Status Section; Pest Forecasting Section; Biocon and IPM Section	December 31, 2022	Accomplishment report
Increase external fund resources	Number of R&D proposals funded						
	Local		3	To be completed based on the specific target date	Pest Forecasting Section, Plant Health and Pest Status Section and Biocon and IPM Section	December 31, 2022	Progress report; National terminal report

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CROP RESEARCH AND PRODUCTION SUPPORT DIVISION (CRPSD)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure access of farmers to quality seeds and planting materials	Number of certified plant materials						
	Number of quality planting materials distributed based on standards	5,926	8,000	Planting materials to be distributed will be 100% tagged, if applicable.	CRPSD	December 31, 2022	Inventory; Field inspection; Monthly Report
	Volume of seeds (kg) distributed based on seed standards	450	618	Basic production guide to be attached in the seed packaging	CRPSD	December 31, 2022	Inventory; Monthly Report

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Enhance promotion of opportunities in agriculture	Number of trainings conducted	15	25	Conduct training on Vegetable Production, Plant Propagation Techniques and Mushroom Culture and Cultivation Technology with a satisfactory rating of the customers	CRPSD	December 31, 2022	Feedback form, attendance sheet
	Number of customers served	16,500	20,000	Provide clients with technical assistance, seeds and planting materials having a satisfactory feedback	CRPSD	December 31, 2022	Log sheet, Feedback form
Generate new and relevant agricultural technologies	Number of technologies generated						
	generated	1	2	Popularize generated technologies	CRPSD	December 31, 2022	Accomplished popular paper
	Number of research						
	completed	2	2	For journal publication	CRPSD	December 31, 2022	Published journal

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	conducted / ongoing	6	7	To be completed based on the target completion date	CRPSD	December 31, 2022	Terminal report
	new	1	2	To be conducted based on the approved proposal	CRPSD	December 31, 2022	Highlights of the study
Upgrade infrastructure and support facilities services	Number of infrastructure facilities						
	established	1	3	Establishment of CRPSD Rice Storage Facility	CRPSD	2022	Completion report of Engineering Division
	maintained	10	12	Maintenance of 3 seed storage facilities, 2 plant nurseries, and 7 greenhouses	CRPSD	2022	Accomplishment report
	upgraded	1	2	Upgrading of the National Mushroom and Tissue Culture Laboratory	CRPSD	December 31, 2022	Completion report of Engineering Division
	Number of R&D proposals funded						

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Increase external fund resources	local	1	2	Accomplish the study based on the proposed plan	CRPSD	December 31, 2022	Progress Report
	Number of institutional development fund granted						
	international	0	1	Establishment of the structure to be funded	CRPSD	December 31, 2022	Completion report of Engineering Division, Certificate of Donation

NATIONAL PLANT QUARANTINE SERVICES DIVISION (NPQSD)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure compliance to food safety and phytosanitary requirements	Number of registered/ accredited/ licensed						
	farmers / growers	240	395	Information Dissemination	NPQSD	December 31, 2022	Certificates Issued
	packing facilities	139	160	Information Dissemination	NPQSD	December 31, 2022	Certificates Issued
	Number of registered/ accredited/ licensed						

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of agricultural crops	importers	964	680	Information Dissemination	NPQSD	December 31, 2022	Certificates Issued
	exporters	100	64	Information Dissemination	NPQSD	December 31, 2022	Certificates Issued
	Percentage of licensed / accredited stakeholders audited	Licensed Importer- 0%	Licensed Importer - 1%	Regular Audit Inspection of the Registered Importers	NPQSD	December 31, 2022	Actual Site Inspection and Documentation
\Strengthen plant regulatory, laboratory and pest management	Percentage of Regulatory Documents issued within prescribed time	SPSIC - 210%	SPSIC- 100%	Constant communication with Office of the Director regarding endorsed applications	NPQSD	December 31, 2022	Approved Import Clearance (SPSIC)
Upgrade infrastructure and support facilities services	Number of infrastructure facilities						
	Established	0	1	Comply with all the necessary documents needed.	NPQSD	December 31, 2022	Actual Site Inspection
	maintained	30	30	Comply with all the necessary documents needed.	NPQSD	December 31, 2022	Actual Site Inspection
Number of institutional development fund granted							

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Increase external fund resources							
	international	0	1	Comply all the necessary documents for the evaluation of the Funding Agency	NPQSD	December 31, 2022	

NATIONAL SEED INDUSTRY COUNCIL – PLANT VARIETY PROTECTION OFFICE (NSIC-PVPO)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Intensify Protection of Plant Varieties	No. of Certificate of Plant Variety Protection (CPVP) issued	30	40	Timely evaluation of Distinctness, Uniformity and Stability (DUS), review and deliberation of applications and processing of CPVP	NSIC-PVPO	December 31, 2022	Issuance of certificates, Customer Satisfaction Form (CSF), Accomplishment Report

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Enhance Human Resource Capability	No. of trainings conducted	1	2	Conduct of training for PVP Examiners especially to the newly appointed members to enhance their technical knowledge in the evaluation of DUS	NSIC-PVPO	December 31, 2022	Training Report and Analysis, Accomplishment Report
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NATIONAL SEED QUALITY CONTROL SERVICES (NSQCS)

Objective	Key Performance Indicator	Baseline Data	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To prepare the laboratories for the requirements relative to ISO/IEC 17025:2017 accreditation	Number of trainings conducted to prospective NSQCS laboratories relative to ISO/IEC 17025:2017 accreditation	1 (for 2020)	5 (for 2022)	Conduct or training to other NSQCS Regional/Satellite	Seed Testing Section	December, 2022	Submission of training report

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Capacitate Biotechnology Unit for varietal identification	Number of technical and scientific equipment for biotechnology unit	2 (for 2021)	10 (for 2022)	Procurement of technical and scientific equipment	Seed Testing Section	December 2022	Submission of accomplishment report
Improvement of database system of NSQCS	Number of data centralized for NSQCS employees	0	All data of NSQCS Employees	Develop web application module for employee data entries	Planning Management, Training and Monitoring Team	December 2022	Submission of accomplishment report
Improvement of database system of NSQCS	Number of basic information data centralized for seed growers/producers	2,310 (for 2021)	All seed growers/producers	Develop web application module for seed growers/producers basic information data entries	Seed Certification Section	December 2022	Submission of accomplishment report

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Improvement of database system of NSQCS	Number of certification data centralized for seed growers/ producers accreditation	1,500 (for 2021)	All certification data for wet and dry season 2022	Develop web application module for seed growers/ producers certification data entries	Seed Certification Section	December 2022	Submission of accomplishment report
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PLANT PRODUCT SAFETY SERVICES DIVISION (PPSSD)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To increase awareness of DA Regional Field Offices, and Local Government Units (LGUs) on the impacts of food safety	Number of orientation/seminar/trainings conducted for a. RFOs b. LGUs	2	3	Prepare training materials for the conduct of orientation Conduct of Food Safety Orientation Seminars	PPSSD-AIS	December 31, 2022	Monthly Accomplishment Report, Training Evaluation Form

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To increase the number of Food Safety Compliance Officers registered	Number of Food Safety Compliance Officers registered	0	60	Implement the BPI Administrative Circular No. 2, S. 2021 Requirements for Designation and Registration of Food Safety Compliance Officer (FSCO)	PPSSD	December 31, 2022	Monthly Accomplishment Report
To increase capability of the laboratory in processing of laboratory samples	Number of analytes detected	96	106	Conduct of method development and validation	PPSSD	December 31, 2022	Monthly Accomplishment Report/Method Validation Report
To facilitate the receiving and processing of applications for PhilGAP certification and licensing of Cold Storage Warehouse	Number of processes automated	0	2	Automation of submission and processing of applications for PhilGAP certification and licensing of Cold Storage Warehouse	PPSSD	December 31, 2022	Monthly Accomplishment Report

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BAGUIO NATIONAL CROP RESEARCH, DEVELOPMENT, AND PRODUCTION SUPPORT CENTER (BNCRDPSC)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure access of farmers to quality semi-temperate vegetable seeds and fruit crops	Volume of seeds (kg) distributed based on seed standards	48558	43028	Approval of request; packed and tagged; production guide is attached	BNCRDPSC	December 31, 2022	Inventory, monthly report; RIS and CSF
	Number of quality planting materials distributed based on standards	55700	55600	Approval of request; Planting materials to be distributed should be 100% tagged if applicable;	Production Support	December 31, 2022	Inventory, monthly report; RIS and CSF
Enhance promotion of opportunities in agriculture	Number of information caravan conducted	5	2	Identification of area and coordination with the local government unit	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual report
	Number of technology demonstrations conducted	7	7	Identification, establishment, maintenance and monitoring of	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual

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				technology demonstration areas			report, visitors logbook
	Number of trainings conducted	5	9	Coordination and conduct trainings on developed technologies on semi-temperate vegetables, fruit crops and beverages	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual report, training and resource person evaluation report and analysis
	Number of beneficiaries served	57 groups 160 individuals	79 groups 140 individuals	Approval of request, technical assistance, distribution of IEC materials, vegetable seeds and planting materials and BCA's	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual report, RIS, CSF and analysis
Strengthen plant regulatory, laboratory and pest management	Number of BCA distributed	2128 bags <i>Trichoderma</i> and 5,000 pcs <i>Diadegma</i>	1800 bags <i>Trichoderma</i> , 2500 pcs <i>Diadegma</i>	Biocon distributed with a satisfactory rating	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual report, RIS, CSF and analysis Monthly report

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Generate new and relevant agricultural technologies	Number of research						
	completed	1	4	Analysis of data and preparation of reports.	BNCRDPSC	December 31, 2022	Submission of Terminal Report
	conducted / ongoing	9	7	Conduct of study; gathering of data	BNCRDPSC	December 31, 2022	Monthly report, semi-annual report, annual report
	Number of Research						
	New	1	5	Preparation of proposal; evaluation of proposal	BNCRDPSC	December 31, 2022	Submission of approved proposal
Upgrade infrastructure and support facilities services	Number of infrastructure facilities						
	maintained	100%	100%	Regular monitoring of facilities and implement the maintenance plan	BNCRDPSC	December 31, 2022	report
	Number of equipment						
	maintained	100%	100%	Implement the maintenance plan	BNCRDPSC	December 31, 2022	report
	Number of transportation vehicle						
maintained	100%	100%	Implement the maintenance plan	BNCRDPSC	December 31, 2022	report	

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Integrate information management	Number of ICT hardware						
	maintained	100%	100%		BNCRDPSC	December 31, 2022	report

LOS BAÑOS NATIONAL CROP RESEARCH, DEVELOPMENT, AND PRODUCTION SUPPORT CENTER (LBNCRDPSC)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure access of farmers to quality seeds	Number of quality planting materials distributed based on standards	36,392 out of 34,975 (104%) quality planting materials distributed based on standards	48,000	Planting of lowland vegetables, propagation of culinary and medicinal herbs and spices, propagation of NSIC fruit tree seedlings, ornamentals, black pepper, sweet potato cuttings and cassava planting materials	LBNCRDPSC	December 31, 2022	Monthly Accomplishment Reports (MAR)/ Project Monitoring and Evaluation Sheet (PMES)

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	Volume of vermicompost (kg) distributed based on standards	12,212 out of 11,500 (106%) volume of vermicompost (kg) distributed based on standards	5,000	Production of vermicompost	LBNCRDPSC	December 31, 2022	Monthly Accomplishment Reports (MAR)/ Project Monitoring and Evaluation Sheet (PMES)
	Volume of seeds (kg) distributed based on seed standards	9,562.165 out of 9,547.00 (100.16%) volume of seeds (kg) distributed based on seed standards	7,541	Approval of request, Preparation/ packing of lowland vegetables and legumes, Delivery/ pick-up	LBNCRDPSC	December 31, 2022	MAR/PMES
Enhance promotion of opportunities in agriculture	Number of technology demonstrations conducted	2 out of the 2 (100%) approved technology demonstrations approved from core and	2 (HVCDP)	Establishment and Maintenance of Techno-Demo Areas	LBNCRDPSC	December 31, 2022	MAR/PMES

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		banner programs					
	Number of trainings conducted	24 out of 4 (600%) trainings conducted	6 (NRP, HVCDP)	Coordination and conduct of training on developed technologies	LBNCRDPSC	December 31, 2022	MAR/PMES
	Number of beneficiaries served	577 groups out of 257 (225%) group beneficiaries served	440 groups	Approval of request, Technical Assistance, Distribution of IEC Materials, Preparation/ packing of seeds/planting materials, Delivery/ pick-up	LBNCRDPSC	December 31, 2022	MAR/PMES
Generate new and relevant	Number of research						

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agricultural technologies	completed	6 (6 special projects) out of 9 (67%) completed research studies	9 (2 Core Program; 7 special projects)	Submission of proposal and conduct of approved Research Projects based on Research and Development, and Extension Agenda and Programs (RDEAP)	LBNCRDPSC	December 31, 2022	Submitted and approved proposals, MOA (Memorandum of Agreement), project reports and outputs
	conducted / ongoing	7 out of 7 (100%) approved research based on Core Program	13 (6 new and 7 on-going for Core Program)	Submission of proposal and conduct of approved Research Projects based on Research and Development, and Extension Agenda and Programs (RDEAP)	LBNCRDPSC	December 31, 2022	Submitted and approved proposals, MOA (Memorandum of Agreement), project reports and outputs
Upgrade infrastructure and support	Number of transportation vehicle						

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facilities services	maintained	4 out of 4 (100%) vehicles	4	Submission of Work and Financial Plan	LBNCRDPSC	December 31, 2022	Approved Work and Financial Plan
Increase external fund resources	Number of R&D proposals funded						
	local (new and continuing)	5 (3 new; 2 continuing) out of the 6 (83%) approved R&D proposals	4 (1 new; 3 continuing)	Submission of Research Proposals based on Research and Development, and Extension Agenda and Programs (RDEAP)	LBNCRDPSC	December 31, 2022	Submitted and approved proposals, MOA (Memorandum of Agreement)
	International (new and continuing)	4 (4 continuing) out of the 4 (100%) approved R&D proposals	5 (1 new; 4 continuing)	Submission of Research Proposal based on the fund source's research priorities	LBNCRDPSC	December 31, 2022	Submitted and approved proposals, MOA (Memorandum of Agreement)

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ACCOUNTING SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Improvement of the Section's reporting system	Implementation of E-NGAS	35%	65%	Collection of BPI'S records and reports for data buildup	Accounting Section	December 31, 2022	Submission of quarterly Financial Reports
				Hire and Train Accounting Staff			

BUDGET SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure efficient financial management	Budget utilization rate	95% based on 2018	100% on 2020	Close coordination with the Implementing unit specially with their procurement activities	Budget	December 31, 2022	Program Implementation Review

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CASHIER SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Record of payment for suppliers and employee	Enhance payment efficiency using an application to view payments and registered bank details.	Manual database using excel file	Payment database	Hiring of additional personnel to develop, facilitate, conduct and validate data collection and Procurement of additional ICT equipment related to the development of payment database	Cashier and Accounting Section	December 31, 2022	Monthly monitoring of the record on suppliers' payment and bank details.

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OFFICE OF THE DIRECTOR

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To improve the use of Doctrack System	Continuous enhancement /implementation of tracking system	Use of Log Book, DocTrackSystem (online) and Feedback Forms (hardcopy)	1	Strict implementation of the Use of the Doctrack System for every document	Office of the Director, Operating Units/Divisions	December 31, 2022	Affix tracking Number/QR code for every document
				Require Operating Unit/s (OUs) to use the "Update Remarks" function in the Doctrack system and submit monthly feedback form/action take on the documents routed to their offices			Filing/consolidation of submitted monthly feedback forms

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OFFICE OF THE ASSISTANT DIRECTOR FOR REGULATORY SERVICES

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Implementation of Customer Service Form after transactions	Customer Feedback form, Monthly Analysis of CSF	0	1	Use of hard copy, QR and google link of CSF forms for customer/unit feedbacks	Office of the Assistant Director for Regulatory, Operating units & Customers/ Clients	December 31, 2022	(1) Ensure that hard copies of CSFs are always available in the receiving area. (2) QR's/link are available in desktops and laptops.
To implement a process flow and tracking in handling/processing documents	Continuous enhancement / implementation of the tracking system	0	1	Strict implementation of the use of the DocTrack system for every document	Office of the Assistant Director for Regulatory	December 31, 2022	Ensure that every document received has a tracking no. and QR code affixed to it

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OFFICE OF THE ASSISTANT DIRECTOR FOR OPERATIONS AND TECHNICAL AND PRODUCTION SERVICES

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure submission of good quality research proposal	No. of training/ seminar conducted	Not applicable	1	Conduct training and seminar on research proposal writing and packaging	Office of the Assistant Director for Research & Development and Pest Management	December 31, 2022	Attendance log, Training/Seminar report, and Certificates
Implement a process flow and tracking in handling/processing of documents	Continuous enhancement/ implementation of the tracking system	Not applicable	1	Strict implementation of the use of the DocTrack system for every document	Office of the Assistant Director for Research & Development and Pest Management	December 31, 2022	Ensure that every document received has a tracking no. and QR code affixed to it.

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GENERAL SERVICES SECTION (GSS)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To prevent equipment failure before it occurs to avoid further damage and costly repair	Number of Divisions scheduled for maintenance every six (6) months	0	8	Strict monitoring of scheduled preventive and corrective maintenance for equipment (AC unit)	General Services Section	December 31, 2022	Corrective and Preventive Maintenance Plan
							Request for Maintenance Form
							Pre-Evaluation Report Form
							Post-Evaluation Report Form
To prevent RP vehicle failure before it occurs to	Number of RP vehicle scheduled for maintenance monthly	0	28	Strict monitoring of scheduled preventive and corrective maintenance for RP vehicle	General Services Section	December 31, 2022	Corrective and Preventive Maintenance Plan

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avoid further damage and costly repair							Request for Maintenance Form
							Pre-Evaluation Report Form
							Post-Evaluation Report Form
To prevent building and facility damages before it occurs to avoid further damages and costly repair	Number of Divisions scheduled for maintenance monthly	0	8	Strict monitoring of scheduled preventive and corrective maintenance for Building and Facilities	General Services Section	December 31, 2022	Corrective and Preventive Maintenance Plan
							Request for Maintenance Form
							Pre-Evaluation Report Form
							Post-Evaluation Report Form

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INFORMATION AND COMPUTER SECTION (ICS)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2021)	Monitoring Method
Integrate information management	Maintenance and enhancement of developed Support Processes and Support to Core Operations Systems	15	15	Efficient monitoring and evaluation of developed processes to enhance functionality of the systems	Information and Computer Section	December 31, 2022	Evaluate the generated reports of ICT Technical Support Request and Service Report System and Customer Satisfaction Form monthly
	Maintenance of BPI Website	347 (updates)	347 (updates)	Enhancement of BPI website and to post requested updates on time	Information and Computer Section	December 31, 2022	ICS Request Slip and Customer Satisfaction Form reports

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	Maintenance of ICT Equipment	404	441	Conduct effective troubleshooting and implement the maintenance plan	Information and Computer Section	December 31, 2022	Evaluate the generated reports of ICT Technical Support Request and Service Report System and Customer Satisfaction Form on a monthly basis
Enhance promotion of opportunities in agriculture through information dissemination	Maintenance of BPI Official FB Page	100K (followers) 3.9M (Reach)	120K (followers) 4.0M (Reach)	Increase engagement and reach of BPI Facebook page	Information and Computer Section	December 31, 2022	Regularly monitor FB page's reach

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INTERNAL AUDIT UNIT

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To ensure a highly qualified and trained Staff concerning Internal Audit functions	Number of Training and seminars attended	0	2	Training and seminars on Internal Audit and other courses concerning the Internal Audit function and tasks.	Internal Audit Unit	December 31, 2022	Attendance, Training/ Seminar Report and Certificates

PERSONNEL SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Enhance human resource capability	Number of participants (BPI personnel) trained	3,528	3,600	Develop Learning & Development Plan and HR Orientation Programs	Personnel Section	December 2022	Submitted Training Monitoring Form

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Number of staff with higher degree						
MS Degree	54	55	Dissemination on the Scholarship Programs offered by different Institutions	Personnel Section	December 2022	1. Applications for Scholarship and Study Leave 2. Annual updating of PDS
PhD	10	11	Information dissemination on the Scholarship Programs offered by different Institutions	Personnel Section	December 2022	1. Applications for Scholarship and Study Leave 2. Annual updating of PDS
Number of staff recognized/awarded						
Locally	18	20	Information dissemination on the Applications for Nominations on Award giving bodies	Personnel Section	December 2022	Nomination Forms/Letters
Internationally	0	1	Information dissemination on the Applications for Nominations on Award giving bodies	Personnel Section	December 2022	Nomination Forms/Letters

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To acquire records system for Contract of Service	Development of database	0	80%	Generate data from the concerned OUs	Personnel Section	December 2022	Submitted Personal Data Sheet (PDS rev. 2017)
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PLANNING AND MANAGEMENT OFFICE (PMO)

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To improve the monitoring and evaluation system of PMO	BPI-Monitoring and Evaluation System (Google Drive) developed	0	1	To create a centralized reporting system across BPI-Operating units using Google Drive	PMO	December 31, 2022	Availability of Google Sheets to all Operating Units
	Agency-wide Database for physical accomplishment reports created	0	1	To create a database that will be used to monitor the monthly accomplishments of BPI Operating Units	PMO	March 31, 2022	Availability of database

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PROCUREMENT MANAGEMENT SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To ensure efficient procurement process of goods, infrastructure, and consulting services	No, of trained concerned personnel on procurement process	15% of procurement staff trained	100% of procurement staff trained	Regular attendance to procurement related seminars and trainings for updates on the government procurement reform act	Procurement Management Section	December 31, 2022	Training Report or Certificate of Attendance
				Training of end-users, TWG Members, on their role on the procurement process		December 31, 2022	Training Report and Attendance Sheet

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PROPERTY AND SUPPLY SECTION

Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
Ensure efficient delivery of goods and services	Percentage of delivered supplies/ property	75%	90%	Improvement/ Expansion of Warehouse/ Bodega	Property and Supply Section	December 31, 2022	Monthly Accomplishment Report and record of Purchase Order conformed
				Additional/ Hiring of Manpower			
Conduct of Physical Inventory of Properties and Equipment	No. of Inventory Reports Submitted	Manual Conduct of Physical Inventory of Property and Equipment using EXCEL format	Inventory Database System	Create new Inventory System	Property and Supply Section	December 31, 2022	Submission of Report
				Conduct training for the Property Custodian			
				Additional ICT Equipment			

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RECORDS SECTION


Objective	Key Performance Indicator	Baseline Data (2021)	Target (2022)	Action Plan	Responsible Unit	Completion Date (2022)	Monitoring Method
To ensure records staff are appropriately qualified, trained or experienced and that all staff understand the need for records management	Number of training attended	0	1	Training on Basic Records Management	Records Section	June 30, 2022	Training Report and Attendance
To ensure selection and disposal decisions can be explained by careful documentation of the appraisal and disposal of records	Number of Records Disposal Conducted	0	2	Conducted Records Appraisal and Disposal as per NAP set Standard	Records Section	June and November of 2022	Certificate of Disposal from NAP

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